



MONTESSORI SCHOOL  
POLICY MANUAL

**NOTICE**

**THIS MANUAL IS NOT INTENDED AS, NOR SHOULD IT BE CONSTRUED AS, AN EMPLOYMENT CONTRACT OR AN AGREEMENT TO EMPLOY YOU FOR A SPECIFIC PERIOD OF TIME**

**EEO POLICY**

**RENAISSANCE MONTESSORI IS AN EQUAL OPPORTUNITY EMPLOYER. OUR POLICY IS TO PROVIDE EQUAL OPPORTUNITY FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, RELIGION, AGE, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, ETHNICITY, MILITARY/VETERAN STATUS, DISABILITY, OR ANY OTHER GROUP PROTECTED BY FEDERAL OR STATE LAW, IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS**

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## WELCOME

### From the Directors

We hope that when you visit Renaissance Montessori, you will see that ours is a special school, and not just because of the strength of our academic program. We aren't special just because of our unusual use of experiential science materials, or because of our innovative artist-in-residence program. We aren't special just because of the native Spanish speakers you will find in each classroom.

What makes us most special is none of these. Rather, it is that we are more than a school. Renaissance Montessori is a transformative community. This is why in the evenings we make our unused space available rent-free to organizations that share our vision. Each and every one of us is dedicated to making the world a better place by living and modeling the values we want to see in the larger world.

The most fundamental of these values is respect. Respect for each other. Respect for children and their families. Respect for the earth, and all its inhabitants.

At Renaissance you will find a community that strives to recognize the dignity of all individuals while celebrating our differences.

Welcome!

## MISSION STATEMENT

*Renaissance Montessori is a learning community dedicated to the proposition that intelligence is not rare, and that children have natural creativity and a fascination with the construction of our world.*

*Renaissance staff members respect the individuality of both children and adults. We are committed to nurturing the curiosity, independence, creativity and self-motivation of our students.*

*Renaissance Montessori does not believe in dividing the world into "left-brain" or "right-brain" individuals, but rather nurtures all talents in every area. At Renaissance, we celebrate the wonder of discovery and the miracle of developing the whole child.*

## **GENERAL INFORMATION**

All employees of Renaissance Montessori are employees at will. Nothing contained in this Policy Manual shall be construed as creating a contract between any employee and Renaissance Montessori.

These policies apply to all Employees, hourly or wage, Parents and Volunteers at Renaissance Montessori unless otherwise noted.

The policies in this manual may be changed from time to time by Renaissance Montessori with or without advance notice as deemed necessary and appropriate.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**Renaissance Montessori complies with all applicable state and federal laws concerning non- discrimination in employment.**

It is our policy to foster, maintain, and promote equal employment opportunity without regard to religion, gender, sexual orientation, age, national origin, color, race, disability, creed, ethnicity, military/veteran status, or any other reason prohibited by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, retention, termination, compensation, promotion, and benefits. We are further committed to providing equal employment opportunities to qualified individuals with disabilities, including providing reasonable accommodations where possible and appropriate.

It is also against our policy to retaliate in any way against any person who makes a complaint under this policy or who assists, participates, facilitates, encourages, or supports this policy.

## **SECTION III – JOB DESCRIPTION**

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

### **Qualifications**

- 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.

2. **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

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- Participate in required training
- Speak his or her native language to children.

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.

#### REQUIREMENT AND PROVISION FOR INSERVICE TRAINING

Level of Education	Experience	In-service training required
4 year degree of higher advanced degree in child care related field of study		5
2 year degree in a child care related field of study or NCECAC/equivalent		8
Certificate or diploma in a child care related field of study or		10

NCECAC/equivalent		
	10 years documented experience as a teacher, director, or caregiver in a licensed child care facility	15
None of the above	None of the above	20

Staff members working less than 40 hours per week on a regular basis, who are at the level of education/experience that requires 20 hours of in-service training, the training requirement may be pro-rated as follows:

Total working hours per week	Annual clock hours required
0-10	5
11-20	10
21-30	15
31-40	20

In-service training must be done annually. Staff members will be notified of upcoming events and how to register via email. Training cost will be covered by Renaissance Montessori with prior approval.

### **SECTION III - VOLUNTEER POLICY**

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Volunteers are an integral part of Renaissance Montessori. One of the most valuable contributions a family can make to Renaissance Montessori and the educational experience of our children is your time. In order to enhance the operation of Renaissance Montessori beyond the scope of a private school's budget and expertise, each family is expected to contribute ten (10) volunteer hours during the academic year. In addition, Renaissance Montessori welcomes other persons who wish to volunteer their time in the school.

