



Employee Handbook

2015- 2016

Casa di Mir Montessori School

Primary & Lower Elementary:

90 E. Latimer Ave.

Campbell, CA 95008

408-370-3073

Upper Elementary & Middle School:

Campbell Community Center

1 W. Campbell Ave.

Campbell, CA 95008

www.casadimir.org

TABLE OF CONTENTS

Purpose and Use of Handbook	5
Acknowledgment (At-Will Employees).....	6
Section A: Introducing Casa di Mir Montessori School.....	7
Welcome Letter from the Head of School.....	8
School Mission, Philosophy and History.....	9
School Administration.....	12
Faculty Member’s Role At Casa di Mir Montessori School.....	13
School Governance.....	16
Section B: General Policies.....	18
Equal Employment Opportunity.....	19
Unlawful Harassment (Including Sexual Harassment).....	20
Whistleblower and Non-retaliation Policy.....	22
Section C: Employment Practices.....	24
Hiring Policies.....	25
Required forms/documentation.....	25
At-Will Employment.....	26
Employment Classifications.....	26
Immigration Law Compliance.....	27
Work Week and Overtime Pay.....	27
Pay Periods.....	28
Payroll Deductions.....	28
Business and Teaching Hours.....	29
Attendance and Punctuality.....	29
Orientation Period.....	30
Employee Dress Code.....	30
Religious Observances.....	31
School Calendar.....	31
Confidentiality.....	37
Intellectual Property and Copyright Ownership.....	40
Communication with the Press or Media.....	40
Personnel Records and Change of Status.....	41
Professional References (Employees).....	41
Job Postings.....	42
Outside Employment.....	42
Termination of Employment.....	43

Section D: Principles of Conduct.....44

Personal Conduct.....45
Personal Conduct (Prohibitions).....45
Relationships with Students and Parents.....47
Conflicts of Interest.....48
Communication and Open Door Policy.....48
Employment of Family Members.....49
Acceptance of Gifts from Students and Parents.....49
Acceptable Use of Internet, Email and Network Resources.....50
Drug-Free Workplace.....52

Section E: Performance Evaluation and Professional Development.....54

Performance Evaluation.....55
Corrective Action.....57
Professional Development.....59

Section F: Compensation and Benefits.....61

Compensation.....62
Employee Benefits Programs.....62
Faculty and Staff Children Tuition (Remission).....64
Faculty and Staff Children Tuition (Financial Aid).....64
Continuation of Benefits (COBRA).....65
Medical Information Privacy Under HIPAA.....65

Section G: Time Off.....66

Vacation.....67
Sick Time.....67
Holidays.....70
Jury Service.....71
Bereavement Leave.....72

Section H: Leaves of Absence.....73

Maternity/Paternity/Adoption Leave Policy.....74
California State-Mandated Leaves of Absence.....74
Military Leave.....78
Workers' Compensation Leave and Injury Reporting.....78

Section I: Business Office Policies.....79

Expense Reimbursement.....80

Mileage Reimbursement.....	81
----------------------------	----

Section J: Health, Safety, And Security.....82

Health and Safety.....	83
Weapons.....	83
Building Security.....	83
Personal Property.....	85
Smoking at School.....	85
CPR and First Aid Certification.....	85
Search of School and Personal Property.....	85
Maintenance Requests.....	86
Leaving Campus During the School Day.....	86
Field Trips.....	86
Emergency Policies and Procedures.....	87
Fire/Safety Drills.....	89
Contagious Illness and Medicine Policy.....	94
Allergies.....	95
Blood-Borne Pathogen Exposure Policy.....	95
Fragrance Free Workplace.....	96
Suspected Child Abuse Reporting Procedure.....	96
Handling of Confidential Materials.....	97

Section K: Academic and Student- Related Policies.....99

Lunch Duty.....	100
General Supervision.....	100
Playground Supervision.....	100
Student Discipline.....	101
Food and Allergies.....	104
Follow up Work at Home.....	105
Supporting Students with Learning Disabilities.....	106
Appropriate Dress.....	107
Birthdays.....	108

PURPOSE AND USE OF HANDBOOK

This employee handbook provides you with important information about Casa di Mir Montessori School's benefits, policies, and practices. Please read it thoroughly and save it for future reference. This replaces and supersedes any previous version of the handbook.

The guidelines in this handbook do not deal with every possible circumstance and are to be implemented in light of common sense and sound judgment. If you have any questions, please do not hesitate to ask the Business Manager. All employees should be aware that violation of school policies and procedures may subject the employee to corrective action, up to and including termination of employment.

While Casa di Mir Montessori School strives to keep all faculty and staff fully apprised regarding policy and procedure changes, the school reserves the right to modify the policies and practices outlined in this handbook at any time, based on the needs of the school and at the sole discretion of the School Head. Accordingly, there may be occasions in which school policy changes prior to the distribution of written notice to all employees.

Please understand that Casa di Mir Montessori—as an employer in the state of California must comply with federal, state, and local laws affecting both employees and employers. In doing so, we realize that there may be sections and policies in this handbook that may not “feel like” the school or environment with which you are familiar at Casa di Mir Montessori. However, we ask all employees to kindly understand that, legally and morally, we must abide by the laws and regulations of the greater society in which we live. We appreciate your understanding of our need to be in compliance with the law and thank you for your support in helping Casa di Mir Montessori School operate effectively in the best interests of our students, stakeholders, and community members at large.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Casa di Mir Montessori School Employee Handbook (2015 edition).

I understand that it replaces and supersedes any prior version of the handbook. I understand that it contains important information on the personnel and benefits policies applicable to me and about my privileges and obligations as an employee. I will familiarize myself with the material in the employee handbook, and I understand that I am responsible for knowing and abiding by its contents.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur without prior notice. While the school strives to communicate such changes in a timely manner, I understand that revised information may supersede, modify, or eliminate existing policies before such notices are officially published.

I acknowledge that this handbook does not create a contract of employment between myself and the school, which can only occur in the form of a written document signed by the School Head (or his/her designee) and myself. I understand that my employment is “at-will” and that neither I nor Casa di Mir Montessori School is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time for any reason.

I understand that I should consult with the Business Manager regarding any questions not answered in the handbook. I acknowledge that I have read this Employee Acknowledgment Form and have received a copy of the employee handbook, which policies I will read and understand and by which I agree to comply.

This form must be signed and dated and returned to Casa di Mir Montessori School Business Office promptly upon receipt of the handbook and review of this form.

Signature

PRINTED Name

Date

SECTION A:
Introducing Casa di Mir
Montessori School

A WELCOME MESSAGE FROM THE HEAD OF SCHOOL

Welcome to Casa di Mir Montessori School! If you are a new employee, we are very glad that you have decided to join us. If you are a returning employee, it is a great pleasure to welcome you back to what promises to be another fine year in the growth and development of the school and our students.

As you familiarize yourself with this handbook, please understand that it is intended to be a guide to our school's employment, benefits, administrative policies, practices, and philosophies. It is not meant to detail each and every standard or practice of the school, but rather to serve as a reference for the main aspects of daily life at the school and a larger vision of the school's ideals and expectations. If you have any questions about the information contained in the handbook, please do not hesitate to speak with me at any time.

With warmest regards,

Wanda Whitehead
Head of School

SCHOOL MISSION, PHILOSOPHY, AND HISTORY

Mission

Casa di Mir Montessori School's mission is to provide an authentic Montessori education in a nurturing school community. With a strong emphasis on academics, creativity and peace education we provide a learning experience that promotes confidence, individual responsibility, and a strong sense of global citizenship.

Educational Philosophy

The core of the philosophy of Casa di Mir Montessori Elementary School is the belief and trust in the child, recognizing that within each child is the innate joy of learning and the tremendous desire to grow, healthy and strong, intellectually, emotionally physically and spiritually.

The aim, therefore, is to create a learning environment that will foster self-esteem, entice curiosity and the pursuit of knowledge, enable the child to master the necessary skills, encourage positive social skills (effective communication and problem-solving), nurture the individual's creativity, and continually acknowledge the spirit of the child.

We seek to infuse the classroom with a reverence for all life and an understanding of the needs of all organisms with whom we share this great and beautiful planet.

We see our philosophy actualized in the social contracts we make in each classroom, in the valued relationships of child with child, child with adult, in the varieties of cooperative and independent activities, in the celebrations of the diversity of humans and all life. We see creativity flourish in this atmosphere of acceptance and trust.

We recognize that each child learns and expresses him or herself in an individual way. Given this understanding the Montessori program enables children to be free to work at their own pace in a non-competitive environment with materials they have chosen, either alone or with others.

We operate on the principle of freedom within limits, internal development before independence. Each Montessori classroom environment has as its set of ground rules the core of Montessori beliefs, namely respect for each other and the environment.

Casa di Mir Montessori Elementary School is dedicated to providing a harmonious educational environment based on the Montessori Method. This method has proven to be an excellent, innovative way to educate children. It focuses on the child's own innate desire to learn, to understand the world and to master him or herself. When the child realizes she/he is the learner and successfully pursues interests, he/she takes a responsible role in his/her own growth. The children are encouraged to learn by doing. We also

recognize that there are many ways to learn so new concepts are presented in many different ways.

The cornerstone of the Montessori Method is the inter-relatedness of the curriculum called “cosmic education” or “education for peace”. We emphasize this global education throughout the school not just in the study of topics, but also in the social structure and relationships of the school. The recognition of the greatness of all living things is key to this. We work with Peacemaking skills and Conflict Resolution to solve problems that may arise and we see how these same skills could work in situations of a broader scope.

Casa di Mir Montessori School's policy is to provide equal opportunity in employment for all qualified employees or applicants without regard to race, color, gender, age, national origin, marital status, ancestry, sexual orientation, medical condition, physical disability, mental disability, pregnancy, veteran status, citizenship, religion or any other characteristic protected by local, state or federal law. This extends to all terms, conditions, and benefits of employment. All job assignments, promotions and salary considerations are made strictly on the basis of job-related skills, experience, and qualifications.

Goals

The “team concept” plays a key role at our school. The goal is to have each faculty member fulfill the role that s/he has been selected for. In this way we function, not as a hierarchy, but as a team with the well being of the children, their parents, and each other, as our goal.

This is part of the focus of “Education for Peace”. It is our philosophy that having a harmonious staff with a consistent program and philosophy is the best way to promote the peace we like to see among people. This does not mean that people do not disagree. Ideas are accepted with respect and these creative ideas and suggestions are what promote growth and change.

Our school is constantly evolving and will never be a dry and static entity. Times change, methods change, people’s needs change. It is our purpose to keep abreast of change in the educational community and incorporate positive change into our school. As always, we welcome feedback and positive solutions from all staff members, no matter what their position. The school clearly feels that all employees are equal as people and equally valuable even as they fill different functions. It is respect for the individual as a human being, which is the core of the Montessori Method.

Admission Philosophy

Casa di Mir has developed a quality Montessori program infused with a deep respect for the spiritual growth and development of the individual child.

Casa di Mir admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial aid and other school-administered programs. Casa di Mir accepts qualified students with or without disabilities. A qualified student with a disability in need of a reasonable accommodation should contact the Head of School so the School and the student can engage in the interactive process to determine whether reasonable accommodations can be made and the type of accommodations to provide.

Applications are available on the first school day of November of each year for the following academic year. Parents are required to visit and tour the school and meet with our Admissions Director before submitting an application. Appointments for school tours and classroom observations must be made through the office. Each applicant and his or her family will go through our assessment process in order to determine educational and philosophical compatibility with our program.

Casa di Mir Montessori School History

Casa di Mir Montessori Elementary School was established in 1989 to provide a comprehensive Montessori Elementary program for families in the Santa Clara Valley area.

The school is a non-profit organization located at 90 E. Latimer Avenue, Campbell, CA 95008. It was an outgrowth of Casa Maria Montessori School, which was located in Los Gatos. Originally, the school was operated in the home of Wanda Whitehead. After incorporation, the school leased classroom space from local school districts. In 1999, Casa di Mir secured a long-term lease and renovated the old Campbell post office at 90 E. Latimer. At that time, the school expanded to include a Primary program.

Professional Memberships and Accreditations

Casa di Mir Montessori School is a full affiliate of the American Montessori Society.

Program Overview

In order to meet each student's maturational and academic needs, Casa di Mir Montessori's program is divided into four levels:

- Early Childhood—3 to 6 year olds

- Lower Elementary —6 to 9 year olds
- Upper Elementary – 9 to 12 year olds
- Middle School—12 to 14 year olds

Quick Glance: Key Facts About Casa di Mir Montessori School

- 150 students from diverse backgrounds.
 - 2% African American
 - 46% Asian
 - 43% Caucasian
 - 9% Hispanic/Latino
- 23 faculty members
- 7 support staff
- 5 administrators
- 10% of students receive financial aid

SCHOOL ADMINISTRATION

The ***School Head*** is responsible for management of the entire school. The Head is the Board’s sole employee and is empowered to address all operational matters such as student enrollment, academics, finances, advancement, hiring and termination of personnel, and supervision of administration to carry out the operations of the school.

The ***Assistant Head of School*** ensures the integrity and quality of the scope and sequence of the educational program from Primary through Middle School, including after school programs. In doing so, the Assistant Head of School provides leadership for an exemplary Montessori program focused on the school’s mission and core values.

The ***Business Manager*** is responsible for risk management and all financial operations of the school including bookkeeping and financial analysis. The Business Manager oversees vendor contracts and is responsible for human resources policies, benefits and payroll.

The ***Admissions Director*** and the ***Development Director*** have three major areas of responsibility: admission, constituent relations, and development. Admission recruits mission-appropriate students and manages the admission process. It also monitors the re-recruitment of students and is the information bridge between admission and development. Constituent relations (parent relations, alumni relations, marketing, and communications) is a critical part of internal marketing of what the school does. Development’s task is to create and sustain a culture of philanthropy through a robust annual fund, successful major gifts program, and support of periodic campaigns.

THE FACULTY MEMBER'S ROLE AT CASA DI MIR MONTESSORI SCHOOL

Overview

It is the responsibility of the teacher to create a classroom environment that supports the school's mission to provide an authentic Montessori education in a nurturing school community. With a strong emphasis on academics, creativity and peace education we provide a learning experience that promotes confidence, individual responsibility, and a strong sense of global citizenship.

Requirements

The teacher must be in a state of health (emotionally and physically) that will allow her/him to properly care for students of the ages 3 to 14 years. This includes having the strength and flexibility to lift 50 pounds, to be able to work with a child on the floor or at a child-size table, and to physically assist a child in the restroom or on the playground. In compliance with ADA requirements (see Disability Accommodation Policy), the school will consider reasonable accommodations for candidates or employees in these (and all) positions.

Responsibilities

It is the responsibility of the teacher to:

- ▼ commit to professional growth and renewal on an ongoing basis
- ▼ set guidelines to promote a positive self-image in each child
- ▼ respect the rights and dignity of each child
- ▼ provide a stimulating learning environment for each child
- ▼ exhibit enthusiasm for the topics he/she teaches
- ▼ collaborate as a team player with teaching colleagues and administrators
- ▼ partner with parents, communicating effectively and frequently with them
- ▼ Educate oneself on the topics of Positive Discipline, Social Thinking and Non-violent "compassionate" Communication.
- ▼ market the school by a willingness to showcase his/her teaching and to communicate with prospective families
- ▼ support school activities by attending them
- ▼ learn new skills as changing pedagogy dictates
- ▼ model self-disciplined and ethical behavior
- ▼ dress professionally
- ▼ complete CPR, first aid, and sexual misconduct training

Hours and Attendance

The teacher will:

- ▼ arrive at the school no later than 8:00 a.m. and stay until 4:00 p.m. or beyond to ensure all duties are completed for the day. (All of a teacher's job cannot be done

- within the classroom hours. One should expect to spend time each week outside the classroom planning and organizing curriculum.)
- ▼ in the case of an emergency or illness, notify the supervisor or Head as soon as possible of a request for leave, but in no event later than 7:30 a.m. of the morning for which leave is requested
 - ▼ attend all faculty meetings throughout the year (these may begin before 8:00 a.m. or end after 4:00 p.m.)
 - ▼ attend Open House and other school events
 - ▼ use instructional time effectively and give his/her full attention to the students
 - ▼ be available to students and parents after hours, as needed (and within reasonable personal limitations)

The Classroom

The teacher will:

- ▼ accept responsibility for an orderly and neat classroom during the school hours
- ▼ accept responsibility for keeping all common areas neat and orderly
- ▼ acknowledge the inappropriateness of sarcasm and agree not to use it with students
- ▼ create a substitute file that includes at a minimum: class list, daily schedule, discipline plan, explanation of where specific materials are kept
- ▼ keep bulletin boards current, covered with children's work and/or information for parents, and change the hall bulletin board at least once monthly
- ▼ inform the Head of the progress of students and concerns about students
- ▼ keep daily attendance and developmental records

Teacher's Role on the Playground

Outdoor play is an important part of the school's program. On the teacher's designated lunch supervisor days, the teacher should remain with the students on the playground, moving from one group to another and using this time to assess the students' physical skills and observe social interactions. While some visiting with other teachers is expected, the teacher's main responsibility is to interact with and supervise the students.

Administering Student Discipline (See Section K for more detailed information)

Teachers are expected to handle disciplinary problems in a positive and prompt manner. Under no circumstances should corporal punishment be used with students. The Head should be notified of any ongoing concerns. The teacher should promptly inform parents of on-going discipline issues or problems.

Field Trips

Field trips are an important opportunity for the students to extend their learning experiences. The teacher arranges the trip. Examples of materials that must be taken on a

field trip include: first-aid box; medical release form, transportation permission slip, and health form for each child.

Communication with Parents and Others

It is the responsibility of the teacher to plan and implement methods of establishing communication with parents. Generally, the more contact the parent has with the teacher, the better the program. At a minimum, the school expects all teachers to meet with parents on a face-to-face basis once per semester, in addition to sending classroom newsletters and making phone calls as needed. Please respond to e-mail and voice mail messages within 24 hours when school is in session. Email should not be used to discuss sensitive issues, but only to make an appointment to discuss said issues.

Recommending Therapy

Teachers may recommend educational, physical or psychological assessment only after thorough observation and consultation with the Head of School and the teaching team. The final decision as to whether a child needs therapy rests with the parents. The Assistant Head of School maintains a referral list of specialists, which may be shared with parents if requested. Please refer to page 106, Support for Students with Learning Differences.

Staff Meetings

Staff meetings for the entire staff are scheduled regularly during the school year. Please see the annual school calendar for specific dates. Teachers, the Head of School, Assistant Head of School and Admissions Director are expected to attend whole school staff meetings. The Assistant Head of School should be notified if an employee wishes to add an item or items to the agenda. Administrative staff members are required to attend the first and last staff meeting of the year, as well as any other staff meeting as requested by the Head. Classroom team meetings are scheduled by the team on a weekly, bi-weekly, or monthly basis.

Caring for the School Environment

All staff members share responsibility for the environment beyond their individual classroom. In keeping with the school's philosophy of community, everyone is expected to:

- ▼ Contribute to communal tasks (e.g. kitchen duty, tidying common areas, ensuring common walkways and entryways are neat and presentable, refilling toilet paper, paper towels or soap) If a faculty member is busy with children and notices that the bathroom or other common area needs attention, he or she should notify the school office via the intercom.
- ▼ Adhere to certain guidelines governing the hanging of art work, posters, decorations and notices.
- ▼ Be mindful of the technology located in the building (copiers, fax machines, computers, etc.) with concern to neglect and misuse. Any malfunctioning

- equipment should be reported to the Administrative Assistant or Head of School immediately. Do not attempt to fix a machine.
- ▼ Be mindful of conserving energy by turning off lights, heat and air conditioners when not in use. Keep doors closed when HVAC is in use.
 - ▼ Report safety concerns immediately to the Head of School.

