

# The Faculty Handbook

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**Faculty Handbook**  
**January 2017**

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## Section 1

# Company Philosophy

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### 1.1 Welcome

Welcome to Schoolhouse Montessori Academy. The purpose of our school is to provide an exceptional Montessori program to our students and their families, and our community. We are committed to the Montessori Method based on the philosophies of Dr. Maria Montessori, and require that all of our faculty and staff be properly credentialed to deliver a high-quality Montessori program.

You will be provided two separate handbooks at the time of your employment—the *Schoolhouse Montessori Faculty Handbook* and the *Schoolhouse Employment Handbook*. Together these handbooks describe the policies and procedures of your employment at Schoolhouse Montessori Academy. A detailed job description of your position is provided to you under separate cover.

A *Schoolhouse Montessori Parent Handbook* will also be given to you at the time of your employment. Please familiarize yourself with all three handbooks so that you have a thorough understanding of the policies, procedures, and operations of the school and company.

On behalf of the faculty, staff, and administration of Schoolhouse Montessori Academy, we wish you successful employment at the school. We hope that you will help all of our students realize their full potential, while realizing your own as a Montessori teacher and provider.

### 1.2 Our Mission

The mission of Schoolhouse Montessori Academy is to provide high quality, private Montessori education that helps each child realize his/her fullest potential. We are committed to providing the highest-quality child care and early education to our students and families.

We strive to:

- **Be fully committed to the curriculum of Maria Montessori.**
- **Offer a warm and caring environment that is culturally diverse.**
- **Integrate technology into the school with the purpose of connecting families to their children throughout the school day.**
- **Foster great relationships with our families.**

- **Provide teachers with an opportunity to realize their fullest potential as educators.**

### **1.3 Our Core Values**

To accomplish the above Mission, Schoolhouse Montessori Academy believes the following list of values truly embody the culture of our company. These attributes differentiate our schools from others and provide purpose for our daily work. Beyond educating others, these are the values which help us have an impact on the lives of our students, parents, and coworkers. We encourage all staff members to exemplify these values on a daily basis.

- **Help others realize their potential.**
- **WOW! our families.**
- **Have fun!**

**Section 2**

# Employment

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## **2.1 Personal Belongings**

Schoolhouse recognizes an employee's desire to display mementos pertaining to their family or other personal items. While Schoolhouse cannot take responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects (in the opinion of management) that are inappropriate or hinder work and educational efforts will not be allowed and must be removed upon request.
- Safety comes first – No object can interfere with school safety as viewed by the company management.
- Excessive personal belongings that clutter the work or classroom area (in the opinion of management) will not be allowed and must be removed upon request.

An inventory of all personal items brought to the classroom or work areas in the school is conducted at least once a year. Inventory sheets are kept in the director's office in a designated file. Staff is required to update their personal inventory sheets any time they bring items to the classroom or to their work areas that need to be recognized as personal property. If an employee chooses to leave employment or is dismissed from Schoolhouse Montessori Academy, he/she will only be allowed to take the items listed on their personal inventory sheets until proper documentation is provided to determine ownership.

## **2.2 Criminal Background Checks**

To ensure that all individuals who join Schoolhouse are well qualified and to maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on all candidates that accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form. All offers of employment are contingent on receipt of an acceptable background check once reviewed by Schoolhouse. All background checks are conducted in compliance with the Fair Labor Standards Act, the Americans with Disabilities Act as well as all federal and state anti-discrimination and privacy laws. All background checks

are kept confidential and are only viewed by representatives of Schoolhouse involved in the hiring process.

Should a background check lead Schoolhouse to deny employment, a copy of the report will be provided to the applicant and the applicant will be given the opportunity to dispute the accuracy of the background check results. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant for employment. Schoolhouse also reserves the right to conduct background checks on current employees to determine suitability for promotion or transfer within the company in the same manner as described above.

#### *Michigan Child Care Background Check*

The Child Care Background Check program requires that all applicants/licensees, licensee designees, program directors, child care staff members, and unsupervised volunteers have a comprehensive background check. Refusal to submit to this comprehensive background check will result in being found ineligible to hold one of the above roles in a licensed child care facility in the State of Michigan.

#### *The Revised School Code, Act 451 of 1976 (if applicable)*

School Employment (SE) fingerprints will be required for all applicants working at a location with Kindergarten or school aged children where the center is considered a school by the Michigan Department of Education. A criminal history check and a criminal records check through the Federal Bureau of Investigation will be conducted on all applicants for employment.

### **2.3      Outside Employment**

Schoolhouse makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100% of their effort is required. If an employee chooses to work outside of their job and the outside work competes with what is expected of them as a Schoolhouse employee, or the potential of a conflict of interest is perceived, opportunities for promotion and advancement with Schoolhouse may be limited.

If management feels that outside employment prohibits an employee from fulfilling their obligations to the company or possesses a potential conflict of interest, they will be asked to resign or to leave their outside employment.

Employees are not permitted to conduct outside employment activities on company time such as during prep hours, summer employment, faculty meetings, or during the course of the normal work day. All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

Teachers may not solicit families of currently enrolled children for employment of any nature within a period of one year following the employee's termination date. This

includes solicitation to provide child care services in personal residences or other licensed facilities which would involve the removal of any child enrolled at Schoolhouse Montessori.

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**Section 3**

# Workplace Policies

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## 3.1 Working Hours

Employment hours are set by the School Director to meet programming requirements, such as student orientation, open houses, parent-teacher conferences, graduations, parent education workshops, back-to-school nights, scheduled staff meetings, and student extracurricular activities. A typical workday at a school site may start as early as 6:00 a.m. and end as late as 7:00 p.m., depending upon whether the school site offers before and after care child services and its general operating hours. A one-hour planning and/or meeting period may be required at the school site location on a daily basis. Other training and education activities of Schoolhouse vary according to the nature of the service being provided. Your School Director will designate the days and hours you are required to work each week and hours of each day according to the individual school schedule.

Schoolhouse may modify the employee hours at its sole and absolute discretion; however, any employee who works outside of the normal work week (i.e. Monday through Friday from 6: 00 a.m. – 7:00 p.m.) on a regular basis must have the schedule approved in writing by the School Director and a corporate staff member.

## 3.2 Time Records

Schoolhouse uses an electronic time tracking system to capture and record all employee time records. The electronic time tracking system will allow Schoolhouse employees to accurately monitor and keep track of their time. The system will also enable Human Resources to efficiently process employee time worked and leave taken for payroll purposes. Every Schoolhouse employee is assigned a card number upon hire that is used for identification purposes in the time keeping system. Employees are responsible for knowing their card number and protecting it from unauthorized use. This number must be used along with an employee fingerprint to clock in and clock out on a daily basis.