**PLEASE NOTE THAT NORTH CAROLINA GENERAL STATUTE §95-28.3 PROVIDES THAT EMPLOYERS MUST GRANT YOU AT LEAST FOUR HOURS PER YEAR OF LEAVE TO PARTICIPATE IN YOUR CHILD'S SCHOOL.**

In order to give guidance and protection to our Volunteers, as well as to ensure the safety of our children, Volunteers are bound by the same standards of conduct applicable to school employees, contractors and Board Members. Each Volunteer must read and sign the Renaissance Montessori Volunteer Policy, which includes an affirmation representing that they have not been the subject of a complaint, investigation, or action involving a reported instance of sexual or child abuse. In the event of an inability to execute the affirmation, the Volunteer shall not be allowed. In addition, the Head of School has the discretion to conduct a criminal background check on all Volunteers. The Head of School or his/her designee may refuse the services of a Volunteer or terminate the services of a Volunteer if they deem it appropriate.

#### **SECTION IV - NO SEXUAL OR OTHER ABUSE POLICY**

Renaissance Montessori will not tolerate any form of sexual abuse or other abuse. This policy affirms our commitment to provide a safe place for our children to learn and for our Adult Participants, and condemns clearly any instance of sexual or other abuse.

**YOU HAVE THE RESPONSIBILITY TO BRING ANY FORM OF ABUSE OR INNAPPROPRIATE ACTIVITY TO OUR ATTENTION.**

Each Adult Participant is responsible for helping assure that we avoid sexual or other abuse at Renaissance Montessori. If you become aware of or suspect any problem of this sort you must immediately report it to the directors, teachers or office manager.

We will investigate thoroughly and promptly all claims of abuse or inappropriate activity, **WITHOUT REPRISAL TO THE PERSON REPORTING THE CONDUCT**, so long as the report is made in good faith and the information provided is truthful to the best of your knowledge. We will endeavor to keep complaints, investigations and resolutions confidential to the extent possible; however we cannot compromise our obligation to investigate complaints or our obligation to report instances of sexual or other abuse to the appropriate law enforcement authorities.

**If an investigation confirms that abuse or inappropriate conduct has occurred, we will take immediate corrective action, including discipline, up to and including termination of Renaissance Montessori 's relationship with the offending party as appropriate.** However, if,



after investigating any complaint of abuse or inappropriate conduct, we determine that the complaint is not bona fide, and was not made in good faith, or that any person(s) has provided false information regarding the complaint, disciplinary action may be taken against the person(s) who filed the improper complaint or who gave the false information.

## **SECTION V - NO-HARASSMENT/NO-DISCRIMINATION POLICY**

Renaissance Montessori will not tolerate any form of harassment or discrimination. Our No-Harassment/No-Discrimination Policy prohibits harassment, discrimination or intimidation of others based on age, sex, sexual orientation, color, race, creed, religion, national origin, ethnicity, disability, marital status, military/veteran status, status in any other group protected by federal or local law, or for any other reason, and will not be tolerated.

Harassment includes, but is not limited to remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean or belittle a person because of their age, sex, sexual orientation, color, race, creed, religion, national origin, ethnicity, disability, marital status, military/veteran status, or status in any other group protected by federal, state or local law.

Sexual harassment includes unwelcome: sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature, **as well as behavior, remarks, jokes or innuendoes that intimidate, ridicule, demean or belittle a person on the basis of their gender (regardless of whether the remarks are sexually provocative or suggestive of sexual acts).**

Harassment occurs when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment or volunteer status;
- Submission to, tolerance of, and/or rejection of the unwelcome conduct is a basis for employment or volunteer status decisions;
- The unwelcome conduct substantially interferes with a person's work performance and creates an intimidating, hostile or offensive work environment.

### **YOU HAVE THE RESPONSIBILITY TO BRING ANY FORM OF HARASSMENT OR DISCRIMINATION TO OUR ATTENTION.**

Each Adult Participant is responsible for helping assure that we avoid harassment and discrimination at Renaissance Montessori . If you experience any problem of this sort, become aware of any other employee experiencing a problem of this sort, or have knowledge of any form of harassment or discrimination, sexual or otherwise, you must immediately report it to the directors, teachers or office manager. Consequences for failure to report may lead to disciplinary actions.

We will investigate thoroughly and promptly all claims of harassment or discrimination, **WITHOUT REPRISAL TO THE PERSON EXPERIENCING OR REPORTING THE**

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CONDUCT, so long as the report is made in good faith and the information provided is truthful to the best of your knowledge. We will endeavor to keep complaints, investigations and resolutions confidential to the extent possible; however we cannot compromise our obligation to investigate complaints.

**If an investigation confirms that unlawful harassment or discrimination has occurred, we will take immediate corrective action, including discipline up to and including immediate termination of Renaissance Montessori's relationship with the harassing party as is appropriate.** However, if, after investigating any complaint of harassment or discrimination, we determine that the complaint is not bona fide and was not made in good faith, or that any person(s) has provided false information regarding the complaint, disciplinary action may be taken against the person(s) who filed the improper complaint or who gave the false information.

Retaliation against persons who make bona fide complaints under this section is expressly prohibited.

