

# Washington Montessori, Inc. Personnel Policies

# 2019-2020



August 2019

This employee policy book contains information about the employment policies and practices of Washington Montessori, Inc., doing business as Washington Montessori Public Charter School (WMPCS). Each employee agrees to read this handbook carefully as it is a valuable reference for understanding the responsibilities and expectations of employees at WMPCS. All previously issued handbooks and any previous policy statements, oral or written, are superseded. Periodically this handbook may be updated or changed during the school year. The official and most up-to-date version of the handbook is located on our website. Paper copies can be obtained at the office upon request.

## **ABOUT THESE POLICIES**

*Washington Montessori, Inc.* reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook.

Not all policies and procedures are set forth in this handbook. Only some of the more important ones are summarized in this handbook.

## **VISION STATEMENT**

*“Dedicated to pursuing our greatest potential to fulfill our responsibility to the world!”*

## **MISSION STATEMENT**

*Washington Montessori, Inc. is committed to the development of the whole child, enabling him to draw upon all his gifts and reach his greatest potential. We encourage personal responsibility both socially and academically. Each child is allowed freedom of choice and is offered guidance in setting individual goals. Our mission is to inspire academic excellence; to nurture curiosity, creativity, and imagination; and to do so within an environment rich with warmth, kindness, and respect.*

# Contents

<b>ABOUT THESE POLICIES</b>	<b>2</b>
<b>VISION STATEMENT</b>	<b>2</b>
<b>MISSION STATEMENT</b>	<b>2</b>
<b>SECTION I. EMPLOYMENT</b>	<b>7</b>
Equal Employment Opportunities	7
Policy of At-Will Employment	7
A. SCHOOL JOB DESCRIPTIONS	8
B. SCHOOL ORGANIZATIONAL CHART	9
C. WHOM TO CONTACT	9
D. EMPLOYMENT REQUIREMENTS	9
E. BENEFITS	12
F. LEAVE	12
G. HOLIDAYS	14
H. ADMINISTRATIVE, FULL-TIME HOLIDAY SCHEDULE	14
I. ADMINISTRATIVE, SUMMER SCHEDULE	15
J. INCLEMENT WEATHER	15
K. HOURS OF OPERATION	15
L. SUBSTITUTES	15
M. INTERIM GUIDE	16
<b>SECTION II. EMPLOYEE CONDUCT</b>	<b>16</b>
A. REPORTING INFORMATION TO ADMINISTRATORS & EXTERNAL AGENCIES	17
B. DUAL EMPLOYMENT/TUTORING	19
C. DRESS CODE	19
D. CONFIDENTIALITY OF INFORMATION	20
E. COMMUNICATION ABOUT EXCEPTIONAL CHILDREN	21
F. EMPLOYEE PERFORMANCE	21
G. ATTENDANCE AND PUNCTUALITY	22
H. ANTI- HARASSMENT POLICY	23
I. MEDIA	23
J. VISITORS	24
K. CELL PHONE POLICY	24
L. LONG DISTANCE PHONE CALLS	24
M. POSTAL MAIL	24
O. PERSONAL GIFTS	25
P. TEACHER-APPLIED GRANTS	25
Q. COPIES	25

<b>SECTION III: EMPLOYEE SEPARATION</b>	<b>25</b>
Policy of At-Will Employment	25
A. VOLUNTARY SEPARATION	26
B. TERMINATION WITHOUT CAUSE	26
C. TERMINATION FOR CAUSE	26
D. POSSIBLE REASONS FOR TERMINATION FOR CAUSE	26
E. DISCIPLINE, SUSPENSION AND TERMINATION	26
F. EMPLOYEE GRIEVANCE PROCEDURE	27
<b>SECTION IV: PERSONNEL RECORDS AND EVALUATION</b>	<b>29</b>
A. PERSONNEL FILE	29
B. STAFF EVALUATION	30
C. SCHOOL DIRECTORS' EVALUATION	31
<b>SECTION V. PROFESSIONAL DEVELOPMENT</b>	<b>31</b>
A. MONTESSORI TRAINING	31
B. IN-SERVICE EDUCATION	33
<b>SECTION VI. COMPENSATION</b>	<b>33</b>
A. DEFINITION	33
B. PAYCHECKS/DIRECT DEPOSIT	34
C. SALARIES	34
D. SUBSTITUTE TEACHER	34
E. DEDUCTIONS	34
F. EXCEEDING ACCRUED LEAVE DAYS – PAY DEDUCTION	34
G. GARNISHMENT OF WAGES	35
<b>SECTION VII: REIMBURSEMENT OF EXPENSES</b>	<b>35</b>
A. BUDGET YEAR	35
B. EXPENSE FORM	35
C. CLASSROOM SUPPLY FUNDS	36
D. TRAVEL REIMBURSEMENT	37
<b>SECTION IX. HEALTH, SAFETY AND SECURITY</b>	<b>37</b>
A. FIRST AID	37
B. WORKERS COMPENSATION	38
C. STUDENT MEDICATION POLICY	38
D. EMERGENCY PREPAREDNESS DRILLS	38
E. KEYS	38
F. SECURITY PROCEDURES	39
G. PERSONAL EMERGENCY PROFILE	39

H. FIELD TRIP SAFETY	39
I. SCHOOL LEVEL EVENTS	41
J. PLAYGROUND SAFETY	41
K. NATURE TRAIL	41
L. USE OF SECLUSION OR RESTRAINT	41
M. INTERNET ACCEPTABLE USE AND SAFETY POLICY	41
<b>SECTION X. SCHOOL PROPERTY AND EQUIPMENT</b>	<b>47</b>
A. SCHOOL OWNED MATERIALS	47
B. TEACHER OWNED MATERIALS	47
C. EDUCATIONAL MATERIALS DEVELOPED BY THE SCHOOL	47
D. EDUCATIONAL MATERIALS DEVELOPED BY THE FACULTY	47
E. USE OF SCHOOL PROPERTY/EQUIPMENT	48
F. LOST AND FOUND	48
G. EQUIPMENT/MATERIALS DONATIONS POLICY	48
H. INTELLECTUAL PROPERTY/EXTERNAL PRESENTATIONS AND/OR SPEAKING ENGAGEMENTS	49

# SECTION I. EMPLOYMENT

*Washington Montessori, Inc., WMPCS*, is an equal opportunity employer. All personnel issues, matters of compensation, benefits, social programs, and academic programs will be administered in accordance to State and Federal labor laws including, but not limited to Fair Labor Standards Act (FLSA) , Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and Equal Opportunity Employer laws (EOE).

## Equal Employment Opportunities

The School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity , national origin, age, gender identity (including gender expression), sexual orientation, disability, income derived from a public assistance program, political beliefs, genetics, or other legally protected category. In addition to federal law requirements, WMPCS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

WMPCS expressly prohibits any form of workplace harassment based on race, color, religion, gender identity (including gender expression), gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, income derived from a public assistance program, political beliefs, veteran status, or other legally protected category. Improper interference with the ability of WMPCS's employees to perform their job duties may result in discipline up to and including termination.

## Policy of At-Will Employment

WMPCS does not offer tenured or guaranteed employment. Either the school or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This at-will employment relationship exists regardless of any other written statements or policies contained in this Policy or any verbal statement to the contrary. No entity except the Board of Trustees or their designee can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, the arrangement reflecting such relationship or agreement must be in writing; having been first lawfully adopted by the Board, and is lawfully executed by the School Administration.

---

## **A. SCHOOL JOB DESCRIPTIONS**

Each employee will receive a copy of his/ her job description with a copy of his/her contract annually. Job descriptions are only meant to be a general overview of job types. Below is a very brief synopsis of the job descriptions.

**Board of Trustees:** Responsible for the strategic management and overall operation of the school.

**Directress of Academics and Education:** Responsible for the education and academic operation of the school including, but not limited to general classroom management, EC department, curriculum development, program offerings, extracurricular activities offered, teaching staff evaluations and teaching staff placement.

**Director of Administration and Finance:** Responsible for the business operation of the school including but not limited to the financial management and reporting, state reporting, operations management, facilities, IT systems, school complaints or grievances, HR systems and BASC program.

**Student Accountability Associate:** Manages student records, school data, testing, equipment and facilities.

**Administrative Associate:** Assists School Directors, manages substitutes, assists with licensure, manages admissions and employee files, assists in planning school wide events and logistics.

**Administrative Assistant:** Assists School Directors.

**Financial Associate:** Maintains financial, human resources and corporate documents.

**Facilities Coordinator:** Manages the grounds, buildings and assists with the management of the schools capital projects.