SCHOOL GOVERNANCE

Casa di Mir Montessori School is governed by an independent Board of Directors. The Board has four officers and a variety of committees, some of which are standing committees and some of which are formed on an ad hoc basis to meet the needs of the strategic plan.

The Board's Role

The Board is charged with ensuring the long-term, mission-based, sustainable success and viability of the school. As such, it is concerned with the needs of the school over several generations; therefore, its focus is setting the strategic direction of the school. The Board does not manage the day-to-day or tactical operations of the school. The Board hires a School Head and delegates day-to-day managerial responsibility for the entire enterprise to the Head, within the general parameters and principles that it has established. The Board meets regularly to set policy and to monitor progress of the school's strategic plan.

Role of the School Head

The Board delegates execution of the school's mission to the School Head. The School Head is responsible for managing the day-to-day operations and activities of the school and supporting the strategic plan. As such, he/she oversees all other staff (teachers and administrators) and volunteers, either indirectly or directly, to achieve the Board's established ends.

Categories of Employment

A. Management

1. Head of School
(Reports to Board of Directors)
2. Assistant Head of School
(Reports to Head of School)
3. Business Manager
(Reports to Head of School)
4. Primary Director
(Reports to Head of School)

B. Administration

1. Admissions Director
(Reports to Head of School and Business Manager)
2. Administrative Assistant
(Reports to the Business Manager)
3. Development Director
(Reports to the Head of School)
4. Network Administrator (currently outsourced)
(Reports to the Business Manager)

C. Faculty

Elementary and Middle School Classrooms

1. Montessori Lead Teacher
(Reports to Assistant Head of School)
2. Montessori Teacher
(Reports to Assistant Head of School)
3. Intern/Assistant Teacher
(Reports to Mentor Teacher)
4. Resource or Special Subject Teacher
(Reports to Head of School)
5. Substitute
(Reports to Head of School)
6. PE Teacher/Extended Care Supervisor
(Reports to Head of School)

Primary Classrooms

1. Montessori Lead Teacher
(Reports to Primary Director)
2. Montessori Teacher
(Reports to Primary Director)
3. Intern/Assistant Teacher
(Reports to Primary Director)
4. Resource or Special Subject Teacher
(Reports to Primary Director)
5. Substitute Teacher
(Reports to Primary Director and Head of School)
6. Extended Care Supervisor
(Reports to Primary Director and Head of School)

SECTION B:

General Polices

EQUAL EMPLOYMENT OPPORTUNITY

Casa di Mir Montessori School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, national origin, age, disability, genetic information, veteran status, ancestry, physical disability (including pregnancy), mental disability, medical condition (including cancer), marital status, sexual orientation, political affiliation, or workers' compensation history or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the school's equal employment opportunity policy.

Filing a Discrimination Claim with the School

If you believe you have been subjected to any form of unlawful discrimination, please promptly submit a complaint to the School Head. (If the object of your complaint is the School Head, you should submit the complaint to the President of the Board of Directors.)

Your complaint should be specific and should include facts, the names of individuals involved, and the names of any witnesses, if applicable.

ADA/Disability Accommodation

In compliance with the Americans with Disabilities Act (ADA) and applicable state law, Casa di Mir Montessori School will not unlawfully discriminate against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations. The school will not discriminate based on disability or perceived disability in hiring, promotion, discharge, compensation, job training, benefits, classification, referral, or any other aspects, terms, or conditions of employment.

In accordance with the law, it is the school's policy to provide such qualified applicants and employees with reasonable accommodations, except where such accommodations would impose an undue hardship on the school. Any employee who requires an accommodation to perform the essential functions of the job should contact the School Head and request such an accommodation.

The individual with the disability should be prepared to discuss what type of accommodation is needed to perform the job. You should be aware that dialogue regarding the accommodation requested may occur. In collaboration with the candidate or employee, the school will make every effort to identify and implement an accommodation that is reasonable and will not impose an undue hardship.

UNLAWFUL HARASSMENT (INCLUDING SEXUAL HARASSMENT)

Casa di Mir Montessori School is committed to providing a work environment free of unlawful harassment. The school's policy prohibits sexual harassment (which includes harassment based on pregnancy, childbirth, or related medical conditions; the actual sex of the individual; or the identity, appearance, or behavior of an individual, whether or not that identity, appearance, or behavior is different from that traditionally associated with the individual's sex or birth), and harassment based on race, religious creed, color, national origin or ancestry, genetic information, physical or mental disability, medical condition, marital status, age, sexual orientation, military status, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful and strictly prohibited by school policy.

Coverage

The school's Policy Against Unlawful Harassment applies to all persons involved in the operation of the school and prohibits unlawful harassment by or toward any employee of the school, including administration, faculty, and staff as well as supervisors and co-workers.

The school will take all reasonable steps to prevent or eliminate harassment by non-employees—including students, guests, visitors, vendors, suppliers, donors, and anyone else who may have job-related contact with our employees. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

Prohibitions

All unlawful harassment is prohibited and includes, but is not limited to, the following behavior.

- ▼ Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments
- ▼ Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- ▼ Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis
- ▼ Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors
- ▼ Retaliation for having reported or threatened to report harassment

Filing a Harassment Complaint with the School

If you believe that you have been subjected to any form of unlawful harassment, provide a complaint, preferably written, to your supervisor or the Business Manager.

If these individuals are not available, or in the event that you believe that one of these individuals has engaged in inappropriate behavior in violation of this policy or you are uncomfortable reporting the conduct to these individuals for any reason, provide a complaint to the School Head. If the School Head is the object of your complaint, please direct your complaint to the President of the Board of Directors.

The school will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

Remedies and Resolution

If the school determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the school to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Appropriate action will also be taken to deter future harassment, and the original complainant will be informed that the school has acted.

The school encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. If you receive a complaint of harassment from a fellow employee, report it immediately to your supervisor or the School Head. If these individuals are not available, report it to any other supervisor. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

Reporting a Harassment Claim to DFEH

Employees who believe that they have been unlawfully harassed may also file a complaint with the local office of the California Department of Fair Employment and Housing (DFEH). The DFEH and the California Fair Employment and Housing Commission (FEHC) can also order an employer to hire, reinstate, or promote a victim of discrimination and/or harassment or make other changes in company policies. The address and phone number of the local DFEH office can be found in the State Government section of your local telephone directory.

Harassment Training

In accordance with state law, all supervisory employees at the school will participate in at least two hours of interactive sexual harassment awareness and prevention training at least once every two years.

WHISTLEBLOWER AND NON-RETALIATION POLICY

Purpose/Objectives

To ensure a reprisal free environment for employees to report ethical, legal, accounting, or auditing violations. Casa di Mir requires Board Members and employees to maintain high standards of ethical conduct at all times. As representatives of the School, Board Members and employees must practice honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations. The school is committed to maintaining a workplace where employees feel free to raise questions and concerns, such as a suggestion for improving a procedure, a concern about legal compliance, or an issue of ethics. It is the responsibility of all employees to comply with policies and procedures outlined in the Employee Handbook and to report violations or suspected violations. Casa di Mir will not tolerate reprisals against employees for raising issues of concern.

Policy

It is the responsibility of all Board Members and employees to comply with the School's policies and to report ethical, legal, accounting, or auditing violations or suspected violations in accordance with this Whistleblower Policy.

No Board Member or employee who in good faith reports a violation shall receive harassment, retaliation or adverse employment consequence. A Board Member or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment for an employee and removal from the Board for a Board Member. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the School before seeking resolution outside the School.

Should an employee become aware of or suspect any violation, he/she is encouraged to speak with his/her supervisor. If the employee is not comfortable speaking with his/her supervisor or is not satisfied with his/her supervisor's response, he/she should speak with the Head of School. Supervisors and managers are required to report suspected violations to the Head of School, who must conduct an investigation of all reported violations. All reported and investigated violations and any concerns or complaints regarding this Whistleblower Policy or any other School accounting policy or practice should be reported to the Head of School. The Head will work with the Board's Executive Committee to resolve any violation, concern, or complaint. If the School Head is the

object or concern of the complaint, it should be directed instead to the President of the Board of Trustees.

Violations or suspected violations may be submitted on a confidential basis or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an ethical, legal, accounting, or auditing violation. Any allegations that prove to not be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

CONDITIONAL USE PERMIT

Casa di Mir has a Conditional Use Permit (CUP) with the City of Campbell for 90 E. Latimer Ave. This means that there are certain restrictions placed on our use of the building. All faculty and staff should be aware of the basic CUP restrictions:

- ▼ No parking on E. Latimer, except directly in front of the school. No parking on neighborhood streets.
- ▼ Staff and parents should approach the school from Winchester Ave. When departing the driveway, observe the left turn only sign.
- ▼ Playground hours are between 10:00 am – 5:00 pm. Students should not be on the playground before 10:00 am or after 5:00 pm.
- ▼ Children should not scream while on the playground.
- ▼ Weekend hours of operation are 9:00 am – 6:00 pm.
- ▼ Parents and staff must be off site by 10:00 pm. Please depart quietly if you have an evening meeting so as not to disturb the neighbors.

SECTION C:
Employment Practices

HIRING POLICIES

The Head of School is responsible for hiring all staff. No other agent may add staff to a program or terminate a staff member's employment.

Each applicant must submit an Application for Employment along with a resume, cover letter, and at least three professional references. Applicant resumes will be reviewed by the Hiring Committee, which typically consists of the Head of School, Assistant Head of School, and the Business Manager. If the applicant's qualifications match the qualifications for the open position, the applicant will be contacted in for an interview. References will be contacted and asked about past job performance.

Background Checks

Prior to employment, all new hires must be fingerprinted for a criminal background check. It is imperative that the students of Casa di Mir are in a safe and secure environment and that the integrity of our school is beyond question. To this end, claims and or allegations of inappropriate contact with minors, abusive behavior and other acts of violence are taken very seriously. Casa di Mir strongly supports the professionalism and reputation of each and every staff member and wants to assure the protection of all. Should you be accused or under investigation for any alleged infraction or misconduct involving a minor or any act of violence, notice of such accusation or investigation must be reported to the Head of School immediately. The school will make the determination as to how to best assure the privacy and protection of all parties involved.

Required Forms / Documentation

The personnel file must be complete before the employee can begin work. The file must include:

Teaching Credentials / Transcripts: Each teacher is asked to furnish proof of Montessori certification in the age group the staff member is teaching. A copy is kept on file in the office and one more copy is sent to the office of the American Montessori Society, with whom we are affiliated.

A teacher holding a State Teaching Credential is asked to provide a copy of the credential to be kept in the employee file. Official transcripts detailing applicable coursework and verification of classroom teaching hours must be provided by the applicant prior to employment.

Required documentation includes:

- Proof of negative TB test completed within the past year or TB risk assessment questionnaire completed by a licensed health professional.

- Health Screening Report completed by a physician (Primary staff only).
- Criminal Background Check (FBI and DOJ) including fingerprinting through Livescan
- Criminal Record Statement
- Child Abuse Mandated Reporter acknowledgement
- Notice of Employee Rights (Primary staff only)
- W-4
- Direct Deposit Form
- I-9 (see below)
- Proof of current CPR/First Aid training
- Signed Terms and Conditions of Employment
- Receipt of Employee Handbook
- Health Benefits enrollment or waiver form for any employee working 30 or more hours per week
- 403B enrollment or waiver for eligible employees.
- Employee emergency card.

AT-WILL EMPLOYMENT

All employees work for the school on an at-will basis. “At-will” employment means that either the employee or the employer may terminate the employment relationship at any time, with or without notice, for any reason at all. Nothing in this handbook or in any document or policy statement limits the right of either the school or the employee to terminate employment at will.

No representative of the school, other than the School Head, may alter the at-will status of any employee. The School Head may alter that status only through a written document, signed by the School Head (or his/her designate) that expressly states that the employment is not at will.

EMPLOYMENT CLASSIFICATIONS

All employees will be designated as either full-time or part-time, and their positions will be designated as either exempt or non-exempt.

Full-time and Part-time

Employees at Casa di Mir fall into 1 or 3 tiers. Tier 1 employees are considered full time and regularly work 30 or more hours per week. Tier 2 employees are considered part time and regularly work between 20 to 29 hours per week. Tier 3 employees are considered part time and are regularly scheduled to work under 20 hours per week, or are temporary employees on a work assignment of 4 months or less. Tier 1 employees are entitled to all benefits. Tier 2 employees are entitled to some benefits or pro-rated benefits, as outlined in this handbook. Tier 3 employees are only entitled to accrued paid sick leave as per the sick leave policy in this handbook.

Non-Exempt and Exempt

Based on the federal Fair Labor Standards Act (FLSA) and corresponding state regulations, all positions will be designated either “exempt” or “non-exempt.”

Non-exempt positions are eligible for overtime pay and employees in these positions must record their hours worked on a daily basis, using the timesheet (or similar record-keeping process) provided by the school.

Exempt positions are not eligible for overtime pay. Exempt positions are paid on a salaried basis, and the amount of pay generally does not vary based on the number of hours worked during the week.

Please see the Business Manager with any questions regarding the classification of your position.

IMMIGRATION LAW COMPLIANCE

Casa di Mir Montessori School is committed to employing only individuals who are authorized to work in the United States. Casa di Mir Montessori School does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act (IRCA) of 1986, within three days of beginning employment, each new employee must complete the Employment Eligibility Verification Form I-9, and present the proper documentation establishing identity and employment eligibility. Employees who do not comply with these regulations will not be allowed to continue employment, in accordance with federal law.

Employees with questions regarding this policy are encouraged to contact the Business Manager.

WORK WEEK AND OVERTIME PAY

Non-exempt positions in California are eligible for overtime pay at a rate of 1.5x regular pay (i.e., time-and-one-half):

- ▼ for all hours worked in excess of eight in one day
- ▼ for all hours worked in excess of 40 in one week
- ▼ for up to the first eight hours worked on the seventh consecutive day of work

Non-exempt positions in California are eligible for overtime pay at a rate of two time’s regular pay (i.e., double time):

- ▼ for all hours worked in excess of 12 in one day

- ▼ for all hours worked in excess of eight on the seventh consecutive day of work

The school’s work week (for purposes of calculating overtime) runs from 12:01 a.m. on Sunday to 12:00 p.m. on Saturday.

Overtime must be approved in advance by the School Head, Assistant Head or the Business Manager.

PAY PERIODS

All employees are paid on a semi-monthly basis. Pay is provided on the 15th and last working day of each month. A sample schedule is shown below.

Period	Non-Exempt Timesheets Due	Pay Date
Sept. 27–Oct. 10	Oct. 11	Oct. 15
Oct. 11–Oct. 26	Oct. 27	Oct. 31

Direct Deposit

Your paycheck will be directly deposited into the bank account(s) that you designate. If you decide to take advantage of direct deposit, complete the authorization form in your employee packet. Once direct deposit is activated, you will receive a summary pay stub via email each pay period for your personal records.

Pay Advances

The school does not provide pay advances to employees.

PAYROLL DEDUCTIONS

The stub of an employee’s payroll check lists all payroll deductions. Certain deductions are required by law and others are determined by the employee’s participation in benefits plans and similar programs. Payroll deductions are made in equal installments from each payroll check.

Required Withholding

- ▼ **Federal Income Tax**—This deduction is computed from Internal Revenue Service tax tables, based on the number of exemptions claimed by the employee on the Employee’s Withholding Allowance Certificate (W-4 form). If the employee wishes to change the number of exemptions or requests additional withholdings, a new form must be completed and submitted to the Business Office.

- ▼ **Withholding of State Income Tax**—This deduction is computed from state tax tables, based on the number of exemptions claimed by the employee on the W-4 form.
- ▼ **Federal Social Security and Medicare Tax**—This deduction is computed by a percentage of the gross pay. A portion of this amount is for Social Security and the remainder is for Medicare.
- ▼ **Temporary Unemployment Benefits (SUI)**—This deduction is computed on a yearly wage limit set by the state unemployment commission.

Voluntary Withholdings

The following payroll deductions are based on the employee’s participation in these plans or programs:

- ▼ medical insurance
- ▼ dental insurance
- ▼ other insurance and disability programs that the school offers
- ▼ retirement
- ▼ Section 125 Premium Conversion Plan. Through this plan, federal and FICA tax-free contributions can be made to pay for health and dental insurance premiums.

All questions pertaining to pay and tax withholdings should be referred to the Business Office.

Annual W-2 Statement

A statement of deductions and earnings (IRS Form W-2) for the preceding calendar year is issued each January, no later than the last business day of the month, as required by law. If your employment with the school terminates prior to January, your W-2 form will be mailed to the last address on record at the school.

BUSINESS AND TEACHING HOURS

The school's hours are 7:30 a.m. to 6:00 p.m. Regular teaching hours are from 8:00 a.m. to 4:00 p.m. All full-time faculty members are expected to be available during regular teaching hours unless on an approved flexible schedule or vacation. Office hours are 8:00 am to 4:30 pm, and may be reduced slightly in the summer months.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment for our employees and academic environment for our students, Casa di Mir Montessori School expects all employees to be reliable and punctual in reporting for work. Faculty members are required to be present on campus by 8:00 a.m. on school days, and are expected to remain until at least 4:00 p.m. in order to provide students with extra help as needed. Administrators and members of the support staff must be present during agreed upon work hours.

Call-in Procedure

If for any reason you are unable to come to work or are going to be late, you should inform your supervisor as soon as possible prior to your absence. For faculty members, this is particularly crucial, so that a substitute teacher may be brought in to cover your classes. Employees must inform the supervisor via phone call or text message and not via email.

An Absence Form must be completed and submitted either prior to, or immediately after, any unplanned absence, whether due to personal business, illness, vacation, jury duty, professional development or any other reason.

Consequences

Poor attendance and excessive tardiness are disruptive to the effective operation of the school. Both circumstances are considered a serious violation of school policy and may lead to corrective action, up to and including termination of employment.

ORIENTATION PERIOD

All new employees will go through an intensive, planned orientation period during their first 3 months with the school. The purpose of this process is to ensure that employees have the resources, information, and support they need in order to succeed at Casa di Mir Montessori School. During this period, new employees should expect to be in especially close contact with their supervisor, who can be an invaluable resource in helping familiarize them with the culture, values, traditions, and how-tos of our school. Ongoing support will be provided as needed.

EMPLOYEE DRESS CODE

During the school day and at any school function, you are expected to set appropriate examples for the student body and present a professional appearance. The school's policy for students, faculty, and staff is simply that clothing be neat, clean, and appropriate to the program of the day.

Casa di Mir Montessori School employees are required to dress appropriately. Dress requirements take into account (1) health and safety, (2) comfort, (3) respectability, and (4) academic environment. Should compliance issues arise, the School Head has ultimate decision-making authority.

Attire that is appropriate for the beach or mowing the lawn is not appropriate in the school setting. All clothing should fit properly and be neat, without rips or holes. Please no flip flops, spaghetti strap tops, tops that expose the abdomen, low rise pants that may reveal too much if bending over, and no bare feet. Please use your better judgment at the school, at off-campus events and field trips, and when meeting with parents. We

encourage our faculty and staff to model proper dress for our students and families. Remember that we are all ambassadors for our school.

