



MONTESSORI SEEDS OF EDUCATION

www.montessoriseeds.org

STAFF HANDBOOK

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Introduction

Welcome:

We are pleased to welcome you to join the team at Montessori Seeds of Education (MSOE). Within the scope of this handbook there are policies and procedures that you need to know as a staff member. You are expected to understand these policies and procedures for yourself, fellow staff, the administration, parents and children of the school. This is important for the safety and well-being of the children as well as the efficient running of the community.

Upon reading the materials, if you have any questions, please ask the administration for clarification. First and foremost, we are a team at Montessori Seeds of Education, working for the most authentic pedagogy we can offer to families. You have been chosen for your special talents, abilities, passion and commitment. We look forward to your collaboration in making this another great year!

While all aspects of employment were attempted to be covered, we cannot anticipate every situation. Any unique situations will be handled on an individual basis by the administration. Furthermore, the policies and procedures of this employee handbook provide general guidelines only. All employment with Montessori Seeds of Education is an "AT WILL" agreement. This means that employment may be terminated at any time, with written notice by the administration of Montessori Seeds of Education, especially due to circumstances that cause friction or irreparable experiences within the community of MSOE. This handbook replaces and supersedes all earlier MSOE personnel practices, policies and guidelines.

Montessori Seeds of Education, Inc. - Mission

The Montessori Seeds of Education Mission is to create a mindful, collaborative, and authentic Montessori experience for families.

The Mission is accomplished by:

- 🌱 Following Montessori pedagogy guidelines as defined by the Association Montessori Internationale (A.M.I.).
- 🌱 Providing a collaborative educational experience with teachers, peers, families and community resources.
- 🌱 Nurturing instinctive talents of each child with the use of the prepared environment and external resources.

The purpose of this Mission is:

- 🌱 *To deliver a collaborative educational experience provided by teachers, families and communities through cooperation, custom programming, and involvement.*
- 🌱 *To engage students with mindful, general, specific and compassionate learning plans, in accordance with Montessori pedagogical guidelines.*
- 🌱 *To nurture the instinctive talents of the students utilizing Montessori classroom and external resources.*
- 🌱 *To create an inspiring physical environment that also embraces the natural resources of the community.*

MSOE History

About MSOE

The concept of Montessori Seeds of Education has been years in the making, but not tangible until now. Gratefully, this school has become a reality as of September 2, 2014. Matthew Simberg, M.Ed. founded this school with the intention of providing a safe and nurturing environment where children of all ages can naturally develop their individual characteristics and tendencies.

This vision could not have become a reality without the support and enthusiasm of the families already involved. With the help of these supportive families, it was decided that the right time had come for MSOE to open its doors. Matthew is committed to preserving the integrity and authenticity of the Montessori pedagogy as originally established by Dr. Maria Montessori over 100 years ago.

Collectively, our highly experienced and passionate staff are AMI trained Montessori teachers. The philosophy of the staff is to connect with each child at the heart level in order to promote and practice a sense of freedom and responsibility. Our classroom is equipped with the manipulative materials, not text books, in order to achieve the highest standard of academic and personal success. (See our Guess Who? page)

Distinctions of MSOE

-  Primary focus on educating the whole child
-  An authentic Montessori experience
-  Ability to readily go beyond the classroom to enhance learning experiences
-  Productive student to teacher ratio, in accordance with AMI guidelines
-  Effective communication between the school administration, teachers & families
-  Suitable & timely responsiveness to families' needs

Organizational Structure

Montessori Seeds of Education, Inc. is a non-profit private Montessori school holding 501(c)3 status. It consists of a board of directors including a President, Treasurer, Secretary, and three officers.

The board has authority and or input coupled with the right to vote on all major decisions regarding the school with regards to discussing all important information regarding the success of the school and to hire/terminate any director who is not able to run the school financially, philosophically or legally. They also have input and may vote on the admission of any family if the director deems their assistance to be necessary. If any board member has a conflict of interest then that board member will not be a part of the voting process. The President has the authority to hire/terminate staff at will in the best interest of the school. Teachers are expected to train and guide support staff. All staff are expected to follow the Personnel Policies.

Montessori Seeds of Education has Articles of Incorporation and By-Laws that give the organization the legal right to operate in the state of New Jersey. Staff must request to review these documents.