**Exceptional Children's Coordinator:** Manages the EC department and EC process.

**Secondary Curriculum Coordinator:** Develops and directs the Secondary curriculum.

**Post Secondary Counselor:** Assists students in the determination and application for post secondary possibilities.

**Athletic Coordinator:** Manages extracurricular sports activities.

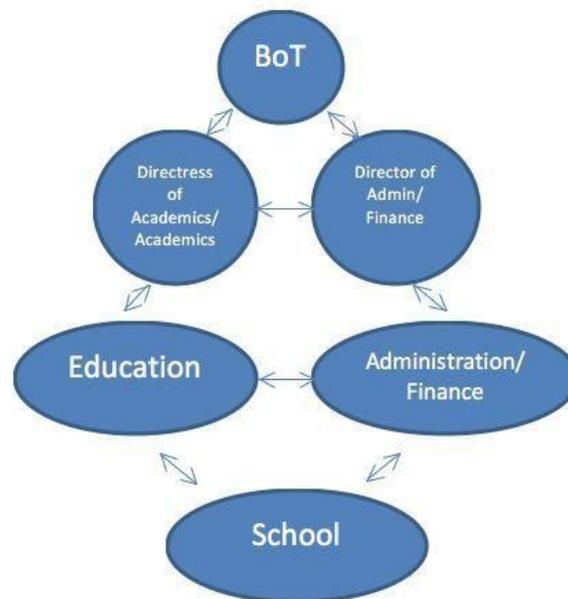
**RTL (Response to Learning) Coordinator:** Manages the Team Initiated Problem Solving Committee

**Guide (Teacher):** Guides the children, manages the classroom, serves as role

models and maintains the safety of the children in her/his care. Guide (Assistant): Assists the teacher in the teaching and maintenance of safety for the children in their care.

Before and After School (BASC) Staff: Assists the Directors in managing the safety and care of the children in the before and after school programs.

**B. SCHOOL ORGANIZATIONAL CHART**



**C. WHOM TO CONTACT**

<b>Whom to contact for what 2019-20</b>	2019
Matters of education or academics	Darla Prescott (darla.prescott@wmpcs.org) Directress of Academics and Education
Matters of admission	
Montessori curriculum questions and/or resources	
Day School program	
Parent education/informational meetings	
Teaching opportunities EC Resources and Referrals	
Volunteering in the classroom	
Matters of discipline	
Matters of finance or school administration	Austin Smigel (austin.smigel@wmpcs.org) Director of Administration and Finance
Business sponsorship opportunities	
Questions regarding the lottery process	
Contract questions HR records	
Donations, grants, and foundations	
Facilities	
Public requests for information	

Before and After School Care (BASC) program/Athletic Program (non-schedule related)	
Student admissions and applications	Gay Holton (gay.holton@wmpcs.org) Admissions/Administrative Associate
WMPTO Administrative Contact	
Substitute Teacher Training and Information	
Volunteer opportunities	
School calendar	
Prospective parent tours	
Medication forms for students	Sharon Main (sharon.main@wmpcs.org) Student Accountability Associate
Cumulative files for students	
Driving Permit Eligibility Certificates	
Address and email list corrections	
Attendance and tardy records	
Volunteer Logs	Carol Collier (carol.collier@wmpcs.org) Administrative Assistant
Student sign-in and sign-out	
Incident Reports	
Day School and BASC tuition payments or information	Ali Woolard (ali.woolard@wmpcs.org) Finance Associate

Extracurricular payments (cross-country, etc...)	
BASC payments School purchasing School payments	
Matters related to Special Education services for students	Amanda Holton (amanda.holton@wmpcs.org) EC Coordinator
Your child's IEP	
504 Plans	Lisa Barmer (lisa.barmer@wmpcs.org) Resource Teacher
LEP	Cathy Carico (cathy.carico@wmpcs.org)
Athletic schedules/Team events	Carol Collier (carol.collier@wmpcs.org) or your child's coach
Classroom volunteer opportunities	The classroom teacher
End-Of-Grade Testing (EOGs)	
Logistics of classroom on-goings - i.e. schedules, field trips, special	
events, etc.	
Observing your child in class	
Scheduling classroom observations	
Student assignments	
Student discipline	
Waivers to chaperone class field trips	
Matters related to High School transcripts, Post-secondary college information, transferring, requesting to take classes at BCCC, and pre-k through 12th grade interventions	Amy Smigel (amy.smigel@wmpcs.org) Post Secondary Counselor/Intervention Coordinator

**D. D EMPLOYMENT REQUIREMENTS**

For the purpose of this policy, employee is defined as any person who works for *Washington Montessori, Inc.* whether as a full-time, part-time or interim employee, substitute teacher or independent contractor.

**1. Criminal Background Check**

*Washington Montessori, Inc.* requires a criminal background check and a check of the sex offender registry prior to employment, after a contract has been offered, of all faculty, staff, administrators and Board members, including substitute teachers, interim employees, and independent contractors. All regular employees (full-time and part-time), including substitute teachers and interim employees, and all Board members, will be fingerprinted/criminal background-checked at the school's expense.

*Washington Montessori, Inc.* reserves the right to conduct criminal and sex offender list checks with or without reasonable suspicion at any time during employment.

All new independent contractors will be responsible for the expense of being fingerprinted/criminal background-checked before entering into a contract with the school. All contractors will be cross referenced with the NC State Debarred Vendors list.

**2. E-Verify**

All State agencies are required to verify employment eligibility for all employees hired on or after January 1, 2007, using the E-Verify program (formerly called the Basic Employment Verification Pilot, or Basic Pilot) administered by the U.S. Department of Homeland Security (DHS) in cooperation with the Social Security Administration (SSA). This new requirement adds to, but does not replace, the existing Form I-9 verification process required by Federal law for all employees hired after November 6, 1986. Form I-9 and E-Verify rules also require consistent administrative practices across the School and timely compliance by all departments.

**3. Drug-Free Workplace**

*Washington Montessori, Inc.* is committed to maintaining a healthy, drug-free work environment. The unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants, synthetic cannabinoids, counterfeit substance or any other controlled substance as defined in (1)

schedules I through VI of the North Carolina Controlled Substances Act or in (2) schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04, or defined in schedules is prohibited. Possession, use, transmission, or conspiring to transmit drug paraphernalia is also prohibited. Employees must not be impaired by the excessive use of prescription or nonprescription drugs.

Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of employment duties, while at school-sponsored activities or while on school property.

Washington Montessori, Inc. requires all prospective employees, to whom an offer of employment (or contract) is made, to complete drug and alcohol testing prior to beginning training or working. The offer of employment, or contract, will be dependent on or withdrawn based on the screening results. Refusal to submit to background/criminal check and/or drug and alcohol screenings will be grounds for withdrawal of employment offer. The same applies if applicant is found to be ineligible to work in the United States.

*Washington Montessori, Inc.* reserves the right to conduct random alcohol and drug testing and individual testing with or without reasonable suspicion at any time during employment.

All independent contractors shall have a drug-free workplace policy that is at least as stringent as that of *Washington Montessori, Inc.* and maintain records for all employees that work at *Washington Montessori, Inc.* and provide those records to the School Director of Administration and Finance upon request.

#### **4. Employment Eligibility Verification**

*Washington Montessori, Inc.* is required by the Federal Government to verify each employee's eligibility to be employed in the United States of America. Federal form I-9 and E--Verify is used for this purpose and must be completed at the time of hire. Administration will provide this form and verify the documentation used to prove Employment Eligibility.

#### **5. Conflict of Interest and Nepotism Policies**

All employees, Board members and independent contractors must sign a copy of *Washington Montessori, Inc.*'s Conflict of Interest Policy annually.

## **Washington Montessori, Inc.'s Conflict of Interest Policy:**

- i. No voting members of the governing board shall be an employee of a for-profit company that provides substantial services to Washington Montessori, Inc. for a fee or exchange of services.
- ii. No employee of the charter school shall be immediate family (as defined in G.S. 115C-12.2) to any member of the Washington Montessori, Inc.'s Board of Trustees. No employee of the charter school, whether hired by the Board of
- iii. Directors or a management company, shall be a voting member of the Washington Montessori, Inc. Board of Directors.
- iv. No teacher or staff member that is immediate family of the School Directors shall be hired without the Board of Trustees evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Office of Charter Schools, with evidence, that this process has occurred.

## **Washington Montessori, Inc.'s Nepotism Policy**

It is the policy of the Board to recruit and employ the most qualified individuals for all positions. Apparent nepotism or the assignment of immediate family members to either supervise or evaluate the performance of another immediate family member is prohibited. This restriction on the assignment of family members serves to discourage favoritism and to prevent a conflict of interest in the completion of evaluations, disciplinary actions, extra-duty assignments and possible promotions.

### **E. BENEFITS**

*Washington Montessori, Inc.* offers the following employee benefits to employees unless otherwise stated in their contracts:

#### Full Time Employees:

- Blue Cross Blue Shield Health Insurance (employee only)
- Option to purchase additional BCBS Health Insurance for spouse and/or children
- Option to purchase BCBS Dental Insurance for Employee, spouse and/or children
- Option to purchase supplemental insurance plans through AFLAC
- Employer will match Employee contributions up to three percent (3%) of annual salary if the Employee chooses to contribute, to an IRA plan through the school.
- Before and After School Care (BASC) will be provided for Employees children who attend the charter school at no cost.
- Employee will pay a reduced supply fee (50%) for BASC.
- Employees may bring their children to school with them on teacher workdays.
- Employees with students in the Day School will have a reduced tuition of

50% of the regular tuition.

#### Part-Time Employees:

- Before and After School Care (BASC) will be provided for Employees children who attend the charter school at no cost.
- Employee will pay a reduced supply fee (50%) for BASC.
- Employees may bring their children to school with them on teacher workdays.