## **SECTION VI - CODE OF ETHICS AND RULES OF CONDUCT**

Adult Participants hold positions of public trust and are responsible for the education of, and for providing a good role model to, our students. We believe that each Adult Participant at Renaissance Montessori should be a professional who is truly dedicated to our core philosophies and purpose - the education of our children according to the Montessori principles of education. Consistent with these roles, all Adult Participants should dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they are performing services for Renaissance Montessori. Additionally, Adult participants must be polite, friendly and contribute to a harmonious culture. No gossip. Do not share confidential information.

In general, all Adult Participants are expected to conduct themselves according to the highest standards of honesty, integrity, fairness and respect for themselves and others at all times. All Adult Participants are responsible for both the integrity and the consequences of their own actions. Conduct that interferes with or adversely affects the operation of the school, brings discredit on the school, or is offensive to others will not be condoned or tolerated and is grounds for disciplinary action, up to and including immediate termination of Renaissance Montessori's relationship with the Adult Participant.

All Adult Participants should be familiar with and comply with the:

- Code of Ethics for North Carolina Educators  
*<http://www.wcpss.net/policy-files/series/policies/4005-rp.html>*; and
- Code of Ethics of the International Montessori Council  
*[http://www.montessori.org/imc/index.php?option=com\\_content&view=article&id=46&Itemid=65](http://www.montessori.org/imc/index.php?option=com_content&view=article&id=46&Itemid=65)*

## **SECTION VII - HANDLING CONFLICTS**

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While we all strive for a harmonious environment, we recognize that from time to time conflicts may arise among Adult Participants. Our expectation is that personal differences will not be allowed to alter professional conduct during school hours or detract from our primary mission - the education of our children. Adult Participants are expected to perform their duties and interact with cooperation and courtesy at all times regardless of conflicts.

If the situation involves a violation or potential violation of ***Renaissance Montessori's No Sexual or Other Abuse Policy or Renaissance Montessori's No Harassment/No Discrimination Policy***, you should follow the reporting procedures set forth in the applicable policy.

When a misunderstanding, conflict or disagreement occurs which does **not** involve a violation of ***Renaissance Montessori's No Sexual or Other Abuse Policy or Renaissance Montessori's No Harassment/No Discrimination Policy***, you are urged to first try to work things out directly with the individual involved. If you are unable to resolve your differences directly with the individual, or are uncomfortable doing so, you should take the matter up with the individual's supervisor or, (in the case of an employee) your immediate supervisor. If the matter is not resolved at this level, the next step should be to take the matter to the Office Manager and then to one of the co-directors or her/his designee.

**It is our policy that all decisions made by the co-directors are final.** We recognize however that there may be instances when having a review process could be helpful to be sure that all sides of an issue have been examined. The review process is not intended to be used for daily operating decisions, academic-related decisions or to challenge school policies. In all cases, it is expected that the complainant will have worked through the normal process of conflict resolution following the lines of communication as outlined above prior to requesting a review.

Complaint Review process:

1. Submit a written, signed, and dated statement to a Director stating specifically what the issue is, including facts, dates and names, your understanding of the current status of the matter and your requested solution/result. No oral or unsigned requests for review will be considered. Joint requests and requests on behalf of others will generally not be allowed.

2. If the subject of the request is deemed appropriate for, a Review Committee will be appointed by the Director to consider the request. This committee may consist of members of the staff, administration, and/or third parties as the Directors deem appropriate.

3. The Review Committee will review the information submitted and may contact the complainant and the other individual involved if the committee determines that additional information and/or interviews would be helpful to a full understanding of the issues.

4. The Review committee will recommend a resolution of the request to the Directors. Once approved by the Board, the resolution will be communicated to the complainant in writing. All such decisions are final.

## **SECTION VIII - WORK RULES FOR EMPLOYEES AND CONTRACTORS**

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## **A. Work Hours and Work Schedule:**

Half Day

School Hours are 8:45 AM to 6:00.

Morning drop-off starts at 8:30 AM.

Administrative office hours are 8:30 AM to 3:00 PM, Monday through Friday except for Administrative Holidays as specified annually by the Director.

Classrooms should be ready to welcome students by 9:00 AM.

Lead teachers are responsible to ensure that classrooms are ready in a timely fashion and are expected to stay until all children in their classrooms are dismissed.

Part-time Assistant's hours are as specified by the Director or their specific job description.

All teachers and assistants are expected to work on all school days, teacher work days, open houses and retreats.

Full-time Administrative employees are expected to work during Administrative Office hours on all days except Administrative Holidays unless on approved leave.

Staff Meetings are held regularly. All Lead Teachers are expected to attend. Assistants, Resource Teachers and Contractors are encouraged but not required to attend.

Lead Teachers are expected to plan for and attend parent conferences. If possible, we ask that Assistants attend parent conferences.