Communication Guidelines

Promoting effective communication is of the utmost importance. Direct communication with involved parties is encouraged and required. When not possible a non-biased mediator should be appointed to participate in a given conversation. It is important to highlight, one must always speak directly to the specific person and not to other people who are not involved in a given discrepancy. Second-hand information, communication and rumors are never as reliable as first hand communication. Gossip and “second guessing” cause division, demean the integrity of each person involved and are strongly frowned upon by MSOE. Creative and productive collaboration develops through open and frequent communication. Mindful, thoughtful listening, and a respect for individual differences is a key component to the success and fulfillment of our community. The following includes but is not limited to where Faculty concerns or questions of an administrative or classroom nature should be addressed.

Head of School

Pedagogical and Curriculum; faculty; contracts/legal issues; salary/benefit; Purchasing items for the school; fundraising; faculty meetings; parent education, school policies and procedures, budget and accounting, human resource management, teachers and teacher assistants’ performance evaluation, Personal/professional leaves, student records, timecard check, school calendar, student relations, discipline, faculty/assistants; before and after care applications, expense reports; enrollment, parent and employee handbook, any other duties as may be assigned.

Business Administrator

Time cards and payroll, reimbursements, accounting, student fees and collections; observations; bulk supplies; personnel records, facility/equipment monitoring (warranties, bills, repairs, etc.), arrival duty, daily scheduling, medical and dental insurance, food service reporting, lottery and enrollment, other duties as may be assigned; timecard input, lunch program input (when implemented), student attendance input, personnel records filing, student records filing, typing, arrival duty and or dismissal duties, other duties as may be assigned

Director of Development

Maintain and improve the MSOE website; Chief strategist for development program, including parent relations Design and implement a strategic plan for securing annual, capital, major and corporate and foundation gifts; Lead a development initiative designed to grow annual revenue in short term and create financial sustainability in the long-term; Direct and evaluate all donor stewardship activities to ensure donors are appropriately recognized and informed of their philanthropic impact; Lead, inspire and

mentor staff as it relates to philanthropy; Partner with a Development Committee on programming and events; Engage the Board of Trustees and key volunteers to help identify, cultivate, solicit and steward key donor relationships; Successfully meet and exceed fundraising goals; Personally manage a portfolio of major gift donors and prospects; Partner with the Head of School, Chair of Board and Business Administrator to effectively engage donors and prospects; Ensure the effective, useful, and thoughtful building out of systems, processes and measurements to monitor, project, and guide fundraising results and activities

Director of Admission

Attracts students to the school by directing admissions strategies and promoting the school locally; Keep the Head of School and other department heads informed about pertinent admissions statistics; Provide information about the school and its enrollment policies to prospective students, their parents and other family members; Give tours of the school or set up recruiting events; Travel on behalf of the school for recruitment and other school related events; Speak publicly to individuals, groups on and off campus; Assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the school's visibility and general recruitment efforts; Assist in the development, maintenance and execution of the department's communication plan to prospective and admitted students.

Employment Policies

Affirmative Action and Equal Employment Opportunity

MSOE is an equal opportunity employer in all areas of employment including, but not limited to hiring, transfers, promotions, training opportunities, disciplinary actions, and termination.

Equal employment opportunity is without regard to any race, color, national or ethnic origin to all rights, privileges, activities, and programs generally accorded or made available to employees or potential employees at the school. It does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status or any other characteristic protected by local, state, or federal law. In making employment decisions, we are committed to utilizing only those aspects, which are relevant to the job, namely: experience, education, work performance, and on the job behaviors. This policy applies to all areas of employment.

Americans with Disabilities

MSOE is committed to equal opportunity for persons with disabilities as well as able-bodied employees in compliance with the Americans with Disabilities Act (ADA), and comparable New Jersey laws with regard to all aspects of employment. MSOE provides reasonable accommodation to both applicant and employees. Any employee who requires an accommodation in order to perform the essential functions of their job should contact the Head of School.

Personnel Information

Personnel File

Employees are responsible for keeping the office aware of their current address, phone numbers, emergency numbers, number of dependents, marital status, change of beneficiary and exemptions on W-4 forms.

Personnel Requirements

All employees are required by law to obtain a tuberculosis skin test with a follow-up or a negative x-ray with a signed statement from their physician that the staff member is physically fit to perform duties required in their job description. This information will be kept in your personnel file as well as your employment application, resume, three references, criminal background check, college transcripts, copies of all certifications/credentials, I-9 and W-4 forms, signed confidentiality agreement and a signed staff handbook affirmation stating receipt and agreement of the handbook policies and procedures.