The electronic time keeping system is the official timekeeping software for all Schoolhouse employees, and as such is the official record of the workday. It is a job requirement that all employees clock in and clock out at the start of their shift, during lunch breaks, and at the end of their shift. Employees are expected to clock in and out at their regularly scheduled times and for the correct job class in which they will be working. Schoolhouse allows employees to clock in and out a maximum of 5 minutes prior to and after their regularly scheduled shift, unless authorized differently by their supervisor. Kid's Club employees closing for the day are authorized late clock outs due to late child pick-ups only—these instances do not need prior supervisor approval.

Schoolhouse does not pay employees for lunch breaks, therefore employees must clock out for lunch breaks and clock back in after lunch breaks. Schoolhouse recognizes a lunch break as a 30-minute period where the employee is completely relieved of their work duties.

If an employee forgets to clock in or out, they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in or out information. The supervisor will adjust the employee's time in the electronic time keeping system. Employees will be subject to disciplinary action, up to and including termination for excessive failure to clock in or clock out without reasonable justification. If an employee is unable to clock in or out due to time clock malfunction, it is the employee's responsibility to immediately inform his or her supervisor.

Overtime applies only to non-exempt employees. Overtime must always be authorized in writing on an Overtime Authorization Form in advance and be signed by your supervisor. Overtime is earned on a weekly basis and is only earned after forty (40) hours of actual physical work hours that have been accumulated during the established work week. Disagreements on work hours shall be reviewed by employee and supervisor (and, if necessary Human Resources) who will resolve the issue and authorize any changes to the time keeping data.

Employees wishing to request time off must do so online through the electronic time keeping system. Employees requesting time off for vacation or Paraprofessional Paid Time Off must submit their request 2 weeks prior to the desired dates. Employees needing time off for a Short Notice Leave circumstance, such as a doctor appointment or illness, or Paraprofessional Paid Time Off for medical or bereavement leave must also enter this leave online in the electronic time keeping system no later than 24 hours after such day. Employees must follow policies and procedures for calling out as described in the Faculty Handbook, entering a Short Notice Leave or Paraprofessional Paid Time Off request into the electronic time keeping system for approval of a supervisor is not sufficient communication to your supervisor. Supervisors must approve or deny requested vacation or Short Notice Leave or Paraprofessional Paid Time Off time through the electronic time keeping system. No other forms of time off requests will be accepted.

Applicable employees will accrue time off as set forth in the Benefits Table in the Faculty Handbook. Employees may review their paid time off accruals on the electronic time keeping system website by reviewing the Accruals section under Employee. The Accrual Summary displays the Accrual Policies in which the employee is eligible, the awarded amounts, the amounts available and used. Employees may speak with Human Resources for any questions regarding Accruals on the electronic time keeping system.

Employees must verify their time card at the end of each pay period. For salaried staff members this occurs at the end of their designated shift, after clocking out on the 15<sup>th</sup> and the end of the month (30<sup>th</sup>, 31<sup>st</sup>, or at times the 28<sup>th</sup>). Hourly paid employees must follow the pay schedule designated and as posted in the staff lounges. Hourly paid employees must verify their time card after clocking out on the last day of the pay period. All employees must verify time cards at the close of the business day (6:30pm) on the pay period end date, unless otherwise authorized by a supervisor.

### 3.3 Attendance

Schoolhouse Montessori Academy relies on steady and dependable employee attendance from teachers and staff to operate the school in an uninterrupted fashion. Successful classroom instruction and overall student discipline in the school relies on having each classroom staffed with a professional teacher. Because of this fact absenteeism and/or the failure to report one's absence in a timely manner is disruptive to all school operations. If one person is absent or fails to call in to report his/her absence in a timely manner, this may cause others to work overtime in order to cover the vacant classroom for the day. In this case absenteeism has an overall negative impact on the school's success, resulting in a loss of educational opportunity for students. Therefore your attendance is of vital importance, not only in relation to your co-workers but also with respect to the overall school. Providing high quality education depends on your commitment and attendance.

### 3.4 Absences from Work

Schoolhouse expects all employees to assume responsibility for their attendance and promptness. Recognizing however that illness, injuries, and emergencies may occur, Schoolhouse has established leave benefits to compensate salaried and paraprofessional employees for absences from work. (Please refer to the *Short Notice Leave and Paraprofessional Paid Time Off* provisions found in the Schoolhouse Employee Handbook for further details.)

When you are unable to be at work, you are responsible for calling the School Director by 6:00 a.m. on each day of your absence or the evening before the absence, unless you are on an approved Family and Medical Leave of Absence. If for any reason, you are unable to call the School Director, it is your responsibility to have someone call for you. Alerting your supervisor of an absence through a co-worker, leaving a voicemail on the school phone, sending a text message, sending an e-mail, or entering your absence into the electronic time keeping system is not considered to be adequate or appropriate means of notice. **Failure to call in by 6:00 a.m. on the day that you are going to be absent will result in disciplinary action.**

**You must speak with your supervisor directly to receive approval of your absence for the day.** Leaving a message on the answering machine or with school personnel is not acceptable. School employees are given the phone numbers of the School Director so that sick day calls can be made early in the morning. If you believe that you will be sick the following day, you are requested to call your supervisor by 3 p.m. on the day prior to your sick day. These procedures are necessary in order to arrange for a substitute teacher.

If you fail to call in for 2 consecutive days, your employment may be terminated unless you have a compelling reason for failing to call.

An employee who is absent, late excessively, or fails to notify his/her supervisor directly, will require disciplinary counseling. If tardiness, attendance, or proper notification

continues to be a problem after counseling, it will result in disciplinary action, up to and including termination.

No later than the day following the absence, you must enter into the electronic time keeping system for time tracking and accrual purposes your Short Notice Leave or Paraprofessional Paid Time Off for medical or bereavement.

### **3.5 Faculty and Staff Meetings**

Employees are required to attend **ALL** faculty, staff, and parent-teacher meetings, graduations and orientations. Absences from faculty, staff, and parent-teacher meetings and/or other school-sponsored events must have prior written approval by your School Director. Failure to attend these required meetings and events, without prior written approval from the School Director, will result in disciplinary action.

