



Employee Policy Handbook

Turtle River Montessori
926 Maplewood Drive
Jupiter, FL 33458
561-745-1995

&

740 Indiantown Road
Jupiter, FL 33458
561-746-1998

TURTLE RIVER MONTESSORI EMPLOYEE POLICY HANDBOOK

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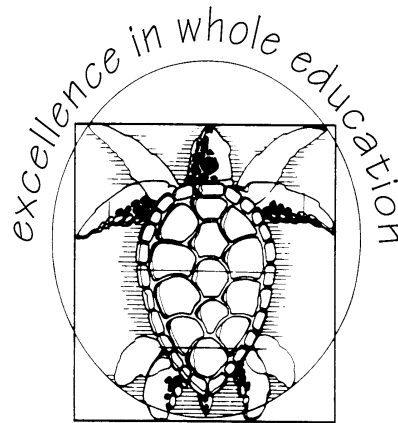
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TURTLE RIVER MONTESSORI

Welcome Staff!

As a Turtle River Montessori staff member, you are a talented group of professionals who support our school's mission by providing services critical to children, parents, and co-workers. You were selected because you have the skills, knowledge and abilities that are valued.

At Turtle River Montessori, all of our staff is encouraged and supported in their efforts to reach their highest personal and professional goals. Your contributions, combined with the strengths of our children, parents, and staff, will help maintain Turtle River Montessori's reputation as one of the finest schools in South Florida.

We are delighted to have you as a member of our staff!

Bubli Dandiya/Owner, Director

Turtle River Montessori's Mission Statement

Our mission is to educate children in a holistic manner, serving not just the intellectual but also the social, spiritual, creative, and physical needs of every child in our environment.

We believe:

- We must allow children to discover the joy of learning and foster their journey in becoming life-long learners.
- We need to trust that each child will lead us to his or her potential, naturally and joyfully.
- As educators, we must stoke the child's curiosity and thirst for knowledge without imposing ourselves on him or her.
- Children must be given the tools to become self-aware and have an authentic self-image through which they can celebrate their gifts and understand their challenges.
- It is crucial we offer unconditional respect, harmony and security for children in order for them to discover the joy of learning without stress, pressure or competition, so their minds are not shut down.
- True education occurs through carefully prepared environments that offer experiences in which the child is an active participant and feels safe in expressing dissenting viewpoints.
- We must focus not just on academics but the inner development of the child by creating a holistic environment where he or she can come into his or her own.
- We must offer opportunities for children to strengthen their skills in critical thinking and executive functioning while we give them the gift of a strong intellectual foundation.
- We, as educators, must prepare children for life (not just the classroom) and help them develop universal core values that will lead them to a successful, fulfilling personal and professional life.

A History of Turtle River Montessori Beginnings

Turtle River Montessori is the culmination of a dream that began in the summer of 1994. After months of fruitless searching by six families for a Montessori school in the Jupiter area that truly offered a whole-child growth curriculum, a home school was founded. It took on the SPIRIT of a co-op school that had wonderful experiences for both children and parents. That was indeed a memorable year and from that seed we have grown into a 6,000 square foot facility encompassing classrooms and outdoor space.

Owner, Bharati "Bubli" Dandiya opened the doors of Turtle River Montessori School in the fall of 1995. Bubli has a Master's degree in English Literature and has taught Montessori in New York and Florida. She has a deep conviction that children deserve an environment that will fully develop their intellectual, physical, social, emotional and inner potentials. Inspired by her two girls, Pia and Sonia, she had a vision of creating an environment where children were respected and loved.

Each classroom has one certified Montessori teacher who is a trained professional in the Montessori Method and is dedicated to educating the whole child.

The school is affiliated with the American Montessori Society and adheres to the highest standards in Montessori education. In addition to a diverse academic curriculum, it offers ongoing programs that enhance the curriculum and enrich the learning process.

Turtle River sustains a warm, nurturing environment where children discover the joy of learning and are motivated from within by natural curiosity and love for knowledge.