Recommended Readings

It is strongly recommended that primary and elementary teachers familiarize themselves with contents from the following books.

Primary

Kramer, Rita. (1976). *Maria Montessori: A Biography*; Montessori, Maria. (1943). *Education and Peace*. Montessori, Maria. (1948). *The Discovery of the Child*. Montessori, Maria. (1949). *The Absorbent Mind*. Montessori, Maria. (1955). *The Formation of Man*. Montessori, Maria. (1948). *To Educate the Human Potential*. Montessori, Mario. (1966). *The Human Tendencies and Montessori Education*.

Elementary

Kramer, Rita. (1976). *Maria Montessori: A Biography*. Montessori, Maria. (1917). *The Advanced Montessori Method*. Montessori, Maria. (1943). *Education and Peace*. Montessori, Maria. (1936). *The Secret of Childhood*. Montessori, Maria. (1948). *To Educate the Human Potential*. Montessori, Maria. (1973). *From Childhood to Adolescence*. *Elementary Classroom Management: How to Implement Cosmic Education*. Pottish-Lewis, Phyllis. (2011). *Tending the Light: Essays on Montessori Education*. Snyder, John R. (2014).

Common Supplies

Some materials which are used by many teachers are ordered in bulk and kept in a central supply. These items must be requested from the administrative assistant and signed for on the inventory list.

Materials

Montessori Materials/Capital Expenditure

Teachers may submit requests for classroom materials for approval of the Head of School. The approved requests are then processed for ordering. Teachers will submit a detailed inventory of the present classroom materials by the end of May of each year.

Donated Materials

All materials donated by parents, assistants, other schools, etc. are the property of Montessori Seeds of Education unless otherwise specified and approved by the head of school. Materials donated to a teacher as a gift to that classroom remain the property of the school as do any donated materials solicited by the teacher for the school or classroom.

Hand-Made Materials

Material making is on-going as each teacher works to expand the curriculum and meet specific needs of the classroom.

Teacher-owned Materials

When the teacher provides the raw material and makes the materials without parent or assistant labor, (s)he may keep the materials.

Teacher-directed Materials

Materials designed by the teacher, but made using raw materials provided by the school and/or labor of assistants or parents remain the property of the school.

All new teachers and staff are required to receive an orientation from the Administration about school policies, and student discipline for handling emergencies, releasing of children and the reporting of possible abuses.

Fifteen hours of professional training may be required each year for all teaching and teaching assistant staff. It is the staff member's responsibility to make certain that the requirement is met. Verification of attendance must be kept in the employee file and a log sheet completed in the office (implementation TBD).

Employment

At Will Employment

MSOE follows NJ's **at will employment policy**. If a staff member resigns, it is requested that a letter be submitted to the Head of School at least 30 days in advance. A staff member's final check will include all hours worked and not yet paid. The final check may take up to a month to be issued after all financial obligations (health insurance premium, loans, and others, etc.) have been cleared. Staff members will be required to complete the Staff Withdraw Form, turn in all MSOE property, including keys, credit cards, and educational materials paid for by the school prior to the last day of their employment.

Reasonable assurance of a job means that during the summer or any extended holidays, employees are not eligible to file for unemployment benefits.

Performance Evaluation

All personnel will be evaluated annually or semi-annually based on their performance of duties and responsibilities stipulated in the given employment contract. In the event that employment is terminated prior to the agreed-upon duration, employment contract will be voided simultaneously.

First and foremost, deficiencies in overall performance will be discussed along with plans for correcting those deficiencies. Agreed upon annual goals and objectives will be set at this time. This performance review will be one of the factors used as a basis for future employment decisions, including merit increases and disciplinary action. A copy of your performance review becomes part of your employee personnel file.

Teachers will receive feedback from observation visits by the principal and curriculum director (when applicable), and the report will become part of the personnel folder. This observation will include but is not limited to findings related to the teacher's abiding by the regulations stated in the staff handbook, documentation of parent communication, issues related to the management of the classroom, and promotion of student involvement in curriculum related competition and activities.

The success of a teacher is directly related to their own fulfillment, happiness and well-being as well as the success and fulfillment of his/her students.