RELIGIOUS OBSERVANCES

Casa di Mir Montessori School supports all employees in observing their own religious beliefs and practices, so long as such observations or absences can be reasonably accommodated and do not place an undue burden on the operation of the school. If an employee needs to take earned vacation time or unpaid time off for a recognized religious observance which is not one of Casa di Mir Montessori School's holidays, speak with your supervisor or the Head of School.

SCHOOL CALENDAR

The calendar for the school is determined annually by the School Head and is distributed in electronic (e-mail) and hard-copy form to all employees. The school calendar includes the days the school is open for teaching children, as well as in-service days, workdays before and after the start of school, and conferences. The school calendar is subject to change at the School Head's sole discretion.

Special Events and After-hours Events

This section will explain the school's expectation in regard to staff attendance at school meetings and events. All events and meetings are listed on your school calendar.

Most exempt employees are required to attend various evening and weekend school events as part of their regular job functions. When there is a question, the employee should consult with his/her immediate supervisor, or the appropriate administrator to determine which functions the employee is expected to attend.

All non-exempt employees are reminded that all hours worked (including work at after-hours events) must be reported and will be compensated. Any time worked beyond the employee's regular schedule must be approved by the employee's supervisor.

Staff Meetings: most full staff meetings are from 3:00 pm to 5:00 pm. All exempt employees are expected to attend with the exception of those who are providing child care during the meeting or the administrative assistant covering the front office. Non-exempt employees and specialty teachers should attend only as requested.

Clean up days: all exempt employees are expected to attend one Saturday clean-up day per school year, with the exception of assistant teachers and extended care supervisors. Teaching teams should make sure that one member of the team is on duty at each of the clean up days.

Kid's Night Out: Each exempt employee is requested to work at one Kid's Night Out every other school year. Both elementary and primary should have one teacher at each event.

Aikido Promotions: Elementary faculty are welcome to attend, but not required.

The following is a brief summary of special events held by the school during the school year, along with the information about expectations of attendance.

School Clean Up Days (August, January, June)

One member from each teaching team is required to be present at each clean-up day to guide, direct and work beside parent helpers.

Back to School Night (September)

This is a mandatory meeting for parents lead by the classroom team of teachers. Time should be set aside at the beginning of the meeting for Administrators or Board Members to make a presentation. The room parent(s) should be introduced.

The following topics should be covered at the Back to School Night:

- Montessori Philosophy, Sensitive Periods, and goals for the classroom
- Discuss implementation of Peacemaking, conflict resolution, and use of Compassionate Communication (NVC)
- Organization, procedures, communications, special projects, PE programs, homework, daily and weekly schedules, how parents can support their student's learning at home.

Each teacher should have a part in the presentation. Finding ways to enliven the meeting is important. Humor, encouraging pairing of people to get to know each other, sharing of classroom traditions or rituals through participation is helpful. *All teachers, teacher assistants and extended care teachers are required to attend.*

Primary and Elementary Volunteer Training Meetings (September)

These meetings are required for parents who will be volunteering in the classrooms and is led by either the Primary Director or Head of School in conjunction with teachers. Parents will learn about the necessary tasks, educational and discipline philosophy, and the importance of confidentiality. *Teachers are not required to attend this meeting.*

School Photo Day (September)

Individual and class photos are taken for record and for our school yearbook. Parents assist getting children to and from the photographer. Staff is called upon to come for a staff photo around 8:55. Parent supervisors should be scheduled to be in the classrooms for this 10 minute time period.

School Picnic (September)

This picnic is held at John D. Morgan Park, (Budd Ave. side of the park) from 5pm until dusk. It is a time for teachers to casually connect with parents in order to develop a positive rapport that will serve in all future conversations. Please be there and circulate! People bring their own dinners. *The school picnic is required for salaried, exempt employees and encouraged for hourly, non-exempt staff.*

Kids Nights Out (3 events per year, refer to school calendar for dates)

Kid's Night Out is a fundraiser for the school. The events are planned by the Head of School and parent volunteers. Teachers are responsible for set up, food prep, and running an activity station. The night includes art, craft activities based on a theme, a Lego station, pizza dinner, a movie and popcorn. *Teachers are requested to supervise one KNO every other school year.*

Journey Night (October)

This is a parent education evening that gives an overview of Montessori education and is required of all new parents. Teachers are required to set up their classrooms in preparation for the event. Generally, a common strand of math computation, place value, grammar, geography, sensorial/geometry, practical life is set out in an inviting display. This is a three-phase event paralleling a three-period lesson. First, parents are invited to walk through Primary-Lower El-Upper El at 15-minute intervals without conversation, just observations. Second, the parents spend 25 minutes at each level participating in the materials, dialoguing and asking questions. Third, we have a whole group conversation about observations and experiences. *A representative teacher from each team is required to attend.*

Classroom Open Houses (October)

This is a parent-student event that takes place on different days for the different levels. The student takes their parent(s) through materials that represent tasks in any given day. This requires preparation with the teachers before the event and given time in the classroom at least one week prior. Children create a "work plan" for the event so they can tour their parents. *Teachers are required to attend.*

Great Masquerade and Costume Parade (October)

Primary students participate in a Costume Parade on Halloween. The Primary team determines a theme and parents are requested to have their child choose a costume in keeping with the theme. Violent images and weapons, and commercialized or character costumes are discouraged. The parade moves through the elementary classrooms and the MP room around 9am. Elementary students participate in a Great Masquerade. In early October, students choose a person who has made a significant contribution to the world

(living or dead). Scientists, politicians, peacemakers, leaders, musicians, artists, explorers, adventurers, characters from classic literature, doctors, architects, etc. are among the categories encouraged. Students research the person, write about their life and prepare a “Who Am I?” speech for the event. Parents support simple costumes and/or props that represent the person. The event starts after an early lunch and parents are invited.

Middle School Information Night

Montessori Through the Elementary Years (November)

Parents are encouraged to attend this two-hour evening meeting, especially those parents of students who will transition in the next year or two to the lower or upper elementary classrooms. Elementary teams assist in the set up and presentations. The purpose of this meeting is to present an overview of the Montessori elementary curriculum and culture and to show the continuity from the previous level. This is an internal marketing event that supports continuity in enrollment, and a commitment to and enthusiasm for Montessori education in Casa families. *All elementary and middle school teachers are required to attend and participate, and one primary teacher from each team is required to attend.*

Grandparents Day (November)

This is a daytime outreach event lead by our Development Director with the support of all staff. Grandparents come to spend an hour or so with their grandchildren, enjoy a luncheon, and a performance by students. Teachers support students in their preparations and supervise during the event.

Holiday Gathering (December)

This is a whole school community event held at the Campbell Community Center. This is a potluck event with finger foods and desserts. Set up begins at 4:30 pm, the event begins at 6pm, and ends around 9 pm. Parents and staff enjoy a professional musical performance. *Required for salaried, exempt employees and encouraged for hourly, non-exempt staff.*

Open House for Prospective Parents (January)

This event is scheduled on a Sunday in January from 2-4 pm. This is an opportunity for interested families to meet and speak with faculty and administrators. Classrooms should be clean and well organized. Teachers should be in their classroom and available for conversation with guests. *All employees are required to attend.*

Peace Education Night (February)

This event is for Casa parents and prospective parents. There is an overview of Maria Montessori's vision for peace through education, how Grace and Courtesy lay the foundation in Primary and a description of the activities that take place in all of the classrooms that focus on peace, develop inner peace and build a peaceful community. Non-violent communication essentials and Character Counts is also reviewed. *One teacher from each team is required to participate in this evening event.*

Science Fair or Symposium (February)

This is an elementary event. Elementary students choose their topics and begin their research in December and early January. Projects are displayed throughout the day and presentations are given by students. Parents attend the Fair in the evening. *Elementary teachers are required to attend the evening segment of the event.*

March Community Event

This is a community event led by our Development Director. This event changes each year. It is often a celebration of a successful Annual Fund, but it may be an auction or other school fundraiser. Examples of past events are: All That Jazz Auction and Dance, Western Hoe Down, Hogwarts Faire, Art Festival and Sale, and Family Fun Night. *Required for salaried, exempt employees and encouraged for hourly, non-exempt staff.*

March Prospective Student Assessment and Observation Day

The Primary team organizes for two observation sessions, one for younger children and one for older students. The team is responsible for setting up a limited environment appropriate for each group. The lower elementary team prepares an environment to assess the Reading, Math, and Writing skills of prospective first year students, including children from our Primary classrooms. *All teachers, teacher assistants and administrative staff are required to work on the student assessment day. Extended care teachers are not required to work.*

Talent Show (April)

The 6th year students manage this morning event. Notices go out in March to encourage all students to share their talents. Auditions begin two weeks before the show. Most teachers only need to keep the date in front of students and remind them as to when they need to bring their music, costumes, props, etc. to school. We have seen elaborate or highly skilled performances as well as simple "I can do" sorts of things. Parents are encouraged to attend. Upper elementary teachers support the 6th year students in their planning and organization of the event.

Volunteer Appreciation Tea (April)

All employees are asked to support this acknowledgement of our parents and other family volunteers. This event is typically a breakfast, and each employee is asked to bring a dish. Teachers are usually busy in the classroom during this morning event, but are freed up to get a bite and say “Hello and thank you” for a few minutes. Administrative employees are requested to help with organization, set up and clean- up of the event.

Primary Program Mother’s Day Tea (Friday before Mother’s Day)

The primary team is responsible for the planning, preparation and clean-up. The children perform a song and/or dance for the moms. Teachers elicit help from Dads where needed. The students help to cook the food, make the placemats, and a gift. The event starts around 9 am and ends around 10:30 am. Children remain at school after the event.

Primary Program Father’s Day Picnic

Dads enjoy lunch prepared by their children at the school.

Service Learning Project Speaker’s Night (April/May)

The 6th year student’s present information about their year-long service learning project. The entire community is invited. Upper elementary teachers support the students in preparing treats for the event.

Elementary Cultural Night (May)

This is an elementary event held at the Campbell Community Center, Orchard City Hall. Students perform music, songs, and dances from the continent of study for the school year. In addition to the performance, a potluck of foods representing the cultures of focus is shared. Primary families are not invited due to the length of the event and the poor acoustics in the room. Elementary teachers are asked to help with set up and take down along with support of the performance itself. *Teachers are required to attend and be on duty.*

School Picnic (June)

Whole school community picnic is again held at John D. Morgan Park, Budd Ave. Families provide their own dinners unless the upper el students organize a barbeque and sell dinner as a fundraiser. Dessert is provided by the school to honor all families and the support that has been given to the school community over the course of the school year. We gather as a group around 6:45 to acknowledge our volunteers. Thank you letters written by students are disseminated. *Teachers are required to attend this event.*

Closing Ceremonies (June)

Primary and Elementary gather on different days for their promotion. Primary students typically perform songs, dances, and a play. Teachers do the planning and preparation for this. The event lasts about 1 ½ hours. Students leave after the event. Elementary promotion focuses on the graduating sixth year students. Each 6th year student speaks to the community and is acknowledged by the upper el teachers. Each “grade” level group is acknowledged by a teacher and stand up to promote to the next level together.

CONFIDENTIALITY

All Casa di Mir Montessori School employees are exposed to confidential information related to students, parents, and co-workers. To protect the interests of all these individuals, all employees will keep such information confidential. Furthermore, in order to preserve the dignity of students, parents, and staff, employees will refrain from negative discussions related to these individuals, especially in informal settings where conversations may be overheard by others. Information about children, families, and employees should be used in a professional manner, only with those with a business-related need-to-know, and should never be used as a topic of casual conversation or gossip.

These are some, but certainly not all, of the types of personal or proprietary information you may encounter in the course of your duties:

- ▼ Personal, medical, and financial information relating to Casa di Mir, students, and families.
- ▼ Student behavior, testing, and educational Information.
- ▼ School financial and business records.
- ▼ School business, strategic and marketing plans, and information of a competitive market nature.
- ▼ Personnel information. This includes salary, tax/garnishment/ benefits, annual reviews, medical information, etc.
- ▼ Donor, Capital Campaign, or Annual Fund information.
- ▼ Passwords and other access codes. These, along with your school keys, should not be given to parents or others. If parents need access to buildings after hours, they should make arrangements with the Head of School.
- ▼ Any information deemed confidential or proprietary.

This policy should not prevent staff members from sharing information in the course of consulting with each other professionally. Staff should pause and reflect, however, before speaking, asking themselves if sharing this information is necessary in the professional execution of their duties, or whether it is merely gossip, which should be avoided.

Personal or proprietary information should not be shared with your family members or acquaintances. Adults should be particularly aware of how much their own or other children can pick up from overheard conversations about other Casa di Mir students, staff, or families.

If it seems desirable to consult with any third party having relevant expertise (but who has not been formally engaged as an expert), the Head of School should be consulted before any disclosures are made, and at no time should identifying information be used.

If you receive a court summons relating to school business you must consult the Head of School before speaking with anyone else.

Staff should be aware that **email is a very insecure form of communication**. Emails can be forwarded to hundreds of people, in and out of our School. Once you have sent a message, it is out of your control.

Please be aware that even messages or documents that you consider “informal,” “casual,” “personal,” or sent only to other Casa di Mir staff members will be retained by the school and can be subpoenaed in any litigation matters. In especially sensitive cases, it can be best to refrain from using email at all, and restrict yourself to verbal communication.

The following are examples of situations where a breach of confidentiality could occur. They are offered to bring about awareness:

- In general, you should not specifically identify another student in discussions with their peers or other families. Circumstances in which it is *necessary* to name another child are rare. You must have the permission of the child’s parents before doing so. Please be aware that it is sometimes difficult even to make generalizations about the whole group, as our classes are small enough the information can be still traceable to individual students.

For example, you are in a Parent-Teacher conference, discussing the child’s interaction with another student. Try to keep the conversation focused on that parent’s child alone as much as possible. To the extent it is useful to bring in the other child, it is usually not necessary to identify the other student in order to have a productive conversation. Even though the parents may think they know perfectly well who the other child in question is, although often in fact they are incorrect. It is usually easy to say something like, “Well, let’s call the other child your child has been having difficulty with ‘Albert.’” This allows you to speak as much as is needed about the situation (and not more) in a way that respects the privacy and personal information of the other student. Parents will respect your conduct here as they expect you also to safeguard the privacy and personal information of their child.

Usually, however, it is best to restrict discussion to the parents own child, saying, “When your child has difficulties of this kind with other children, I have been helping her by

- It is inappropriate to discuss any specific classroom or other interventions in place for another student, such as, “We’ve been trying some occupational therapy techniques for her and they seem to be going well.” Or, “he’s no longer allowed to eat snack outside.” It is permissible to indicate in a general way that you have applied your professional expertise and are taking appropriate steps that you think will have an impact on this parent’s child. Parents can usually understand this when they put themselves in the place of the parents of the other, sometimes struggling or vilified child – no one wants to think they or their child are being discussed negatively ‘behind their back.’
- When you are both a parent and a staff member, it is vital that you separate those roles and remember that what you see and hear as a staff member is governed under this policy.
- You are a member of one of the School’s Committees. You should take special care to safeguard any personal or Casa di Mir proprietary information you receive and refrain from discussing or disclosing any such information until it has been officially announced by the School. For instance, the possibilities for the annual raise discussed in committee should not be revealed to your colleagues until a decision has been made.
- You know someone who teaches at another Montessori school in the area. You should not discuss or disclose any of the School’s proprietary information (e.g. that Casa di Mir is studying possible future expansion) until it is first publicly disclosed by the School.
- You hear a parent telling something about another family that he heard from a different parent. Professional ethics require that you not repeat such information.
- You should discuss staffing changes only after they are publicly disclosed by the School, and even at that point you should limit any discussion to the facts that have been made public (i.e. you should not discuss or speculate about why another staff member may have joined or left the staff- just as your own employment status at the School should not be the subject of idle discussion or gossip by others).
- A parent in your class asks you why your teaching partner has been absent. You should not disclose the personal medical or family information of another staff member. (The School will usually advise affected parents and others when a staff member will have a prolonged absence.)
- You overhear three students talking about where a fourth child will be attending school next year. This information should not be passed along to other families or students by you. Any questions should be directed only to the family of the fourth child.
- When a policy matter is debated in the appropriate venue a variety of opinions are valuable. So that everyone can speak freely and fully, all staff, Committee, and Board discussions should be considered confidential. If you personally disagree with the substance of a policy or position adopted by the Committee or Board, as a member of the Committee or Board you must still respect the confidentiality of those discussions and should not disclose any comments made by any other

Committee or Board member. Further disagreement on the substance of the matter should be taken back to the relevant channels of decision-making authority, and the subject can be opened again, or the group can decide not to at that time.

In cases where the *process* of debate with another person or persons (as distinguished from the substance) was inappropriate (for instance, you felt the conversation was dismissive), you should use the School's Conflict Resolution Procedures to resolve your interaction with the other person(s).

INTELLECTUAL PROPERTY AND COPYRIGHT OWNERSHIP

During the course of employment with Casa di Mir Montessori School, an employee may produce material that can be patented, trademarked, copyrighted, or covered with similar legal protections. Due to the employment relationship between the school and the employee, both the school and the employee acknowledge that all such material that can be copyrighted (including but not limited to lesson materials, books, booklets, research papers, videos and DVDs, software programs, logos, diagrams, and all other artistic or intellectual works of this nature) that are produced on the school's behalf are owned by the school as a work-for-hire and thus may be submitted for patent, trademark, copyright, or similar protection by the school.

These work products are deemed to be school property and, as such, are among Casa di Mir Montessori School's trade secrets, not to be used for personal benefit or divulged to outside parties without the expressed, written consent of the School Head.

Violations

Violations of this policy may subject the employee to corrective action up to and including termination of employment, as well as possible legal action against the employee to protect the school's rights and interests.

COMMUNICATION WITH THE PRESS OR MEDIA

There may be times when you are contacted by the press or other media with questions relating to Casa di Mir Montessori School. While maintaining a friendly and gracious tone, any such calls should be referred to the School Head without comment. This is necessary so that the school may present itself to the public with one voice, especially at times of crisis or controversy.

It is the practice of Casa di Mir Montessori School to ensure that all information disseminated to the public regarding school policies, programs, and activities is accurate. To implement this policy, the following guidelines have been developed.

Media at School Events

In some cases, the media is invited to school events to capture student activities. Such invitations are to be coordinated through the Marketing Committee. At these events, it is not uncommon for reporters to solicit information and/or reactions from teachers,

PERSONNEL RECORDS AND CHANGE OF STATUS

Casa di Mir Montessori School maintains an employee file for each active or former employee, which contains an administrative record of your employment with the school. These records are confidential and are held in controlled file cabinets.

Active employees may review their employee file by making an appointment with the Head of School. In no case may an employee alter or remove information from the file, nor may the file be removed from the immediate area in which it is being viewed.

Confidentiality of Employee Records

Personnel files are the property of Casa di Mir Montessori School and access to the information contained within is restricted. Generally, only members of the administration who have an appropriate business-related reason to review information in a file are allowed to do so.

Change of Status

It is important to keep the Business Office informed of any changes in your personal information. If you change your name, address, phone number, marital status, number of dependents, or other pertinent personal data, please notify the Business Manager immediately.

