



## Staff Orientation

Each staff member who is expected to have contact with children must receive at least 16 clock hours of on-site training and orientation. Some topics must be covered within the first 2 weeks of employment (1: Recognition of the signs and symptoms of child abuse and neglect and the employees' duty to report suspected abuse and neglect and Adequate supervision of children; 2: Center's operational policies) and others within the first 6 weeks of employment (1: First-hand observation of the center's purposes and goals, 2: Instruction in the employee's assigned duties., 3: Instruction in the maintenance of a safe and healthy environment, 4: Review of the center's personnel policies, 5: Review of the child care licensing law and rules, 6: Explanation of the role of state and local government agencies in the regulation of childcare, their impact on the operation of the center, and their availability as a resource, 7: Explanation of the employee's obligation to cooperate with representatives of state and local government agencies during visits and investigations.

**A. Child Abuse and Neglect (1.5 hours within first 2 weeks): Understanding the issue and how to read signs; how to communicate effectively when you believe a child has experienced abuse or neglect.**

**Instructor: Rachel Kincaid/ Marc Seldin**

### Child Abuse or Neglect

\_\_\_\_\_ (staff initial) Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned.

**North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.**

In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.

- If a child comes to school with a bump or bruise, document it and call home to see if parent is aware.
- Take children's conversations seriously. If a child mentions parent or adult behavior that sounds like possible abuse or neglect, notify an administrator immediately and document the child's conversation.

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## **B. Quality Supervision of Children (1.5 hours within first 2 weeks).**

### \_\_\_\_(Please initial) **Playground:**

- Circulate: don't sit or stand in an area away from the main action of the playground.
- ABC: Always Be Counting. Count children before going out, while playing, before going back in, and after you are back inside the classroom.
- Stay close to high risk areas such as climbers, slides and swings. Prevent unsafe, risky behavior by being close enough to the children to be aware of it immediately.
- Don't socialize with other adults while responsible for children, or while they are responsible for children.
- Insist that children use equipment safely. With older children, use group times for lessons on safety. Be consistent in enforcing playground safety rules.
- Monitor doors and gates. Gates should latch securely and fences should not have gaps which children can climb through or under.
- Don't allow parents to pick children up from the playground.
- Don't allow children to go back inside the building alone. Communicate with staff if a child needs to come inside, but have a thorough bathroom routine so that children do not generally have to use the bathroom once inside.
- Don't leave any children outside when you go inside. Don't allow children to get out of sight while they are on the playground. Take attendance by name when you go back inside. If the playground has any blind spots, a plan needs to be developed to supervise the areas properly.
- Scan the playground. That is, be aware of the entire scene! If several teachers are outside at the same time, develop a cooperative plan so that at least one teacher is always providing an overview of the entire playground scene.
- Maintain safe equipment: no sharp points, broken parts, equipment that is too high or steep, etc.
- Always have on hand the bag which includes first aid and emergency information for children.

### \_\_\_\_**Nap Room:**

- Position the children so that each one can be seen by the teacher.
- Don't allow a child to leave the classroom alone.
- Don't leave the classroom unattended at naptime.
- Any necklaces that are made at school are not to be worn during naps.
- Have all children use the bathroom before and after nap, even if they say that they don't need to. "We always go to the bathroom before nap." "The more we try, the more we stay dry."

### \_\_\_\_**Classroom:**

- Don't allow a child or children to leave the classroom unattended for any reason.
- Routinely scan the classroom as a whole to be aware of any problems developing. Use cooperative efforts of both teachers and nonverbal communication to handle situations.
- Arrange furniture so that all children can be seen.
- Always sit and stand facing the children. Never give a lesson/ read a book, etc. with your back to any child.
- Ask younger children to take frequent bathroom breaks. Assure the child that his work will be waiting for him upon his return, and that if a teacher asks him to use the bathroom, he is to go.

### \_\_\_\_**Bathroom:**

- Don't allow children to use the bathroom unsupervised.
- Teach the children to ask for toilet paper if it is empty, and how to properly wash hands after.