#### **F. LEAVE**

##### Personal Leave

All full-time employees and administrators will receive (10) leave days at the start of the contract period unless the contract is offered mid-year. A day is defined as 8 hours. If a contract is offered mid-year the employee will receive 1 day per month for the remainder of the year (i.e. if an employee starts December 1 they will receive 7 leave days through June 30<sup>th</sup>. Employees who work less than 40 hours but more than 30 are entitled to personal leave at a prorated basis.

Employees may opt to carry over to the fiscal calendar up to thirty (30) days of unused leave but are not eligible for reimbursement for any unused leave. Any leave in excesses of 30 days will be lost if not taken by the end of the fiscal year.

The school will "buy back" up to 5 leave days if an employee has reached the maximum 30 days. The days are considered 8 hours at the employee's hourly rate based on working 1890 hours per year. Any leave over 30 days that is not "bought back" by the school will be lost. This is not an automatic process and must be placed in writing by the employee by the last day of school to be processed.

##### Planned Leave

Employees are to request any planned leave two weeks in advance, when possible. Requests are to be submitted to the School Director to whom they report. Employees will be notified upon approval or denial of the planned leave request.

##### Shared Leave

Employees may participate in a shared leave plan whereby one or more employees may donate leave days to another employee in the event that employee has exhausted all of his/her accrued leave. Employees may donate leave days only when they have accrued five or more leave days. Shared days do not qualify for days being "paid out".

##### Family Leave and Medical Leave (FMLA)

FMLA provides eligible employees with job-protected leave for

qualifying events or circumstances, as described below. Some of those events or circumstances may involve the employee's own health event or circumstance, or may involve the health or military service of the employee's family member.

Under the FMLA, leave may be taken in continuous full-time periods or may include a reduced or intermittent schedule when medically necessary or for a qualifying exigency due to a call to active duty. When intermittent or reduced schedule leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must consult with the supervisor and make a reasonable effort to schedule treatment so as not to unduly disrupt the school's operation. While on FMLA the employee is responsible for their portion of their health insurance plan (i.e. if they are on a family plan they are responsible to pay the family portion of the coverage, if they are on the individual only plan the school will continue to cover the insurance premiums.)

#### Employee Eligibility

An employee is eligible for FMLA leave if he or she has:

- a. Been employed by WMPCS for 12 months, and
- b. Worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.
- c. An employee returning from fulfilling his or her covered active duty will be credited with the hours of work that would have been performed during the period of military service.

#### Military Leave

Employees who have worked at the School for at least 6 months qualify for leave of absence for State or Federal military duty under honorable service status, for required training, or for special emergency management service. Employees shall be paid the difference in military base pay and their contracted annual salary, including non-performance based bonuses, when the military pay is less than their prorated contracted annual salary. Additionally, employees are eligible for up to 15 days of Military Leave with pay per Federal fiscal year (October 1 - September 30) if the active duty is for training.

#### Jury Duty or Subpoenaed Appearances

*Washington Montessori, Inc.* allows employees to fulfill their civic responsibility on a jury or appearing as subpoenaed witnesses without loss of pay or benefits. When an employee receives a summons, subpoena, or other legal notice for appearance, the employee should notify their supervising Director promptly. In these cases, employees will be excused from work for the necessary time. Thirty days' notice is

requested prior to service. Written proof of service is required.

#### **G. HOLIDAYS**

*Washington Montessori, Inc.* recognizes certain holidays throughout the school year. A complete list of holidays is noted on the current school calendar.

#### **H. ADMINISTRATIVE, FULL-TIME HOLIDAY SCHEDULE**

Washington Montessori's full-time Administrative Staff shall observe the following paid holidays: New Year's Day, Martin Luther King Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Two days at Thanksgiving, three days at Christmas. If the holiday occurs on a weekend the holiday may be observed on a weekday according to the school calendar.

#### **I. ADMINISTRATIVE, SUMMER SCHEDULE**

Full-time 12-month Administrative Staff shall observe the following summer schedule: 8:00 a.m. - 4:00 p.m. Monday through Thursday  
Office closed on Friday

Office closed the week of July 4th.

Administrative staff may choose to work on Fridays and accrue that time for comp time off over the summer. This time cannot be accrued and used during the regular school year.

#### **J. INCLEMENT WEATHER**

In the event of inclement weather, the school will follow the Beaufort County School system. Employees may check the school answering machine and the Washington and Greenville television channels for notice of cancellation or delay. This notice will also appear on the school website; when possible. Blackboard Connect phone system will be used.

#### **K. Hours of Operation**

The schools hours of operation are from 7:45 am to 3:45 pm Monday through Friday. If staff meetings are held on Tuesdays, the hours of operation extends to 4:30 and decreases to 3:30 on Friday. Teachers and Assistants are expected to attend school wide events such as the Holiday Concert, Kidsfest, graduation, etc... Assistants and hourly employees will receive comp time for time spent during after hours events. Comp time for non-exempt employees is granted at 1.5 to 1 ratio; exempt employees is granted at a 1:1 ratio if approved by their supervising Director. The comp time for guides must be used on teacher work days unless approved by the Directress of Education or Director of Administration.

#### **L. SUBSTITUTES**

In the event that a teacher will be absent, the Guide should notify the Directress of Academics/Education or her designee. Substitute placement will be completed by the office. Trained substitutes shall be given priority over those who have not completed Washington Montessori's substitute training course. The School Directress of Academics and Education has the authority to designate specific substitutes for certain situations when she deems it necessary. Substitutes must sign in at the front office to receive a keycard for entry into the buildings for that day and return the key at the end of the day and sign out.

Substitutes must complete time sheets and submit them to the Financial Assistant on the 20th of each month in which they have worked. If the timesheet is received after the 20th, all hours will be paid in the following pay period.

#### **M. INTERIM GUIDE**

When the School Directress of Academics and Education knows a Teacher will be out for more than twenty (20) teaching days, the School Directress of Academics and Education shall appoint an Interim Guide. The Interim Guide is expected to complete lesson plans, in collaboration with the Teacher, if available, and ensure the learning process continues uninterrupted.

If it is known in advance that the extended leave will occur, then the interim pay scale will begin on day one of the extended leave. Otherwise, interim pay will begin on the day extended leave is approved by the School Directress of Academics and Education.

If the Assistant Guide takes the role as Interim Guide, his/her pay shall be increased to the Teacher Rate (as determined by the WMPCS salary scale) for the period of the approved extended leave.

If the Assistant Guide is unavailable or unable to take the role as Interim Guide, priority shall be given to substitutes who meet the criteria for Experienced Substitutes. Experienced Substitutes are substitutes with over two (2) years' experience as a substitute at the school.

## SECTION II. EMPLOYEE CONDUCT

All employees are required to be familiar with and comply with State Board of Education (SBE) Policies - Code of Ethics for North Carolina Educators and the Code of Professional Practice and Conduct for North Carolina Educators. Copies of these policies may be found online at [ncpublicschools.org](http://ncpublicschools.org). This document shall be signed and returned to the office prior to the start of work.

### A. REPORTING INFORMATION TO ADMINISTRATORS AND EXTERNAL AGENCIES

It is the policy of the Board in serious matters relating to the safety and welfare of the students and employees that certain actions and information be reported to external agencies as required by law or regulation.

All school personnel, including substitute teachers, student teachers, and volunteers, must immediately report to **School Director of Administration and Finance** or designee any act of violence in school, on school property, or at school-sponsored events. Acts that should be reported are all those known or believed to be violent.

This includes, but is not limited to, all acts reportable by the **School Director of Administration and Finance** to law enforcement under this policy.

#### **WMPCS Staff**

Any WMPCS staff member, including the Directress of Academics and Education, Student Accountability Associate, Administrative Associate, Administrative Assistant, Financial Assistant, , EC Coordinator, guide, teacher or assistant, or any other full or part time staff member who knows or has substantial reason to believe that a certified employee has engaged in illegal or immoral behavior amounting to physical or sexual abuse of a child, shall report the information to the Director of Administration and Finance under NC law. Failure to report such information constitutes grounds for suspension or employment termination. For purposes of this requirement, "physical abuse" means the infliction of serious physical injury other than by accidental means or other than self-defense. The term "sexual abuse" means the commission of any sexual act upon a student or causing a student to commit a sexual act regardless of the age of the student and regardless of the presence or absence of consent.

#### **Law Enforcement**

Any Director who has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm or other weapon in violation of the law, possession of a controlled substance in violation of

the law, death by other than natural causes, robbery with or without a dangerous weapon, or assault on a school official, employee or volunteer not resulting in serious injury, shall immediately report the act to the appropriate law enforcement agency. "Immediately" means without undue delay and as soon as possible after the act has occurred.

As soon as practicable, the Director of Administration and Finance shall also notify the Board Chairperson.

For purposes of this requirement, "school property" shall include any school building, bus, public school campus, grounds, recreation area, field trip or athletic field in the charge of Washington Montessori, Inc.'s Board of Trustees.

Any of the crimes listed above or other felony or misdemeanor that occur on school property shall be reported without regard to whether they occur before, during, or after normal operating hours.

The report must be made without regard to the age of the victim or the perpetrator. Student offenders and victims should be identified by age, grade, gender, race, and educational status (i.e., regular or exceptional).