## **B. Absences and Terminations**

Absenteeism is a serious loss to everyone at Renaissance Montessori and impairs our ability to provide a quality educational experience for our children. **Excessive or unexcused absenteeism, for any reason, may result in disciplinary action, up to and including termination.**

However, the health and safety of our fellow employees, staff, volunteers, and students is paramount. Accordingly we request that you exercise good judgment in determining whether or not your attendance at school would be a health risk for others. In addition, we recognize that circumstances may arise which necessitate absences from Renaissance Montessori for other personal reasons.

You should provide as much notice as possible for absences that you can plan ahead of time. Requests for excused leave should be submitted to and approved by the Director in advance. You should also make arrangements for a substitute for the classroom; two weeks' notice or three weeks in cases where leave is requested around holiday dates.

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In the event of an unexpected absence due to illness or otherwise, please notify your classroom co-workers and the Director as soon as it is apparent that you will be absent. Leaving a message on the school answering machine is not sufficient nor is an email message. Call directors cell phone in addition to other ways of communicating.

To avoid the abuse of sick leave privileges, you may be requested to provide a statement from a physician or other acceptable proof that you were unable to work due to personal illness or family illness.

Lead teachers have annually 1 observation day and 1 conference preparation days for every 12 students for whom they are responsible for conference preparation. These days shall not be counted as absences.

Any person leaving the employment of Renaissance Montessori voluntarily is expected to give two weeks prior written notice. Further notice would be welcome.

### **C. General Rules of Conduct**

The primary mission of Renaissance Montessori is the Montessori education of our children. Time spent at Renaissance Montessori should ordinarily be devoted exclusively to this mission. Conducting personal business during your "work time" at Renaissance Montessori is discouraged. The use of personal cell phones or other personal electronic communications systems on campus during school hours is discouraged. A message will be taken for incoming phone calls for staff during school hours, except in emergency situations. To the extent it is ever necessary to make personal phone calls; exchange personal e-mails etc. during school hours, the call/e-mail should be brief. Except with prior permission of the Director, personal visits from family and friends are not allowed.

### **SECTION IX - SECURITY AND SAFETY**

Adult Participants who are issued a key and/or passcodes shall be responsible for keeping such items secure and utilizing the same for Renaissance Montessori business only.

Doors shall remain locked outside normal school hours. Adult Participants who are on the premises after normal school hours are responsible to ensure that all doors remain locked and for checking and securing all doors and buildings before leaving the premises.

Adult Participants are expected to be familiar with and participate in the school fire, safety, severe weather and evacuation policies and procedures.

Adult Participants are expected to be familiar with and adhere to Renaissance Montessori policies on the daily dismissal of children.

Approved visitors will have badges. If you don't know someone, introduce yourself or alert the office.

### **SECTION X - CONFIDENTIALITY OF STUDENT AND SCHOOL INFORMATION**

Information contained in student records is confidential. Great care should be exercised by Adult Participants to protect all such confidential information, including restricting access to computer passwords, student folders, records, etc. This includes, but is not limited to, student and family information contained in the Renaissance Montessori Directory such as street addresses, e-mail addresses and phone numbers.

All such information shall be treated as confidential, and no Adult Participant who has access to such information shall distribute or release this information to anyone not directly related to implementing the education plan for the student without the written consent of the student's parent(s). Parents will be notified if a student's record is subpoenaed.

Adult Participants at Renaissance Montessori will also gain knowledge of students and other adults' strengths, weaknesses and possibly problems, such as developmental, behavioral, or personal issues and should be respectful to keep that information confidential. Any concerns regarding a student or a fellow Adult Participant should be brought up to the classroom teacher or to the Administration and in no case discussed with and/or in the presence of other parents and/or Adult Participants.

## **SECTION XI - THE RENAISSANCE MONTESSORI ENVIRONMENT**

### **A. Drug and Alcohol Free Policy**

Renaissance Montessori is committed to providing its students and Adult Participants with drug/alcohol-free environment. Renaissance Montessori expressly prohibits the unlawful manufacturing, use, distribution or possession of drugs or alcohol on Renaissance Montessori property. Renaissance Montessori expressly prohibits the unlawful manufacturing, use, distribution or possession of drugs or alcohol by Adult Participants. Adult Participants involved in accidents or destruction of property, or who exhibit signs of intoxication may be required to submit to drug and alcohol testing. Violations of this policy may result in disciplinary action, up to and including dismissal.

### **B. Tobacco Free Policy**

In connection with our mission to promote a healthy learning and working Environment Renaissance Montessori has a tobacco free policy. Use of tobacco products is not permitted on school property or while attending school functions.

### **C. No Workplace Violence Policy**

Violence by Adult Participants or anyone else against an Adult Participant, student or visitor to our premises will not be tolerated.

All Adult Participants are responsible for helping assure that we avoid incidents of workplace violence. If you receive, overhear or become aware of any threatening communications from anyone, you must report it to the Administration and/or the Director, immediately.