#### *Staff Training*

Schoolhouse requires that all employees attend regular monthly staff meetings during the school year. Additionally, all staff shall complete annual training on for, at minimum, the amount of clock hours and topics listed in Licensing Rules for Child Care Centers, in addition to CPR, first aid and blood borne pathogen training, as required by the Michigan Department of Human Services. Schoolhouse will provide opportunities for all staff to complete these hours through various workshops and in-service workshops throughout the year. Teaching staff are required to attend at least one Montessori workshop each school year.

### **3.6 Emergency and Weather Related Closures**

Each school has a call list for emergency or weather related closures. Your School Director or supervisor will provide you a list and instructions on who you must call when the school will be closed. All staff are expected to report to school unless otherwise notified by the School Director or your contact from the call list.

### **3.7 Staff Health Policy**

All employees follow the same policy as the students, to avoid the spread of illness. This includes any employee who reports to work at a site where children are present (such as corporate or administrative staff who work within a school location).

Ill employees should not be at work for any reason. Even the common cold virus is easily transmitted and can infect students and staff. This policy is for the employees' well-being as well as the students and staff of the entire building.

If you exhibit the following health conditions, you may not attend work

- Temperature of 100 degrees or higher

- Severe cough, causing you to become blue or red in the face
- Difficult or rapid breathing
- Diarrhea (more than one abnormally loose stool within a 24-hour period).
- Conjunctivitis (pink eye)
- Stiff neck and headache accompanied by a fever of 100 degrees or higher
- Untreated infected skin patches or rash
- Head lice
- Unusually dark urine and/or gray white stool
- Yellowish skin or eyes
- Excessive yellow/green mucus
- Vomiting

If an employee exhibits these symptoms, he/she must be symptom-free for 24 hours before returning to work. If the employee leaves work due to these symptoms, he/she may not return to work until one full work day later, or with a doctor's note or at the discretion of the School Director. Employees with contagious illnesses are not admitted to work for any reason, until the employee's physician has indicated in writing that the illness is no longer contagious or at the discretion of the School Director. If he/she has head lice, he/she may not return to work until nit-free.

### **3.8      Confidentiality**

All employees must understand and respect the confidential nature of information pertaining to students, families, customers, and staff (excluding protected items covered by the NRLA). Disclosure by an employee of confidential information may jeopardize Schoolhouse and/or its staff members and may result in the appropriate discipline, including the possibility of immediate dismissal.

### **3.9      Personal Appearance and Clothing**

Personal appearance, proper hygiene and appropriate attire are important to the school environment. Students and families may gauge the quality of the school by the attention Schoolhouse employees show to personal appearance and attire.

The dress code for all employees of Schoolhouse is business casual.

Jeans are permitted only on Fridays with School Director approval and only when worn with a Schoolhouse logo shirt. Tennis shoes may be worn on Fridays with jeans and Schoolhouse logo shirt with School Director approval. Jeans should be in good condition, fit appropriately and look professional. See your School Director for information on ordering.

Jeans may be worn for staff doing lawn and maintenance work at the school, but only during the time that the work is performed.

Because all business casual clothing is not suitable in this environment, these guidelines

will help determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercising and sports would NOT be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, chest, stomach, or underwear, is NOT appropriate in a business casual setting. The following descriptions will provide suggestions of acceptable attire for both men and women.

### *Education Casual Attire*

Although there is a wide range of definitions for education casual, the following provides a guide to acceptable attire at the schools:

- Tight or short skirts, t-shirts, sweatshirts, yoga pants and sweat pants, are never considered appropriate.
- Grooming standards are also important. Your appearance should remain neat and respectable. This includes clean and pressed clothing, clean shoes, and conservative accessories.

### Women

- Conservative skirts or dresses (no more than two inches above the knees) or pants which are at least mid-calf length (capris). Leggings should be accompanied by a mid-thigh shirt or blouse appropriate in a business casual setting. All material of clothing should be non-see through.
- Conservative blouse, shirt or sweater (no midriffs, cleavage, spaghetti straps, or tube tops). Sleeveless shirt shoulders must cover bra straps.
- Blazer, vest or sweater is appropriate
- Schoolhouse Montessori Academy logo shirt
- Proper undergarments that support and conceal

### Men

- Ties are not expected
- Business or sports jacket, vest, or sweater is appropriate
- Conservative, solid colored pants
- Collared shirt, preferably button-down or golf shirt style
- Matching belt, socks, and shoes
- Schoolhouse Montessori Academy logo shirt

### Shoes

- Flats, low heels, loafers, dress boots, and leather casual shoes are all acceptable. All heels on shoes must be 2 inches or less and all shoes must have a back strap on the heel.
- Plastic/rubber/jelly shoes, Crocs, flip flops, clogs are unacceptable footwear. Tennis shoes are also unacceptable on Fridays with jeans or unless as otherwise approved by the School Director or a member of corporate staff.
- Sandals and tennis shoes may be worn when approved by the School Director and may only be worn during the appropriate season. For example, sandals may only be worn during the spring/summer months.

Employees are expected to dress professionally for all official school functions.

If you are in doubt as to the appropriateness of your attire, dress conservatively and lean more toward the business side of dressing, rather than the casual side.

Visible and excessive tattoos and body piercings, with the exception of single earlobe piercings, are not permitted. Nail length and color must be conservative and appropriate for a school setting. Hair color and styling must be conservative and appropriate for a school setting.

### **3.10 Business/School Expenses**

Teachers must receive written authorization from the School for any purchases made on behalf of the organization whether or not these purchases are to be reimbursed by Schoolhouse. (School Directors must follow the procedures outlined in the Business Policies and Procedures Manual.) Schoolhouse will reimburse employees for authorized business/school expenses, with appropriate receipts, incurred on Schoolhouse's behalf. Employees must receive authorization in advance of incurring the business expense. Such reimbursement will be made on the basis of a written request, submitted to the School Director within 30 days of the incurred expense. This voucher should be accompanied by all appropriate receipts and approved by the School Director.

Staff who make purchases without receiving prior written authorization from the School Director or a School Director who make purchases without receiving prior written authorization from the President are personally responsible for their purchases and will not receive reimbursement from the company or school.

### **3.10 Security**

All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Lost keys must be reported to the office immediately. Any concerns about security should be directed to the School Director.

Schoolhouse is not responsible for the maintenance or replacement of personal property on school premises. All personal items that are brought to work should be secured in a locked cabinet. **Do not bring valuables to work.**

#### *Permissible Guests on Site*

All guests must be registered in the front office and receive prior permission of the school director to remain at the work site for an extended period of time. All relatives, friends, siblings, or children are not allowed on school grounds during working hours for any extended period of time. Any exceptions to this rule must receive prior written approval from both the school director and a member of the corporate office.