PROFESSIONAL REFERENCES (EMPLOYEES)

Letters or Telephone References

All requests for recommendations or letters of reference for past or current employees **must** be brought to the attention of the School Head for approval. We strive to accommodate all current and past employees who have served the school in good faith throughout the years. However, this process is necessary for the legal protection of all parties, so that the school may ensure that all references provided are appropriate and consistent with its established records and actions.

Process

Letters of reference or recommendation written on school stationery are considered to be official school correspondence. Faculty, administrators, or staff who are asked to provide references for current or former colleagues may *draft* the reference. However, they must

review it and receive formal approval from the School Head prior to mailing. Failure to do so is considered a serious violation of school policy and may subject the employee to corrective action.

Similarly, the School Head must be consulted before responding to any verbal requests for references.

Employment Verifications

From time to time, the school is asked to verify the employment of current or past employees, such as for mortgage, auto loan, and other similar purposes, where only factual rather than qualitative information is sought (i.e., name, position, dates employed, etc.). All such requests for employment verifications must be directed to the Business Manager.

JOB POSTINGS

In the event a faculty or staff position becomes available at Casa di Mir Montessori School, the school ordinarily will issue an announcement of the vacancy (unless doing so would be inappropriate, given the nature or timing of the opening). At such time the school will conduct a search to fill the position in the usual manner. A current employee wishing to apply for the position should notify his/her supervisor and express an interest in pursuing the opportunity. The interested employee will then be required to submit an application for consideration. If the school wishes to proceed with the application, the employee will be included in the interview process. Once a final decision is made, all parties will be notified.

Should the current employee not be chosen for the position, this in no way shall affect his/her current position with the school. If you apply for a position and are not chosen, you are encouraged to use this as an opportunity to have a career development conversation with your supervisor, to discuss what appropriate professional development opportunities might be undertaken to enhance your skills and qualifications so that you may successfully pursue similar positions of interest that become available in the future.

OUTSIDE EMPLOYMENT

Full-time exempt employees are expected to devote the full measure of their work-related efforts and energies to their position with the school. The school strongly discourages outside employment for full-time exempt employees, except during summer breaks when faculty may not otherwise have obligations to the school. In no case may outside employment be with an organization or of a nature that is contrary to the goals and purposes of the school or in which conflicts of interest are present.

A full-time exempt employee must obtain approval from the School Head before accepting outside employment. Outside employment, if approved, must not in any way diminish the employee's effectiveness or interfere with his/her duties at Casa di Mir

Montessori School or present a conflict of interest for the employee, Casa di Mir Montessori School, or the outside employer. If outside employment is deemed detrimental to the full-time exempt employee's job performance or is otherwise contrary to the best interests of Casa di Mir Montessori School, the employee will be required to terminate his/her outside employment as a condition of remaining an employee of Casa di Mir Montessori School.

Employees of Casa di Mir are discouraged from providing outside childcare for Casa di Mir students. These arrangements have the potential to create boundary issues and to impact the professionalism of the relationships between parents and staff. This policy is furnished in order to maintain the professional integrity of our school program. If an employee decides to provide care to a Casa di Mir student outside of school hours the Head of School must be informed. The parents will be required to sign a Hold Harmless agreement stating that Casa di Mir holds no liability or responsibility under such arrangements.

TERMINATION OF EMPLOYMENT

If you decide to resign your position, we request that you submit a written letter of resignation to your supervisor stating your reason(s) for leaving and indicating your last day of employment.

Notice Period

A minimum of thirty days prior notice is requested. It is expected that you will be present at the school and not request leave during this period, in order to assist in the orderly transition of duties.

Exit Interview

Upon termination, you are required to return to the school all school property and materials and abide by the terms of the confidentiality clause in your annual employment contract. Prior to your termination date, the Business Manager will be in contact with you to conduct an exit interview, during which all matters regarding final paychecks, continuation of benefits options, and similar issues will be discussed.

SECTION D:
Principles of Conduct

PERSONAL CONDUCT

A key element of Casa di Mir Montessori School's approach to student character development is for our faculty and staff to serve as role models for mature, caring behavior. As a visible manifestation of this role, all employees are expected to conduct themselves with grace, dignity, and respect at all times.

- ▼ Offer to help other staff members and be willing to be helped by others (e.g., sitting down to listen, offering or receiving a teaching idea, etc.).
- ▼ Believe that a call to teach is no greater or less than the administrator's call to lead or maintenance personnel is to maintain plant facilities.
- ▼ With forthrightness, go directly to the person whenever you have an objection or disagreement with his or her words or practices.
- ▼ Support in public, in private, and in practice any decision arrived at by the administration despite your personal objections.
- ▼ Offer differences of opinion by speaking and writing honestly and carefully, by listening fully, and by choosing the appropriate place for doing so.
- ▼ Refrain from criticizing students, colleagues, parents, administrators, or Board members; gently stop other teachers' or students' criticism of another person.
- ▼ Work with a spirit of continuous improvement toward colleagues' personal professional development, in their specific positions, and for the school as a whole.
- ▼ Be alert and willing to act to protect the physical assets of the school and the general safety of fellow employees and students entrusted to the school's care.

While modeling order, balance, and accuracy, we are careful to remain warm and nurturing. We model, train, and teach a lifestyle of manners and consideration, one that seeks to honor the feelings, needs, and concerns of others. We see teaching as a personal growth process as well as the development of professional skills.

PERSONAL CONDUCT (PROHIBITIONS)

Casa di Mir Montessori School has an organizational interest in promoting appropriate behavior by employees when conducting business for the school, whether on campus or off, or before, during, or after regular school hours. Employees are expected to conduct themselves in a fair, honest, and professional manner and with the greatest integrity at all times. Such conduct is vital to the success and reputation of the school, and Casa di Mir Montessori School tolerates nothing other than the highest standards of ethical and lawful behavior.

Employees should be aware that the school considers certain behaviors to be such serious violations of our code of conduct that they may result in prompt disciplinary action, up to and including termination of employment. The school retains full discretion to impose whatever form of discipline it deems appropriate under the circumstances, and such discipline may occur outside of the bounds of the school's Corrective Action Process,

which is a general process intended to address common instances of poor performance and other similar matters.

Serious violations include but are not limited to the following:

- ▼ using, possessing, or being under the influence of alcohol or unlawful drugs while at work
- ▼ profanity in the workplace or in public
- ▼ actual or threatened violence toward another person
- ▼ falsification of forms, records, or reports, including application materials, expense reports, student records, or timesheets
- ▼ unauthorized possession, replication, misappropriation, theft, or removal of school property, records, or student materials
- ▼ willfully destroying or damaging school property
- ▼ misrepresentation of Casa di Mir Montessori School or our students and families through unauthorized use of school stationery, postage, phone services, Internet or e-mail communications, fax cover sheets, business cards, and promotional materials
- ▼ using school facilities for personal purposes or gain unless otherwise authorized
- ▼ conduct that is injurious to the business or reputation of Casa di Mir Montessori School
- ▼ harassment in any form
- ▼ romantic or other intimate relations with a student
- ▼ excessive absence or tardiness
- ▼ misuse of confidential information
- ▼ repetition of less serious offenses
- ▼ inappropriate use of Internet and/or e-mail (see the Internet and E-mail Acceptable Use Policy for further details)
- ▼ rudeness or lack of cooperation
- ▼ failure to follow instructions or school procedures
- ▼ failure to follow established safety regulations
- ▼ theft or dishonesty
- ▼ discourtesy
- ▼ public endorsement of beliefs, attitudes, or conduct contrary to the those expressed or implied by the school and/or its umbrella organizations
- ▼ harassing behavior, including sexually harassing employees, students, or others
- ▼ not reporting students' use of drugs and/or alcohol on school grounds or at a school function
- ▼ gambling on school premises or while conducting school business
- ▼ sleeping on the job or leaving the job without authorization
- ▼ possessing a firearm or other dangerous weapon on school property or while conducting school business
- ▼ being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the school, its students, employees, or property

RELATIONSHIPS WITH STUDENTS AND PARENTS

In joining the Casa di Mir Montessori School community, you accept a responsibility for all Casa di Mir Montessori School students. While not all of our jobs involve direct contact with students in the classroom, we all serve as models for them. We maintain open lines of communication, establish rapport, and build a sense of community by attending assemblies, athletic events, plays, and concerts; eating with students; and making the first friendly comment.

Enforcing Student Behavior Codes

All staff on campus—support staff, hourly employees, faculty, and administration—have a responsibility to monitor and guide student behavior. For example, if you observe poor or unsafe conduct of a student in the multi-purpose room, or while the student is driving on campus, you should immediately bring this to the student’s attention, and also notify the appropriate administrator. The same is true of student fighting, bullying, harassment, or any other student behaviors prohibited by our Student Code of Conduct.

Interactions With Parents

Effective communication between parents and the School is the key to the trusting partnership that best serves the needs of the children. Responses to parent questions should take place within 24 hours. All faculty and staff members are, in effect, representatives of the School. Communications with parents must be clear, honest, and reflective of the School’s dedication to all students.

Adults at Casa di Mir may wear a variety of “hats” – teacher, administrator, parent, and trustee among them. In order to foster professionalism faculty and staff members are reminded that they are first and foremost employees of the school. Discussion of faculty concerns are not appropriate to be shared with parents and instead should be directed to your supervisor or the Head of School.

CONFLICTS OF INTEREST

All employees of Casa di Mir Montessori School are expected to maintain the highest ethical standards in the conduct of school affairs—carrying out school business with integrity and complying with all applicable laws without consideration of personal advantage or gain.

Gifts, Favors, and Payments by the School

While we want to be true to our generous, giving culture and tradition at all times, it is vital that all employees consider the perception of others when giving gifts on the school’s behalf. Gifts, favors, and payments may be given to others at school expense, if they meet all of the following criteria.

- ▼ They are consistent with accepted business practices.

- ▼ They are of sufficiently limited value and in a form that will not be construed as a bribe, kickback, or payoff of any kind.
- ▼ They are not in violation of applicable law and generally accepted ethical standards.
- ▼ Public disclosure of the facts will not embarrass the school.
- ▼ The gift is within the department's or division's budget and is approved by the Assistant Head of School or the Head of School.

Conflicts of Interest

Employees are expected to take great pains to avoid any situation which involves or may involve a conflict between their personal interest and the interest of the school. As in all other facets of their duties, employees dealing with suppliers, contractors, vendors, consultants, or any person doing or seeking to do business with the school are to act in the best interest of the school at all times.

All employees are expected to immediately report to the School Head any potential situation which may involve a conflict of interest.

Confidential Information

The misuse, unauthorized access to, or mishandling of confidential information—including but not limited to information or data pertaining to employees, students, parents, volunteers, vendors, community members, the school's marketing plans, school operations or finances, and similar facts—is strictly prohibited. Violation of this policy is considered serious misconduct and will subject the employee to corrective action up to and including termination of employment.

COMMUNICATION AND OPEN DOOR POLICY

Open communication is a central element of Casa di Mir Montessori School's culture and values. Supervisors and employees should mutually strive to develop and maintain good working relationships. The school encourages open and honest dialogue about school procedures, work standards, and performance—both formally (during the performance evaluation process) and informally (during the regular course of daily operations).

Casa di Mir Montessori School believes that most issues are best resolved directly between the individuals involved. If an issue arises, employees should attempt to first discuss the issue with the person involved. **Please note:** a specific exception to this process pertains to issues of harassment or discrimination. For issues of that nature, please see the complaint reporting procedure described in the Harassment policy.

If direct dialogue is not successful, the employee may consult directly with his/her immediate supervisor. The supervisor's responsibility is to meet with the employee in a timely and professional manner to discuss the situation. Supervisors should consider reasonable solutions that would remedy the situation consistent with school policy.

If this does not provide full resolution, the employee may direct the concern to the School Head. Depending on the circumstances and issues involved, the School Head will speak with parties involved, investigate as appropriate, and determine a resolution of the matter.

If the employee's concern involves the School Head directly, the employee may direct his/her concern to the Board Chair.

Harassment or Discrimination Concerns

If you have a concern regarding a situation of potential sexual or other harassment or discrimination, please see the reporting procedure outlined in the Equal Opportunity and Non-Harassment section of this handbook. You are strongly encouraged to report your concern at the earliest time, so that it may be addressed and resolved promptly, for the betterment of the school community and the individuals involved.

General Policy Questions

If an employee has questions about any school policies and how they are applied, he/she is encouraged to contact the Business Manager.

EMPLOYMENT OF FAMILY MEMBERS

The school's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, and terminating employees are based on qualifications for the position, ability, and performance. The school attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions, and reserves the right to take action when relationships or associations of employees impact its mission.

For purposes of this policy, "relative" means a connection between persons by blood, marriage, adoption, domestic partnership, or other close personal relationship including cohabitation.

Due to the strong interaction of duties, employment of relatives in the *same department* or under the same supervisor is not ordinarily permitted and may occur only after formal review and approval by the School Head.

Employment of relatives in reporting relationships (e.g., employee and direct supervisor) is *prohibited in all cases*.

ACCEPTANCE OF GIFTS FROM STUDENTS AND PARENTS

From time to time, faculty and staff may be offered gifts by grateful students, parents, or other family members of students. We do not want to discourage the kindness of our students (such as in offering handmade items of appreciation or simple gifts that they

have created for their teachers). However, due to the potential for conflicts of interest (such as with regard to grading, student promotions, awards, etc.)—as well as the potential for inappropriate “competition” among parent gift-givers, faculty and staff members are not permitted to accept gifts of excess. For example: A \$50 gift certificate to a bookstore may be accepted; an all-expenses-paid vacation and use of a summer house may not be accepted.

ACCEPTABLE USE OF INTERNET, E-MAIL, AND NETWORK RESOURCES

The school makes e-mail and Internet access available to employees, as appropriate for their position. E-mail and Internet usage are an important communications and learning tools and should be used *primarily for school business and instructional purposes*. However, *limited personal use* of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee performance, and does not violate state or federal laws or compromise intellectual property rights (e.g., briefly checking weather, travel, or sports Web site at lunch to get updated reports, scores, etc.).

Purpose

E-mail and Internet usage, like all computer resources at our school, are tools for educating our students and facilitating the operation of the school. This policy outlines several key principles with regard to personal usage and expectations of privacy when using school-provided e-mail accounts and Internet resources. Its key purpose is to maintain the safety and security of the school and all of its employees, students, and community members. Please keep in mind that everything you send using your school e-mail account is a reflection of yourself as a professional and as a representative of the school. Please consider this carefully when reviewing the content of your messages and of the Internet sites accessed using the school’s equipment.

Guidelines for Business and Personal Use

The school makes e-mail and Internet access available to employees, based on the needs of their position. They should be used *primarily* for school business and instructional purposes. However, *limited personal use* of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee or system performance, and does not violate state or federal laws or compromise intellectual property rights.

Prohibited Activities

The following are examples of activities that are prohibited while using the school’s networks, Internet, and e-mail, and which may result in disciplinary action, up to and including termination. These activities include, but are not limited to:

- ▼ Accessing the files or communications of others without appropriate authorization
- ▼ Downloading of software or attachments (which have the potential to spread viruses and worms throughout the entire school network) without the prior approval of the Business Manager or IT Department
- ▼ Advertising or listings for personal benefit
- ▼ Communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment
- ▼ Personal attacks, including but not limited to attacks based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, veteran status, or any other categories protected by law
- ▼ Browsing, retrieval, display, or distribution of vulgar, offensive, or inflammatory language, material, or images, including sexually explicit materials, language, or pictures
- ▼ Using school networks or resources to engage in any illegal activity
- ▼ Sending messages that adversely affect the reputation of the school or its students, parents, or community members

Privacy and Monitoring

The school retains the right to monitor network usage as well as usage of individual computers and e-mail accounts, and **employees should not have an expectation of privacy when utilizing school networks, systems, or electronic communication resources.** This includes, but is not limited to, the monitoring/viewing/accessing of: Internet activities; e-mail activities and accounts; network activities and accounts; all data and/or software stored on desktop, laptops, and disk.

All employees explicitly agree to this condition in consideration for the ability to utilize the school's computer networks and resources.

Cell Phones and Text Messaging

While the school does not provide cell phones for employees, nor does it monitor cell phone communications, employees must abide by all pertinent privacy, confidentiality, and discretion standards of the school when using cell phones, text messaging, or any other services or devices when communicating about school-related matters. Employees should not use personal cell phone to check personal email or to send text messages except when on a break or lunch period when supervision of children is not required.

Data Security

E-mail should never be considered a totally secure or confidential medium. Any network administrator between here and its destination may view e-mail that is sent over the Internet. Personal information, like personal addresses, credit card numbers, etc., should not be transmitted through e-mail and non-secure Web sites. Notify the network

administrator immediately if, by accident, you encounter materials that violate rules of appropriate use, or if you suspect any inadvertent lapses in data security.

Message Content

Don't write anything (even in a text message) that you wouldn't want repeated. E-mail can be forwarded to hundreds of people, in and out of our school—and text messages can be revealed in court. Once you have sent the message, it is out of your control. Be especially careful about material that would violate a student's, parents, or other employee's privacy. Please be aware that even messages or documents that you consider "informal," "casual," or "personal" may need to be retained by the school and shared in any litigation matters, as required by federal regulations.

Viruses and Attachments

There are many dangerous viruses that circulate on the Internet and through unsafe computing practices. To avoid getting a virus spread through your e-mail, never open an e-mail attachment unless you know what it is—even if it comes from someone you know and trust. Always make sure you are running an up-to-date virus scanner, both here and at home. Please see the Business Manager with any questions regarding viruses, attachments, or related issues.

Intellectual Property Rights

All employees are required to abide by applicable copyright laws and their coverage of text, program code, music, or video; you must use only legal software, shareware, or freeware on the school computer systems.

Policy Violations

Access to the computers/laptops owned by the school is a privilege, not a right. This privilege may be restricted and/or revoked at any time for use not consistent with the educational goals of the school. (This includes employees remotely logging onto the school network or using their school e-mail account from home or when traveling.)

DRUG-FREE WORKPLACE

An employee found to possess, use, manufacture, sell, purchase, or distribute any illegal drug or any prescription drug (other than in accordance with a proper prescription), or found to be under the influence of any such substance while on school property, during his/her work hours, or while he/she is on school business, will be subject to employment separation.

Alcohol at School-Sponsored Events

Casa di Mir Montessori School does not typically serve alcohol school events. Occasionally, the school may have a fundraising dinner party where alcohol is served. At these times, employees may partake of the alcohol served, but may only do so in moderation, being careful to maintain sobriety at all times.

Confidential Assistance

The school recognizes that substance abuse may involve physical and/or emotional conditions which are treatable as such. The school would prefer to assist an employee in a non-disciplinary context and an employee is free to seek help on a confidential basis by contacting the School Head. Such a request should be made before any established policies and procedures have been violated. Substance abuse or dependency shall not be recognized as an excuse for unsatisfactory performance, or inappropriate or illegal behavior.

SECTION E:
Performance Evaluation
and Professional Development

PERFORMANCE EVALUATION

The School Head (or appropriate supervisor) evaluates each employee in writing at least once every other year. Each first year employee will receive a written performance review. These evaluations are discussed in conferences between the School Head/supervisor and the employee. The employee will be asked to sign the evaluation—indicating it has been discussed—and can make a summary statement on each evaluation form regarding any disagreement or other pertinent comments. These evaluations and statements are filed in the employee’s personnel record. Evaluations assist the Head as one point of information when determining continued employment, staff changes, salary changes, dismissal, or similar personnel actions.