In the absence of the Director of Administration and Finance, the Directness of Academics and Education shall be notified his/her designee shall report the acts to law enforcement and the required agencies.

If the Director of Administration and Finance reports a crime committed by a child with a disability, the Director of Administration and Finance must ensure that copies of the child's special education and disciplinary records are transmitted to the appropriate authorities for consideration, to the extent that transmission is permitted by the Family Educational Rights and Privacy Act (FERPA). Where necessary to comply with FERPA, the Director of Administration and Finance shall obtain the written consent of the parent or student (if the student is at least eighteen (18) years of age) before transmitting the records. If consent is refused, the records will not be transmitted unless pursuant to a subpoena, court order or as otherwise authorized under FERPA and with proper notice to the parent as may be required by that law.

#### **Department of Social Services**

If the Director of Administration and Finance has cause to suspect that a child is abused, neglected, dependent, or has died as a result of suspected maltreatment shall report the situation to the Beaufort County Director of Social Services. Any employee who has cause to suspect that a child is abused, neglected, dependent, or has died as a result of suspected maltreatment shall report the situation to the Director of Administration and Finance or designee. In the absence of the Director of Administration and Finance or designee, the employee shall report the situation directly to the Director of Social Services.

## **Department of Health**

The Director of Administration and Finance or his designee shall report suspected cases of reportable communicable diseases or conditions to the Beaufort County Health Director for investigation. Without releasing information that would identify the employee, the Director of Administration and Finance shall also report suspected cases of reportable communicable diseases or conditions to the superintendent. Any employee who has reason to believe that a fellow employee has a reportable communicable disease and is not following safe practices shall report the situation to the Director of Administration and Finance or other administrator. Supervisory personnel shall report such unsafe conduct to the Health Director. In the absence of the Director of Administration and Finance, the employee must report the situation to the Health Director. Confidentiality of such reports is protected by law, and school officials cannot be liable for making such reports.

## **B. DUAL EMPLOYMENT/TUTORING**

The Washington Montessori, Inc. Board of Trustees discourages non-school employment of its professional and support staff during the regular school year. Staff members should remember that their first obligation is to the school and students. Responsibilities related to employment with WMPCS shall take precedence over any form of outside employment. Outside employment is not allowed when it prevents the employee from performing responsibilities in an effective manner or conflicts in any way with their responsibilities as a staff member.

Private tutoring of students for a fee on school property or with school supplies is prohibited. Any teacher who accepts pay for privately tutoring students shall provide such tutoring off school property during non-school hours unless granted a waiver by the Directress of Academics and Education. It is prohibited for a teacher to receive pay for privately tutoring any student who is currently assigned to him or her. A waiver of this policy may be granted by the Directress of Academics and Education for a teacher who is hired as a skilled tutor by the school administration or under the supplementary education service provider provision of the No Child Left behind Act. The payroll time for such employee cannot begin until after regular school hours.

## **C. DRESS CODE**

Employees should dress more professionally than students are required to dress. Casual but appropriate clothing is acceptable on teacher workdays.

Clothing guidelines are in keeping with the Montessori philosophy: clean, neat, suitable for working on the floor, and modest. Shoes should promote careful and quiet movement.

Violations of the dress code will be addressed through the disciplinary procedures.

Examples of inappropriate attire include but are not limited to:

- Midriff tops, tops with low cleavage, or shirts that expose the back when bending over
- Halters, bandeaus, revealing shirts
- Tee shirts unless they are spirit shirts on Friday
- Transparent clothing or undergarments worn as an outer garment
- Tee shirts with illustrations and/or wording inappropriate for children to view
- Bedroom shoes and unsuitability high heels while in the classroom
- Sweatpants, wind suits and shorts (unless the employee is teaching a P.E. class)
- Tight pants, spandex material, nylon and denim
- Spaghetti strap garments (unless covered by a jacket or sweater)
- Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow

#### D. CONFIDENTIALITY OF INFORMATION

Employees have an absolute duty to maintain the confidentiality of records as required by law. Employees by the nature of their positions are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee who is not sure whether particular information may be protected by state or federal confidentiality laws or regulations should seek clarification from the School Director of Administration and Finance. When violations occur, appropriate disciplinary action will be taken. Disciplinary actions may include, but not limited to, suspension, paid and unpaid, implementation of a corrective action plan or termination.

At no time will personally identifiable information from a student's educational records be released without a written release signed by a parent, guardian or legal custodian unless requested from another public educational facility. Employees, independent contractors and volunteers must maintain the highest level of discretion. Conversation and behavior must reflect this discretion. Discussions with parents regarding classroom issues or behavior should not include comments about another student.

Information obtained as a result of employment relating to such matters as financial information, personnel, data, records, reports, donations and legal issues is the exclusive property of *Washington Montessori, Inc.* At no time should this information be disclosed, whether or not it has been designated specifically as "confidential."

In the event that the school receives a request about a current or past employee, the only information that is released is the dates of employment and job title. If an employee would like additional information released, a written release must be received prior to release of information.

COMMUNICATION ABOUT EXCEPTIONAL CHILDREN

Conversations regarding students identified with a specific category of disability

under Individuals with Disabilities Act (IDEA) must follow some specific guidelines:

- Students may not be named or referred to in a way that would indicate their identity in a general conversation, staff meeting, etc.
- Specific conversations about any proposed changes to testing modifications, classroom issues, etc. should be held in an IEP meeting.
- All teachers who teach the student or interact with the student for a specific instructional or testing need have access to and should review the student's IEP folder to ensure that the appropriate modifications are in place and that the student's needs are being appropriately met.
- All records are to remain on campus at all times and are to be kept in the designated locked filing cabinet.

## E. EMPLOYEE PERFORMANCE

**The employee's first responsibility is to the students**, to protect the health and safety of those students in the employee's charge. This extends to any student from the School when the employee is in the presence of a threat to the health and safety of any student while on campus or at school sponsored events. Employees also have a responsibility to the education of each child as stated in the school's Mission Statement.

**The employee has a responsibility to the parents**, to protect the emotional and physical safety of those students in the employee's charge. The employee must keep confidential personal information about the student and his/her family that the parent shares in confidence.

**The employee has a responsibility to the school**, its reputation and its educational success.

**The employee has a responsibility to one another**, to support and nurture one another in the workplace. Employees who are concerned about another staff member's behavior or responsibility to students, fidelity to the Montessori pedagogy, responsibility to the parents, and/or responsibility to the school should follow the Employee Grievance Procedure of these Personnel Policies.

**Employees have a responsibility to themselves**, to reflect and maintain their own wellbeing and report to their supervising director if they believe their health will affect their performance, services provided to the school's children or the employees' duties.

## F. ATTENDANCE AND PUNCTUALITY

The policy on absenteeism and tardiness has been designed to protect the interests of students and other staff members, to maintain the high standards of our program, and to prevent disruption to the efficient operation of the school. Violation of this policy will result in disciplinary action.

- The official school day for all full time employees is 7:45 a.m. to 3:45 p.m. with a 30 minute paid lunch. Lunch is not guaranteed to occur off campus or outside the classroom. At times the Guide may have to have lunch in the classroom to ensure the correct supervision of their students. Employees should be in the classroom prepared to greet students before 8:00 a.m. Both Guides (assistant and/or co-teacher or teacher) are expected to be in the classroom on the students' arrival.
- If an employee is going to be absent or late, he/she is expected to call their supervising Director prior to the beginning of the school day, or as soon as possible. Consecutive absences should be reported on a day-to-day basis to the Directors. Failure to report absences may result in disciplinary action including, but not limited to, suspension, paid and unpaid, implementation of a corrective action plan or termination.
- All employees are expected to use their swipe card each time they enter and depart from campus, including lunch. When an employee leaves campus, he must also notify the office that he is leaving campus. A sign in and sign out form is located at the entrance to each building for part time employees or other employees by request of their supervising Director. Those employees are required to sign the form each week to verify the accuracy of the time reported. Full time staff will be notified personally if they are required to use a sign in sheet in addition to the swipe card system.
- To avoid removing instructional staff from the classroom, all parent conferences will be scheduled before or after the instructional day or during Encore. Faculty members are expected to arrive to school up to 30 minutes prior to 7:45 a.m. and stay up to 30 minutes after 3:45 p.m. if necessary to attend these meetings (with the exception of the regularly scheduled Parent Conference week).
- When the school calendar includes a ½ day schedule for students not prior to a holiday break, faculty members expected to complete their full work day.
- When the school calendar includes a ½ day schedule for students prior to a holiday break, faculty members may be permitted to leave as soon as all their students have departed if their classroom duties have been completed at the discretion of the Directors.

## G. ANTI- HARASSMENT POLICY

*Washington Montessori, Inc.* supports the policy that everyone should be treated with grace and courtesy.

Students and employees have the right to function in an environment free of harassment. Examples of harassment include but are not limited to:

- Acts or threats of physical violence against students, employees, their families and/or property.
- Derogatory comments and/or discriminatory actions against students, employees, their families. These acts may include but are not limited to: gossiping, swearing, name-calling, threats and wrongful allegations made in person or through social media.
- Any unwanted, unwelcome sexual advance or sexually-oriented behavior made by a

person who knows, or who ought reasonably to know that such attention is unwanted.