### **3.11   Parking**

Parking areas are provided for employees. Employees may park in any space that is not marked reserved or noted as reserved by the School Director. Reserved spots are utilized by parents/customers who do not utilize curbside pick/up drop off. Please cooperate by not blocking any gate, driveway, or pick-up/drop-off areas. The company assumes no responsibility for employee's vehicles or their contents while on company property.

### **3.12   Care of Equipment and Facilities**

All employees should be concerned with the care and safe use of school equipment and facilities. Good housekeeping is expected from everyone.

### **3.13   Clean Work Place**

A clean work environment everywhere in the company is essential for smooth and productive operations. The following rules for cleaning the workplace apply:

#### *Office*

Everyone on the premises of the company working in offices is responsible for keeping his/her office area in a neat and clean condition at all times. Personal items must be kept at a minimum and not add to unnecessary clutter of the office area.

#### *Classrooms*

Teachers in the classroom are responsible for keeping their classroom area neat and clean at all times. Teachers are encouraged to maintain a classroom environment conducive to the learning process. Classrooms should be clutter-free.

Classroom materials and bookcase cleaning is the responsibility of the classroom staff and must be done on a regular basis. Shelves need to be dusted on at least a monthly

basis. Personal items must be kept at a minimum and not add to unnecessary clutter of the classroom area.

#### *Bathrooms, Kitchens, and Other*

Bathroom cleanliness and supplies should be checked throughout the day. Please report plumbing problems to the front office immediately.

Kitchen chores such as washing your own dishes and coffee cups are employee's individual responsibility. Staff and teachers should not expect colleagues or the janitorial service to clean cups, utensils or other materials used in classroom or individual food preparation.

Student nap mats must be cleaned with soapy water, rinsed and sprayed with a sanitizing bleach solution every Friday. Nap materials (blankets, pillows) are sent home every Friday for laundering.

Janitorial services are provided at the end of the school day. However, children in your classrooms should be encouraged to keep their classroom space tidy and clean.

### **3.14 Energy Preservation and Waste Prevention**

Waste of energy and materials is costly to the company and schools and ultimately results in losses, which must be paid for by other cost reduction actions. Please conserve energy at every opportunity by keeping thermostats in moderate ranges.

### **3.15 Break Area**

The company provides a break area for the convenience of the employees. Employees are encouraged to use the break areas for their scheduled break and lunch period. Employees owe it to their fellow employees to keep the break area neat and clean. Consumption of food is only permitted in the break area and other designated areas.

### **3.16 Smoking Policy**

Schoolhouse does not permit employees to smoke on the job. It is our responsibility to provide a workplace free from secondary smoke and therefore have established a smoking policy in all company facilities and schools. Schoolhouse prohibits smoking on school grounds as required by Michigan law. Smoking at non-school facilities is permitted in designated smoking areas.

### **3.17 Telephone, Cell Phone, and Electronic Communications Devices Use**

Company communications devices are important to our everyday operation. Employees should restrict their personal telephone calls to emergency matters only. The telephone is an important business tool and is intended for that purpose. Personal telephone calls must be held to a minimum.

You should answer all telephone calls by stating your school name, then your name. A suggested method of answering the phone is: "Good morning/good afternoon. Schoolhouse Montessori Academy. This is Ms./Mr. Smith." Your voice is our connection to parents, prospective families, and the business community. Please speak clearly and pleasantly, taking messages as necessary.

Cell phone and other electronic communications devices (including but not limited to iPads, iPods, tablets, etc.) use is not permitted while on the job. Cell phones, iPads, iPods, tablets, etc. for legitimate business use only may be authorized by supervisors. Phone calls are not permitted, incoming or outgoing, during class time or recess.

Teachers should not leave students unsupervised to either answer the school phone, to answer their personal cell phone, or to make phone calls. Unanswered calls will go directly into the voice mail system. Employees should request from family and friends that any calls to reach them during work hours for emergency purposes be called through the school's main line.

Employees may not conduct company business over the any electronics communications device while operating a motor vehicle (see Employee Handbook for detailed policy).

### **3.18 Email and Internet Use**

School Directors and office staff are given an email address which is to be used for Schoolhouse business purposes only. Teachers are not provided with individual email addresses. Emails directed to teachers come through a general mailbox to the school.

Email is used with parents for convenience purposes only. It is always preferable to interact with parents on a one-to-one basis. To quote Bill Gates, "Email is a unique communication vehicle for a lot of reasons. However, email is not a substitute for direct interaction." It is not an acceptable practice to use email as an inter-office form of communication that would replace the one-to-one contact that employees have with one another at the work site.

The following are not permitted uses of company email: chain letters, mass mailings (except for school mailings), any materials that would offend or harass as detailed in the company's Anti-Harassment Policy in the *Employee Handbook*. Questionable emails from unknown sources should not be opened; rather they should be dragged to a junk email folder. Attachments from unknown sources should not be opened as they can expose the company IT system with harmful viruses. Junk email folders should be emptied on a regular basis.

Employees should have no expectation of privacy in anything that they create, store, send, or receive on the company's computer system. Outside business activity is not permitted on company email.

Sensitive company materials may not be distributed (by email or any other method). Information is considered sensitive if it can be damaging to Schoolhouse or its families' reputation or its market standing.

Internet is provided to the school for staff use. The use of the Internet is for resource purposes only. Limited personal research may be conducted on the Internet.

Staff may provide supervised Internet access to elementary students with written parent permission. Supervision must be provided within 8 feet of the computer access or within a designated computer area. The staff member must be present at all times while the student is on the Internet. Extreme care must be taken to avoid offensive sites.

### **3.19 Social Media Use**

Schoolhouse communicates to and interacts with internal and external communities in real-time through a variety of social media and communication channels. For external communication, Schoolhouse uses popular social media platforms such as Facebook and Twitter.

Staff are encouraged to "friend" Schoolhouse Montessori Academy on Facebook, tweet about the school on Twitter, and engage in other social media activities that benefit the public persona of Schoolhouse Montessori Academy. Positive comments, blogs, and posts are encouraged.

References to students, parents, and colleagues that may be sensitive or personal in nature should be taken off-line, directly to the parties involved.

Staff who participate in Facebook or Twitter should not refer to students, parents, or colleagues specifically or by full name. Pictures of students and parents should not be uploaded unless express written permission is given by the parties to the school. At all times, staff will respect the privacy of its students, parents, and employees when posting to external social media sites.