Supplemental evaluations of an employee may also be conducted any time that the Head or supervisor becomes aware of a weakness or problem in the employee’s performance, at the Head’s discretion. Depending on the seriousness of the issues involved, the corrective action process may be initiated (see Corrective Action Policy for details) or other appropriate action may occur to resolve the issue.

The purpose of evaluation at Casa di Mir Montessori School is to help teachers, staff, and administrators successfully grow in the practice of the talents they possess to best serve the needs of the school community and its members. The performance evaluation provides for a process of communication, support, feedback and adjustment for both the individual and the school organization. It represents a basis for documenting evidence for retention, improvement, acknowledgment of merit, and dismissal of personnel.

General Overview

Mentoring employees and evaluating their work is a continuing process, overseen by the School Head and his/her management team. Faculty members will be visited in their classrooms periodically for purposes of evaluation. Staff and administrators will be observed on an ongoing basis. A copy of any written evaluation will be provided to the individual.

Frequency of Observation and Evaluation

With regard to frequency of observation and evaluation:

- ▼ Faculty members in their first year at Casa di Mir Montessori School will be observed at least twice during the first trimester and at least once more during the school year.
- ▼ Teachers who are in their second and third years of service at Casa di Mir Montessori will also be observed at least twice during their second and third years.
- ▼ All other teachers will be observed at least annually during the first half of the school year.
- ▼ All staff and administrators will be evaluated annually.

The Evaluation Cycle

The evaluation process is comprised of several steps and events that occur during the course of the academic year.

- ▼ **Goal-Setting**—The employee and supervisor meet to jointly discuss and establish performance and development goals for the year, along with a plan for achieving these goals. This typically occurs in the September/October time frame.
- ▼ **Classroom Observation**—For faculty, observations will occur based on the general frequency noted above.
- ▼ **Ongoing Feedback**—At different points during the academic year, both parties may meet formally and informally to discuss how the development plan is proceeding, whether changes are needed, what additional resources or support are available, etc.
- ▼ **Self-appraisal**—Each employee will assess his/her performance at the end of the year, identifying strengths and areas for improvement or further development. This typically occurs in April/May.
- ▼ **Employee Evaluation**—Each employee's supervisor will complete a written performance evaluation at least every other year, in the spring. The review will be based on the agreed upon classroom observations (for faculty), professional standards, the professional growth plan established during the previous fall, as well as feedback from the employee's self-evaluation.
- ▼ **Review Meeting**—Each employee will meet with his/her supervisor to discuss the self-appraisal and employee evaluation. The employee has the option to submit a written statement regarding his/her agreement/disagreement with the evaluation, which will be attached to the evaluation and made part of the employee's personnel record.
- ▼ **Goal-Review**— Each employee will meet with his or her supervisor in the spring to review progress on annual goals. The goals will be reviewed at the performance review, or as a written self-reflection to be submitted to your supervisor.

The key elements of the faculty performance review are as follows:

- ▼ Knowledge and practice of Montessori Principles and Ethics
- ▼ Professionalism and Basic agreements
- ▼ Knowledge of Curriculum and fluency of instructional skills/techniques
- ▼ Maintenance of documentation and records
- ▼ Ability to assess and prescribe to meet student needs
- ▼ Cultivates respect, joy and safe learning environment
- ▼ Maintains environment and materials, develops new materials
- ▼ Supports positive, wholesome relationships with students
- ▼ Effective communication skills with parents
- ▼ Positive teamwork and collaboration with staff and volunteer
- ▼ Proactive professional development
- ▼ Progress towards collaborative and individual goals
- ▼ Focus and efficiency

The elements of an administrative staff review are as follows:

- ▼ Demonstrates knowledge of basic Montessori practices
- ▼ Understands and operates within specific school procedures and policies
- ▼ Consistent attendance, professional attire
- ▼ Demonstrates ability to complete tasks accurately with focus and efficiency and minimal need for direction
- ▼ Keeps detailed and accurate records, tracks activities and ensures follow up is made
- ▼ Demonstrates resourcefulness in problem solving/trouble shooting
- ▼ Demonstrates the ability to be flexible and adaptable
- ▼ Demonstrates effective verbal and written communication with parents, students and the general public
- ▼ Demonstrates professionalism, sensitivity and respect in all interactions
- ▼ Pursues professional development in an effort to improve job skills
- ▼ Keeps current on school events and classroom activities within the school
- ▼ Proficient in computer applications used by the school, including but not limited to MS Office, Publisher, Outlook, QuickBooks and Day School.

An employee may receive an unsatisfactory review for the following reasons:

- ▼ Unsatisfactory job performance
- ▼ Public misrepresentation of Casa di Mir Montessori School
- ▼ Refusal to do work that is reasonably expected
- ▼ Uncooperative or morale damaging attitudes
- ▼ Harassment
- ▼ Unauthorized absence from work
- ▼ Language or actions that threaten the rights and safety of others
- ▼ Inability to complete work in a timely manner or inefficient and inappropriate use of time (extended personal conversations, phone calls, personal internet use, etc.)

CORRECTIVE ACTION

Any employee who violates the school's policies, guidelines, rules, and/or standards of conduct or performance may be subject to corrective action up to and including termination. Depending upon the severity or frequency of the violation, corrective action may involve a verbal warning, a written warning, and an action plan for improvement, suspension, or termination. The school expressly reserves the right to determine the severity of the problem and the preferred method of proceeding in each individual case based on the facts and circumstances involved.

Casa di Mir Montessori School encourages our employees to develop and perform to their fullest potential at all times. When an employee's performance or conduct does not meet established standards, we do not look to "punish" but rather to quickly, effectively, and eagerly support the employee in correcting the behavior or improving his/her

performance. The school has developed the following general procedure for addressing most behavior or performance issues.

Step One—Initial Verbal Warning

When a performance or conduct issue arises, a conversation will occur between the supervisor and the employee, and the employee will be given a reasonable amount of time to correct the deficiency.

Step Two—Second Verbal Warning and Implementation of Performance Improvement Plan

If the informal counseling is not effective in resolving the issue, the supervisor may choose to continue the corrective action process by providing the employee with a second verbal warning and the implementation of a corrective plan of action. The time period during which the employee must meet expectations will depend on the nature, severity, and urgency of the issue. The employee should be aware that ongoing performance issues may result in further corrective action.

Step Three – Termination

If the employee's conduct and/or performance does not improve as required, the school may choose to terminate the individual's employment.

The Head of School has the sole authority to terminate employment. The employee's salary will be pro-rated to the actual number of days worked, including paid holidays, during the term of employment. Upon termination of employment, all school equipment, materials, supplies, keys, files, and other property must be returned to the business manager. The employee will be responsible for any lost or damaged items, including the cost of replacing locks if keys are not returned.

Please note: While the school intends to address most common performance issues in the manner described in this policy, employees should be aware that the school maintains all of its rights under the employment relationship (whether those rights are at-will rights or contractual rights, as may apply). The school does not restrict itself from altering its approach to corrective action as circumstances warrant, in the School Head's sole discretion. There are two common exceptions to the corrective action process, of which employees should be aware.

- ▼ Misconduct or other serious behavioral issues, especially circumstances involving risk to students or other employees, will ordinarily be addressed promptly and firmly outside of the process described in this policy.
- ▼ In the case of employees who are new to the school, the school and the employee may quickly determine that there is a misalignment between the employee's skills and interests and the school's needs in the position. In these cases, plans to resolve this misalignment ordinarily may be handled promptly and separately from the process shown in this policy.

PROFESSIONAL DEVELOPMENT

In support of our philosophy of continuous improvement for all employees, Casa di Mir Montessori School offers expense reimbursement to all full-time employees for costs pertaining to approved professional development.

Casa di Mir actively encourages continuing education for all of its employees and sets funds aside for this purpose. A Casa di Mir teacher also remains a student, growing both personally and professionally, showing a passion for learning, mastering the varied Montessori curriculum while also pursuing personal interests.

Montessori teachers educate the whole community. They actively engage parents in a partnership for the good of the child, engage creatively and collaboratively with assistants and colleagues from all age levels of the school, and communicate clearly while maintaining proper confidentiality. They are dynamic participants in the life of the school, actively serving, informing, protecting and improving.

Professional development is tied to professional goals and the needs of the school. Professional development may include college coursework, attending relevant conferences, workshops or webinars, reading and discussing a relevant book, Montessori refresher training, and observation at other schools. Employees must submit a request to the Assistant Head of School regarding funds availability before enrolling in a class or workshop. Up to four hours of paid leave time will be granted for observations at other Montessori schools. All time off must be coordinated with team members and approved by the Head of School.

American Montessori Society, our credentialing body, requires 50 hours of professional development every 5 years in order to keep credentials current. Each faculty member has a professional development log on which to note courses, workshops and activities. It is the teacher's task to keep this log current. The Head of School/Asst Head of School should be asked to sign the log to verify the completion of activities on an annual basis. Certificates or transcripts verifying coursework completion should be forwarded to the Business Manager or Head of School for inclusion in the personnel file. The professional development binder is stored in the front office.

If the budget allows, funds will be designated for two staff members to attend the annual AMS conference in March. Staff members wishing to attend the conference should inform the Head of School no later than Oct. 1.

The school maintains a small professional development library of books and periodicals which may be checked out by any staff member. Please bring suggestions for additions to our growing collection to the Head of School for consideration.

Faculty and staff are encouraged to take advantage of the many online resources, including email list serves available for Montessori teachers through groups such as the American Montessori Society, Yahoo Groups and Montessori by Hand.

If, within the first three years of employment, a teacher is found to be in need of remediation in his or her Montessori teaching skills, the teacher will be expected to attend refresher courses over the summer at his or her own expense.

Curriculum Development Grants

Casa di Mir Montessori School recognizes the importance of ongoing curriculum review and development and has established a procedure to accomplish this goal.

Each summer, a teacher, or team of teachers, can propose a project for the development of curriculum in a specific academic area or discipline with a defined outcome and projected hours. The teacher or team of teachers will be compensated for this time by mutual agreement.

Each project member will be given a stipend for the work completed. This amount will vary slightly from year to year, based on the scope of the project. Faculty members interested in working on curriculum development should submit a proposal to the Head of School no later than May 1. Please see the Head of School for guidelines for the proposal. The selection of project team members will be made by the Head of School.

SECTION F:
Compensation and Benefits

COMPENSATION

Salary offers will emphasize the skills and responsibilities required in the performance of each job, as well as your experience in the specific area for which you are being employed at Casa di Mir Montessori School. Your compensation arrangement will be reviewed annually by the School Head and the Business Manager. Your initiative, performance, and attendance will be evaluated by the School Head and represent the primary factors in determining whether you are eligible for a pay adjustment and, if so, how much it will be.

Faculty Compensation Philosophy

Faculty compensation at Casa di Mir Montessori School is broadly defined and includes salary and benefits (medical, dental, retirement, etc.) as well as professional development. We want to attract and retain the best faculty possible (including a faculty diverse in age, gender, race, religious and cultural background, and teaching experience). Salaries are based upon education and experience and may include extra pay for extra responsibility. Benefits are comparable to other independent schools with similar enrollment.

Staff and Administrator Compensation

Salaries for administrators and staff employees are determined based on local market rates and set by the School Head. Salaries typically reviewed in the spring of each year, with new salaries communicated to staff and administrators in June and becoming effective as of September 1. Salary increases are dependent on successful performance and are not automatic or guaranteed from year to year.

Casa di Mir Montessori School is proud to make a program of health, welfare, and retirement benefits available to eligible employees. Brief descriptions of each benefits program are provided below. However, please note that these descriptions are overviews only, and that the plans themselves (including eligibility requirements) are governed by the Summary Plan Descriptions (SPDs) and related plan documents, maintained in the Business Office. In the event of any conflict between the descriptions below and the plan documents, the plan documents will govern.

EMPLOYEE BENEFITS PROGRAMS

Medical, Dental and Section 125

Casa di Mir provides health benefits to eligible employees. Group medical, dental and Section 125 benefits are available to full time (30+ hours per week), permanent employees. Eligible employees will receive a benefits information packet and may elect to be enrolled in one of the group plans offered. Questions about benefits should be directed to the Business Manager. The terms, conditions, and eligibility requirements for health benefits are set forth in formal plans and policies for the specific benefits. In the event of inconsistency between the plan documents and this handbook, the plan documents

supersede. All benefits are subject to change or termination, and employees may be responsible for premium payments. Casa di Mir and its benefit plan administrators reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans.

Worker's Compensation

Casa di Mir provides each employee with Workers' Compensation insurance at no cost to the employee. This insurance provides for your medical expenses and a percentage of your income for illnesses or injuries arising out of and in the course of your employment. You should report any job-related injury or illness immediately to your supervisor and the business manager, no matter how minor the injury or illness may seem. You should seek medical treatment promptly. While Casa di Mir encourages the reporting of any valid job-related injury or illness, abuse of the Workers' Compensation benefit will not be tolerated. Casa di Mir reserves the right to investigate the legitimacy of any claim for Workers' Compensation.

403(b) Pension Plan

Casa di Mir provides its employees with the opportunity to save for retirement on a tax advantage basis and to provide additional income for retirement. You are eligible to participate in the plan if you work more than 20 hours per week. You may make elective deferrals to the plan beginning on your date of hire. You are eligible for employer contributions to the plan after one year and 1000 hours of service. Once the eligibility criteria is met, Casa di Mir will contribute a dollar for dollar match, up to a fixed percentage of your annual salary. The fixed percentage may vary from year to year, but should be at least 2%. Please refer to the Summary Plan Description for more detailed information.

FACULTY AND STAFF CHILDREN TUITION (REMISSION)

All employees of Casa di Mir Montessori School who work more than 20 hours per week are entitled to receive a partial remission of tuition for all children attending Casa di Mir Montessori during the parent's employment.

Tuition remission will be provided at a 30% discount for employees working over 30 hours per week. Tuition remissions will be provided at 15% for employees working between 20 and 29 hours per week. In addition, the participation deposit will be waived.

Employees can file an application for financial aid if additional support is needed. The application forms can be obtained from the Business Manager.

FACULTY AND STAFF CHILDREN TUITION (FINANCIAL AID)

We want to ensure that all employee/parents who wish to send their child(ren) to Casa di Mir Montessori School are financially able to do so.

- ▼ The employee parent should apply for financial aid through normal channels during the financial aid period (usually January–March each year).
- ▼ When results of the application are finalized, the school will endeavor to offer financial aid sufficient to meet the family's determined need. The employee ordinarily will be notified of the annual financial aid decision by April 1.

After School Care for Staff Children

All employees whose children attend the extended care program after 3:00 pm will not be charged for extended care used during scheduled work hours.

Summer Program

100% of tuition and fees are waived for children of Casa di Mir Montessori employees attending summer school or summer camp if the employee is teaching full time in the summer program. 50% of tuition and fees are waived for children of Casa di Mir Montessori employees attending summer camp if the employee is working between 20 - 29 hours per week.

Participation

Employees with children enrolled at Casa di Mir are not expected to make the participation deposit. However, the school does not consider employees with children enrolled at the School exempt from the parent participation requirement. Employees may claim hours worked beyond the typical work schedule toward the participation requirement. Employees are expected to maintain a participation log and submit it to the school office at the end of the school year.

CONTINUATION OF BENEFITS (COBRA)

As a sponsor of employee benefits plans, Casa di Mir Montessori School is covered by the regulations of the Consolidated Omnibus Budget Reconciliation Act (COBRA), the federal law pertaining to continuing benefits coverage after employees are no longer eligible. Under the provisions of COBRA, employees and their dependents who enroll in the school's medical or dental plans may be eligible to continue coverage at their own expense—usually for up to 18 months, and in certain circumstances up to 29 or 36 months—upon terminating employment with the school or experiencing other qualifying events (e.g., such as a dependent student losing coverage due to reaching the age limit or graduating from college).

The decision to continue your health insurance is voluntary. The cost to continue coverage under COBRA is the full monthly premium for coverage. You and/or your eligible dependent must pay the required premium in a timely manner on a monthly basis. Failure to pay the premium will result in the coverage being cancelled, as permitted by law.

You will be notified of your COBRA rights upon enrolling in medical coverage, as well as at the time of your termination of employment or when a qualifying event occurs. It is vitally important that you inform the Business Office when a potential qualifying event occurs that may affect your coverage—such as getting married, divorced, or separated, or having or adopting a child, or when a child over the age of 18 is no longer a full-time student or reaches the maximum coverage age for the school's benefits plans.

Please see the Business Manager for further details.

MEDICAL INFORMATION PRIVACY UNDER HIPAA

The purpose of this policy is to inform employees regarding compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All employees should be aware that HIPAA severely restricts the sharing and transmission of private health information (PHI) to non-qualified parties.

Employees should never share private health information of themselves or others. In certain circumstances—such as with regard to colleagues who are ill or in the hospital—this may seem contrary to the spirit and culture of caring for colleagues that we have established over the years at our school. While we always seek to maintain our caring culture, we all need to recognize the personal protections provided under HIPAA and remain in compliance, for the benefit of all concerned.

Please consult the Business Office with any questions regarding the school's responsibilities and individual employee responsibilities with respect to HIPAA and private health information.

SECTION G:
Time Off

VACATION

Casa di Mir recognizes that employees may require time off to attend to personal business, medical appointments or other needs that arise during the regular workday. Therefore, the school allows each regular full-time employee (30 + hours) three (3) paid vacation days per school year. Vacation will accrue at the rate of 2.4 vacation hours per month worked in paid status during the ten-month school year. Employees will cease to accrue vacation at 24 hours. Unused vacation time will be paid out at the end of each school term, on the last paycheck in June. The school allows each regular part time (20-29 hours) employee one and one half days (1.5) or twelve hours paid vacation per school year. These hours will accrue at a rate of 1.2 vacation hours per month worked in paid status during the ten-month school year. Employees working 20-29 hours per week will cease to accrue vacation at 12 hours.

Employees must submit a Request for Time Off form to their immediate supervisor or the Head of School.

Temporary employees, part time employees who are regularly scheduled to work less than twenty hours per week, and full or part time employees on unpaid leave, do not accrue paid vacation. An employee whose employment terminates will be paid for accrued unused vacation days.

Eligible employees are entitled to paid vacation time on a school year (Sept. 1 to mid-June) basis. Vacation days must be used within the school year and may not be carried over into a subsequent year.

Vacation Usage

Vacation time may be used as full or half days. Vacation days **may not** be taken:

- ▼ in connection with holidays
- ▼ between August 15 and October 1
- ▼ between May 15 and graduation (very busy times during the school year)

Exceptions may be made by the School Head for extraordinary circumstances.

Vacation time **does not count** as time-worked for purposes of calculating overtime pay

An employee may be required or permitted to use some or all of his/her accrued vacation time when going on an approved leave of absence (such as a family medical leave). See the individual leave of absence policies for more details.

SICK TIME

Casa di Mir relies on the good judgment and conscientiousness of its employees to be at school during the academic calendar. An absence during the school day disrupts the learning process and places extra burden on co-workers. Notwithstanding, the school recognizes that employees, or their family members, may become ill and/or require time

off to obtain medical attention, or to obtain relief or services related to domestic violence, sexual assault, or stalking, during a normal work day. Sick leave is a form of paid leave that is provided for employees who work at least thirty (30) days within a year from the commencement of employment, for the purposes specified below.