Do not engage in or encourage another Adult Participant or Student to engage in either physical or verbal confrontation with a potentially violent individual. **If you encounter any individual who is threatening immediate harm to you or any Adult Participant, Student or visitor to our premises, contact the police immediately.**

All reports of work-related threats will be investigated and kept confidential to the extent possible. We reserve the rights to seek a civil "No-contact Order" in accordance with the North Carolina General Statutes on behalf of any Adult Participant who has been the victim or target of work place violence or other conduct in violation of this policy.

Your failure to report or fully cooperate in Renaissance Montessori's investigation could result in disciplinary action. **VIOLATIONS OF THIS POLICY WILL SUBJECT AND ADULT PARTICIPANT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.**

**D. No Weapons Policy:**

In connection with our mission to promote a healthy learning and working environment, Renaissance Montessori prohibits the possession, use or sale of unauthorized weapons, firearms or explosives on the premises. No Adult Participant, Student or other person shall carry or encourage another person to carry, whether open or concealed, an unauthorized weapon, firearm or explosive onto school property at any time under any circumstances.

**E. Physical Environment:**

It is the responsibility of each Adult Participant to maintain an orderly environment and to respect each other's workspace as well as the common areas. It is a reflection of the school. We strive to maintain an orderly and attractive environment outside of the Montessori classroom walls. Therefore it is expected not only that Renaissance Montessori staff will not contribute to decay of the physical environment, but to proactively maintain it by picking up trash, doing dishes, etc.

**YOU HAVE THE RESPONSIBILITY TO BRING ANY VIOLATION OF THESE POLICIES TO OUR ATTENTION.**

Persons who learn of any misuse or violations of these policies should notify the Director, teacher, or the office manager.

**Violations of any of the Renaissance Montessori Environment Policies will subject you to disciplinary action, up to and including immediate dismissal.**

**SECTION XII - ELECTRONIC COMMUNICATIONS**

Renaissance Montessori may maintain electronic communication systems (e.g. telephones, voice mail, e-mail, internet access, on-line bulletin boards, etc.), and may provide computers and other electronic devices for the use of Adult Participants. These items are provided to assist in the conduct of Renaissance Montessori business and should be used only for school purposes, and only by authorized users. All such items and the data stored on them are

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and remain at all times the property of Renaissance Montessori. All electronic communications and/or messages composed, sent and received on Renaissance Montessori computers or other electronic communication systems or devices are and remain the property of Renaissance Montessori, and no Adult Participant has an expectation of privacy with regard to their use of any of these systems or devices. Renaissance Montessori reserves the right to retrieve, read, monitor, randomly audit and/or retain any message or information transmitted, composed, sent, received or accessed on any such system or device, including but not limited to, for the purpose of enforcing this policy.

General Guidelines for the use of these systems are:

Except as set forth above, all messages sent via electronic communication are considered to be confidential and as such are to be read or listened to only by the intended recipient or at the direction of the intended recipient. Unauthorized reading or listening to another person's voice or electronic communications is expressly prohibited.

Persons who have the capacity to log into the Renaissance Montessori electronic communication systems remotely (e.g. from home) should take extra care to safeguard the integrity of the Renaissance Montessori electronic communication systems by, among other things, protecting the confidentiality of passwords, and restricting the use of other items enabling remote entry into Renaissance Montessori's electronic communications systems to authorized users.

**Under no circumstances may any of RENAISSANCE MONTESSORI's systems or other electronic devices provided by RENAISSANCE MONTESSORI be used to send, receive or retrieve any material that may be reasonably considered offensive or disruptive. Examples of prohibited material would include, but not be limited to, sexual comments or images, racial slurs, pornographic material or any words or images which could offend someone on the basis of his or her age, gender, sexual orientation, religious or political beliefs, national origin, or disability.**

**Dissemination of e-mails, voice mails, postings on on-line bulletin boards, communications on Renaissance Montessori e-communities and/or other communications by or to Adult Participants which are unsolicited, or which could reasonably be considered offensive or disruptive, are expressly prohibited.**

**YOU HAVE THE RESPONSIBILITY TO BRING ANY VIOLATION OF THIS POLICY TO OUR ATTENTION.**

Persons who learn of any misuse or violations of this electronic communications policy should notify the Director immediately. **Violations of this electronic communications policy may result in discipline, up to and including immediate dismissal.**

### **SECTION XIII - PERSONNEL, COMPENSATION, & BENEFITS**

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Employment Status: Renaissance Montessori has many types of employment status, exempt and non-exempt, permanent or temporary positions, full-time or part-time, and teaching and non-teaching. Depending upon employment status, policies concerning compensation, benefits and other human resources issues will vary accordingly.

### **A. Benefits.**

**Enrollment at Renaissance Montessori:** All employees have the highest priority for enrollment in all programs offered by Renaissance Montessori.

- Permanent employees are entitled to tuition discounts for all regular school-year programs.

**After School Programs:** All employees may use the After School program free of charge if there is a requirement for the employee to conduct school business. If there is no requirement for the employee to conduct school business, employees will be charged for the After School program.