Contact Information Reference Sheet

www.TurtleRiverMontessori.com

Main Campus Address:
926 Maplewood Drive
Jupiter, Florida 33458

Telephone Number:
561-745-1995

Fax Number:
561-745-1313

East Campus
740 Indiantown Road
Jupiter, Florida 33458

Telephone Number:
561-746-1998

Fax Number:
561-746-8676

Important Numbers:

Bubli Dandiya
Head of School
Home: 561-714-3262

Anna-Marie Hessinger
Financial Coordinator
845-590-6968

Caitlin Bartlett
Executive Administrative Assistant
508-680-4863

Jill Abbey
Assistant Director East

Lisa Cuomo
Executive Director
Cell: 203-898-5237

Letty Richardson
Operation Coordinator - West
561-262-1102

Alyssa Dapolito
East Campus Director
772-215-7788

Constance Robin
Administrative Assistant - East
772-341-6445

Numbers to call if unable to report to work:

West Campus
Lisa Cuomo
Executive Director
203-898-5237 (Cell)

East Campus
Alyssa Dapolito
East Campus Director
772-215-7788 (cell)

***Lead teachers and a substitute must be called if you are unable to work.**

FACULTY & STAFF **West Campus Faculty**

Administration

Bharati "Bubli" Dandiya
Lisa Cuomo

Founder, Head of School
Executive Director

Letty Richardson
Caitlin Bartlett
Anna-Marie Hessinger

Operations Coordinator
Executive Administrative Assistant
Financial Coordinator

Specials

Matthew Engel
Sarah Jane Avenniere
Trish Frigo
Jill Carbone
Emily Howard
Jacqueline Dugan
Veronica Fiz

Art
Media
Digital Media
Music Teacher
STEM
Spanish
Spanish

Middle School

Bridget Capaldi
Mathew Engel

Integrated Studies
Integrated Studies (ELA)

Upper Elementary

Jessica Sevilla

Upper El Curriculum Coordinator

Cedar Room

Morgan Alonzo
Jazly Pizzuti

Co- Teacher
Co-Teacher

Cypress Room
Erika Waller
Christy Escoto

Co-Teacher

Lower Elementary

Banyan Room

Stephanie Carruthers
Sohni Usman
Brianna Vice

Co- Teacher
Co-Teacher
Assistant Teacher

Mangrove Room

Lynne Avvenire
Nicole Schmidt
Joanna Thatcher

Lead Teacher
Co-Teacher
Assistant Teacher

Magnolia Room

Christina Johnson
Mila Ilincic
Mariana Saiz

Lead Teacher
Co-Teacher
Assistant Teacher

East Campus Faculty

Administration

Alyssa Dapolito
Jill Abbey
Constance Robbin

East Campus Director
Assistant Director, East Campus
Administrative Assistant

Primary Program

Oak Room

Nicole Delvecchio
Kylla Thompsono

Lead Teacher
Co Teacher

Willow Room

Kathie Moran
Cathy Cross
Vickie Bouvier

Lead Teacher
Co- Teacher
Assistant Teacher

Maple Room

Nora Mansour
Alex Badalamente

Co-Lead Teacher
Assistant Teacher

Pine Room

Monique Roy Whitcomb
Maria Vegara

Lead Teacher
Co-Teacher

Preprimary Program

Seedlings Room

Nicole Brady-Murray

Lead Teacher
Assistant

Blossoms Rooms

Samantha Salerno
Joanna Bair

Lead Teacher
Assistant

Sprouts

Anna Valdes

Lead teacher
Assistant

101 Nature of Employment

Employment with Turtle River Montessori is voluntarily entered into, and the employee is free to resign at-will, at any time, with or without cause. Similarly, Turtle Montessori may terminate the employment relationship at-will, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

This handbook is intended to provide employees with a general understanding of our personnel policies. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Turtle Montessori and any of its employees.

The provisions of this handbook have been developed at the discretion of Turtle River Montessori administration and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Turtle River Montessori's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the expressed approval of the Head of School.

102 Employee Relations

Turtle River Montessori believes that the work conditions, wages, and the benefits offered to our employees are competitive with those offered by other employers in this area and in this industry. We greatly value each of our employees, as it is the commitment, dedication, and outstanding performance of our collective staff that have made and defined Turtle River Montessori one of the finest Montessori schools in South Florida.

Each employee is encouraged to reach for their highest personal and professional goals. Your contributions and comments are openly welcomed. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their immediate supervisor or the school Director. Our experience has shown that when all faculty, staff and administrative personnel deal openly and directly, the work environment can be excellent, communications can be clear, and attitudes and morale soar. We believe that Turtle River Montessori amply demonstrates its commitment to all our employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Turtle River Montessori will be based on merit, qualifications, and abilities. Turtle River Montessori does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran or marital status or any other characteristic protected by law.