A. Paid Sick Leave Accrual & Carry Over:

1. Tier I: Regular Full-Time Employees

Regular full-time employees who are generally scheduled to work at least thirty (30) hours per week will be allotted five (5) days (forty (40) hours) of paid sick leave annually beginning Sept. 1, 2015. Employees who work thirty (30) or more hours per week may carry over up to twenty (20) hours of unused sick leave to the next school year, and may accumulate up to a maximum of sixty (60) hours at any time.

Employees who are hired mid-year will be allotted the full five (5) days (forty (40) hours) of paid sick leave at the start date of employment and then again at their one year anniversary date, subject to the carry-over and accrual allowance provided by this section.

2. Tier II: Part-Time Employees Working 20-29 Hours per Week

Part-time employees working twenty to twenty-nine (20-29) hours per week will be allotted three (3) days (twenty-four (24) hours) of paid sick leave annually beginning Sept. 1, 2015. Employees who work twenty to twenty-nine (20-29) hours per week may carry over a maximum of twelve (12) hours of unused sick leave to the next school year, and may accumulate up to a maximum of thirty-six (36) hours at any time.

Employees who are hired mid-year will be allotted the full three (3) days (twenty-four (24) hours) of paid sick leave at the start date of employment and then again at their one year anniversary date, subject to the carry-over and accrual allowance provided by this section.

3. Tier III: Part-Time Employees Working Less Than 20 Hours per Week

Employees who work less than twenty (20) hours per week will earn paid sick leave at a rate of one (1) hour for every thirty (30) hours worked, beginning at the commencement of employment, or Sept. 1, 2015 (whichever is later). Employees who work less than twenty (20) hours per week may carry over accrued, unused, paid sick leave into the following year of employment, and may accumulate paid sick leave up to a cap of six (6) days or forty-eight (48) hours, ongoing.

B. Paid Sick Leave Usage:

An employee shall be entitled to use allocated/accrued paid sick days beginning on the ninetieth (90th) day of employment.

Sick time **does not count** as time-worked for purposes of calculating overtime. Employees will not be paid for unused sick leave at the time of termination/separation from School employment. However, employees who terminate/separate from the School, and who are rehired within one year from the date of separation, will have previously accrued and unused paid sick days reinstated to the extent required by law. The employee shall be entitled to use those previously accrued and unused paid sick days, and to accrue additional paid sick days in accordance with this policy, upon rehiring. However, if a rehired employee had not yet worked the requisite ninety (90) days of employment to use paid sick leave at the time of separation, the employee must still satisfy the ninety (90) days of employment requirement collectively over the periods of employment with the School before any paid sick leave can be used.

Upon the written request of the employee, paid sick leave may be used for the following purposes:

1. For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
2. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:
 - a. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), regardless of age or dependency status.
 - b. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child).
 - c. Spouse or Registered Domestic Partner.
 - d. Grandparent.
 - e. Grandchild.
 - f. Sibling.
3. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - a. A temporary restraining order or restraining order.
 - b. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
 - c. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 - d. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 - e. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.

- f. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Generally, absences longer than three (3) days may require proof from a licensed physician or other qualified professional. An employee may be required or permitted to use some or all of his/her accrued sick time when going on an approved leave of absence (such as Family Medical Leave).

An employee shall provide reasonable advance notification of his or her need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.

A minimum of one (1) hours per incident will be subtracted from an employee's accrued sick leave when taking time off for illness. To the extent permitted by law Casa di Mir will make deductions from pay for time off not covered by accrued paid sick leave or accrued vacation time. Excessive time off may result in disciplinary action up to and including termination.

Coordination With Disability Coverage

When an employee is out sick for more than five days, short or long term disability and/or Family Medical Leave (FMLA) may apply. Please refer to Employee Benefits and Leaves of Absence sections of this handbook for further details. Consult with the Business Office for any questions.

Call-in Procedures

The employee (or, if necessary, a family member or friend) should promptly notify his/her supervisor or of the need for sick time via phone. Email should not be used to communicate the need for time off.

HOLIDAYS

Casa di Mir Montessori School provides for paid holidays for all full-time employees. Tier 2 part time employees (20-29 hours per week) will be paid for a holiday only if the employee is regularly scheduled to work on the day of the week in which the holiday falls. The specific number and dates of holidays are determined annually by the School Head. A list of all holidays for that year is made available to all employees prior to the start of each school year.

Typical holidays include:

- ▼ Labor Day
- ▼ Thanksgiving Day

- ▼ Christmas Day
- ▼ New Year's Day
- ▼ Martin Luther King Day
- ▼ Presidents' Day
- ▼ Memorial Day

Holiday hours **do not count** as time-worked for purposes of calculating overtime pay

Time Off for Voting

The school encourages its employees to fulfill their civic responsibilities by participating in elections. Because polls are open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours and have not requested an absentee ballot, then the school will grant up to one hour of paid time off to vote.

Employees must request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that plans can be made to cause the least disruption to the school's normal operations.

JURY SERVICE

The school will pay for up to 3 days of jury service for full time employees. Employees are encouraged to try to schedule their jury duty service during the summer months. All employee benefits will continue on an uninterrupted basis during jury leave.

Special Situations

There are special situations and exceptions to this policy.

- ▼ An employee who becomes involved in a legal matter as a result of the performance of his/her duties at Casa di Mir Montessori School and must, therefore, appear in court or attend related proceedings will be considered to be on school business and jury leave will not apply.
- ▼ An employee required to appear in court as a plaintiff or defendant in any personal action not related to school business is expected to use personal days, vacation days, or personal leave without pay to cover the period of absence.
- ▼ An employee who agrees to testify as an expert witness in a court proceeding is expected to use personal days and/or vacation days to cover the period of absence, unless the matter pertains to school business and occurs at the school's request.

Procedure

Employees who are called to jury duty should inform the Business Manager as soon as possible. A Request for Leave form must be completed for all days associated with jury

duty and a copy of the jury notification must be attached and provided to the Business Office at the completion of the jury service.

BEREAVEMENT LEAVE

As a caring community, we strive to bring comfort to employees who suffer the loss of a loved one during their time of need. For this reason, the school provides time off with pay to full-time employees to attend to personal and family arrangements surrounding the death of a family member.

Up to three paid days will be granted for bereavement of immediate family (i.e., parents, siblings, children, spouse, in-laws, or grandparents).

One paid day shall be granted to attend a funeral service for other family members. If more time is needed, sick/personal or vacation time may be used with the approval of the School Head.

SECTION H:
Leaves of Absence

MATERNITY/PATERNITY/ADOPTION LEAVE POLICY

As a caring community, Casa di Mir Montessori School strives to support employees who are experiencing parenthood. To this end, the school has established this policy, to provide certain benefits to eligible employees in addition to those that may be available to them under Family and Medical Leave Act (FMLA) and other state or school-based policies.

Eligibility

Employees are eligible to enjoy the benefits of this policy after six months of service with Casa di Mir Montessori School. Both men and women are eligible for this policy.

Maternity/Paternity/Adoption Leave Benefits

Employees who become birth or adoptive parents will receive four months of unpaid leave, beginning with the employee's last day of work prior to the birth or adoption.

Pay During Leave

The employee may choose to utilize some or all of his/her accrued sick, and vacation time. After all paid time off is exhausted, the balance of the leave will be unpaid.

CALIFORNIA STATE-MANDATED LEAVES OF ABSENCE

Pregnancy Disability Leave (PDL)

Female employees who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take an unpaid pregnancy disability leave.

The pregnancy disability leave is for any period(s) of actual disability caused by a pregnancy, childbirth, or related medical conditions up to four months per pregnancy. The pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth would all be covered by a pregnancy disability leave.

Generally, the school is required to treat an employee's pregnancy disability the same as it treats other disabilities of similarly situated employees. At your option, you can use any accrued vacation or other accrued time off as part of your pregnancy disability leave before taking the remainder of your leave as an unpaid leave. The school requires that you use any available sick time during your leave. You may also be eligible for state disability insurance for the unpaid portion of your leave (see State-Paid Family Leave also known as FTDI, following, for details).

The school requires that you provide at least 30 days' advance notice of the need for a leave. If 30 days' advance notice is not practicable, the school requires that notice be given as soon as possible.

Medical or Personal Leave of Absence (Non-FMLA)

Casa di Mir has fewer than 50 employees and therefore does not offer Family and Medical Leave Act leave. However, Casa di Mir will consider requests for leave without pay for personal or medical reasons. To apply for leave, an employee must submit a written request to the Head of School, outlining the general reasons for the leave. The employee should be careful not to share any detailed personal health or other protected information. The Head of School will review the request in light of the circumstances and the impact that such a leave will have on the students and school. The Head will provide written notice of approval or denial of leave. Leave, if granted, will be unpaid-except for any sick or vacation time that may be appropriately applied. The school will continue its contribution to benefits programs, but the employee must make arrangements with the business office to pay his or her portion of the premium. Employees on unpaid leave do not continue to accrue paid vacation or sick time. The duration of leave will ordinarily not exceed three months. If possible, an employee returning from leave without pay will be reinstated to the same job or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions as when they took leave.

Military Spouse Leave

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse is on leave from military deployment. A qualified employee is one who works for more than 20 hours per week and whose spouse is a member of the Armed Forces, National Guard, or Reserves and has been deployed during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to the Head of School within two business days of receiving official notice that your spouse will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse will be on leave from deployment.

Non-exempt employees must use vacation time in order to receive compensation for this time off. If no vacation time is available, the employee may take this time off without pay. An exempt employee is required to charge any absence of four or more hours under this policy to his/her vacation time account, if any.

Leave for Domestic Violence and Sexual Assault Victims

If you are a victim of domestic violence or sexual assault, you may take unpaid time off to help ensure your health, safety, or welfare and/or that of your child. Specifically, you may take such leave for the following reasons.

- ▼ To obtain a temporary or permanent restraining order or other court assistance
- ▼ To seek medical attention for injuries caused by domestic violence or sexual assault
- ▼ To obtain services from a shelter, program, or rape crisis center as a result of domestic violence or sexual assault
- ▼ To obtain psychological counseling related to an experience of domestic violence or sexual assault
- ▼ To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

If you need to take time off for any of the above reasons, you should notify your supervisor in advance, if possible. If your absence is unscheduled, you may be asked to provide documentation, such as a police report, court order, or other evidence that you appeared in court, or documentation from a counselor or domestic violence advocate. Although this leave is unpaid, you may use your accrued vacation if you wish to receive compensation for this time off. However, you are not required to do so.

You may also take unpaid time off to recover from domestic abuse or sexual assault. The amount of leave taken for this reason cannot exceed the amount of time allowed under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), which is 12 weeks in a rolling 12-month period.

The school does not tolerate any acts of discrimination, harassment, or retaliation against employees who are victims of domestic violence or sexual assault. If you believe you have been discriminated or retaliated against, please contact your supervisor or another manager, as appropriate. The school will maintain the confidentiality of requests for time off due to domestic violence or sexual assault, to the extent possible and as allowed by law.

Leave for Crime Victims and Their Family Members

If you are the victim—or are associated with the victim (spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or the child of a registered domestic partner)—of a violent felony, serious felony (as defined by the California Penal Code), or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is not possible.

This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

Emergency Duty and Training Leave

Volunteer firefighters, reserve peace officers, and other emergency rescue personnel are entitled to unpaid leave as required to perform emergency duties. You should notify your supervisor as soon as possible of your need to take this leave.

“Emergency rescue personnel” includes any officer, employee, or member of a fire department, fire protection or firefighting agency of the federal, California State, city, county, or other political subdivision of California, or of a sheriff’s department, police department, or private fire department, whether volunteer or paid, while actually engaged in providing emergency services.

In addition to emergency duty leave, volunteer firefighters are entitled to an unpaid leave of absence for up to 14 days per calendar year to attend fire or law enforcement training. You should provide advanced notice to your supervisor of your need to take emergency duty or training leave.

Emergency duty leave and training leave are both unpaid. You may choose to use your accrued vacation if you wish to receive compensation for this time off, but you are not required to do so. If you feel you have been treated unfairly as a result of taking or requesting emergency duty or training leave, you should contact your supervisor or any other manager, as appropriate.

Employees must submit a voter’s receipt on the first working day following the election to qualify for paid time off.

Witness Duty Leave

If you are required by law to appear in court or at another legal proceeding, you will be provided with unpaid time off for that purpose. All employees will be compensated for time off to serve as a witness, if such service relates to the business of the school.

Suspended Pupil Leave

California law requires employers to provide time off for parents required to visit a child’s school where the child has served a period of suspension from school. To be eligible for time off to visit a child’s school, the employee must be the parent of a child in kindergarten or in grades 1 through 12 and must present to his/her supervisor the school’s letter, which requests the employee’s appearance at the school, at least two days before the requested time off. Employees may use accrued vacation while attending a child’s school under these circumstances. If not, suspended pupil/child leave will be unpaid.

Adult Literacy Leave (CA-25+ employees)

California law requires employers to reasonably accommodate any eligible employee seeking to enroll in an adult literacy education program, provided the accommodation

requested will not result in an undue hardship to the employer. The school does not provide paid time off for participation in an adult literacy program. However, you may utilize accrued vacation if you want compensation for this time off. Employees who do not have accrued vacation available will be permitted to take the time off without pay.

Alcohol and Drug Rehabilitation Leave

Pursuant to California law, the school will reasonably accommodate any eligible employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that the accommodation does not impose an undue hardship on the school. The school does not provide paid time off for participation in an alcohol or drug rehabilitation program. However, you may utilize accrued vacation should you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

This policy in no way restricts the school's right to discipline an employee, including actions up to and including termination of employment, for violation of the school's drug and alcohol abuse policy.

MILITARY LEAVE

If you are a member of a military reserve unit or you enlist in military service for the United States, you will be granted leave without pay when you are required to be absent from work in order to fulfill your military commitments. You should submit a written request, which will be placed in your personnel file. Returning military leave personnel will be re-employed according to the guidelines of the federal Uniformed Services Employment and Re-Employment Rights Act (USERRA) and any other applicable state or federal law.

If you are a voluntary member of a military reserve unit, you should give written notice to your supervisor well in advance of your required attendance at a two-week summer reserve training camp.

WORKERS' COMPENSATION LEAVE AND INJURY REPORTING

If an employee is injured on the job, **the employee must report the injury to his/her supervisor immediately** for the benefit and protection of both the employee and the school and to maintain the rights and benefits available to the employee under the law.

If an employee needs to be absent from work due to a workplace injury and has filed a work-related injury report, the employee will be placed on Workers' Compensation Leave for the duration required by law. All benefits ordinarily provided by the school (including medical and dental), and for which the employee is otherwise eligible, will be continued during the period of disability.

SECTION I:
Business Office Policies

EXPENSE REIMBURSEMENT

The school expects that you will seek prior approval for *all* spending well in advance of any purchasing. The school will reimburse you for ordinary, necessary, and reasonable expenses incurred when conducting authorized school business with pre-approval from the Assistant Head or Head of School. Good judgment, common sense, and discretion should be used each time you spend the school's money.

Employees should use vendors designated by the school. Please discuss approval guidelines and other questions with your supervisor and/or the Business Manager. Please note that expense reimbursement guidelines are dictated as much by the Internal Revenue Service (IRS) as by our own policies.

Reimbursable Expenses

Casa di Mir Montessori School will reimburse the employee for all necessary and reasonable expenses incurred while transacting school-related business as outlined below.

Original receipts are required for all expenditures.

Reimbursable business expenses include:

- ▼ air and rail transportation to and from your business destination (lowest reasonable cost is the right choice)
- ▼ rental car while at your destination
- ▼ tolls and parking
- ▼ taxis to and from air/rail terminal to and from your business destination
- ▼ mileage rate for the use of personal autos at the rate of \$.30 per mile
- ▼ room costs and associated taxes for a single room rate
- ▼ three reasonably priced meals per day while in travel status
- ▼ actual expenses for business calls and fax transmissions; employees should use the least expensive method when placing business calls
- ▼ seminar fees with appropriate prior approval
- ▼ dues for professional organizations with appropriate prior approval

All efforts should be made to keep all business expenses reasonable.

Non-Reimbursable Expenses (Unless Otherwise Approved)

- ▼ Mileage, tolls, and parking for home and work commuting, including weekend commuting to work
- ▼ Fines for traffic violations or parking tickets to personal autos or school vehicles
- ▼ Expenses for gas, parking, tolls, etc. for rental cars when used for any other purpose than Casa di Mir Montessori School business (e.g., sightseeing)
- ▼ Gas charges for filling the tank of a personal vehicle in the course of business travel
- ▼ Mileage rate when using a rental car

- ▼ Expenses relating to the personal portion of a combined business and personal trip
- ▼ Items purchased for personal use or enhancement such as luggage, clothing, haircuts, etc.
- ▼ Baby-sitting services when away from home on school business (unless prior approval is granted.)
- ▼ Country club dues
- ▼ Contributions to political parties, candidates, or office holders, whether direct or by means of a dinner
- ▼ Individual charitable contributions
- ▼ Plants, works of art, wall fixtures, as additions to your office space
- ▼ Interest charges on personal credit cards used for business
- ▼ Room or flight upgrades
- ▼ Bar charges
- ▼ Newspaper delivery
- ▼ In-room movies
- ▼ Health club fees
- ▼ Double occupancy rates if you travel with a companion other than another employee

To request reimbursement, please complete the Reimbursement Request form provided by the school, attach all receipts, obtain the signature of the Head of School, and submit to the Business Manager.

MILEAGE REIMBURSEMENT

Casa di Mir Montessori School shall reimburse employees for the legitimate use of their personal vehicles for official school business at the rate of \$.30 per mile, plus relevant expenses such as tolls. Employees must submit a Mileage Reimbursement Request form with receipts when appropriate in order to be reimbursed. Please see the Business Office for required forms and other details.

SECTION J:
Health, Safety, and Security

HEALTH AND SAFETY

Casa di Mir Montessori School is committed to providing a safe working environment for all employees and one that is free of physical hazards. You are an important participant in helping us achieve this objective.

All employees are expected to:

- ▼ exhibit safe work behaviors at all times (serving as a role models to students and fellow employees in doing so)
- ▼ exercise active concern in the course of their work to prevent injuries to themselves, colleagues, and students
- ▼ take immediate steps to the extent prudent to report and/or remedy any unsafe condition (while not placing themselves or others in harm's way in doing so)

All potentially hazardous or unsafe circumstances should be reported immediately to the School Head or the Business Manager. All workplace injuries should be reported immediately to the Business Manager. (See Workers' Compensation Leave and Injury Reporting policy for further details).

WEAPONS

State law makes it illegal for *anyone* to bring onto school grounds or to any school activity any firearm, dangerous weapon, or dangerous instrumentality.

BUILDING SECURITY

Security of our facilities is of utmost importance to the school, and constant vigilance is asked and expected of all employees. Specifically, this includes ensuring that the following parameters are observed at all times.

- ▼ The security gate must remain locked outside of the drop off and pick up times. All employees are responsible for closing the gates if they have been left open.
- ▼ The front doors will be locked at all times. To enter the building employees will need to use their building key to unlock the front doors.
- ▼ Primary 2 door and the front office and LE2 doors should always be locked.
- ▼ The Administrative Assistant will provide you with a key to access all locked, non-private doors that you have a business need to enter.