Teachers will be evaluated based on the following domains: Commitment to School Mission, Professional Standards, Montessori Learning Environment, Faculty/Student Relationship, Communication and maintaining A.M.I. standards.

Teachers' Assistant will be evaluated based on the following domains: Commitment to School Mission; Professional Standards; Lesson Planning and Instruction; Communication and Work Relationships; Attendance and Punctuality, as well as helping to maintain A.M.I. standards in the classroom.

If there are deficiencies in job or personal performance, the Administration, at its sole discretion, may extend to you a Performance Improvement Plan (PIP) to help facilitate needed changes in your performance. The Administration, in its sole discretion, may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure. The Administration may modify or revoke the plan at its sole discretion, and that failure to complete such a plan before the end of this one-year contract does not obligate the school in any way to extend another contract for a new year.

Your employment may be terminated by the Administration without cause if it, in its sole discretion, deems such termination to be in the best interest of the School, its Administration, or other financial goals.

MSOE Staff Responsibilities

Acknowledge Receipt

Please read the Parent Handbook and the Employee Handbook. Have a working knowledge of the school's policies and procedures. The staff's signature at the end of this document acknowledges receipt and certifies that you agree to follow all MSOE policies, keep the handbook at the school, and not share information outside of the school.

Statement of Confidentiality

All faculty members, staff, and volunteers are required to complete a signed statement of confidentiality as part of the employment contract. State and Federal law prohibits sharing information about students to other parents, community members, or anyone other than MSOE school employees. Please read, sign, and return to Administration office.

Daily Maintenance

Respect for the environment, as well as neatness, cleanliness, beauty and accessibility are vital to the functioning of a Montessori class. Teachers are expected to daily maintain the cleanliness, order, and general appearance of their classrooms and outdoor areas. Although assistants and children are actively involved in many of the maintenance chores, the teacher is ultimately responsible for their ensuring that the classroom and outdoor areas are truly "prepared" each day.

Record Keeping Expectations

The school will be utilizing Transparent Classroom online software for attendance and record keeping purposes. Teachers are responsible for keeping each student's academic records up to date. Attendance should be taken every day. Teachers are also responsible for what they share and how they share it. Remember to report only observations as you have been trained to do. Do your best to limit emotional comments.

Communicating Needs

At various times during the year, teachers may need to request specific maintenance or repairs. Teachers fill out a request form and give it to the office for the Head of School's approval. These and other forms will be located in the employee portal on the school website.

The Environment

Philosophy

One of the major components of the Montessori philosophy is the carefully prepared environment. A key role of the teacher is to create, evaluate, and maintain the environment up to A.M.I. standards. Montessori teachers are often referred to as “guides” directors or directresses to highlight their unique role in relation to the child. As guides, they seek to direct the interests, characteristics and tendencies of the child, serving as facilitators to the child’s own development.

Each teacher is responsible for directing his/her class in accordance with the Montessori philosophy, the guidelines of AMI, and the general policies of MSOE.

Teachers establish daily plans and long-term goals for each child and the class in addition to continually striving to develop ongoing communication with the parents of their students.

Sexual Harassment

Sexual harassment is a form of discrimination and is strictly prohibited. MSOE defines sexual harassment as verbal or physical conduct that degrades or shows hostility or aversion toward an employee or student because of his/her gender.

Harassing conduct includes epithets, slurs, stereotyping, threatening, intimidating, hostility or aversion language in oral or displayed in written form, engaging in sexually oriented conversations, soliciting relationships with students via all and/or any forms of communication channels, physical contact that would reasonably be construed as sexual in nature, and threatening or enticing students to engage in sexual behavior in exchange for personal or other school-related benefits.

An employee who believes he/she or his/her students have been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the head of school immediately.

Employee Expectations

Employee Attendance

Please follow absence reporting procedures if you are going to be absent. Staff is expected to attend all school events, meetings, and participate in extracurricular activities, unless excused by the Head of School.

Being on time daily is important at every workplace. As school personnel, daily promptness to work is essential for our students' success. Do your best to take the least amount of time off from work and only when absolutely necessary. Habitual tardiness will result in disciplinary action. You must notify the office and your assistants if you will be absent or late. Excessive tardiness and absences will be ground for dismissal.