- Any other behavior/acts which intimidate or threaten a person in such a way as to deny the individual his/her dignity and respect and results in a feeling of powerlessness.

Any employee who violates the Anti-Harassment Policy should be reported to the School Director of Administration and Finance. Employees experiencing or witnessing any type of harassment or inappropriate behavior should use the following procedure:

- Deal with it immediately, advising the person that the behavior is inappropriate and must stop.
- If the employee prefers not to discuss the matter with the offender, or the offender fails to stop the offensive behavior, report the incident to the School Director of Administration and Finance.

Employees who have information about violations of this Harassment Policy but do not report this information to the School Director of Administration and Finance or do not cooperate in any investigation are subject to disciplinary action up to and including termination. Employees who should have known of the violations, based on a reasonable person's expectations, may be subject to disciplinary action, up to and including termination. In addition, the supervisor may be held personally liable for his/her lack of action.

## H. MEDIA

The designated spokespersons for the school are the Chairman of the Board of Trustees, the School Directors, or his/her designees.

## I. VISITORS

Parents and other members of the community are encouraged to visit the school. However, visitors must first obtain permission to be in the school by registering at the office. Visitors will be issued a visitor's badge denoting the class name where he/she will visit and a swipe card, which will be needed to enter school buildings. Visitors on campus without a swipe card should be immediately directed to the office to register before being allowed to enter school buildings or remain on the school campus. In order to avoid interruption to the instructional environment, student and personal visitors are allowed, but only with prior approval from either of the School Directors.

## J. CELL PHONE POLICY

Cell phones must be turned off and put away during classroom hours. Employee use of a cell phone for texting, placing or receiving a call during classroom hours and/or in the presence of students will subject the employee to disciplinary action.

When outside one teacher from each group should carry a cell phone. The phone should remain on and accessible in order to receive calls from the school or to inform the school of changes in location or emergency situations. If there is an incoming call from the school or other classroom teacher/assistant or if a teacher must make a call to the classroom or to the school, the teacher must maintain visible sight of the students at all times while speaking with the school.

## K. LONG DISTANCE PHONE CALLS

Only long distance phone calls for official school business should be charged to *Washington Montessori, Inc.* Charging long distance telephone calls for personal or other non-school purposes is prohibited and constitutes misuse of school funds. If an emergency situation arises that requires an employee to charge a personal long distance call to the School, the employee must reimburse the School.

## L. POSTAL MAIL

Mail may be placed in the designated mail bin in the Administrative Office. Incoming mail may be used for official school purposes only. Employees may utilize the mail bin for outgoing personal mail, but should not have personal mail sent to the school. Postage is available for all school-purpose mailings.

## O. PERSONAL GIFTS

Employees are prohibited from accepting personal gifts from parents, community members or other individuals related to the school that are greater than \$50.00 in value.

## P. TEACHER-APPLIED GRANTS

- Teachers may apply for grants specific to their classroom program with permission from the School Directors or his/her designee. The School Director of Administration and Finance shall review and approve all grant applications prior to their submission to the granting agency. Some grant applications may require approval by the Board of Trustees (BoT).
- A Grant Appropriation Form shall be filled out for each Teacher-Applied Grant when funds are received and deposited into school accounts.

## Q. COPIES

Employees are prohibited from using the school's copiers for any business that is not school related. Copying materials for personal or other non-school purposes is prohibited and constitutes misuse of school funds.



## **SECTION III:**

## **EMPLOYEE SEPARATION**

### **Policy of At-Will Employment**

WMPCS does not offer tenured or guaranteed employment. Either the school or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This at-will employment relationship exists regardless of any other written statements or policies contained in this Policy or any verbal statement to the contrary. No entity except the Board of Trustees or their designee can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, the arrangement reflecting such relationship or agreement must be in writing; having been first lawfully adopted by the Board, and is then lawfully executed by the School Administration. In the event of separation from employment the employee will remove all personal belongings within 10 days of the final day of employment. Items left after ten days will be disposed of.

### **A. VOLUNTARY SEPARATION**

If extraordinary circumstances arise and the employee must resign, the employee will provide at least thirty (30) days advance written notice. If the employee voluntarily resigns, the School will pay the employee his/her base salary prior to the effective date of termination.

### **B. TERMINATION WITHOUT CAUSE**

The BoT may terminate an employee without cause upon thirty (30) days written notice to the employee. If the employee is terminated without cause, the School will pay the employee his/her base salary prior to the date of termination. The School reserves the right to relieve the employee of his/her duties during the notification period. The employees leave will be paid with their final check. Unaccrued leave for the remainder of the year will not be paid.

### **C. TERMINATION FOR CAUSE**

The BoT may at any time terminate the employee for cause. If employee is terminated for cause, the School will pay the employee his/her base salary for services rendered prior to the effective date of such termination. The last paycheck will be paid no later than 30 days after the official termination date. The employees leave will be paid with their final check. Unaccrued leave for the remainder of the year will not be paid.

## D. POSSIBLE REASONS FOR TERMINATION FOR CAUSE

- Employee violates federal law, state law, conviction of felony or School policies and procedures.
- Employee engages in any misconduct, insubordination, fraud or dishonesty.
- Employee's use of legal or illegal substances that in any manner that interferes with the performance of Employee's duties.
- Employee fails to satisfactorily perform material duties as determined by the School.
- Employee's conduct threatens the health, safety, or well-being of a member of the School community.
- The dissolution or cessation of the business operations or sale of substantially all of the School's assets.

## E. DISCIPLINE, SUSPENSION AND TERMINATION

The School Directors may immediately suspend with or without pay any employee pending investigation of allegations of employee misconduct.

After the investigation is completed, the BoT upon the recommendation of the School Directors, may discipline, terminate or suspend any employee if the BoT determines that the employee has failed to fulfill the duties and responsibilities and/or demonstrate the qualities outlined in the job description for his/her position, or if other good cause exists.

The disciplinary process may include any or all of the following steps. Depending on the severity of the occurrence any disciplinary action, up to including termination, may occur at any time. All documentation will be stored in the employee's personnel file.

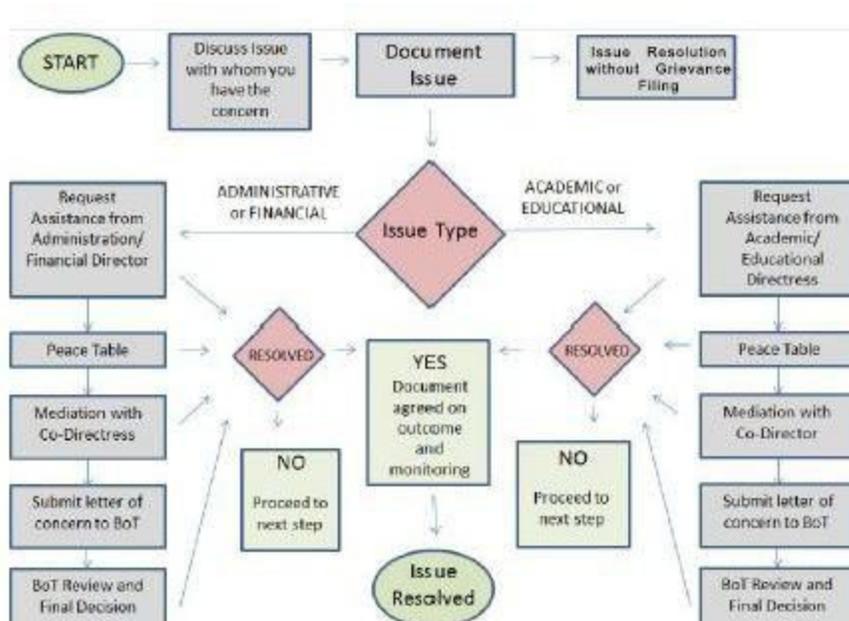
Counseling Verbal warning

Written warning/corrective action or performance improvement

Last Chance Agreement (may include suspension) Termination

## F. EMPLOYEE GRIEVANCE PROCEDURE

Any employee may submit a grievance regarding discipline, suspension and termination pursuant to the grievance policy outlined below.



Process:

1<sup>st</sup> Step: Discuss the issue with the person with whom you have the concern.

2<sup>nd</sup> Step: If resolution of the issue or concern is not met with the parties involved, documentation of the issue or concern needs to be made.

3<sup>rd</sup> Step: After preparing the documentation, determine if the concern or issue is an academic/educational issue or an administrative/financial issue. Determine which school director to address. Academic and Educational issues need to be first addressed with the School Directress of Academics and Education. Administrative and Financial issues need to be addressed with the School Director of Administration and Finance.

4<sup>th</sup> Step: If resolution is reached, then the school will document the agreed upon outcome and monitoring plan and provide copies for all parties involved with notification to the BoT.

5<sup>th</sup> Step: If resolution is NOT reached, a peace table with all parties involved will be held in order to come to a mutually agreed upon outcome. If an agreed upon outcome is reached, the school Administration will document the decision and monitoring plan and provide copies for all parties involved with notification to the BoT.

6<sup>th</sup> Step: If resolution is NOT reached, a meeting is held with the other School Director/Directress. If an agreed upon outcome is reached, the school Administration will

document the decision and monitoring plan and provide copies for all parties involved with notification to the BoT.