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### Classroom:

- Have materials that are safe and properly maintained. Remove broken objects immediately.
- No more than 10 children should be in the care of any individual staff member at a time.
- Pay attention to doors that could pinch or trap a finger or clothing. No extension cords, electrical cords within reach, unplugged outlets, exposed screws or other sharp objects, unlocked medication or cleaning supplies, exposed foam/ loose fabric.
- Do not use a microwave to heat a child's food at any time. Microwaves often heat unevenly and may cause burns.

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### Responding to Injuries, Accidents, Illnesses:

- **The Emergency Medical Care Plan includes:** The Emergency information on staff and children is kept in the file cabinet in the office. Emergency information on children is also kept in each classroom and in the Aftercare Enrichment notebook.
  - The emergency room and hospital phone number to Wake Med of Cary on 1900 Kildaire Farm Road is 919-350-2300.
  - Available for emergency transportation to Wake Med of Cary are Rachel Kincaid (919-744-8934) and Marc Seldin (443-851-1787).
  - The person responsible for giving first aid and performing CPR is Rachel Kincaid, though any trained staffer may do this in the event of an emergency.
  - The persons responsible for determining the degree of care needed, contacting medical resources and determining appropriate transportation are Helen Eng, Marc Seldin and Rachel Kincaid.
  - The persons responsible for accompanying the ill/injured person for medical attention and assuring that signed authorization is taken with person to the emergency room are Rachel Kincaid and Marc Seldin.
  - The persons responsible for notifying parents or emergency contact persons in cases of illness or accidents are Helen Eng and Marc Seldin. For **non serious accidents or injuries**, the lead teacher responsible for the child at the time of incident is responsible for contacting parents by phone at the earliest available time after first aid has been administered.
  - Persons responsible for obtaining substitute staff are Marc Seldin and Rachel Kincaid.
- Maintain current contact information for parents at all times.
- Maintain current allergy information for children at all times.
- Call the parent as soon as is possible after an injury or accident. This includes any blow to the head, face, eyes, nose or ears, even if the injury is not immediately apparent. Don't diagnose. Staff members do not have the training to determine that a blow to the head is not a concussion or fracture.
- Write a complete, accurate injury report as soon as possible and make sure that the parent receives a copy.
- Place a copy in the child's file, give the parent a copy and maintain an administrative copy.
- The incident report needs to be first hand. Help staffers whose first language is not English in completing it.
- Determine the cause of an accident and make any necessary changes in policies, rules, staffing, etc.
- Be aware that child care rules require that one or more staff persons be present during all operating hours of the center who has completed first aid training within the last three years and CPR within the last year.
- Develop a proactive plan that focuses on biting and hitting that focuses on prevention.
- Follow RMSC rules for medications completely. Students may have medication in the locked kitchen cabinet if and only if their parent has signed a consent form, and lead teachers only may administer it in the case of an emergency. Do not give medication about which you have a doubt.

- When unsure about an allergy, check with the parent to be absolutely sure of symptoms associated with the allergy.
- Refer to the **EMERGENCY PREPAREDNESS BOOK**, located in front office closet, in the case of an emergency.

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**C. RMSC Operational Policies and/or Parent Handbook (2 hours, within first 2 weeks):**

\_\_\_\_\_ (Please initial) I have read the RMSC Parent Handbook on the RMSC website and understand the operational policies.

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Staff Signature

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**D. Playground Safety Training (1.5 hours within 6 weeks): Playground safety hazards, playground supervision, maintenance of the outdoor area, age and developmentally appropriate playground equipment.**