Procedures

To ensure proper security procedures, we ask all employees to abide by the following policies.

- ▼ **Lock the Door**—At night, if you are the last Casa di Mir Montessori School employee to leave, you must remember to lock all the exterior building doors.

Make sure that all lights, copy machines, laminator and water are turned off. Refer to the closing checklist, available from the Head of School.

- ▼ **Visitors**—All visitors must check in at the front office before entering the building. Please direct visitors to the office for name badges. Please escort them back to the office for a name badge if they do not have one.
- ▼ **Challenging Any Unknown Person**—If you notice anyone on school property who you are not familiar with, it is your responsibility to ensure that they are, indeed, supposed to be here. Better to be safe and challenge a prospective family or vendor than to ignore a potential threat. Our employees and families should respect the fact that we take security seriously.

However, **do not place yourself (or anyone else) in harm's way**. If you encounter belligerence or sense any danger, **please call the office via the intercom immediately or call 911**.

- ▼ **After-Hours Access**—The school office closes at 4:30 p.m. on most days. The back doors are locked at 5:00 pm.
- ▼ **Securing Valuables**—Make sure that all personal articles are either locked away or kept out of sight to keep them from being easy targets. Do not leave valuables in your car.

Opening and Closing Procedures for 90 E. Latimer Ave.

Duties of Opening Staff

- ▼ Enter through front office door and turn off alarm. (For employee arriving at 7:30 am)
- ▼ Complete morning extended care list; forward to administrative assistant weekly. (For employee arriving at 7:30 am)
- ▼ Unlock and open gates. Fasten gate lock at top of gate.
- ▼ Unlock back doors at 8 am.
- ▼ Turn on lights in fire corridor, back entry way, and MP room.
- ▼ Turn on copier.
- ▼ Check bathrooms, restock paper goods if necessary, and turn on lights.
- ▼ Notify Head of School if janitorial service did not complete all necessary tasks.

Duties of Closing Staff (Please refer to Closing Checklist provided to closing staff)

- ▼ Turn off all lights.
- ▼ Make sure copier is turned off and laminator is off and unplugged.
- ▼ Turn off all HVAC systems.
- ▼ Close blinds.
- ▼ Lock doors.
- ▼ Close office door.
- ▼ Set alarm.
- ▼ Close and lock gates.

- ▼ Set out recycle and compost bins the evening before the designated pick up day.
- ▼ Check all bathrooms' taps, toilets, wipe down sink/counters, refill toilet paper and paper towels as needed, and pick up any litter.
- ▼ **Do not turn off server.**

Office Opening/Closing Procedures (For administrative employees working in front, side or back offices):

- ▼ Blinds – open/closed.
- ▼ Check phone and email messages.
- ▼ Computers and printers – turned on/shut down.
- ▼ Refill fax paper as needed.
- ▼ File cabinets – unlocked/locked.
- ▼ Enrollment sign – hung/removed.
- ▼ Lights on/off.

PERSONAL PROPERTY

Although the school strives to provide a safe and secure campus environment at all times, employees should be aware that any personal property you may have on campus is not covered under the school's insurance policy. Employees should ensure that all personal property is clearly marked with their name, in case there is ever a question of ownership. Please take appropriate precautions in securing your valuables, as the school cannot be responsible for reimbursing you for lost or stolen items.

SMOKING AT SCHOOL

Smoking is prohibited in all areas on the school's premises. Additionally, smoking is always prohibited in the sight or presence of students while you are on duty.

CPR AND FIRST AID CERTIFICATION

In order to assist in emergency situations, all employees working over 20 hours per week are required to obtain certification in Basic CPR and First Aid for adults and children.

Casa di Mir Montessori School will provide on-campus CPR classes during alternate school years.

SEARCH OF SCHOOL AND PERSONAL PROPERTY

Casa di Mir Montessori School, at its expense, may provide lockers, desks, computers, and other equipment and property for the convenience and use of our employees. Although this equipment is made available for your convenience, you should remember that all desks, computers, and other equipment remains the sole property of Casa di Mir Montessori School. Moreover, the school reserves the right to open and inspect desks,

computers, and any other school equipment made available to you. Advance notice is not required.

MAINTENANCE REQUESTS

If ordinary repairs are needed in your classroom, office, or other school facilities, please send an email or leave a note in the Head of School's mailbox in the front office.

If the required repair involves student or employee safety (e.g., dangling live electrical wires), please call the Business Manager or Head of School IMMEDIATELY.

LEAVING CAMPUS DURING THE SCHOOL DAY

For safety and security reasons, all faculty and staff **must** sign out in the office when leaving campus. Please note that errands and special appointments should be kept at a minimum and done during your off work hours wherever possible. Most faculty members work 8 am to 4 pm with no official lunch break. Any time spent off campus should be considered unpaid time off and made up later in the day.

FIELD TRIPS

Field trips are an important part of the Casa di Mir Elementary curriculum. Teachers are responsible for planning and scheduling field trips with the input and approval of the Assistant Head of School. A field trip procedure checklist is available in the office to guide teachers through the process. Parents must be notified at least 24 hours before any planned trip off of school grounds.

When planning field trips, please keep in mind:

- ▼ routes that may be taken to/from events
- ▼ procedures when auto accidents occur
- ▼ faculty/student ratios when at off-campus events (including the role of parent/volunteer chaperones)
- ▼ how and when teachers of "special" subjects (e.g., music, physical education, etc.) must be notified
- ▼ the required dress code for both employees and students while on the field trip
- ▼ Car seats

Drivers are not permitted to make any stop-offs. They are to drive directly to and from the destination.

Field Trip Safety Procedures

All children are legally required to be in a seat belt or a car seat, depending on their size and age. Children under the age of 8 or under 4'9" must be restrained in a child safety

seat or booster. School policy dictates that drivers may not transport students other than their own in the front seat.

First Aid Kit

A First Aid kit must be taken whenever a class is away from its classroom. These are available in the front office.

Employees Driving on Field Trips

Employees may be requested to drive on school field trips. All staff drivers must have a DMV clearance and proof of insurance on file in the office. DMV clearance for staff will be conducted by the school's insurance company or the Business Office. Employees who drive on school related field trips or other business must provide proof of insurance coverage of \$100,000/\$300,000 per accident or \$500,000 combines single limit. Employees must follow all applicable traffic and safety laws. Seat/shoulder belts shall be worn at all times. Cell phones are only to be used in compliance with applicable laws and while following safety measures, such as hands free operation, use of voice activated features.

Employees will be reimbursed at a rate periodically published by the School. To request reimbursement, a mileage reimbursement form shall be completed with all applicable information. Parking and toll receipts must be retained and submitted to the Business Manager for reimbursement. Receipts for gas will not be reimbursed.

Emergency Information/Medical Release/Field Trip Permission

At the beginning of each school year copies of the Emergency Info/Medical Release/Field Trip Permission Cards are given to each classroom. These copies are kept in an envelope near the classroom exit door. Additional packets containing emergency info for each student are kept in the office and should be given to all parent field trip drivers every time a group of students leaves the school. The packets must be returned to the office after the trip.

Overnight trips require a special permission form. Parents must be given a detailed trip itinerary along with a packing list.

Just as on school grounds, in the case of injury/unusual incident, when on a field trip, the teacher in charge will call the parent and the Head of School as soon as possible, regardless of time of day.

EMERGENCY POLICIES AND PROCEDURES

Who's In Charge in Case of an Emergency?

In case of an emergency as school, the line of succession for the 2015-2016 school year is:

Wanda Whitehead, Head of School
Anne Nguyen, Assistant Head of School
Karen Schuler, Business Manager
Cathy Williams, Primary Director

Emergency Numbers

Emergency	911
Dialing from cell (for fire)	408.299.3144
Campbell Police--General Information	408.866.2121
Campbell Fire Dept. Business Office	408.378.4010
Santa Clara Valley Medical Center	408.885.5000
American Red Cross	408.577.1000
Poison Control	408.299.5112
Poison Control (alternate)	800.222.1222

Medical Emergency Policies

Training is provided for staff members in:

- CPR/First Aid
- Use of the AED
- Use of Epi-pens and Medications
- Blood (Body Fluids) Borne Pathogen Safety

A. Medical Release and Emergency Information

Copies of each child's Emergency Information/Medical Release will be kept in the office at school and at each classroom exit. On field trips, these forms will be kept in the teacher's field trip backpack.

B. Minor Accidents

In the event of a minor accident, the teacher or office staff will administer appropriate first aid. The teacher or office staff should call the parent to inform her/him of the accident even if the child may remain at school. Staff must complete a written report detailing the accident and submit to the Administrator. Accident report forms are available from the school office.

C. Serious Emergencies

In the event of a serious accident or injury, involve a second adult and **call 911**. The employee must stay with the injured person and keep him/her immobile. The Administrator, office staff or teacher must make every effort to reach a parent. The child's Emergency /Medical Authorization Card should be taken to the hospital with the child. For Primary students in the licensed program, the Unusual Incident/Injury Report form 624 must be filled out and a phone call must be made to the Community Services Licensing agency on the same day, if possible.

D. Automatic External Defibrillator (Located in back office, on shelf, blue and yellow handle)

An Automatic External Defibrillator (AED) is a device that

- (a) is used to administer an electric shock through the chest wall to the heart;
- (b) contains internal decision making electronics to interpret physiological signals, make medical diagnosis, and if necessary, apply therapy;
- (c) guides the user through the process of using the device by audible or visual prompts; and
- (d) does not require the user to employ any discretion or judgment in its use.

The AED will be maintained in the Head of School's office and readily accessible to predetermined AED providers to maximize rapid utilization. New staff will be trained in the use of the AED during the new employee orientation. All staff will review the training every year.

Fire Emergency Plan and Fire Drill Procedures

The school conducts fire drills on a monthly basis in accordance with state law. All employees are required to leave their building through the designated fire exit in an orderly manner upon the sounding of the fire alarm. Employees must remain at least 50 feet from any building, and beyond school driveways and access roads. Employees are prohibited from re-entering any school building until directed by the Head of School or his or her designee.

Procedure To Be Followed by Classroom Teachers

- ▼ In case of fire, pull nearest alarm station.
- ▼ When the alarm sounds, the teacher must **escort the class out of the building**, according to the designated fire exit for that room. The fire exits are posted in each room.
- ▼ The teacher must ensure that the students exit the building in a **quiet and orderly manner**.
- ▼ When evacuating, the **teacher must take with him/her the emergency instructions and daily attendance sheet**.
- ▼ **Assemble** per the evacuation map. Take attendance and notify the Head of School immediately if any person is missing.

- ▼ Teachers must have students **remain at the assembly location** until the Head of School or designee has checked the building. **Teachers and students may not re-enter the building until instructed to do so by the fire marshal or an administrator.**
- ▼ Teachers must remain with students until released by Head of School

Refer to your Fire Emergency Plan and Fire Drill Procedures booklet. Staff will be trained in:

- Fire Safety and Extinguisher Training
- Casa di Mir Fire Emergency Procedures and Evacuation

A. Teachers are to instruct children in emergency procedures and how to participate in fire drills within the of the first 10 days of the school year. The children are instructed to stay with their teacher and move to a designated area when the fire drill bell is rung. Fire drills are conducted monthly and are scheduled by the Head of School.

B. An evacuation plan is posted in each classroom or assembly area showing paths of travel to evacuate the room in case of emergency, including an alternative route. Location of fire alarm boxes, fire extinguishers, and the location of master electric panel, main water supply, and main gas valve are on this plan.

C. The following directions for teachers are posted in each classroom. The teacher must take the following steps:

- a. **ACTIVATE ALARM SYSTEM** if not already activated.
- b. Take the **ROLL CALL SHEET** next to the door.
- c. **MAINTAIN ORDER** during the evacuation- walking, no talking, no pushing. Go immediately to assembly area.
- d. Take roll immediately upon arrival at the assembly area. **REPORT ANY CHILD OR PERSONNEL MISSING** to the Head of School immediately.
- e. The chain of command for the current school year is: (names will be added on the posting as decided at the first staff meeting of the school year.)

D. Designated staff should slide the emergency bins out of the doors and away from the building.

E. Children are to be kept quiet and still in the assembly areas.

F. No one is to enter the building until a clearance is given from the Fire Marshall with an “all-clear” bell from the Head of School.

Earthquake Emergency Plan and Procedures

A. Refer to your Emergency Preparedness Guide

B. Earthquake drills will be held two times each year.

C. Earthquakes strike without warning. The teachers are to instruct the children for the following circumstances:

Inside the building:

1. Try to avoid glass and falling objects
2. Move away from windows where there are large panes of glass and move away from nearby suspended light fixtures
3. Take Civil Defense Protection Position or “Duck and Cover” position
4. Leave building quickly and quietly when the earthquake is over and go to designated assembly areas
5. Designated personnel must see that medical, water, and food supplies are brought out from the building
6. DO NOT RUN!

On School Grounds:

1. Take Civil Defense Protective Position
2. The safest place is in the open. Stay there until the earthquake is over
3. Move away from buildings, trees, and exposed wires
4. Take roll immediately when in a safe assembly area
5. Check in with Head of School, accounting for children
6. DO NOT RUN!

When the Earthquake is over and you are in your assembly area:

1. Take roll
2. Check in with Head of School
3. Do not return to buildings for any reason until they have been declared safe by competent authority
4. Do not light fires after the earthquake
5. Keep safe distance from electrical wires which may have fallen
6. Render first aid if necessary
7. Notify utility companies of any break or suspected break

D. The school maintains plastic bins with food, water, radio, first aid, and blankets for emergency purposes next to three exit doors. Additional emergency water is stored at the southeast corner of the campus. Toilet supplies are stored in the shed.

E. Teachers will be assigned tasks at the first staff meeting of every school year. The teacher is required by law to remain with the children in the event of an emergency.

F. Teachers are to bring rosters and copies of the medical release signed by parents as they exit, if possible.

G. Parents will be called by the on-site Administrator or teacher as soon as possible after an earthquake. Parents will be kept informed of the school's disaster and emergency plans.

H. Personnel Responsibilities:

On-Site Administrator and office staff

1. Call 9-1-1. Staff should take personal cell phones and emergency binder when evacuating building.
2. Oversee evacuation and care, make sure proper authorities are notified, and see that parents are notified.
3. Secure the physical site and direct search and rescue.
4. Ensure that emergency medical, water, and food supplies are up-to-date and conveniently stored.
5. Remain on the grounds until all students and personnel have been released to go home.
6. Assigned tasks:
 - a. Head of School - On-site coordinator with activities on-site and interfacing with off-site services. All staff should report to the Head of School, or person acting in that capacity.
 - b. Business Manager - Communications with the parent community.
 - c. Primary Director - Care for wounded, assess and treat.
7. Tasks to be assigned at the beginning of each school year:
 - a. Care of children who simply need supervision and comfort
 - b. Organization of food, water, and other provisions
 - c. Construction and monitoring of makeshift latrines
 - d. Facilities inspection, clean up
 - e. Search and Rescue

Teachers

1. The teacher's primary responsibility is to ensure the safety and welfare of the students during and after an emergency.
2. Account for each student using the class roster, which must be maintained for this purpose. Rosters are posted at each exit door, and should be taken with the teachers and students during evacuation procedures.
3. Render First Aid as necessary
4. Fight incipient fires without endangering life
5. Keep access roads open for emergency vehicles

Additional Emergency and Disaster Action Plan

Refer to the Emergency Preparedness Reference Guide Posted in each classroom and office.

A. General

Mass panic can be one of the greatest dangers to students. Staff members should remember that in time of stress, students and volunteers look for leadership to those who are normally in authoritative positions.

Remain calm, size up the situation, and take action based on known facts.

Teachers must have available a class list of students in order to take roll in an emergency.

In the event of any emergency or disaster, each teacher shall:

1. Direct the students in her charge in accordance with the disaster plan.
2. Report missing students to the on-site Administrator.
3. Report students in need of first aid.
4. Remain with students on the school site until dismissed by the on-site Administrator.

A. Possible Emergency Actions:

Leave building: This action consists of the orderly movement of students, volunteers, and staff from inside the buildings to an outside area of safety. This action is considered appropriate for, but not limited to the following:

Fire	Bomb Threat (peacetime)
Chemical Accident	Explosion, or threat of explosion
Post Earthquake	Gunfire or threat of gunfire
Other occurrences that make the building uninhabitable.	

Go Home: This action is considered by the on-site Administrator only if there is time to get children safely home and each child can be picked up by a parent or guardian. This action consists of an early dismissal and parent pick-up of children. This action is appropriate for, but not limited to the following:

Flood Threat	Severe Windstorm
Fire	Strategic Alert
Post-Disaster	Earthquakes and aftershocks

Shelter-in-Place: The chain of command remains Head of School, Assistant Head, Business Manager, Primary Director, Teachers, Teacher Assistants and office staff.

Off –site Sheltering: Casa di Mir does not have a plan for an evacuation to an off-site shelter.

FIRST AID/INJURY

A first aid kit is kept in each classroom for minor cuts and scrapes. For illness or injury beyond a small cut or scrape, staff members should wash cuts and scrapes, dry and bandage as needed. No topical ointments can be applied on primary students. An injury report form needs to be filled out, signed by parent and returned to the office staff.

Sunscreen/sunblock cannot be applied to any primary child. Parents are expected to apply any needed sunscreen in the morning that will last the duration of the day. Elementary students may carry and apply their own sunscreen and may not share it with other students.

Each child has an Emergency Card with contact information in the office.

CONTAGIOUS ILLNESS/DISEASE

Children may not come to school with infectious diseases, fever, diarrhea, or excessive coughing. If a child is sent home due to fever, the child's temperature must be normal (without medication) for 24 hours prior to returning to school. In the case of diarrhea, the child must be symptom-free for 24 hours before returning to school. The parent or a person designated by the parent on the emergency card will be called and asked to pick up a child who is obviously ill, running a fever, or who has vomiting and/or diarrhea.

If the staff person suspects fever or if the child is too ill to be at school, the child should be sent to the office. Elementary students can usually walk to the office on their own, Primary students should be escorted to the office for further evaluation and so that office staff may contact the parent. An ill child is expected to be picked up within one-half hour of contact

Information regarding communicable diseases must be relayed to the office so exposure notices can be sent, if necessary.

MEDICINE POLICY

Parents must give written permission before staff can give prescription medication to children. The Authorization to Dispense Medication forms are located in the office. Prescription medicine must be in original bottle. Parent permission must be given each time before staff may give over-the-counter medication to children. Ibuprofen will only be administered with proper authorization. Each time medication is administered, it should be recorded on the medication log kept in the office.

Primary students shall not be administered over the counter medications by staff unless there is a written note from the child's physician.

HEAD LICE

Casa di Mir has a "No Nit" policy in the case of an outbreak of head lice in the school.

Casa di Mir will conduct periodic student and staff head checks without notification of parents. If any evidence of lice or nits is found, the parent must pick the student up **immediately** and seek treatment. It is the responsibility of the parents (not school staff) to eliminate the lice and nits from their student and home environment. Upon returning to school, the student will be checked by a staff member before entering the classroom. The student will be checked periodically for the next few weeks to ensure that they are clear of lice and nits.

ALLERGIES

The front office compiles and distributes a list of students with moderate to severe allergies. All employees working with children should review this list and take care that children are not given foods that they are allergic to. While Casa di Mir is not a nut free school, we do our best to avoid having nuts and nut products in the classrooms. Children with severe allergies may have an epi-pen in the front office. Training will be provided in the use of the epi-pen at the time of orientation. If you think a child is having an allergic reaction, please contact the front office or the Head of School immediately. If the child is having trouble breathing, call 9-1-1.