**Vacation:** In order to ensure adequate staffing, all vacation time must be scheduled and approved in advance by the Directors. At the discretion of the Directors, vacation leave may be advanced prior to accrual. If employment with Renaissance Montessori is terminated, either voluntarily or involuntarily, before the advanced leave is earned, the employee will be responsible for reimbursing Renaissance Montessori for the unearned portion, and such unearned portion may be deducted from the employee's last paycheck. Up to 5 days' vacation leave may be carried forward from year to year (August 1 to July 31<sup>st</sup>). Any vacation not carried over is lost without reimbursement. Upon termination of employment, employees will be paid for earned, unused vacation leave up to a maximum of 10 days, unless the termination is for fraud or other misconduct.

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- Permanent, full-time, non-teaching staff are eligible for two (2) weeks (10 days / 80 hours) of paid vacation per year (August 1 to July 31<sup>st</sup>). Vacation accrues at the rate of 6.66 vacation hours per calendar month. After five (5) years of employment, vacation is earned at the rate of 3 weeks per year (15 days / 120 hours) and accrues at the rate of 10 vacation hours per calendar month. After ten (10) years of employment, vacation is earned at the rate of 4 weeks per year (20 days / 160 hours) and accrues at the rate of 13.33 vacation hours per calendar month. Remember that the use of vacation hours must comply with the Absences policy.

**Sick Leave:** Permanent, full-time, non-teaching staff are eligible for one (1) day per month of paid sick leave. Sick Leave accumulates at the rate of one (1) day per month (8 hours) and can be carried forward to the next year. The maximum number of days allowed to accumulate is ten (10) days. Upon termination of employment, employees

**Holidays:** Holidays observed and the holiday schedule is determined by the Director in conjunction with the preparation Renaissance Montessori's School Calendar.

- Permanent, full-time, staff receive eight (8) paid holidays.
  - Labor Day - 1 day
  - Thanksgiving - 2 days
  - Winter Holidays - 2 days
  - New Year's Day - 1 day
  - Memorial Day - 1 day
  - Independence Day - 1 day

Additionally, year round staff receives one more paid vacation day.

**Fee Waivers:** Permanent employees who are hired at or before the time they enroll children in Renaissance Montessori will not be required to pay the New Family Fee or the Application Fee.

**The Employment Year for Salary, Vacation, Professional Memberships and Tuition Discounts runs from August 1 to July 31. The above listed Benefits are expressly conditioned upon the availability of budgeted funds and approval of the Director. Renaissance Montessori, at its discretion, may withdraw or modify any benefit provided at any time.**

## **B. Wage Payment and Overtime.**

Every effort will be made to avoid overtime. However, non-exempt employees may be required to work overtime on occasion, and accordingly, are entitled to overtime pay for overtime worked in excess of 40 hours worked per week. Overtime will be paid at a rate equivalent to time and a half (the hourly rate being based on the employee's regular weekly salary). Overtime must be authorized and approved by the Director prior to such time being worked by any employee.

Non-exempt employees may also be paid additional amounts for special assigned ("Special Pay").

All non-exempt employees should accurately record their daily work time as well as any and all overtime and Special Pay on their weekly timesheets.

Employees are paid on a bi-weekly basis.

It is Renaissance Montessori's policy to comply with the provisions of the Fair Labor Standards Act ("FLSA") for all employees, including the provisions of the FLSA with regard to deductions from exempt employees' salaries. Accordingly, improper deductions from exempt employees' salaries are specifically prohibited. Any exempt employee who believes that an improper deduction has been made from their salary should immediately report this to a Director. Reports of improper deductions will be promptly investigated. If it is determined that any improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **C. Family and Medical Leave Policy for Employees**

The Family and Medical Leave Act states, *provided that the employee is employed at a worksite with 50 or more employees*, any full-time employee may take up to twelve (12) weeks of unpaid leave ("FMLA Leave") during any 12 month period: for the birth, adoption or foster placement of a

child; to care for a spouse, child or parent with a serious health condition; or due to the employee's own serious health condition.

Although at the present Renaissance Montessori does not have 50 employees, Renaissance Montessori is committed to supporting the need for family/life balance for its employees. Accordingly, we have adopted a leave policy for employees, which is modeled after the FMLA as follows:

To the extent possible, given budgetary and job constraints, Renaissance Montessori will, at the discretion of the Director, grant any full-time employee up to twelve (12) weeks of unpaid FMLA leave during any 12 month period: for the birth, adoption or foster placement of a child; to care for a spouse, child or parent with a serious health condition; or due to the employee's own serious health condition.

### **1. Eligibility.**

To be eligible for leave under this policy, an employee must:

- a. have been employed by Renaissance Montessori for at least 12 months before the leave request; and
- b. have worked at least 1,000 hours during that time (approx.20 hrs/week)

### **2. How to request Leave.**

If your FMLA Leave is planned in advance (expected or foreseeable) you must submit your request for leave to the Head of School at least thirty (30) days before your leave is expected to begin. If your FMLA Leave is unexpected, or if you have less than thirty (30) days before your leave is scheduled to begin, you should submit your request for leave to the Director as far in advance of your anticipated leave date as possible.