**Instructor: Rachel Kincaid/ Marc Seldin.**

- Please maintain the ratio of no more than 10 children with any individual teacher at a time.
- Hazards may include equipment that can catch children's clothing or body parts. Maintain safe equipment: no sharp points, broken parts, equipment that is too high or steep, etc.
- Always have on hand the bag which includes first aid and emergency information for children.
- Why we use mulch and other soft surfaces. How to maintain the correct depth of mulch.
- Always be within eyesight of all children, at all times. Please stand, don't sit. Circulate: don't sit or stand in an area away from the main action of the playground.
- Absolutely no casual telephone use on playground. In case of emergency, you may call office, administrator on call, or 911.
- Incidents involving accidental or intentional hitting, scrapes, bruises and cuts require an incident report and a call home. Please speak to a parent or guardian about incident.
- ABC--Always Be Counting. Know how many children you have at all times and continually take a count.
- If a child does not know a rule, kindly teach it to him/her so that he may have success.
- Teach the children organized games, and encourage them to play independently, which requires them to persuade and organize their friends into the game.
- At Renaissance Montessori, we encourage the children to observe nature. Call their attention to the changing leaves, beautiful rocks, birds and other animals and other natural wonders.
- Stay close to high risk areas such as climbers, slides and swings. Prevent unsafe, risky behavior by being close enough to the children to be aware of it immediately.
- Don't socialize with other adults while responsible for children, or while they are responsible for children.

- Insist that children use equipment safely. With older children, use group times for lessons on safety. Be consistent in enforcing playground safety rules.
- Monitor doors and gates. Gates should latch securely and fences should not have gaps which children can climb through or under.
- Don't allow parents to pick children up from the playground if it is center policy not to allow that.
- Don't allow children to go back inside the building alone. Communicate with staff if a child needs to come inside, but have a thorough bathroom routine so that children do not generally have to use the bathroom once inside.
- Don't leave any children outside when you go inside. Don't allow children to get out of sight while they are on the playground. Take attendance by name when you go back inside. If the playground has any blind spots, a plan needs to be developed to supervise the areas properly.
- Scan the playground. That is, be aware of the entire scene! If several teachers are outside at the same time, develop a cooperative plan so that at least one teacher is always providing an overview of the entire playground scene.
- Be sure that children are wearing their outerwear appropriately during cool temperatures. Take time to make sure coats are zipped when needed, hoods are on, etc. Allow children to unzip if they get hot.

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**E. Fire Safety (1.5 hours within 6 weeks): How to conduct fire drills and maintain a safe environment to prevent fire hazards. Instructor: Rachel Kincaid/ Helen Eng**

- Fire drills are conducted once per month during the academic period (9 am – 12 pm).
- To facilitate a successful fire drill, practice the elements of the drill frequently with the students. These elements include how to walk to the door in a drill, how to react to the sound of the alarm, what to do once outside, how to listen for your name during roll call, and why we have fire drills.
- Fire hazards include personal belongings on the hallway floor, furniture and other objects in front of exits, items stacked too close to the ceiling, curtains not treated with anti flammable substances and flammable chemicals in the building. Please maintain a safe environment by avoiding fire hazards and comply with the county and state when changes are required.

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**F. RMSC purposes and goals (1 hour within 6 weeks).**

Renaissance Montessori is a community-based, authentic Montessori preschool that values respect, independence, community and best practices.

Our goals include providing quality childcare and authentic Montessori learning. At Renaissance Montessori:

- Every child is respected.
- Every family member, staff member, enrichment teacher and other community members are respected.
- Community meetings are held regularly to provide parent education, discuss concerns and enrich the community.
- Parent conferences are held at least twice yearly to inform parents of their child's academic, social, emotional and physical development.
- Parents may visit the classroom as often as they wish, announced or unannounced.

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Staff Signature

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**G. Employees' assigned duties (1 hour within 6 weeks).**

**1. Job Description: Primary Lead Teacher.** Reports to: Director. Responsibilities include but are not limited to:

- Arrive promptly daily to prepare class.
- Be responsible for welfare, safety, and educational achievements of students.
- Perform tasks necessary to maintain a clean, orderly and attractive Montessori environment including upkeep and inventory of materials.
- Attend appropriate faculty meetings and in service days.
- Complete and maintain all records, reports, evaluations, inventories and student records and tests in a timely manner as may be required by the School.
- Supplement the classrooms with materials made with School funds and leaving these materials with the School. Exclusion: If teacher produces materials for use in class without school funds, they are the possession of the teacher.
- Provide for parent conferences, meetings and communication throughout school year in accordance with school policy.
- Read, work and conduct oneself within the guidelines of the Employee Handbook.
- Conduct new student interviews/ child meetings.
- Be responsible for any school keys assigned, reporting their loss immediately to the administration.
- Call to the attention of the Director any students with special difficulties or needs and be prepared to discuss with parents.
- Call to the attention of the Director all concerns of the parents.
- Meet with Director to plan curriculum direction.
- Attend and participate in school functions that relate to position or teaching level and attending functions in support of the school community.
- Be available to assist with occasional support duties.
- Work with students of various abilities assigned to classroom; including those with learning differences as diagnosed. The teacher may be required to participate in meetings, training, and planning cooperatives to fully serve each child's needs.
- Understand and promote the school's mission, purposes and objectives and policies to parents in a positive and supportive manner.