BLOOD-BORNE PATHOGEN EXPOSURE POLICY

Casa di Mir Montessori School is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid. The school has a written Blood-Borne Pathogen Exposure and Control Plan in place. This plan is reviewed with all employees who are in positions that have been identified at risk of exposure to blood-borne pathogens.

The following is a *summary of procedures* to follow when first aid or clean-up of fluids becomes necessary.

- ▼ Always use the latex gloves that are provided by the school.
- ▼ In the event CPR becomes necessary, a CPR Micro-Shield should be used. These are provided by the school. Only those employees who are certified to perform CPR should perform CPR.
- ▼ Any materials, including latex gloves and CPR Micro-Shields, used in administering first aid should be discarded in the red biohazard bags located in the first aid kit.
- ▼ Hands should be thoroughly washed following any first aid procedure.
- ▼ If there is exposure to Hepatitis B at the school, medical treatment and vaccine will be offered at no cost to the employee.

The red biohazard bags will be picked up by special arrangement with the local waste management company.

FRAGRANCE FREE WORKPLACE

To protect the health and safety of students and staff, Casa shall remain a fragrance free environment. Items to be cautious of include, but are not limited to: colognes, perfumes, body sprays, lotions, hair products, incense, and essential oils. A staff member may be asked at any time to refrain from wearing a particular product.

SUSPECTED CHILD ABUSE REPORTING PROCEDURE

Faculty and staff who suspect that child abuse or neglect has taken place **must report immediately** to Child Protective Services. Persons making such reports in good faith are granted immunity from civil and criminal liability that may result from such reporting.

The State Penal Code requires that all educational and child care employees who enter into employment sign a statement stating that the employee has knowledge of, and will comply with, the mandate that he/she report known or suspected instances of child abuse.

Mandated reporter—

(A) As used in this article, “mandated reporter” is defined as any of the following:

- ▼ a teacher
- ▼ an instructional aide
- ▼ a teacher’s aide or teacher’s assistant employed by any public or private school
- ▼ an administrative officer or supervisor of child welfare and attendance, or a certified pupil personnel employee of any public or private school
- ▼ an administrator of a public or private day camp
- ▼ an administrator or employee of a public or private organization whose duties require direct contact and supervision of children

A mandated reporter shall make a report whenever the mandated reporter, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

For the purposes of this article “reasonable suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his/her training and experience, to suspect child abuse or neglect.

HANDLING OF CONFIDENTIAL MATERIALS

Below are guidelines to clarify expectations and procedures concerning security of information and records. These standard practices will help ensure the safety and right to privacy of all members of our school community.

Definition of Confidential Information

Documentation and records including but not limited to all individual student, parent, and family information—including grade reports, faculty comments, test results, letters of recommendation, disciplinary reports, admissions applications and files, financial aid information, academic warning lists, library loan information, medical records, financial aid records, and annual fund and capital campaign donations are considered confidential materials. All personnel information—including compensation information, performance reviews, health information, insurance forms, tax forms, e-mail messages, and financial records—is also considered confidential information.

Storage

Confidential information, (defined above) is to be stored in locked file cabinets or other secure (locked) locations in the department or office responsible for maintaining and processing the specific data. In no case should such information be left out on desks temporarily or overnight or unsecured in an unattended classroom or office.

Computer passwords are to be known only by those employees who have regular need to access information as part of the responsibilities of their position. Computer electronic or physical media containing files are to be kept in secure (locked) storage when not in immediate use. Under no circumstances is any student to be given a password for a faculty or administrative computer account.

Computer Security

Employees who use computers (whether desktops or laptops) with Internet access are responsible for securing the computers. The computers are not to be used by students without supervision. Consequently, classrooms with computers are to be locked when a teacher is not present. Teachers are encouraged to consult with the Business Manager for ways to improve security of computer systems. Please see the Acceptable Use of Internet, E-mail, and Electronic Resources policy for further details.

Faculty mailboxes are used for communication of confidential information between and among faculty and administrators. Consequently, students are not to be allowed to visit or use faculty mailboxes. If a student has a legitimate reason to put something in a faculty mailbox, this should be handled through the administrative assistant in the front office.

Disposal of Records

Any confidential information is to be shredded before disposal, with administrative approval. A shredder is available in the front office.

Transmission of Data

Memoranda containing confidential information must be marked “confidential” at the top. Letters, etc. that contain particularly sensitive information should be distributed in envelopes.

- ▼ Special precautions should be taken with facsimile transmission (fax) of confidential information. If confidential information, such as student records, is faxed to another institution or person, an Casa di Mir Montessori School fax cover form and cover letter must be included that indicate the material is confidential and state to whom the material is addressed. Confidential materials should not be faxed unless someone at the other institution has agreed to receive them. Confidential materials should not be faxed unless there is a compelling reason.
- ▼ Information about students is not to be given out to persons or organizations not affiliated with the school. No student information should be revealed over the telephone—even a confirmation of a student’s enrollment at the school—unless the caller has identified her/himself and the caller is known to have a right to the information. Callers identifying themselves as relatives or family friends should not be assumed to be legitimate or entitled to the student information. All such requests require approval of school administration before any information is released in any form or manner. **Please consult with the School Head regarding any questions concerning confidential data or materials.**
- ▼ Names and addresses of students or employees, school handbooks, photographs, publications, yearbooks, or similar materials may not be distributed outside the school, unless a specific, legitimate use is approved in advance by the school administration.

SECTION K:
Academic and Student-Related
Policies

CARLINE DUTIES

Primary teachers have specific duties during drop off and pick up. See the Primary Director for these details. Elementary teachers do not have to be on duty during the drop-off carline in the morning. A teacher from each classroom must be on duty at carline for the afternoon pick-up time. We have two-way radios to support the carline.

Carline is not a time for any substantive conversation with the parent. If a conversation is needed, please ask the parent to park and arrange to have that conversation.

LUNCH DUTY

Elementary Teachers are required to eat lunch with their students on a rotating basis, to be worked out within each team. Usually, teachers will be “on duty” for lunchtime supervision once per week. Teachers are required to accompany their class to and from the lunch area, where they will be monitored by the school’s volunteer lunch aides. Teachers are asked to please be prompt in bringing their students to lunch at the designated time.

All teachers will do lunchroom duty according to the provided schedule. Please be prompt to duty and be diligent in your duties. Please make sure the next staff person has arrived for his/her duty before leaving the lunch area. If that person is late, please contact the office via the intercom.

GENERAL SUPERVISION

Children must be supervised at all times while in the school’s care, including in the classroom; on the playground; while going inside to use the bathroom; and while moving between various activities, to the pick-up area, and to their classrooms. If workers, vendors, or visitors are on the school premises, children should not be sent alone into the areas where the workers are present.

PLAYGROUND SUPERVISION

Please remember that the classroom teacher is responsible for the children while on playground duty. It is therefore important to remember that “free time” for the children does not mean “free time” for the teacher. The primary responsibility is to *watch, protect, and direct* the children and their activities.

On the playground, staff should supervise all children and be able to intervene quickly when necessary. In particular, teachers and assistants in the lower school should be on their feet and moving about the playground, in order to interact with, fully supervise, and

be ever-aware of the younger children.

All teachers and assistants should use playground time as an extension of classroom time, and as an opportunity to observe and facilitate the social skills of and interact with the children. The school recognizes that playground time is also a valuable time for the children to play independently of the staff. While some exchanging of information between teachers and assistants will go on during playground time, the teachers' and assistants' *main responsibility is to supervise the children.*

While ratios are maintained on the playground in the Primary program, there should always be *at least* one teacher or assistant on the playground for *each level group* of children. ***Children should not be left out on the playground with only a parent on duty.***

Please include children in the discussion of appropriate playground safety rules before going outside. Demonstration of the rules reinforces the discussion. Faculty should check the playground for hazards prior to permitting the students outside.

Playground rules must be followed by all teachers to reinforce consistent expectations in students' minds. A separate document is available for details of safety rules on the playground.

STUDENT DISCIPLINE

Positive guidance and discipline are used to promote the children's self-discipline and acceptable behavior. Student discipline is to be based on an understanding of individual needs and be developmentally appropriate.

Children are never to be shaken, slapped, hit, spanked, or humiliated. Punishment is never to be associated with food or toilet training. Staff should make every effort to provide a consistent and loving atmosphere where sarcasm, shaming or anger are not a part of disciplining a child.

The use of any of these or any other equally negative techniques is grounds for immediate dismissal.

The school does not permit or condone any type of corporal punishment, including spanking or shaking, even with the consent of the parent.

Speaking and acting with kindness, integrity and respect is our top priority. Student discipline at Casa di Mir means setting clear boundaries, helping students attain self control, teaching them to deal constructively with their feelings, and guiding them to respect the rights of others to enjoy a peaceful and productive work environment. Children and teachers will cooperate to develop a social contract, or "Code of Living" which all will be expected to recognize and acknowledge, in order to create an environment conducive to work and growth.

- ▼ Children may not hurt or disturb others by their actions or words.
- ▼ Children may not disrupt or destroy the environment for others.
- ▼ Adults shall speak consistently in a clear, respectful manner to children and to each other, thus modeling the kind of language children need to learn in order to express themselves and to resolve conflicts.

Procedures for minor misbehaviors:

- ▼ Remind the child of the Code of Living, clarify what we expect of the child, and ask him or her to stop the inappropriate behavior.
- ▼ Remove the child from the group or lesson and direct him or her to take “time-in” to think about his or her behavior. If the child is not willing to do so, the teacher may assist the child in moving away to a chair. It is essential for a teacher to take this action without negative language, anger, or shaming. This action is taken for the child to get in touch with his or her own self-management ability.
- ▼ Ask the child to forfeit lunch play for work inside.
- ▼ Ask the child to write about what happened and make a decision on how to proceed without reoccurrence.
- ▼ Ask the child to give service to the school in cleaning or other tasks.
- ▼ Ask the child to remain after school.

Procedures for Persistent Misbehaviors:

For repeated, problematic behavior, like constant interruptions or disruptions, put-downs, persistent disregard of a teacher's directions, chronic tardiness, or persistent conflict with another child, the teacher must notify the parent through a phone call or, for Elementary students, a “GREEN NOTE”. This is an informational note and is not intended as punishment, but rather is a means to communicate to the parent the assistance required to bring about a change in behavior. This note is to be discussed at home, signed by the parent and returned to the teacher the next day by the student and parent. In communication with the parent, the teacher is required to:

- ▼ Clarify the problem
- ▼ State the corrective action taken to date
- ▼ Request team work, create a plan of action, and follow-up with feedback on how the plan is working
- ▼ Request the parent engage the child in the plan. The teacher will give a copy of the green note to the Head of School. Phone conversations must be documented and forwarded to the Head of School.

If the negative behavior persists after the above steps:

- ▼ Notify the Assistant Head of School and a meeting will be set up with the parent, teacher, student and Assistant Head.
- ▼ A plan of action will be created.

- ▼ If the issue is incomplete work, the child may be asked to stay after school with the teacher in study hall in order for work to be completed. Parents will be responsible for payment of Extended Care fees for this study time.

The child will be expected to stop the negative behavior. Parent and teacher will agree on support measures. This plan will be monitored carefully by the teachers and reported on through subsequent conversations or green notes.

If the behavior continues to occur after the steps described above have been taken notify the Assistant Head. The parent will be called to come and pick the child up from school immediately. The teacher will gather work to be sent home with the child. The child may return the next day with completed work, provided that there was a conversation between parent, teacher, administrator and child.

Procedure for Severe Infractions – Grounds for Suspension/Expulsion

Because aggression in different forms is a part of the development of the child, we respond swiftly and with appropriate “tools” learned from many sources. Keeping age appropriate behavior and developmental stages in mind, the School has zero tolerance for intentional, willful physical harm, bullying other students, extreme rudeness or swearing, disrespect to teachers or adult supervisors. In case of such behavior, the teacher must notify the Head of School and call the parent to pick up the child immediately. A re-entry conversation must be held with Head, Parent and Child before the child will be admitted back into the classroom. Certain types of behavior are considered major offenses and may result in immediate suspension or expulsion from Casa di Mir. Behaviors displayed by student considered to be of this serious nature include, but are not limited to, the following:

- ▼ The use or possession of drugs, tobacco in any form, or alcoholic beverages.
- ▼ Aggressive behavior, including fighting or intentionally hurting others.
- ▼ Physical abuse
- ▼ Verbal harassment
- ▼ Extreme rudeness, swearing, or derogatory remarks
- ▼ Disrupting classroom procedures or other disruptive behavior.
- ▼ Stealing or lying.
- ▼ Flagrant disrespect to staff members.
- ▼ Destruction of school property.
- ▼ Use or implied use of a dangerous item to hurt or scare a person.

If a child commits any of the above severe infractions, a meeting with parent, teacher and Head will be held to discuss expulsion from Casa di Mir. In cases of extreme misbehavior, expulsion will be immediate, regardless of whether a meeting is held.

Suspension from School

Suspension is the temporary removal of a student from regular school activities, imposed for adjustment purposes. Suspended students are not allowed to be in or near the school, but are required to complete all assignments and tests.

Suspension may be imposed for up to one school day at a time for a maximum of twenty school days in a school year.

Suspensions and detention, and their lengths, will be determined on a case-by-case basis, with the teacher and/or School Head imposing the discipline, taking into account any mitigating or aggravating circumstances.

Per the Education Code Section 48900, for any inappropriate behavior or if a child commits any acts listed in the “persistent behaviors” or “severe infraction” sections of this manual, a teacher can:

- ▼ Suspend a student from class for the day of the infraction and the next day.
- ▼ Detain a student for not more than one hour at the end of the school day.
- ▼ Restrict recess time allowed to the student in elementary schools.
- ▼ Refer the student to the school Administrator.

FOOD AND ALLERGIES

Be aware of the foods your students bring from home. Foods should be nutritious and low in sugar. Good nutrition supports a child’s ability to focus at school. We don’t allow sodas or candy or heavily sweetened foods.

We ask that microwave foods be limited to non-liquid items, to eliminate spills and burns. We strive for a “no garbage” lunch and strongly encourage the use of recyclable or reusable containers. We compost all food scraps, paper goods used for food, and plant-based food containers.

Elementary students should bring a washable napkin, placemat and necessary utensils to and from school every day, even if they purchase from My Green Lunch. Primary parents are asked to provide a cloth napkin for their child at the beginning of the school year. A parent volunteer will launder the Primary napkins weekly.

Due to food allergies, children are not allowed to trade or share food. Make sure your students understands this rule. While we are NOT a nut free school, we do make a request that no nut products come to school and are vigilant about this.

SNACKS

The snack choice we provide in the elementary classrooms is carrots. For many reasons we find this a best option. The Primary classroom has a very carefully created list of

snack foods from which parents can choose when it is their child's day to bring snack to the classroom.

FOLLOW UP WORK AT HOME

Our approach to the question of homework when it arises is to restructure the concept. We do not send mandatory work home with students in the Primary classrooms. If a student brings a book home or any other activity from the classroom, it is because the child wanted to do the task at home.

Our emphasis is making sure the child has time in the day for activities that will make him/her a well-rounded individual as well as to learn to plan out work done at home.

Lower Elementary:

Students can take work home that they wish to finish or explore in more detail. For some children, follow up practice is essential in order to progress academically. This would be a conversation with the parent and an agreement for this work to be taken home.

Activities that can be done at home may include the following

- Reading and being read to
- Follow up work from lessons not completed in class
- Extension of work at school
- Practical Life assignments
- Pursuit of student's own interests
- Long term projects like Reading Adventures, Great Masquerade, Science Fair, Cultural research
- Spelling work and math facts

A folder or binder for storing assignments and important papers provided by the parent must be kept in the student's backpack. This is to support the development of organization and responsibility. Taking work home or staying a little longer in the classroom are two ways we use to help children complete tasks in a timely manner.

Upper Elementary:

The expectations at this level are similar to the Lower Elementary, with additional assignments for review and practice. We guide our older students to plan out their tasks at home over a period of a week or more. The emphasis at this level is to provide practice balancing their time and meeting due dates.

SUPPORTING STUDENTS WITH LEARNING DIFFERENCES:

We have a defined process for identifying, assessing and responding to the special needs of students. Please see the Assistant Head of School for more information. The following is the clear statement we include in the Parent/Student Handbook emphasizing the importance that parents and teachers work together to do the best job for each child:

Our individually paced programs and multi-age classrooms allow us to support a wide range of ability and learning profiles at Casa di Mir. We recognize and value the diversity in “wiring” or neurobiology that exists in all of us. Teachers always aim to identify and capitalize on students’ personal strengths and then determine ways to utilize them to overcome personal challenges.

The school’s goals are always early diagnosis and intervention, and effective and consistent support for child, family and teacher. When teachers suspect developmental or learning challenges they refer students to a Student Support Team. A period of observation and documentation follows, and a meeting is scheduled to discuss recommendations with parents. These may include accommodations in the classroom, support at home, and/or changes in the student’s schedule. If challenges persist, outside testing and evaluation are requested. The school will provide referrals in such cases. The results of such testing are used to determine the accommodations and added support that are deemed to be necessary for student success.

Some students may require significant one-to-one or small group support for their success. In cases such as this, the school reserves the right to require that students receive the assistance they need and to charge fees for supplemental curriculum materials. Situations where this might occur include Sensory Processing Disorder, ADHD, dyslexia, dyscalculia, dysgraphia, Autism Spectrum Disorders, anxiety, depression, social skills issues, undiagnosed learning disabilities and/or behavioral challenges.

In some cases, students apply to the school with a diagnosis and recommended accommodations in place and the school decides if the student’s needs can be met here at Casa di Mir. The teachers then work with the family to determine the need for added support.

Occasionally, the school may determine that the evidence (testing, child’s experience, failure of accommodations to work, etc.) supports a referral to a different educational environment that may better suit the needs of a particular student.

Should parents elect to disregard the school’s request to seek recommended evaluations or fail to implement those recommendations, the school may decline to offer continued enrollment in order to preserve the integrity of the program for the other students in the class.

APPROPRIATE DRESS

We encourage children to dress simply. Messy art projects, science experiments and physical education activities require freedom of movement. Comfortable fitting clothes and "play" shoes are the most practical. Dressing simply also helps keep everyone's focus on learning.

Proper shoes for PE are required. If they are not worn to school, the student must have them on hand. Flip-flops are not appropriate shoes for school.

We request that students wear clothing with appropriate styles, messages and graphics. No violent images or inappropriate words are allowed on shirts or other personal items. No bare midriff shirts or see-through clothing is allowed. Modesty and a sense of "professional" attire is encouraged as our students approach and enter adolescence.

If you feel a child is inappropriately dressed, please have a conversation with the parent. We would approach the situation gently and would NOT send the child home or make a public statement.

BIRTHDAYS

We celebrate birthdays in the class with the traditional Montessori flare- personal timelines, walk around the sun, birthday songs and acknowledgements for the birthday child.

The birthday celebrations are scheduled in August by the teachers and shared with parents. The mid-summer birthdays are celebrated as ½ birthdays in January and February. In the Lower Elementary, there is a baking project each month for those students whose birthdays fall in that month.

Birthday or party invitations are not allowed to be distributed at school.