7<sup>th</sup> Step: If resolution is NOT reached, the concern, issue, or grievance will be escalated to the BoT. The formal written grievance, sealed and addressed to the BoT chair, should be placed in the BoT mailbox in the school office. The chairperson will confirm acceptance of the letter to the party filing the grievance and the BoT within two weeks of receiving the grievance.

If confirmation is not received two weeks prior to that month's BoT meeting, then the grievance may be addressed at the next BoT meeting.

8<sup>th</sup> Step: The parties involved have the right to ask that their grievance be presented by them in closed session. All parties may be asked for input and facts about the issue, concern, or grievance. After the BoT has discussed the grievance and come to a resolution, the BoT chairperson will notify the party filing the grievance by phone within 48 hours of the BoT decision. The BoT chairperson will follow this with a certified letter within two weeks of the BoT meeting to the party filing the grievance.

The decision of the BoT is final. Personnel matters involving disputes with staff members, students or community members will not be discussed in open session. If other parties choose to write letters of support or speak concerning the issue or concern, the reading of such letters or hearing of speakers will take place in closed session to protect the identity and privacy of the parties involved. The BoT reserves the right NOT to ask other parties for their input and opinions during the closed session discussion. The Chairperson has the right to cease any and all conversations that appear to violate any person's privacy.

---

# SECTION IV: PERSONNEL RECORDS AND EVALUATION

## A. PERSONNEL FILE

All representations in the employee file must be complete and consistent with school and state specifications. All personnel files are kept confidential.

### **Confidential Personnel File**

Personnel records are highly confidential and must be handled with the utmost care. The school shall maintain a confidential personnel file for each employee in a locked filing cabinet. These records will be handled solely by the Administration, except in unusual and exigent circumstances. The BoT may review employee personnel files as necessary to carry out its official duties.

### **Confidential Medical File**

Drug/alcohol test results Doctors Restrictions FMLA

### **Information Collected and Retained**

The personnel file will contain the evaluation documents discussed in this section, as well as any other employment-related documents or correspondence. All concerned parties will have signed all documents placed in the personnel file. *Washington Montessori, Inc.* will request, use and retain only that personal information about employees that is required for school business or by law. The following information will be included in the personnel files when applicable:

- Employment application and related documents
- Montessori diploma, transcripts and teaching credentials
- Written performance evaluations
- Letters of commendation or other indications of excellent performance
- Reprimands or other written disciplinary records
- Grievances and resolutions thereof
- Results of Criminal Background Checks and Drug and Alcohol Test(s)
- State Certificate and/or and Licenses
- Current Contract
- Training Contract
- Most Recent CEU Report

### Release of Information

*Washington Montessori, Inc.* will not release information to outside sources without the employee's written consent except for employment verification, dates and job title and such records as required by the Department of Public Instruction. Special litigation requirements such as but not limited to investigations, subpoena, judicial orders, etc. will not require employee's written consent. Any additional information that is requested to be released must be documented.

## Employee's Rights

Employees may review or request copies of their personnel files at any time. Arrangements should be made through the School Director of Administration and Finance who may authorize employees to coordinate the personnel file review with Administration. Employees are not authorized to remove the personnel files from the school office or to remove any information contained in the files. Such action may result in disciplinary actions up to and including termination.

## B. STAFF EVALUATION

The School Directors will meet with all employees at the beginning of the school year to establish goals and the employee's personal plan for meeting these goals and for continuous improvement. The results of these evaluations may be used in employment and promotion decision.

### **Formal Review:**

There shall be a meeting with the supervising School Director at the end of the school year to discuss progress toward the goals established at the beginning of the school year. The purpose will be to review progress toward the employee's professional growth program. At that time, the supervising School Director will inform the employee, and report to the BoT, whether he/she recommends employment for the subsequent school year for that employee. Results of these reviews will be put in writing and placed within the employee's personnel file. Formal reviews shall be conducted annually to address the employee's self-assessment, job description, areas of responsibility, and progress toward goals and outcomes; to note particularly good work, areas for improvement and skill development, and any deficient work; and to develop a clear plan for improvement.

### **Observations of Faculty:**

The School Directress of Education and Academics and/or her designee, using both formal and informal observations, will observe all teaching faculty on an ongoing basis. Formal observations may include a pre-observation conference as well as a post-observation conference. First year employees shall have no less than two formal observations during the first school year. The School Directress of Education and Academics may also request input from the Teacher regarding the performance of the non-certified employee.

## C. SCHOOL DIRECTORS' EVALUATION

The School Directors shall be evaluated by the BoT annually based on the criteria set

forth by job responsibilities. Results shall be in writing and included in the School Directors' Professional Development Portfolio and personnel file.

# SECTION V. PROFESSIONAL DEVELOPMENT

## A. MONTESSORI TRAINING

Washington Montessori, Inc. is committed to the professional development of all employees. Montessori training is provided to employees when feasible at the level he/she is contracted to teach. All paid training will meet the certification of an accredited Montessori training program. All employees attending training will attend all scheduled classes and lab and complete all required work. In addition, all year long projects must be the original work of the teacher. As is the expectation of all members of our school community, all work shall be the best each individual can perform.

### 1. Training Guarantee:

While Washington Montessori, Inc. is committed to having all staff trained appropriately, it is not a guarantee that all staff members will receive training. Washington Montessori, Inc. reserves to cancel training at any point. If Washington Montessori, Inc. cancels training the staff member will not be responsible for reimbursing the school for the training that has already taken place.

### 2. Training Location:

Training facilities are to be determined by School Directress of Academics and Education.

### 3. Training Expenses:

A schedule of expenses that will be paid by *Washington Montessori, Inc.* for each training course will be given to the employee in advance of the employee's commitment to a training program. The schedule of expenses may include tuition, travel, supplies and/or other incidental expenses, as determined by the School Directors in conjunction with the BoT. The payment of training may occur over the course of the staff member's training and is not guaranteed to occur in full at the start of the employee's training.

Compensated expenses are expected to be approximately \$1,000 per employee training certification. Additional expenses may be agreed to by the School Directors.

### 4. Commitment:

As stipulated in the Employment Contract, each employee receiving Montessori training with some or all expenses paid by *Washington Montessori, Inc.* will be asked to commit to three years of employment in exchange for the training costs paid for **each** level of training. The training costs paid (as detailed in the pre-determined schedule of expenses) will be forgiven as follows:

- o 1 complete year of employment = 1/3 of training costs forgiven
- o 2 complete years of employment = 2/3 of training costs forgiven
- o 3 complete years of employment = all training costs forgiven

Each time an employee receives additional funds for his/her training expenses, he/she will be asked to sign an updated form acknowledging the receipt of additional funds and the total amount owed to the school if the employee does not fulfill his/her commitment.

If an employee pays for his or her own training, it will eliminate the three-year commitment.

**5. Outside Observations:**

As a part of Montessori training, interns are required to spend a certain amount of time during the intern year observing other experienced Montessorians. Weekend training seminars generally beginning late Friday afternoon; therefore, a substitute is generally provided for the employee for the entire Friday of a training weekend as part of the schedule of expenses. It is the expectation of the Board that the teacher schedule opportunities to observe at other schools on those days. Employees who choose to visit on other days may do so by using one of their accrued personal leave days.

**6. Course work:**

As a part of Montessori training, coursework may be required. Coursework is to be completed during non-school hours of operation and shall not interfere with the guides daily responsibilities.

## **B. CERTIFICATION COMPLIANCE, LICENSURE AND APPROVAL OF CREDITS**

*Washington Montessori, Inc.* has an approved Licensure Plan that is available, upon request, in the office. Recognizing the importance that all our teachers maintain their North Carolina Certification, the School will handle the processing of licensure renewals for certified employees. The School will maintain a ledger of CEU credits. It will be the responsibility of the employee to see that the School receives copies of these documents in a timely manner and to maintain a similar record. The School will provide annually a summary of credits earned since last renewal to each certified employee.

## C. IN-SERVICE EDUCATION

The School Directors can approve on-site and off-site In-service Education Programs for CEU credits. Credit for participation in these programs shall be pre-approved by the School Directors in order for CEU credits to be granted. Employees are encouraged to develop programs to be offered to our employees and the employees of other schools/districts. Such programs shall be developed with and approved by the School Directors before they are administered. A record of hours for in-service education programs shall be kept by each participant and an adequate description of the program shall be submitted for credit to be received. The School Directors cannot approve credits for employees of other schools/districts.

## SECTION VI. COMPENSATION

WMPCS adheres to all applicable State and Federal laws and regulations including, but not limited to the Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Equal Opportunity Employment (EOE), and the Americans with Disabilities Act (ADA).

### A. DEFINITION

The pay period for *Washington Montessori, Inc.* begins on the 21<sup>st</sup> of the month and ends on the 20<sup>th</sup> of the next month to be paid on the last day of that month. (Example: pay period begins July 21<sup>st</sup>, ends August 20<sup>th</sup>, pay occurs August 31<sup>st</sup>.)

### B. PAYCHECKS/DIRECT DEPOSIT

Direct deposit is required for full time staff. Employees are paid once a month. Direct deposit checks/stubs are distributed once per month on the last day of the month. If a payday falls on a weekend or holiday, payday will be on the preceding day. A voided check must be submitted before employment for the direct deposit payment method.