- Participating in class field trips and acting in a supervisory capacity.
- Conduct oneself professionally by respecting student confidentiality, cooperating with staff members, working out differences in a mature and reasonable manner and communicating unresolved concerns to the Director
- Meet with the Director to solve problems as necessary as they may relate to relations with school, families, staff or staff member's performance.
- Fill out and discuss teacher self-evaluations as prescribed for each level.
- Speak English to the children.

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Staff Signature

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**2. Job Description: Assistant Teacher.** Reports to: Director/Lead Teacher. Responsibilities include but are not limited to:

- Carry out plans and directives of the lead teacher
- Greet and dismiss children, helps with dressing and undressing
- Take charge of "snacks" and refills supplies as needed
- Attend staff meetings and other in-service training as requested
- Complete all requirements within the first 90 days of employment
- Assist in caring for the environment
- Understand Montessori philosophy and is able to present materials as directed by the teacher, know existing materials and become acquainted with new materials, understand how to make new materials.
- Take charge of classroom when teacher is out of the room
- Participate in required training
- Speak his or her native language to children.

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**3. Aftercare Teacher.** Reports to: Director, Lead Teacher. Responsibilities include but are not limited to:

- Carry out plans and directives of the lead teacher
- Greet and dismiss children, helps with dressing and undressing
- Assist any child with a problem in: Organizing materials, completing a task, Returning materials properly, remembering rules of classroom.
- Take charge of snacks and refill supplies as needed
- Attend staff meetings and other in-service training as requested
- Plan & coordinate activities for children in conjunction with the classroom teachers
- Complete all requirements within the first 90 days of employment
- Assist in caring for the environment
- Understand Montessori philosophy and is able to present materials as directed by the teacher, know existing materials and become acquainted with new materials and understand how to make new materials.
- Take charge of classroom when teacher is out of the room

- Provide care for Extended Day Students on regular school days and on certain days when school is closed (as needed)
- Speak his or her native language to children.

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**H. RMSC Personnel Policies (1 hour within 6 weeks).**

At Renaissance Montessori, we base our staff relationships on mutual respect, personal responsibility and continual personal and professional growth. Please read and become familiar with Staff Handbook available in office.

**I. The role of state and local government agencies in the regulation of childcare, their impact on the operation of the center, and their availability as a resource, and staff responsibility to cooperate with such agencies (1 hour within 6 weeks).**

- North Carolina and Wake County government agencies regulate the practice of childcare for the safety of NC children, their families, and those who serve them in this capacity. These agencies have the responsibility and the right to enter our facility at any time to do inspections in regards to health and safety, sanitation, practices, class ratios, curriculum, materials present in school, teacher’s storage of belongings, as well as investigations regarding child abuse and neglect. It is our duty to cooperate fully with these agencies should they arrive. If at any time an agent wishes to enter our school, please have him/her sign in at the front while you contact an administrator to speak with the agent.

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**Best Practices for Staff**

**1. Staff Requirements**

- a. Office managers or administrators will go through your file and alert you to any requirement that is not met.
  - i. Physical + Medical Report, TB test
  - ii. State background check (fingerprints), County background check
  - iii. Education, First Aid Training, Ongoing training
  - iv. Direct deposit
  - v. Staff Orientation, Social Media Policy
- b. \_\_\_\_ Please keep your hours to the closest .25 hours, or quarter of an hour. Every other week you will submit your hourly detail and total, along with any pertinent expense receipts, to an administrator. Paychecks are made by direct deposit two Fridays per month.
- c. \_\_\_\_ Please check your Renaissance email once daily at minimum. Please respond to email as soon as is possible.