Schoolhouse employees are personally responsible for the content they publish on social media. Employees should identify themselves with name and position at Schoolhouse when discussing Schoolhouse or Schoolhouse-related matters. Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees, or applicants. Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

Employees should write in first person and make it clear that he/she is speaking for him/herself and not on behalf of Schoolhouse.

If the employee publishes content to a website or social media outside of Schoolhouse and it has something to do with work or people associated with Schoolhouse, a disclaimer such as this should be used: "The postings on this site are my own and do not necessarily

represent the views, policies, or practices of Schoolhouse Montessori Academy or its affiliates.

**Section 4**

# Classroom Policies

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## **4.1 Prep-Time**

Lead teachers are provided with preparation time during the course of their eight-hour day. This time is not “free-time” or “personal time”, but time set aside for lesson planning, grading papers, calling parents, assisting in substitute teaching, etc. Teachers may not leave the school site during this time unless they have prior approval from the School Director. Failure to receive approval prior to leaving the workday may result in loss of pay or termination.

Having prep-time at the beginning or end of the day does not permit the employee from arriving and/or leaving work late and/or early. School hours as set by the School Director remain in effect.

## **4.2 Classroom Materials**

All material used in the classroom must be approved by school administration. This includes movies, books, textbooks, handouts, slides, photographs, etc. No material containing references of a sexual nature or vulgarity will be permitted. The administration will keep a list of approved material for reference. Additional items must receive written authorization and will be added to the approved list.

Each school has purchased large quantities of expensive supplies, equipment and materials to sustain an authentic Montessori program. Teachers are responsible for the care of all equipment and materials. Broken and missing materials should be reported immediately to the School Director. Teachers are responsible for maintaining and replenishing classroom consumable supplies by requesting these materials on a timely basis.

All classroom materials and supplies, textbooks and furnishings remain the property of Schoolhouse and/or the school. It is the responsibility of the employee to whom materials, supplies, and equipment are assigned to maintain and safeguard these assets as if they were their personal property. It is the policy of this company to hold the individual responsible for supplies, textbooks, and equipment lost, stolen, or damaged through negligence. A periodic inventory of supplies, textbooks, and equipment will be made.

#### **4.3 Conferences**

Parent/teacher conferences are scheduled in the fall and spring of each academic school year. Parents may request additional conferences at mutually agreeable times with the lead teachers. All lead teachers are required to maintain observation journals on each child's progress both emotionally and academically. These journals will be referenced for completing the report card. Assistant teachers are not permitted to discuss the progress of any child, as this is the sole responsibility of the lead teacher.

#### **4.4 Discipline**

All discipline should be of a positive nature. The use of discipline is to provide education, safety, self-discipline and character development of the child. A disciplined classroom benefits the classroom and school environment. Through positive reinforcement and proper modeling, teachers encourage the growth of the child's self-esteem. However, if it becomes necessary for a child to regain his/her self-control, the teacher will assist him/her by asking the child to sit in a "Thinking Chair". This enables the child to observe other children behaving in a positive manner. The child decides how long to stay seated and may re-join the group when he/she is ready to cooperate and follow directions.

When a child exhibits consistent behavior patterns that become disturbing to the program or endangers the safety of other children, the parents are called for a conference with the lead teacher and school director. If the problems persist, the child will not be allowed to attend class until the behavior is under control. The school may exercise its option to remove a child if the behavior is not corrected and disturbs the classroom on a continuous basis. Teachers should seek to do everything reasonably possible to help each child adjust to the school environment.

The proper handling of children is very important. Never grab or pull a child by the arm, elbow, or wrist. It is extremely easy to pull a child's arm, elbow, wrist or even collarbone out of socket. This conduct will not be tolerated. Always use two hands under the armpits when lifting or assisting children. If a child is a threat to self, others, or property, come from behind to avoid injury to yourself and put your arms over and around the child to calm and restrain them if necessary. Always ask a child to walk so that you do not have to carry or lift him/her. Try to coax and maneuver a child using body parts other than the arms. For instance, a touch to the shoulder or a grasp around the waist can be an effective means of restraining a child. When holding a child's hand, walk at his/her pace. Do not pull according to your speed.

Corporal punishment is never appropriate and is prohibited by Michigan Law and prohibited from use at any Schoolhouse Montessori Academy. Any staff member using this form of discipline will be terminated immediately. Any staff member using inappropriate discipline will be reprimanded accordingly.

All staff must be aware of proper language usage. Teachers must speak with children as they would wish to be spoken. Every attempt should be made to enunciate clearly, speak

in a grammatically correct manner, and engage in conversation of appropriate content. Being positive in deed and word around children is the rule at all times. Staff should not talk about problems with other staff, parents, or children around other children. The ability to communicate in mature ways to colleagues and students is vital to Schoolhouse's program and the development of its students.

Verbal discipline should always be accompanied by "please" and "thank you". Teachers should talk to children as if they were speaking with an adult. Teachers should talk and interact with children as though their parents were in the room. Each child must be disciplined with respect and dignity.

The following are classroom rules that contribute to the discipline and order of the classroom environment:

Talk softly.

Walk slowly.

Do not disturb another's work.

Only touch your work.

Use a rug for floor work.

Walk around a rug.

Sit down or lay down to work.

Replace all materials as you found them.

Wait your turn to talk.

Listen to the speaker.

Watch the teacher.

Be polite always.

Care for your friends and your school environment.

Verbal instructions to children can also add to the discipline and order of the classroom environment and contribute to the self-esteem of the child. It is recommended that teachers practice saying positive phrases such as those listed below:

"I appreciated your cooperation in the lunch room/playground/in class today."

"Thank you for putting away all of your work on time."

"I appreciated your prompt answer to the group signal."

"Write a "P" on the top of your paper if you are proud of your work."

"Circle your best letter"

"Circle your best number"

"Describe what you are doing/making."

Some of the worst things you can say to children:

- “Listen to me.”
- “Follow my rules.”
- “I know best.”
- “Why did you do that?”
- “What did I just tell you?”
- “That is the third time today.”
- “Stop whining.”
- “Don’t run/yell/throw/cheat/lie.”
- “Knock it off.”
- “Because I said so, that’s why.”
- “Tell her you’re sorry.”
- “Great answer.”
- “Always do your best.”
- “Here’s my advice.”
- “Shut up.”