Dress Code

All staff members are allowed to dress comfortably for optimum mobility and involvement with the children. However the appearance should present a professional image. Various modes of dress are acceptable attire for MSOE setting: skirts, dresses, slacks, jeans, walking shorts, short heeled or flat shoes, sandals, and tennis shoes. Inappropriate clothing include: dirty cloths, beach shirts, excessive jewelry or make-up, flip-flops, tight, low-cut pants or jeans with holes in them or cut-offs, strapless tops, or T-shirts with advertising or written statements. Shirts and pants must overlap so that no bare skin is exposed when stretching or sitting. Visible tattoos must also be covered. Visible piercings should include nothing more than earlobes. More than three piercings on the earlobes should be cleared by the head of school.

Communication With Staff

It is important to promote and enhance effective communication. Always speak directly to the intended individual. Second-hand information is never as reliable as first hand. Gossip and "second guessing" thwart creative potential and demean the integrity of each person. Creative collaboration develops through open and frequent communication, thoughtful listening, and a respect for individual differences. Sarcasm relating to and anything that highlights another's weaknesses in front of any community member should not occur.

Staff Meetings

There will be staff meetings held as needed. The administration will end them by 4pm as much as possible.

Trainings

Complete a reasonable amount of hours of professional development training annually to be determined by the head of school. Accomplish an annual staff training recorded on or before the last Friday of May. Online and in-house workshops/trainings are available throughout the year and count for continuing professional education. Any continuing professional education, including conferences and workshops, paid for by the training within the current school year, must be reimbursed to the school upon the employee's resignation or termination.

Only 7.5 hours of training may be self-directed such as reading books, and journals, observations and videos. All self-directed trainings must be preapproved by the head of school. A description of knowledge gained must be submitted to the Head of School in writing. This is done to benefit the School and the community.

Every staff must maintain a current CPR and first aid certification. Training on CPR and first aid do not count towards required training hours.

Outside Activities

Full-time employees are required to obtain written approval from the Administration for any outside employment. In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with Montessori Seeds of Education, Inc. without approval.

Cost Conservation

Help conserve utility costs and report water leaks, or equipment breakdowns promptly. Please turn off all the lights and other electronic equipment when you leave the room. Keep all doors closed during days of major temperature fluctuations, especially when the air conditioning and heat is on.

Mandatory Abuse Reporting

In accordance with New Jersey state law and school policy, school staff is obligated under penalty to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In such a case, MSOE staff should immediately inform the Head of School who will determine the "reasonable suspicion" in consultation with appropriate leadership. In this very serious and legally narrow area, MSOE will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. MSOE staff will make such reports in the best interest of the affected child and does not, once reasonable suspicion is established,

have any legal alternative except to report to the proper authorities for their investigation and review.

Accident/Incident Reporting

An Incident/Injury Report is to be completed for student's injuries as well as staff injuries. All the information on the form must be completed and is to be turned in on a timely basis to the administration. Staff injuries must be reported to the Head of School within 24-48 hours. The administration will maintain a record of all reports.

Parent Communication

Parent-Teacher and Administration conferences are required twice a year for returning parents and 3 times a year for new parents. The classroom teacher will schedule this formal conference that is dedicated to the discussion of overall student progress.

Teachers should regularly communicate with parents through email, telephone calls, classroom correspondence, and Transparent Classroom. When using written communication, keep it short. If there is an issue that must be communicated, teacher must use written communication to make an appointment with parents. Major issues are best handled with a telephone call or personal conversation. We must never put something in writing, which can be misconstrued. If unsure, check with 2 Administrators before sending out or giving communication.

Compensation/Benefits

MSOE compensation philosophy is to recruit and retain highly qualified staff and administrators and to compensate them for achieving high levels of work performance. **Personal salary information is to be kept strictly confidential.**

Payroll Procedures

Monthly payroll checks are distributed every other Friday. All hourly employees must submit time sheets, indicating the actual start and stop time. Time sheets must also include all approved leave forms when applicable. Employees are required to complete their own time sheets and may not complete a time sheet for another employee. Violation of these responsibilities may result in counseling and possible termination.

Direct Deposit

Employees have the option of having their payroll checks directly deposited to one bank account of their choice. If opted upon employment, you will be asked to fill out a direct deposit form and give a voided check for a checking account or a deposit slip for a savings account.

Payroll Deductions

There are various payroll deductions that are required by law, such as federal income tax and social security taxes. Any other deductions from your paycheck such as insurance or retirement contributions must be authorized by you, in writing. Employees will have access to an online employee portal where they can access their pay stubs and other pertinent information.