## 2. Ratios and Safety for All Staff

- a. \_\_\_\_ At Renaissance Montessori, no staff is to have more than 10 children on his watch at any time.
- b. \_\_\_\_ Staff bags/purses are to be kept locked in a closet at all times. This can include the classroom closet, the kitchen or other.
- c. \_\_\_\_ Medication for staff is to be stored in the kitchen cabinet at all times. Please label your medication and feel free to use pain reliever/ allergy/cold medicine when needed (please ingest out of sight of children).
- d. \_\_\_\_ Lead teachers are to have their phones on them at all times. Please do not make/answer personal calls, check email or text anyone other than a parent or other staffer during your time with the children. If you need to step out to address an important phone call, please see that the ratios are met and check with the lead teacher. Assistant staff are to keep their phones in their purses, locked and out of site.
- e. \_\_\_\_ Children must be in your sight at all times. This may mean moving to another area of a classroom or playground. For this reason, never turn your back to a room of children, even if it is only one child. Never have a child leave your sight to get something from another room. Children may leave the classroom in your sight to retrieve something from their hook, or to give a message to someone in the office, for example.
- f. \_\_\_\_ Please use one playground area at a time (area #1 is the small space outside of classrooms, area #2 is largest play area, area #3 is far area with stage).
- g. \_\_\_\_ Children are not to walk out of the front door at any time without their parent unless there is a fire drill or a fire.
- h. \_\_\_\_ Please keep front door locked after the drop off window of 8:30-8:45 am if there is not an administrator in the office.
- i. \_\_\_\_ Staff is not to open the door for any unknown person. Should a stranger/ sales person/ delivery person knock or ring, please notify an administrator onsite to open the door.
- j. \_\_\_\_ Should a child need a 'change of scenery;' or to be isolated due to illness or behavior please see that ratios can be met to achieve this; if not, please enlist help of an administrator.
- k. \_\_\_\_ Please notify an administrator should an incident needing documentation occur (**Incident Report**). This includes incidents involving injury to the child, another child or an object. Incident reports should be filled out by the teacher who witnessed the event; parents of all children should be called within the hour, and 3 copies should be presented to parents to sign; one copy goes with parent, one goes in child's file, one goes in Emergency book, located in office.

## 3. Good Parent Relationships

- a. At Renaissance we always show appreciation for our children and their parents. This means:
  - i. \_\_\_\_ Shaking the child's hand when you say hello or goodbye
  - ii. \_\_\_\_ Calling the parents by name
  - iii. \_\_\_\_ Saying something positive at pickup or drop off—an energetic 'good morning,' a 'thank you for coming to school today!,' or 'let's do another activity like that tomorrow!' for example.

- iv. \_\_\_\_ Only lead teachers and administrators are to communicate the more sensitive messages to parents such as behavior patterns observed or incidents that may have happened that day. If questioned, an aftercare staffer or assistant should validate the parent's wish to know an answer, but emphasize that their child's teacher will contact them regarding the situation. For example, "That is a great question for the lead teacher/administrator. Would you like to leave a note or should I have someone call you?"

#### 4. Aftercare Duties (all staff please initial)

- a. Aftercare staff is to ensure the safety and engagement of children with the same quality as a trained Montessori teacher, and to model professionalism, courtesy, respect and warmth at all times.
- b. \_\_\_\_ Please dress appropriately and professionally at all times. Conservative dress is preferred. Tattoos and piercings are encouraged to be covered if possible.
- c. \_\_\_\_ Friends and family are not to be in the building with you at any time. Please encourage your family to join you at our monthly family nights, however, to meet other staff and feel part of our community.
- d. \_\_\_\_ Please be mindful of your social media presence and make your profile private if necessary. Aftercare staff is discouraged from 'friending' parents of current students online.
- e. **On your scheduled aftercare day, please:**
  - i. \_\_\_\_ Arrive 15-10 minutes early.
  - ii. \_\_\_\_ Prepare a snack for the children in the kitchen and bring it into the classroom. Good snack items include crackers, fruit, cheese, etc. Popcorn should not given for a snack.
  - iii. \_\_\_\_ Retrieve the aftercare bag and ensure the contents—playground bell, communication log, closing duties sheet, first aid materials.
  - iv. \_\_\_\_ Lock up your purse or bag either in the room you are in or in the kitchen.
  - v. \_\_\_\_ Have 1-2 structured activities in mind/ on hand. This may include a board game or puzzle, art activity, dance/sport activity, etc. Have materials placed where you will need them.
  - vi.
  - vii. \_\_\_\_ Different rooms in the building have different functions. Please remember:
    - 1. \_\_\_\_ Indoors, voices are quiet and feet are careful.
    - 2. \_\_\_\_ The classroom materials may be handled with the utmost respect.
    - 3. \_\_\_\_ The playroom is a good space for bigger movements like dance and free expression. Still, quiet voices should be encouraged and running should be done outside only.
    - 4. \_\_\_\_ The playground is ideal for running carefully, jumping and bigger pretend games. Hide and seek is not ideal for this age group.
  - viii. \_\_\_\_ Please be cheerful and energetic when saying goodbye to the child, and aim to say something positive to the parent. Greeting the parent by name is expected.