#### **4.5 Meals and Snacks**

Student lunch times are supervised by assistant teachers with lead teachers determining appropriate lunch times for staff. Assistant teachers participate in the set up and cleanup of lunch time. Minimum staffing ratios must be maintained at all times. Teachers are required to get permission from the School Director if they need to leave the building at lunch time.

Teachers are not permitted to eat any food in front of children unless it is at scheduled snack and lunch times. Teachers must ensure children’s lunches have the current date and correct child’s first and last name labeled on the container before serving. Assistance should be given to children in opening containers and beverages. Children should not share their lunches with any other children.

Menus of all meals and snacks are planned in advance, dated, and posted in a place visible to parents and staff. Snacks are prepared by the assistant teachers prior to class time and according to the posted menu. The kitchen is stocked with a selection of crackers and fruit. Schoolhouse provides three snacks per day. A snack of fruit and crackers is provided between 9 a.m. -11 a.m.,

1 p.m.-3 p.m., and 4 p.m.-5 p.m. Teachers should plan accordingly and minimize waste based on the demands of their group. Review the allergy lists that are posted in the

**lounge. Be very careful that children with specific allergies DO NOT EAT foods that contain their specific allergens.**

Staff is not permitted to microwave food for children. All lunch tables should be washed after meals--first with soapy water, then rinsed, and then sprayed with a sanitizing bleach solution, and then allowed to air dry.

#### **4.6 Emergency Procedures**

All teachers in the school must have a valid First-Aid, Adult/Infant/Child CPR, and blood-borne pathogen certification within 30 days of employment.

In the event of a serious injury of a child, stay with the child and notify nearby staff immediately. All injuries regardless of severity must be reported on an accident report and signed by the parents the day the event takes place.

Biting incidents require an accident report and a discipline note to the children involved. Children who bite are sent home for the remainder of the day. Accident report forms should be kept on attendance clipboards at all times.

The index file on the main desk contains cards of all children and emergency phone numbers. There is no need to look in individual files. In case of serious injury, call 911 immediately and apply any first aid or CPR. Notify another staff to call the parents if necessary and stay with the child. Poison control and emergency numbers are posted by the main desk telephone.

First aid boxes must be maintained in all classrooms and are the responsibility of the assistant teachers to check supplies. First aid kits must contain, at a minimum, all of the following: sterile gauze pads (assorted sizes), a roll of gauze, adhesive bandages (assorted sizes), adhesive cloth tape, an elastic bandage, tweezers, scissors, and any other items explicitly stated in the Licensing Rules for Child Care Center's handbook. A first aid kit is prohibited from containing any non-prescription or prescription medications.

Antiseptics are not to be used on any child.

Emergency procedures for fire and tornado drills will be posted by each door. Procedures for lockdowns, hazardous materials and bomb threats are kept on each classroom clipboard. Staff are expected to become familiar with these procedures. Fire drills are executed every three months. Tornado drills are practiced two times between the months of April and October. Drills for all other situations are also practiced periodically throughout the year.

#### **4.7 Safety Issues**

Encourage all children to walk while indoors. Remind children that chairs are for sitting, not standing or rocking. Tables and bookcases are used for work, not sitting or lying across or crawling through. Make sure that all hands and feet have cleared the doorways before closing any doors. Children using the bathrooms must be supervised by a teacher standing at the outside door. Only one child is allowed in at a time.

All teachers are responsible for providing supervision on the playground and enforcing safety rules. At no time shall teachers be socially conversant with each other while children are using the equipment. A first aid box must accompany a teacher during all outdoor activities. Playground equipment safety should be reinforced within the classroom.

All teachers should conduct daily cleaning checks and remove any debris, broken glass or other potential hazards from the play yard. Any equipment in need of repairs should be reported to the main office immediately. Accident reports should be completed if there are any injuries. Attempts should be made to have all children use the restrooms before going outside. One teacher needs to carry the playground key on her wrist while outdoors and replace it when returning to the building.

#### **4.8 Pick-Up Procedures**

Particular attention needs to be given to the pick-up of children. Children are not to leave with anyone who is unknown to you (even if the child appears to know the party) unless the proper procedures have been followed.

The parents should have called or left a note on the daily attendance notifying the school of the party picking up the child, even if it's a grandparent.

The party should be listed on the child's Emergency Card.

Persons who have the above permission from the parent should provide a driver's license or other identification to verify that they are the person listed by the parent until the parties are recognized by the staff.

Never release a child to anyone who appears under the influence of drugs or alcohol. Notify your supervisor and ask them to call another party listed on the child's emergency card.

Make a concerted effort to learn the names of all the parents and familiarize yourself with all the persons approved to pick-up children.

##### **Car Seat Procedures for Curbside Pick-Up**

Parents, not Schoolhouse staff, are responsible for securing their child in the vehicle's car seat.

#### **4.9 Field Trips and Parent Chaperones**

Procedures for on and off-site field trips are located in the *Business Policy and Procedures Manual* and are reviewed with staff by the school director. When parents are chaperoning during these events, they must be supervised at all times by Schoolhouse staff.

**Section 5**

# Time-Off and Leave Policies

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## **5.1      Vacation Eligibility**

Schoolhouse recognizes that employees need scheduled time away from normal work duties for their personal well-being. As a courtesy, the company provides annual vacation with pay to salaried employees, which is increased based on years of service. Vacation time is not guaranteed, nor is it otherwise provided as compensation for services rendered.

Salaried Schoolhouse Montessori employees are provided with **three weeks (15 days) of year-round vacation per school year**. A school year begins September 1 and ends August 31.

Vacation days are provided at a rate of approximately 1.25 days per month beginning on August 1. This is a “use it or lose it” policy, in that vacation days cannot be accumulated from year to year. Days not taken by the end of the school year (August 31) are lost. Vacation days do not accumulate or count toward time worked for purposes of benefits when on unpaid leave, disability, or any other time that you are not physically working.

Advance approval by the School Director or Supervisor is required for all vacation scheduling. Employees must submit requests at least two weeks in advance and online through the electronic time keeping system for approval.

Employees with three or more years of service receive additional vacation days. See the **Benefits Schedule** for a list of additional vacation days earned beyond five years of service.

## **5.2      Extended School Holiday—Discretionary and Optional**

Salaried employees may receive time-off during the school year for the winter break (at end of December, first of January). These dates are determined by the school’s master calendar at the beginning of the school year. The school may reserve days for in-service meetings at the beginning or end of the scheduled holiday. Faculty and staff are required to attend these meetings if scheduled.