### C. SALARIES

Salaries are set according to an employee's educational preparation, professional credentials and licenses, teaching experience, with due consideration given to their current performance. Salary information is detailed in the Employment Contract of each individual teacher. Any discussion regarding salaries should be held with the School Directors.

### D. SUBSTITUTE TEACHER

Substitute Teachers having completed the Washington Montessori Substitute Training Course will be paid \$80.00 per day or \$10.00 an hour. A day for a Substitute Teacher is defined as 8:00 a.m. to 4:00 p.m. with a thirty (30) minute paid lunch break. The pay of Substitutes who arrive late and/or depart early will be deducted on a prorated basis based on the calculated hourly rate of pay.

### E. DEDUCTIONS

*Washington Montessori, Inc.* automatically deducts federal, state and social security taxes from employee pay. Regular payroll deductions will also be made for the

benefits in which employees are enrolled, including Health Insurance, Dental Insurance, AFLAC, and 403B retirement contributions. The type and amount of all deductions as well as federal and state tax exemptions are printed on the pay stub. Questions about deductions may be addressed to administration. Changes in deductions must be made in writing and require the applicable paperwork to support the requested change.

## F. EXCEEDING ACCRUED LEAVE DAYS – PAY DEDUCTION

After an employee has exhausted his/her accrued personal leave, a full day's salary will be deducted for each day of excess leave used. Pay deduction will occur each pay period when accrued leave is negative. Employees will not be able to carry a negative leave balance unless otherwise approved by the School Director of Administration and Finance. If an employee uses all leave granted to her/him in a school year and continues to use leave, the school Directors may take disciplinary actions up to including termination of employment unless the leave time is designated as FLMA time or is an ADA related accommodation.

If an administrative employee has used all his/her personal leave, he/she may make up missed days by working on non-scheduled work days to avoid a deduction in pay when the absence is for a documented medical reason or the death of an immediate family member (immediate family is defined under the Family Medical Leave Act) or at the discretion of the Director of Administration and Finance..

## G. GARNISHMENT OF WAGES

Washington Montessori, Inc. is required by law to withhold portions of an employee's earnings to satisfy an outstanding debt when a court or other legally authorized agency requires such action. The Administrative Office is responsible for administering payroll deductions as required by Notices to Withhold Income for Child Support, Tax Levies, and Writs of Garnishment. Although these documents should be served at the Administrative Office, if they are directed elsewhere, such documents should be immediately routed to the Administrative Office.

# SECTION VII: REIMBURSEMENT OF EXPENSES

## A. BUDGET YEAR

All funds allocated in a specific fiscal year's budget must be expended in that budget year or they will be reallocated or absorbed into the surplus budget. Final orders and final requests for reimbursement need to be placed with Administration by May 15<sup>th</sup> of each fiscal year. Any orders or requests for reimbursement made after May 15<sup>th</sup> may be rejected or cancelled. This includes training expense funds, new classroom set-up funds, classroom supply funds, CEU credit funds, and any other funds allocated by the Board for expenses in a fiscal year's budget.

## B. EXPENSE FORM

All requests for reimbursement of expenses must be submitted to Administration on an Expense Form signed by the person approved to travel and the School Director of Administration and Finance. All associated receipts must be attached to the Expense Form and be submitted within 30 days of the expense.

Pre-approved travel expenses must be submitted two weeks prior to need for funds to be used as an advance on travel expenses. Receipts for expenses paid in advance must be submitted to Administration as soon as they are available.

## C. CLASSROOM SUPPLY FUNDS

Each classroom will receive \$1,000 for classroom supplies. The allotment of funds for new classrooms will be determined by the School Directors. **The amount received is subject to change each fiscal year depending on funds available.** Typically 90% of funds are available at the beginning of the fiscal year. The remaining 10% of funds are subject to BoT approval at the March Board meeting. If the Board determines sufficient funds are available, the remaining 10% will be available the day after the March Board meeting.

### **Use of Funds & Deadline for Use**

Classrooms must use the entire budget in the current fiscal year. There will be no carryover to future fiscal years. Classroom Supply Funds do not have to be used all at one time. They may be used over the course of the fiscal year as needs become evident. However, final orders (if being paid by school through the use of the school credit card or purchase order) and final requests for reimbursements need to be placed by May 15<sup>th</sup> of each fiscal year. Misuse of classroom supply funds will result in the charged amount being deducted from the staff members pay.

**Acceptable uses of classroom supplies:**

- New educational materials that are not being replaced
- Materials for arts, crafts or student projects
- Educational books, tapes, or films
- Classroom pets and associated classroom pet expenses

**Not-acceptable use of funds:**

- Gifts of any description
- Individual membership dues
- Trophies, ribbons, plaques
- Toys
- Awards or certificates
- Furniture, rugs, paintings/prints or classroom ornamentation that is not directly related to the education of the students

Replacement items will be purchased from the school's replacement funds. These funds require approval prior to purchase.

**Overages**

Expenditures over the amount allocated to each classroom will be the personal responsibility of the lead guide. Additional requests for reimbursement above the allotted amount detailed above will be refused. Additional purchases charged to the school, through the use of the school credit card or purchase order, will be billed to the responsible teacher by the school for any remaining overages.

## D. TRAVEL

All school-related travel must be pre-approved. The following rates apply to approve travel. Individuals traveling for school-related purposes should discuss travel-related expenses with the School Director of Administration and Finance in advance to receive a determination of which expenses will be approved for each travel event. Requests outside this policy must be made prior to expenditure. Reimbursements are at risk without prior approval (example: personal matter, such as a sick child, warrants not car-pooling). Non-compliance with this policy may result in non-reimbursement of related expenses.

- **Mileage: based on the IRS reimbursement rate as defined on January 1<sup>st</sup> each calendar year.**

Mileage is defined as the distance from Washington Montessori to the training site and back. In the case of overnight stay, this may also include travel from the hotel to the training site and back to the hotel on each day of training. Car-pooling is required when more than one individual will be traveling to the same destination during the same time frame.

- **Overnight Lodging: \$65.90 In-State; \$77.90 Out of State**

Additional details regarding overnight trips will be determined on a case-by-case basis by the Directors.

## **SECTION IX. HEALTH, SAFETY AND SECURITY**

### **A. FIRST AID**

All employees are encouraged to complete a first aid/safety course. Injured students must never be left unattended by an adult; one adult must remain with the student while another seeks help. The School Directors and/or Parents if the incident involves a student must be notified immediately in the event of an injury. An Incident/Accident Report must be completed and copied to the teacher's files, the parent and the Administrative Office.

A first aid kit with appropriate supplies is located in each building. Washington Montessori will maintain a "gloves on" policy for the handling of any bodily fluids (blood, urine, vomit, feces, phlegm, etc.). Gloves must be disposed of properly. Surfaces must be cleaned with disinfectant.

School employees may only administer water (with or without soap) and/or bandages. No over-the-counter medications or chemicals can be utilized. In the event that an injury requires further treatment, parents should be notified immediately and/or emergency services should be requested.

Although employees may use personal over-the-counter and prescription medications as needed/prescribed at the school, care should be taken to keep medications secure and out of the reach of students at all times.

### **B. WORKERS COMPENSATION**

All incidents that occur on or off campus at a school-related event that result in a injury to staff, must be immediately reported to the Director of Administration. In the event that the Director of Administration and Finance is not available, the Directress of Academics and Education shall be notified. If both directors are unavailable, the Office Manager shall be notified. The Director must notify the Workers' Compensation Insurance carrier and the BoT Chairperson within 24 hours of the injury. WMPCS follows the rules and regulations of the NC Industrial Commission.

### **C. STUDENT MEDICATION POLICY**

Students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent permission, and a

student agreement for self-carried medication. Employees should verify that the student has a signed agreement to self-medicate on file in the office prior to allowing the student to self-medicate.

## D. EMERGENCY PREPAREDNESS DRILLS

Washington Montessori will adhere to State guidelines for public school regarding frequency and procedure of fire, tornado and lockdown drills.

## E. KEYS

All keys issued remain the property of *Washington Montessori, Inc.* Keys for school facilities cannot be reproduced, duplicated, or obtained from any other source. Unless otherwise stated in this policy, the term “key” includes electronic key cards and security system pass codes.

Keys should remain in control of staff at all times. Lost or stolen keys should be reported immediately.

Unauthorized possession, use, or reproduction of a School key may constitute theft or misappropriation of School property. Any employee who violates this policy may be subject to disciplinary action. Lost keys will result in a \$5.00 charge to replace the key.

## F. SECURITY PROCEDURES

When leaving the campus at the end of the day or on a weekend:

- Each teacher is responsible for checking his/her exterior classroom door, windows, lights and computers.
- Whoever is the last person in a particular building you are responsible for turning off the lights, checking that all doors are closed and locked in your building.

## G. PERSONAL EMERGENCY PROFILE

Completion of the Personal Profile Form will allow the School to assist you in the event of an emergency while at work. All information on this sheet will be kept confidential and separate from your Personnel file. The form will be placed in a sealed envelope with your name across the seal. All envelopes will be filed together and pulled only if needed. This form should be updated whenever the information therein changes.