- ix. \_\_\_\_ Please perform closing duties. Since two aftercare staffers will be working together, you may decide to split up these duties, or take turns doing them daily.
- x. \_\_\_\_ Please arm the building and lock up carefully after drawing the office and lobby shades. Classroom and hallway shades do not need to be drawn.

**5. Teacher Duties (all staff please initial)**

- a. \_\_\_\_ The Montessori-trained teacher at Renaissance is to model professionalism, courtesy, respect and warmth at all times.
- b. \_\_\_\_ Teachers are to set the tone for each day by greeting children at the classroom door.
- c. \_\_\_\_ Teachers are discouraged from answering lengthy questions of parents in the morning. Please let parents know that they may ask an administrator on site, or schedule a time to talk in person or in phone at a later time.
- d. \_\_\_\_ It is the teacher's duty to observe children and document observations each day.
- e. \_\_\_\_ Teachers may elect to eat lunch with the children and/or put them down for nap. Teachers and assistants may share these duties.
- f. \_\_\_\_ Teachers may elect to give their assistant a 15-30 minute break during the school day. Teachers and assistants may share this privilege as long as ratios are met.
- g. \_\_\_\_ Teachers may elect to say goodbye to the half-day children or to allow the assistant to do this.
- h. \_\_\_\_ Teachers are expected to attend parent/family nights as often as possible.
- i. \_\_\_\_ At end of the day, please follow these guidelines:
  - i. Handwashing: liquid soap and paper towels only, please.
  - ii. Cots: discard any that have large rips. Let an admin know first, so we can keep count of cots needed.
  - iii. End of Day: sanitize and disinfect. Each Monday, Ivone will make a bottle of disinfectant (the stronger solution) and of sanitizer (the weaker) for each classroom. Use the solutions in this way:
    - 1. Disinfectant: spray toilet seats
    - 2. Sanitizer: spray and wipe all tables, chairs, door handles, sink handles, water fountains and any materials that a child may have mouthed.

**6. Assistant Duties (all staff please initial)**

- a. The Montessori-trained teacher at Renaissance is to model professionalism, courtesy, respect and warmth at all times.
- b. \_\_\_\_ Classroom assistants are to observe and document daily.
- c. \_\_\_\_ Assistants are to work with the teacher to take turns giving lessons, managing the classroom, caring for the room and other such duties.
- d. \_\_\_\_ Children should only hear the classroom assistant speaking their native language.



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## SOCIAL MEDIA POLICY

This policy addresses employees' use of publicly available social media networks including: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. Renaissance takes no position on employees' decision whether to participate in the use of social media network. However, use of social media, whether for professional reasons or even for personal use on personal time, must still comply with the policies set forth in this document. Failure to comply with any element of these policies may be grounds for immediate dismissal.

### **Illegal activities**

Employees must never post any information or engage in communications that violate state or federal laws. Employees must not advocate violating state or federal laws. Employees must not post information that would suggest that they have recently or intend in the future to violate state or federal laws.

### **Professionalism**

Employees must always remember that there is little privacy on the internet. If an employee makes unprofessional posts, Renaissance parents may easily discover these and such discovery can cause harm to the reputation of Renaissance Montessori. Therefore, employees are encouraged to take great care to project a positive image of themselves and the school in their use of social media.