This time-off benefit is provided on a year-to-year basis and is not a guaranteed time-off benefit. Employees will not have to use their vacation days for these discretionary and scheduled time-off days. Please see your School Director to receive the published calendar for your school’s extended winter break school holiday schedule.

Employees who wish to take time-off for mid-winter break, spring break, and extended days around other holidays will need to request vacation time in the manner described in Section 4.1. These are not considered discretionary and optional days off as auxiliary child care services and administrative offices are open during these breaks.

### **5.3      Vacation Schedules**

Vacation requests must be made online through the electronic time keeping system at least two (2) weeks prior to the desired vacation time. The online request must be submitted to the School Director or supervisor who will then approve or deny the request depending on school or activity needs (e.g. vacation requests during summer months are typically only granted in full week increments).

The school will attempt to have employees schedule vacations in an effort to avoid affecting school activities. Therefore, granting of vacation requests will be solely at the discretion of management who will make every effort to accommodate each employee. Job requirements will always take precedence over vacation schedules. Vacations will be granted in the order in which requests are received in the event a conflict of vacation schedules arises.

Employees are expected to take their paid vacation time as a means of rest and diversion for themselves and their families.

A paid company holiday that falls during the vacation period will be considered as a paid holiday and not vacation time. This day of vacation may be taken at another time as approved.

\*Note: While vacation days may be requested/granted, with at least two (2) weeks notice, for the day before and/or after a holiday, Short Notice Leave may not be taken the day before and/or after a holiday (please refer to the Schoolhouse Employees for policies regarding Short Notice Leave).

### **5.4      Holidays**

Schoolhouse recognizes specific holidays (not student breaks or discretionary extended school holidays) for its students in the school handbook. Salaried employees are also provided these days as paid holidays. These days include:

New Year's Eve and Day

Martin Luther King Day (only if the local public school district in which the school is located recognizes this as a holiday)

Friday preceding Easter weekend

Memorial Day

July 4th

Labor Day (does not include preceding Friday unless the local public school district in which the school is located recognizes this as a holiday)

Thanksgiving (Thursday and Friday)

Christmas Eve and Day

When a paid holiday falls on a Saturday or Sunday, it is customary to observe the Friday before or the Monday after as the paid holiday. Student breaks are not considered holidays and salaried staff will not be exempt from working on student breaks.

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**Section 6**

# Benefits

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## 6.1 Tuition Reimbursement

Employees are eligible for tuition reimbursement after one full year of employment with Schoolhouse. Employees should review the Tuition/Training Reimbursement Policy prior to filling out and submitting the form to their supervisor. In order to be eligible for reimbursement, the employee must have prior written approval from the School Director and a member of the corporate office staff. The coursework will need to be directly relevant to professional development in the Montessori classroom. For example, classes in curriculum, classroom management, child development, early childhood education, child health, safety or nutrition, social/emotional issues, special education, learning differences, etc. The employee must submit a Tuition/Training Reimbursement Form that describes the course content and lists the accredited college, university, or specialty school offering the class, the days/time of the class, and cost of the class. The School Director and a member of corporate staff will sign the form if the class is approved for tuition reimbursement, and return it to the employee as proof of written approval.

After completion of the approved class, the employee must submit the original approved Tuition/Training Reimbursement Form, a copy of the transcript (if required) with a passing grade of a B- or higher, and a receipt of the tuition paid for reimbursement according to the enclosed benefits schedule. Schoolhouse, in its sole and absolute discretion, may reimburse approved tuition costs for each eligible employee. Schoolhouse will not reimburse an employee for a class with a failing grade, withdrawal, or an incomplete. Schoolhouse will not reimburse a class for which approval, one year in advance, had not been granted.

Employees requesting tuition reimbursement may be asked by their supervisor or a member of the corporate office staff to share what they learned on the topic or course with others at Schoolhouse. This may be requested for an all staff meeting, a Lead Teacher meeting, and/or a Professional Development in-service workshop. The class may not interfere with regular working days and hours, unless approved by the School Director and a member of the corporate office staff.

The schedule of tuition reimbursement, by year of service, is listed on the **Benefits Schedule** form enclosed in this manual.

## 6.2 Discounted Schoolhouse Tuition

Children of Schoolhouse Learning Communities employees may attend Schoolhouse Montessori Academy at a discounted rate on a seat available basis. Each school and each

program has different availabilities due to class and location space so the employee should check with the School Director for the specific school policy. If space is not available at the employee's work location, space may be available at another school location. The tuition discount is applicable to the regular school year program, Kid's Club, and Summer Discovery School.

Children of full time employees may attend half day or full day programs at a tuition discount of **50%**. Children of part-time employees who work at least 20 hours per week may attend half day programs, during the same time period the employee is working, at a tuition discount of **50%**. The parent must be actively employed as a Schoolhouse employee to continue this benefit.

Disclaimers: The child may not be placed in the parent's classroom, unless approved by the School Director or a member of the corporate staff. The discount is not applicable to the employee's extended family. In using the tuition discount, the employee is not eligible for TRP reimbursements. The following are not discounted: activities and other fees, extracurricular activities, extended hourly rates, and any other supplemental programs and fees.

Payment: If the employee wishes to have the tuition divided over the school year and deducted from their paycheck, they must request a tuition worksheet from the School Director. The tuition will be divided into equal installments and deducted from each paycheck from September 20<sup>th</sup> through June 20<sup>th</sup>. The tuition worksheet must be signed by the employee and given to the Human Resource Manager. The employee signature on the tuition worksheet authorizes the tuition deduction twice monthly from the paycheck. Summer Discovery School tuition payments may also be spread over the summer months, from July 5<sup>th</sup> through September 5<sup>th</sup>. Employees wishing to re-enroll their children must again request a tuition worksheet from the School Director, sign and date, and submit to Human Resources. For non-payroll deductions, see the Human Resource Manager. A payment plan is required for non-payroll deductions and the TRP is not required. Employees with less than 3 years of service with Schoolhouse are required to submit a down payment to hold a spot in the classroom for their child.

Should the parent leave the employment of Schoolhouse during the school year, this benefit immediately terminates and any outstanding tuition due will be deducted from the final paycheck.