Each one of your paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to the Business Administrator. The school complies with applicable state and federal laws regarding the garnishment and assignment of wages.

End Of Year Sign-Out Procedures

End of year sign-out procedures will be issued to each staff member at the end of the school year. The paycheck directly following the last day of school may be withheld until a staff member has completed all procedures on the checklist.

Emergency Medical Procedures

CALL 911

Fire Drills

Fire drills will be held once a month at different times.

1. Check all hidden areas of the classroom, especially the bathroom to ensure no one left inside.
2. Close all doors behind you.
3. Take your roll book with you and check roll as soon as you have reached your designated safe area.

Lock-Down Drills

See Appendix A at the end of this document.

Other Evacuation and Drill Procedures

- 🌱 Evacuation plan for chemical release or air borne release
- 🌱 Turn off air conditioning/heating and/or fans
- 🌱 Close all windows and doors
- 🌱 Seal the doors and windows with wet towels, sheets or duct tape **if applicable.**

Evacuation of the School

- 🌱 You will be notified by phone or in person
- 🌱 If we need to relocate, authorities may provide assistance with transportation or staff cars may be used
- 🌱 If evacuation is necessary, bring the following items with you: telephone numbers of parents, emergency medical forms, dry foods, blankets, pillows

Hurricane Emergency Plan

Strategic Planning

- 🌱 Keep close watch on weather warnings
- 🌱 Plans for immediate evacuation
- 🌱 Plans for communicating with parents
- 🌱 Plans for trimming down vegetation (if applicable) and covering windows
- 🌱 Plans for unplugging electronic devices and remove from floor
- 🌱 Plans for returning : clean-up, make up missed work days, communicating with parents about returning dates

Evacuation plans for a tornado

- 🌱 Open the windows
- 🌱 Go to the most protected area of the building
- 🌱 Use blankets, pillows, rugs as covers for protection
- 🌱 Have flashlight and first aid kit with you

MSOE Internet Use Policy

The use of MSOE computers, networks, software, and Internet is to support research and instruction. Content residing on school-owned resources is property of MSOE. The use of MSOE computers, networks, software, and Internet is a privilege, not a right, and inappropriate use will result in the termination of those privileges, and/or your employment with the school. Illegal activities (such as illegal music/movie download or posting, etc.) are strictly prohibited.

All electronic information including e-mails, blogs, social-network information, personal video footage, etc. are not guaranteed to be private and can be classified as public record. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

MSOE administrators will determine what inappropriate internet usage is, and their decision and the consequences are final.

Disclaimer

The staff, faculty, and MSOE shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions, mistakes or negligence, or costs incurred by users. MSOE shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Inquiries or Concerns

All concerns about the school premises, furniture and fixtures, students and student policies, employee matters, general budget, and classroom budget needs should be forwarded to the Head of School or Head of School's staff designated staff responsible for such needs. All concerns about the payroll should be directed to the Head of School. It is everyone's responsibility to help stop rumors. When confronted with issues, go directly to the administrator that can provide you the appropriate information.

Disciplinary Action for Personnel

The following behavior may result in immediate termination of employment. Disciplinary action will be carried out by due process except when immediate termination is indicated.

-  Physical, verbal, or emotional abuse of any child or employee
-  Conduct detrimental to the school's community image
-  Failing to fully disclose all prior criminal history background
-  Excessive absences without prior approval from the Principal
-  Excessive is defined as 24 work hours beyond allowed leave
-  Coming to school or being at school under the influence of drugs or alcohol
-  Willfully failing to adhere to school policies or procedures
-  Use of mobile phone for personal calls during work hours unless approval by Head of School

Progressive discipline procedures and practices of MSOE will result in the following steps:

-  Counseling and objectives to achieve in a timely fashion
-  Verbal conflict resolution or reminders of needed change to be made
-  A written job in jeopardy warning;
-  A written notice of termination

Appendix A

LOCKDOWN PROCEDURES

Intruder and Non-Intruder Lockdown Procedures

Intruder Lockdown Plan

An intruder is anyone who enters the building with the intent to do harm to anyone in the building. Upon knowing that this is occurring the administration or any designee will announce that a LOCKDOWN has been initiated. No codes are necessary. Clear language stating “**INTRUDER LOCKDOWN**” is all that’s needed to make the notification. Additional information will be supplied if possible. **If the intruder is immediately threatening your classroom communicate that to the Head of School so that he can notify the Police by dialing 9-1-1.**