### **Examples of prohibited unprofessional social media:**

- Posts that reveal information about Renaissance Montessori that is not publicly available
- Posts that portray Renaissance Montessori, its staff members, its children, its parents or its administration in a negative light.
- Posts that could be interpreted to mean that the employee may not have been doing a good job, such as suggesting that the employee was too exhausted from a night carousing.
- Posts that include crude or lewd language including, but not limited to: curse words, derogatory sexual language, or statements which insult someone's race, gender, sexual orientation, religion, physical appearance or economic circumstances.
- Posts that suggest that the employee's values and opinions are representative of Renaissance Montessori.

## Graphic Sexuality

Employees are entitled to private lives that include or do not include whatever legal sexual practices that they wish, and as long as these are kept private Renaissance Montessori has no opinion on them. However, employees must never use social media to create or share posts that include sexually explicit images, whether these images be of the employee or of someone else. Nor shall employees refer to specific sexual encounters or use crude sexual terms in their posts.

## Authorized sharing of information

Employees must understand and agree that they do not represent Renaissance Montessori in any way unless they have been authorized to do so by a director. Such authorization would be limited to a specific event. Employee must not use any form of social media to represent Renaissance Montessori without prior permission.

## Private Information

In no circumstance will any employee, unless authorized by a Director, share any images of Renaissance Montessori's children, staff or parents using any print or electronic means. Nor will employee use any real children's names in any electronic communication with persons who are not staff members of Renaissance Montessori.

## Online Behavior Reminders

**It's your responsibility.** What you write is ultimately your responsibility. If it seems inappropriate, use caution. If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.

**Be transparent.** Your honesty—or dishonesty—will be quickly noticed in the social media environment. If you are posting about your work, use your real name and identify your employment relationship with Renaissance Montessori

**Protect confidential information.** Be thoughtful about what you publish. You must make sure you do not disclose or use confidential information. Students, parents, and colleagues should not be cited or obviously referenced without approval of a school Director.

**Respect your audience and your coworkers.** Always express ideas and opinions in a respectful manner. Make sure your communications are in good taste. Do not denigrate or insult others, including other schools or competitors. Remember that our communities reflect a diverse set of customs, values and points of view. Be respectful. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content.

**Perception can be reality.** In online networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a District employee, you are creating perceptions about your expertise and about the District by community members, parents, students, and the general public; and you are creating perceptions about yourself with your colleagues and managers.

**Keep your cool.** One of the aims of social media is to create dialogue, and people will not always agree on an issue. When confronted with a difference of opinion, stay cool. If you make an error, be up front about your mistake and correct it quickly. Express your points in a clear, logical way. Don't pick fights, and correct mistakes when needed. Sometimes, it's best to ignore a comment and not give it credibility by acknowledging it with a response.

**Are you adding value?** There are millions of words out there. The best way to get yours read is to write things that people will value. Communication should be thought-provoking and add value.

**Be careful with personal information.** Make full use of privacy settings. Know how to disable anonymous postings and use moderating tools on your social media site(s). Astute criminals can piece together information you provide on different sites and then use it to impersonate you or someone you know, or even re-set your passwords.

**Be a positive role model.** The line between professional and personal relationships is blurred within a social media context. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

**Don't forget your day job.** You should make sure that your online activities do not interfere with your job. Remember that District technologies are provided for educational use.

### Agreement

I, the undersigned, understand and agree to abide by all of the policies set forth in this document. I acknowledge that should I intentionally violate the terms of this document, my employment may be terminated for cause immediately.

\_\_\_\_\_  
Renaissance Montessori Employee Signature

\_\_\_\_\_  
Renaissance Montessori Employee Name

\_\_\_\_\_  
Date

This document is adapted from Minnetonka Public Schools Policy #470, Guidelines for Social Media Networks.

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**Receipt of Required Documents Form**

\_\_\_\_\_ I have read and understand the **Emergency Preparedness book** and know that it is located in the front office and understand what to do in the case of various emergencies.

\_\_\_\_\_ I have received the **RMSC Employee Handbook** via email.