### 6.3 Benefits Schedule

Schoolhouse Montessori Academy Staff							
Service By (1)		Vacation Days (2)	Short Notice Leave (3)	Vacation Days Used for Short Notice Leave	Paraprofessional Paid Time Off (4)	Tuition Reimbursement (5)	Short Notice Leave Days Rolled Over to Next Year
Years	Months						
1 & 2	3-24	15	7	0	5	\$800.00	0
3 & 4	25-48	16	7	1	5	\$900.00	1
5 & 6	49-72	17	7	2	5	\$1,000.00	2
7 & 8	73-96	18	7	3	5	\$1,100.00	3
9	97-108	19	7	4	5	\$1,200.00	4
10	109+	20	7	5	5	\$1,300.00	5

- 1) Benefits for the year are calculated as of September 1 each year and do not change during the school year. For example, if you cross over from year 4-5 during the school year, your benefits do not increase, but stay the same as calculated on September 1 of that current school year.
- 2) Vacation days are provided at the rate of 1.25 days per month.
- 3) See Employee Handbook for eligibility and restrictions.
- 4) See Employee Handbook for eligibility and restrictions.
- 5) Employees are eligible for tuition reimbursement after one full year of service or if approved by a member of the corporate staff.
- 6) Salaried employees do not have time-off benefits during student breaks such as winter, mid-winter and spring breaks. Vacation and/or Short Notice Leave days must be used for time-off during student breaks, with the exception of school-wide discretionary and optional time off.
- 7) Days to Hours Conversion Chart

Service By (1)		Vacation Hours (2)	Vacation Hours Used for Short Notice Leave	Short Notice Leave Hours (3)	Short Notice Leave Hours Rolled Over to Next Year	Paraprofessional Paid Time Off (4)
Years	Months					
1 & 2	3-24	120	0	56	0	40
3 & 4	25-48	128	8	56	8	40
5 & 6	49-72	136	16	56	16	40
7 & 8	73-96	144	24	56	24	40
9	97-108	152	32	56	32	40
10	109+	160	40	56	40	40

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**Section 7**

# Misconduct

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It is the policy of Schoolhouse to expect all employees to abide by certain work rules of general conduct and performance at all times. Management, supervisors and all employees are expected to monitor and enforce these work rules equally. Employees are subject to disciplinary action for any of the offenses listed. Documentation will be made on a Performance Discussion Record (PDR) form with the appropriate disciplinary action. The form will then be placed in the employee's personnel file.

## **7.1 Inexcusable Misconduct**

- Falsification of any reports, reports pertaining to absence from work, claims pertaining to injuries occurring on company premises, claims for any benefits provided by the company, communications or records including personnel and production records; falsification of employment application, personnel records, time sheets, expense reimbursement, etc.
- Giving false fire alarms, or causing false fire alarms to be given, or tampering with building protection equipment.
- Creating or contributing to unsafe conditions by act or failure to act that leads to serious injury of a child.
- Misuse or removal from the premise, without authorization, of any company or school property, or possession of any property removed from company premise without proper authorization.
- Bringing, using or having in possession weapons on company or school premises at any time.
- Bringing, using or having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on company premise at any time.
- Striking or manhandling a student or colleague or any person or fighting while on company or school premises at any time.
- Striking a supervisor or other employee at any time in connection with any matter relating to employment.

- Theft of any property on company premises, or theft matter relating to employment. Theft of any property of another person, including duplication of copyrighted or copyrightable products.
- Willful abuse, or deliberate destruction of company or school property.
- Gross insubordination – a willful and deliberate refusal to follow reasonable orders given by a member of management.
- Violation of the company's Equal Employment Opportunity Policy or Harassment Policy.
- Committing an immoral or indecent act while on company or school property regardless of whether the act was committed during the employee's work day.
- Conviction of any offense by a court of law which in management's judgment would make that employee undesirable for association with the company, the schools, its students, and its other employees.
- Transporting students in private vehicles, unless a designated school function in which required parental permission slips have been obtained.
- Illegal conduct of any kind.

## 7.2 Very Serious Misconduct

- Reporting for work or entering the workplace under the influence or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
- Threatening, intimidating, coercing or interfering with any person on company or school premises at any time.
- Sleeping on company or school time.
- Gaining unauthorized access to company or school records and files whether they are locked or otherwise.
- Careless or negligent use or operation of company or school equipment.
- Failure to immediately report any injury or accident to management resulting from an on-the-job situation.
- Performing substandard work both in quality and quantity after having been instructed in proper procedure and technique.
- Refusal or intentional failure to perform reasonable assigned work.
- Behavior toward students, parents, supervisors, coworkers, and peers (on or off school premises) that is sarcastic, degrading, rude, ill-mannered, dishonest, impolite, and unprofessional.

- Unexplained absence from work without notifying your immediate supervisor.
- Excessive absenteeism.
- Failure to obtain authorization from the school director before releasing written communication to parents, students, and outside parties (except homework and class assignments).
- Creating or contributing to unsafe conditions by act or failure to act.
- Unauthorized conduct or actions that result or may result in a citation or fine from any licensing or child welfare agency.
- Unauthorized possession, use, or copying of school or company records, or disclosure of confidential information to unauthorized persons.
- Improper or illegal discrimination or harassment as set forth in the Employee Handbook.
- Disclosure of student information in violation of Family Educational Rights and Privacy Act (FERPA).

### **7.3 Serious Misconduct**

- Unauthorized leave from the work place during work schedule exceeding the time allowed for scheduled break or lunch period.
- Unauthorized distribution of literature in work areas and/or during work times, including solicitation of any kind, charitable or other.
- Speaking about other staff members, children, families, and/or customers to them or behind their backs in a way that is sarcastic, degrading, ill-mannered, untrue or of a malicious nature (excluding items protected under the NRLA).
- Unauthorized purchases made knowingly on behalf of the company or school.
- Smoking on school property.
- Failure to attend weekly staff meetings or required school functions, unless prior written approval given by immediate supervisor.
- Having non-employees on company or school property at any time without authorized permission.
- Failure to call immediate supervisor prior to 6 a.m. on a sick day.
- Failure to meet prescribed deadlines as set by immediate supervisor and/or School Director, including, but not limited to, attendance, grades, progress reports, homework requests, and other required work products.
- Failure to follow prescribed curriculum as set forth by Schoolhouse Montessori.
- Using profane language on company or school property, which in management's opinion is offensive to students and to other employees.

- Failure to abide by the company dress and personal appearance code.
- Discussion or disclosure of information of children and families to anyone other than school employees or authorized individuals.
- Failure to perform job duties as outlined on job description or as directed by School Director or supervisor.
- Failure to meet expectations or goals of position set forth by School Director, supervisor, or Corporate Office staff.
- Failure to adhere to the policies and procedures detailed in the Employee and/or Faculty Handbook not specifically addressed above.