### **3. How the Leave is Calculated.**

The amount of FMLA Leave you are entitled to will be calculated based on a rolling 12-month period. This means that any FMLA Leave you have used during the preceding twelve (12) months will be counted to determine the amount of available FMLA Leave remaining. Thus, each time you use FMLA Leave, the amount of FMLA Leave which you have available is the balance of the twelve (12) weeks that you have not used during the immediately preceding twelve (12) months.

In the case of a school employee who would not have been required to report for duty during the summer, the period during the summer vacation when a school employee would not have been required to report for duty will not be counted against the employee's leave entitlement under this policy.

#### **4. Intermittent Leave/Reduced Hours.**

Renaissance Montessori may also allow FMLA Leave on an intermittent or a reduced hours basis if it is medically necessary. If you request intermittent leave or leave on a reduced hours basis, Renaissance Montessori reserves the option in our sole discretion, to require you to transfer at your current pay and benefit level, to a temporary alternative job for which you are qualified and which better accommodates intermittent leave or reduced hours than your regular job, to the extent such alternate job is available. In the case of FMLA Leave for the birth, adoption, or placement of a child, intermittent leave or working reduced hours is not ordinarily permitted.

In the case of Instructional Employees, intermittent or reduced hours leave may not be available, due to disruption in the classroom which would result from the intermittent leave/reduced hours. If an Instructional Employee requests intermittent leave or reduced hours, Renaissance Montessori may require that the employee take leave for a period of particular duration, not to exceed the time period for which the intermittent leave was requested. Renaissance Montessori may also, at the discretion of the Director, allow the Instructional employee to transfer to another position which would better accommodate the request for intermittent leave or reduced hours, to the extent such work is available and beneficial to the school.

In the case of an instructional employee who takes leave near the end of a school term, and where the employee's anticipated return would be within the last 3 weeks of the school term, Renaissance Montessori may require the Instructional employee to continue taking unpaid leave until the end of the school term, in order to minimize disruption to the classroom.

#### **5. Medical Certification Required.**

Any FMLA Leave request based on your own serious health condition or that of a family member must be supported by a certification from a health care provider. This certification should include: the date on which the serious health condition began; the probable duration of the condition and/or treatment; appropriate facts regarding the condition and/or treatment; a statement that you are needed to care for a spouse, parent, or child; or that you are unable to perform your job functions; and an estimate of the time required.

When granting FMLA Leave for your own serious health condition we reserve the right to have you examined, at our expense, by a physician selected by us, if we deem it appropriate.

While you are on FMLA Leave, we may require you to report periodically on your status and your intention to return to work, and we may also require periodic reports from you or your family member's health care provider if applicable.

#### **6. General Rules.**

FMLA Leave for the birth, adoption or placement of a child is available only during the first twelve (12) months after the birth or placement of the child.

When both spouses work for Renaissance Montessori, the total leave in any 12-month period for both spouses will be limited to 12 weeks if the leave is taken for the birth or adoption of a child or to care for a sick spouse, child, or parent.

Employees will be required to use all accrued and unused sick and vacation days as a part of the twelve (12) weeks of FMLA leave, unless the employee is out on worker's compensation leave. Once sick and vacation days have been exhausted, the balance of FMLA Leave will be unpaid.

When an Employee is out on FMLA Leave as a result of a Worker's Compensation injury, the FMLA Leave and Worker's Compensation leave will run concurrently (i.e. Worker's Compensation leave will count against any FMLA Leave entitlement under this policy).

Vacation, other employment benefits and seniority will not accrue during FMLA Leave, but employees will not lose any employment benefits or seniority that you accrued before your FMLA Leave, and you will begin earning Vacation, other employment benefits and seniority again, in accordance with Renaissance Montessori Policy, when you return to work. For purposes of vesting in pension or other retirement plans, employee's service will be treated as continuing without a break during your FMLA Leave.

Employees will not be eligible to receive Holiday pay while they are out on FMLA Leave.

To the extent the Employee has elected to participate in Renaissance Montessori's group health plan, all group health benefits will continue during FMLA Leave, provided the employee continues to make the regular employee contributions to these plans. Continuation of other benefits will be governed in accordance with the terms of each benefit plan.

#### **7. Return to Work.**

If any employee fails to return to work after the expiration of your FMLA Leave, the employee will be required to reimburse Renaissance Montessori for any group health benefits premiums paid on the employee's behalf during the FMLA Leave, unless the reason the employee fails to return to work is the continuation or presence of a serious health condition or circumstances beyond the employee's control.

In the case of FMLA Leave taken for your own serious health condition, before you will be permitted to return to work from FMLA Leave, you will be required to present a certification that you are capable of returning to work.

If the circumstances of your original FMLA Leave request change, (i.e. you are able to return to work earlier than expected, or you will require FMLA Leave for longer than originally expected) you should notify us as soon as you become aware of this change.