## H. FIELD TRIP SAFETY

The Guide or Guide Assistant should be present on all field trips for the duration of the trip unless approval has been granted by one of the school directors.. At no time will there be fewer than two adults accompanying a group of students pre-k to 8<sup>th</sup> grade when leaving the school campus.

### **Ratio of Student to Adults at each level:**

Early Childhood, 3-6: no more than 3:1 Lower Elementary, 6-9: no more than 5:1

Upper Elementary,9-12: no more than 7:1

Middle Grades, 12-15: no more than 15

High School, 15-21: no more than 25:1

### **Use of Public Bathrooms**

Early Childhood: Preschool and Kindergarten children shall not be in a public restroom without adult supervision.

Lower Elementary and above: A buddy system must be used. No child should be alone in a public restroom. All children should be with their buddy or in a small group.

### **Assigned Groups and Buddy System**

Faculty/Staff will assign groups of children to adult chaperones not to exceed the ratios listed above. The adult chaperones will have a list of the children for whom they are responsible and a list of contact information for the other adult chaperones and faculty/staff.

Each child will be paired with a partner or partners and coached on being responsible to and for others.

### **Overnight Accommodations**

At events that require overnight accommodations:

- Whenever possible, there shall be one (1) adult chaperones in every suite.
- When staying in a hotel, adult chaperones shall sleep in separate rooms from students; if it's necessary for students to share a room with an adult, adults shall sleep in separate beds from students. No adult shall ever be alone with any one student other than his/her own children.
- If, in certain cases, accommodations are restrictive, one chaperone is adequate per room, as long as any one adult is NOT alone with any one student other than his/her own children.

### **Other Precautions**

- Students MUST be visible and in sight at all times.
- At least one teacher will take a cellular phone to use on outings in case of emergency. This phone number will be left with the school office.
- Faculty/Staff will gather cellular phone numbers from parents and other volunteer drivers to provide additional communication on the trip.
- Faculty/Staff will take first aid kits in a portable carrying case with

bandages, gauze, and cold compresses.

- All drivers are to follow the same route; DO NOT: detour from this route, take children to another destination, or leave children unattended in a vehicle.

All Field Trips must be approved by the School Directress of Education and Academics prior to notifying parents and students.

See the Field Trip Guidelines for Volunteers in the Parent Handbook for additional information on Field Trips at Washington Montessori.

## I. SCHOOL LEVEL EVENTS

All school events must be approved by the School Directors prior to notifying parents and students.

## J. PLAYGROUND SAFETY

Playground rules will address respect for others; respect for materials and equipment; and respect for self. Students must be escorted to and from the playground. Two or more faculty/staff members must be present on the playground. The faculty/staff members present should position themselves in such a way that they can see all children in their care and should not allow the children to play in areas beyond their sight. In an emergency, one teacher will stay with the group and the other will seek help.

## K. NATURE TRAIL

All visitors to the nature trail are required to stay on the designated trails. The student teacher ratio will be the same as on field trips. No students are allowed on the trail at any time without an adult. If a teacher decides to take his/her class as a whole on the trail, then adults assigned to the class must accompany the students.

## L. USE OF SECLUSION OR RESTRAINT

Physical intervention may be used by professional staff as a last resort if a student becomes aggressive, physically harmful or dangerous to him/herself or another individual. Washington Montessori will follow the requirements set forth in the Deborah Greenblatt Act (House Bill 1032) and its applicable regulations. A complete copy of the Greenblatt Act is available for review in the administrative offices at Washington Montessori.

## M. INTERNET ACCEPTABLE USE AND SAFETY POLICY

The purpose of this policy is to set forth policies and guidelines for access to the school computer system and acceptable and safe use of the Internet, including electronic communications on school grounds or during school events.

*Washington Montessori, Inc.* expects that faculty will blend thoughtful use of the school computer system and the Internet in limited ways, which support these needs and will provide guidance and instruction to students in their use.

### **Limited Educational Purpose**

The school provides students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the school system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **Use of System is a Privilege**

The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

### **Unacceptable Uses**

A. The following uses of the school computer system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school computer system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - obscene, abusive, profane, lewd, vulgar, rude,

inflammatory, threatening, disrespectful, or sexually explicit language;

- materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- information or materials that could cause damage or danger of disruption to the educational process;
- materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system,

attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the Director of Administration and Finance.. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the Director of Administration and Finance. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the Director of Administration.

#### **Filter**

A. With respect to any of its computers with Internet access, the school will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. All pornography; or
3. Violent, degrading, R rated, or harmful to minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

B. An administrator, supervisor or other person authorized by the School Directors may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

C. The school will educate children about appropriate online behavior, including interacting with other individuals on social networking website and cyber bullying. School employees will not in any way encourage posting or distribution of pictures, files or other materials by students at any time that violate the school's harassment policy, confidentiality policy or does not serve an explicit educational purpose.

#### **Limited Expectation of Privacy**

A. By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.

B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and to request the termination of their child's internet access at any time.

E. School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery.

F. The school will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

### **Internet Use Agreement**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school.
  
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
  
- C. The Internet Use Agreement form for students must be read and signed by the user and/or the parent/guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

### **Limitation on School Liability**

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

### **User Notification**

- A. All users shall be notified of the school policies relating to Internet use.
  
- B. This notification shall include the following:

Notification that Internet use is subject to compliance with school policies.

Disclaimers limiting the school's liability relative to: a) information stored on school diskettes, hard drives, servers b) information retrieved through school computers, networks or online resources c) personal property used to access school computers, networks or online resources d) unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student

through the Internet is the sole responsibility of the student and/or the student's parents.

Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

# SECTION X. SCHOOL PROPERTY AND EQUIPMENT

## A. SCHOOL OWNED MATERIALS

All materials purchased by Washington Montessori, Inc. or one of its divisions remain school property. This includes items purchased with instructional supply funds, replacement funds, teacher made educational materials produced using school materials and supplies as well as materials that were purchased through training. All materials or books donated by parents are the property of the School.

## B. TEACHER OWNED MATERIALS

When a teacher supplements his/her classroom with materials he personally owns or purchases, he must label them accordingly and include them on his personal inventory. When the staff member leaves Washington Montessori, the school may opt to purchase these materials from the teacher at a mutually agreed-upon price.

## C. EDUCATIONAL MATERIALS DEVELOPED BY THE SCHOOL

Any curricula, teaching techniques, teaching aids, or educational materials developed by the School, as well as mailing lists of the School's students and families, represent the proprietary property of the School. No employee will be authorized to sell, transfer, assign, or disseminate said materials to a third person or a competitor of the School without first obtaining the School Director's written approval.

## D. EDUCATIONAL MATERIALS DEVELOPED BY THE FACULTY

Any new curricula, teaching techniques, teaching aids, or educational materials developed by a member of the School's faculty, will belong to the school. The school will allow the teacher to continue the use of the curriculum, techniques or materials if employee separation occurs.

## E. USE OF SCHOOL PROPERTY/EQUIPMENT

*Washington Montessori, Inc.* property and resources may be used only for school business, unless otherwise approved by the School Director of Administration and Finance. For the purposes of this policy, property is defined as moveable items such as equipment, furnishings, material, etc.

## F. LOST AND FOUND

*Washington Montessori Inc.* is not responsible for any lost or found items.

## G. EQUIPMENT/MATERIALS DONATIONS POLICY

All persons or organizations desiring to donate materials or equipment to *Washington Montessori, Inc.* must present, to the Director of Administration and Finance, a proposal containing the following information prior to solicitation or submission to the funding entity:

- A complete description of the item(s) being donated.
- A description of the potential use of the item(s) at the School and the potential benefit to the School from this use.
- An estimate of the cost of installation, use and/or maintenance of the item(s) by the School if the donation is accepted.
- An estimate of the age of the item(s), previous level of use, and typical life expectancy (if known).

With permission from the School Director's, School staff and/or faculty may assist the potential donor in acquiring the information necessary to create the proposal and/or with the creation of the proposal. The School Director of Administration and Finance, or designee, will then bring a recommendation (for or against the acceptance of the donation) with a copy of the proposal and supporting documentation to the BoT. The BoT may then approve or deny the acceptance of the donation, or table the proposal to the next meeting if they determine that further information is needed. It is recommended that the potential donor attend the meeting, at which the BoT will discuss the donation of the item(s), in order to answer any questions that the Board may have about the item and avoid delay of action by the Board due to lack of information. To this end, the School Director of Administration and Finance will notify the potential donor that the proposed donation has been placed on the Board agenda and of the scheduled meeting date and time. The School Director of Administration and Finance will notify the potential donor, if unable to attend the meeting or if the decision is made in closed session, of the decision of the BoT. The School Director of Administration and Finance may then release to the donor the tax identification information necessary to document donation to a non-profit organization.

## H. INTELLECTUAL PROPERTY/EXTERNAL PRESENTATIONS AND/OR SPEAKING ENGAGEMENTS

All speaking engagements or presentations outside of the school community must be approved by the School's Directors. Copies of the presentation must be given to the directors prior to submission to the conference or organizing entity. Any discussions, topics or experiences that relate to education, students or WMPCS in any form fall under this policy.