Classroom Procedures

- 1) Teachers and staff should close their door. Doors should be locked each day so the teacher doesn’t need to find their keys.
- 2) Find and place the blackout shade/barrier in the large window of the door.
- 3) Take attendance and notify Head of School if students are missing or if you took in a student that is not yours.
- 4) Gather the students to the predetermined area in your room that is out of sight of the door/windows.
- 5) Turn off the overhead lights and if necessary turn on a small night light.
- 6) Keep students quiet and occupied.
- 7) Keep your cell phone available. If you don’t have one, see if any students have one that you can use.
- 8) **DO NOT RESPOND TO A FIRE ALARM.** As difficult as it may be to keep the students quiet and calm you must remain in your classroom because the intruder may have pulled the fire alarm to gain access to a certain classroom and possibly to increase his targets.
- 9) Wait for the “All Safe” notification. The recognized code name is PINK TOWER. This code name will also be used if you are notified by a knock on your classroom door.

Bathrooms: Bathrooms will be checked by a staff member or assistant.

Outside Procedures

If you are outside with your students do not return to the school building. Proceed to the library.

NON-INTRUDER LOCKDOWN

Any other event that is not an intruder will be treated slightly different than an Intruder Lockdown. Reasons for lockdown: Internal and external chemical spill, water damage, electrical issues, natural gas issues, injured/sick staff members or injured/sick student.

Classroom Procedures

- 1) Teachers and staff should close their door. Doors should be locked each day so the teacher doesn't need to find their keys.
- 2) Place the blackout shade over the door window.
- 3) Take attendance and notify front office if students are missing or if you took in a student that is not yours.
- 4) Wait for further instruction.
- 5) All classroom lights can remain on.
- 6) Disregard all bells
- 7) Wait for the "All Safe" notification. The recognized code name is PINK TOWER. This code name will also be used if you are notified by a knock on your classroom door.

Outside Procedures

If you are outside with your students do not return to the school building. Proceed as above to the library.

Office Staff Lockdown Procedures

An intruder is anyone who enters the building with the intent to do harm to anyone in the building.

Front Office Responsibilities

- 1) Announce that there is an "intruder lockdown"
- 2) Call 911 immediately
- 3) Notify the Head of School
- 4) Once situation is resolved, make "All Safe" notification announcement. The recognized code name is PINK TOWER. This code name should be used at the classroom door if necessary.

Acknowledgement of Receiving Handbook

I acknowledge receiving the Montessori Seeds of Education School Employee Handbook. I clearly understand that this handbook does not create a contract for employment with MSOE, and that MSOE retains the right to unilaterally withdraw or amend The Employee Handbook at any time, with or without advance notice.

I have read and understood the policies outlined in the MSOE Employee Handbook, and agree to be bound by the MSOE rules and regulations during my employment with the Montessori Seeds of Education School. I understand that violating the policies and rules set out in this handbook may lead to discipline (attempts at conflict resolution), up to and including termination.

Employee Signature

Date

Please sign and return this form to the Administrative Assistant

Statement of Confidentiality Agreement

Confidentiality of Student Records and Parental Rights:

State and Federal law prohibits sharing information about students to other parents, community members, or anyone other than MSOE school employees.

Student records may consist of, but are not limited to, attendance records, health and emergency information, assessments, developmental and academic progress reports, accident reports, and parental authorization for various school activities.

MSOE stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our school. This practice is in accord with one of the primary ethical principles of professional behavior in early childhood settings. For this reason, no staff member is ever permitted to share any records pertaining to a child with other parents, community members, or anyone other than MSOE school employees.

MSOE and its students' parents expect the highest level of discretion by staff, parents and children in regard to confidential information, files or personal data on the children. Conversations and behavior must reflect this level of discretion.

In addition, as a result of your employment at MSOE, you may acquire and have access to confidential information belonging to MSOE of a special and unique nature and value, relating to such matters as MSOE's financial information, data, records, reports, donor lists and legal matters.

As a condition of employment, MSOE asks that you agree that all such information is the exclusive property of MSOE and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as "confidential. "

Employee Signature

Date

Please sign and return this form to the Administrative Assistant