If you are able to return to work earlier than the date originally estimated, you will be required to give us at least two days' notice prior to the date you intend to report back to work.

When you return from FMLA Leave, you are entitled to be reinstated to your former or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Exceptions to this provision may apply if: (a) business circumstances have exchanged during your FMLA Leave (e.g. your job is no longer available due to a downsizing or job elimination); (b) you are a highly compensated (key) employee; or (c) your leave has exceeded the twelve week limit in any given twelve (12) month period.

#### SECTION \_\_\_\_\_ HEALTH AND MEDICAL REQUIREMENTS

Annual checkups and health questionnaire completed on anniversary year date.

Current TB – negative results.

Health Questionnaire.

Employees must read North Carolina Child Care Law and Rules.

#### SECTION \_\_\_\_ ANNUAL REVIEW AND ONGOING SUPERVISION

Staff review will be conducted quarterly to evaluate performance and give positive feedback on growth and development..

Annual evaluations will occur near anniversary date of hire.

#### **SECTION XIV: ADMINISTRATIVE PROCEDURES - ADVERSE EVENTS**

In the event of an "Adverse Event", the Director shall as soon as reasonably possible notify the Board of the event and of the school's actions/response.

"Adverse Event" shall mean any event that i) could have a negative impact on the students, faculty, administration of Renaissance Montessori; ii) could have a negative impact on the image and reputation of Renaissance Montessori; and/or iii) involves Renaissance Montessori's license(s), licensing entities and/or government entities, including any adverse/negative reports or events (other than normal day-to-day interactions).

#### **POLICY**

Records will be retained and preserved to ensure Renaissance Montessori School's continued operations in the event of a natural or man-made disaster.

I. All records generated and received by Renaissance Montessori are the property of Renaissance Montessori. No Renaissance Montessori employee, by virtue of his or her position, has any personal or property right to such records even though he or she may have developed or compiles them.

II. Electronic documents will be retained as if they are paper documents.

III. The storage place and preservation of records shall be determined by the Director

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All records generated and received by Renaissance Monitoring are the property of Renaissance Monitoring. No Renaissance Monitoring employee, by virtue of his or her position, has

accessory shall retain documents for the period of their immediate or current use, unless listed in the document retention schedule. Documents that are not listed, but are substantially similar to those listed in the schedule, shall be retained for the appropriate

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- 1. Checks and deposits
- 2. Tax and information returns as well as supporting documents
- 3. Auditor's reports
- 4. Annual reports
- 5. Depreciation records
- 6. End of year financial statement

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  - 1. Articles of incorporation
  - 2. By laws with all revisions
  - 3. IRS exemption application and determination letter
  - 4. Board minutes

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- 1. Policies
- 2. Insurance records

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- 1. Claims and litigation files

- 1. Deeds, titles and leases
- 2. Mortgages
- 3. Title insurance

- 1. Property tax returns
- 2. Various federal, state, and local tax forms

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i. The following shall be retained among Renaissance Montessori records for a period of seven (7) years after the date of their last shall not be destroyed prior to that time period unless authorized a vote of the Director or as may be required by law.

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e. Form I-9 (after termination)

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## **SECTION XVI - MISCELLANEOUS**

### **A. Classroom Expenditures:**

Each classroom is allocated a budget for the year. These monies can be spent at the discretion of the classroom Lead teachers(s). If these classroom expenses exceed the budgeted amount, approval is needed from the Director.

### **B. Other Expenditures**

Renaissance Montessori does not reimburse Adult Participants for local mileage. In the case of extraordinary expenditures using a personal vehicle - i.e. school trips out of town - Renaissance Montessori may reimburse Adult Participants for fuel and other related costs.

**All expenditures except budgeted Classroom Expenditures require prior approval from the Director and Office Manager.**

### **C. Reimbursements**

In order to be reimbursed for school expenses we require that you present the **ORIGINAL SALES RECEIPT** and that you fill out a Request for Reimbursement form. **Copies** of credit card receipts or of receipts themselves are not acceptable, as they are not sufficient to provide proper proof of purchase for IRS and/or state sales tax refund purposes. If you would like the school to pay for the purchases in advance, you should fill out a Credit Card Purchase Approval Form or a Check Request Voucher.



**Policy Manual  
Acknowledgement of Receipt**

**This is to certify that I have received my policy manual from Renaissance Montessori and have read and become familiar with the contents of this manual. I agree to abide by all of these policies. I understand that if I have any question I should address that question to the Head of School or Assistant Administrator.**

**I further expressly acknowledge and certify that I have read and am familiar with Renaissance Montessori's No-Harassment /No-Discrimination Policy and Renaissance Montessori's No Sexual or Other Abuse Policy, both of which are set forth in this manual, that I understand both of these policies and agree to abide by both of these policies.**

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Signature

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Name (printed)

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Date Signed

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Date of Hire