Turtle River Montessori will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Disability Accommodations

Turtle River Montessori is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Turtle River Montessori is committed to ensuring that applicants and/or students with disabilities receive equal opportunity to benefit from employment, programs and services. Reasonable accommodations may include, but are not limited to, the following: making existing facility used by employees readily accessible to and usable by persons with disabilities; job restructuring, modifying work schedules, reassignment to a vacant position; and adjusting or modifying examinations, training materials or policies. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Turtle River Montessori is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Turtle River Montessori will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Turtle River Montessori is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

105 Immigration Law Compliance

Turtle River Montessori is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within five (5) days of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with Turtle River Montessori within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

106 Outside Employment

Employees may hold outside jobs as long as they continue to meet the performance standards of their job with Turtle River Montessori. Any employee considering or holding an outside job must inform the Director, in writing. All employees will be judged by the same performance standards and will be subject to Turtle River Montessori's scheduling demands, regardless of any existing outside work requirements. A copy of the request and approval will be maintained in the employee's personnel file.

If Turtle River Montessori determines that an employee's outside work interferes with performance or the ability to meet the requirements of Turtle River Montessori as they are modified from time to time, the employee may be asked to modify or terminate the outside employment if he or she wishes to remain with Turtle River Montessori.

Employees who engage in educational/tutoring/child care services outside of Turtle River Montessori may do so on his or her own time provided that the Director has been informed in writing and has provided written approval.

Outside employment that constitutes a conflict of interest is prohibited. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of Turtle River Montessori's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Employees may not receive any income from individuals outside Turtle River Montessori for materials produced or services rendered while performing their jobs.

107 Non-Disclosure

The protection of confidential business and student information and trade secrets is vital to the interests and the success of Turtle River Montessori. Such confidential information includes, but is not limited to, the following examples:

- * Student/vendor lists and identifying information
- * Compensation data
- * Financial information
- * Marketing strategies
- * New materials
- * Pending projects and proposals
- * Proprietary production processes
- * Research and development strategies
- * Technological data

Employees who improperly use or disclose trade secrets or confidential business information or address the media (without prior approval from the Director) will be subject to disciplinary action, up to and including, termination of employment and legal action, even if they do not actually benefit from the disclosed information.

201 Employment Applications and Decisions

Employment Applications:

Turtle River Montessori relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsification, or material omissions in any of this information or data may result in Turtle River Montessori's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment Decisions:

Only the Turtle River Montessori Head of School and/or Administrative Director are authorized to make employment decisions including, but not limited to;

- Create or open employment positions
- Hire new employee(s)
- Terminate employee(s)
- Negotiate and set wage rates
- Approve and determine merit increases

202 Employment Categories

It is the intent of Turtle River Montessori to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Turtle River Montessori.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. **NON-EXEMPT (hourly)** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT (salaried)** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Turtle River Montessori Administration.

In addition to the above categories, each employee will belong to one other employment category:

10 MONTH REGULAR FULL-TIME employees are those who are not in an introductory status and who are regularly scheduled to work Turtle River Montessori's 10-Month full-time schedule. Generally, they are eligible for Turtle River Montessori's benefit package, subject to the terms, conditions, and limitations of the health benefit program. To be considered full-time, an employee must be regularly scheduled to work a minimum of thirty-five (35) hours per week.

PART-TIME employees are those who are not assigned to an introductory status and who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees are not eligible for the health benefits sponsored by Turtle River Montessori. However, they do receive all legally mandated benefits such as Social Security and workers' compensation insurance (See Employee Benefit Program).

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Turtle River Montessori is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

203 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Turtle River Montessori uses this period to evaluate employee capabilities, work habits, and overall performance. During the introductory period, provisions will be made for new employees to accompany experienced employees to be trained on the protocols, policies and procedures of Turtle River Montessori. Either the employee or Turtle River Montessori may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Turtle River Montessori must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If Turtle River Montessori determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within Turtle River Montessori, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former position and former pay or to a comparable job for which the employee is qualified, depending on the availability of such positions and Turtle River Montessori's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for Turtle River Montessori-provided health benefits, subject to the terms and conditions of the health benefits program. Employees should read the information for the health benefits program for the details on eligibility requirements.

Professional growth of staff members is encouraged through supervision, orientation, training and staff development activities.

Employment status is not changed during the secondary introductory period that result from a promotion or transfer within Turtle River Montessori.

204 Access to Personnel Files

Employees may review the “access to personnel records” policy in Employee Handbook.

The personnel documentation is maintained at Turtle River Montessori, for the purposes of management, licensure requirements and audit purposes. Turtle River Montessori personnel file includes such information as a copy of the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, documentation of reference and background checks, verification of license and/or certificates, copies of college diploma, certifications, etc., signed acknowledgement of receipt and understanding of Turtle River Montessori's Employee Handbook, and other employment records.

Personnel files are the property of Turtle River Montessori, and access to the information they contain is restricted. Generally, only the administrative personnel of Turtle River Montessori, who have a legitimate reason to review information in a file, are allowed to do so.

Employees who wish to review their own file should contact the Director. With reasonable advance notice, employees may review their own personnel files in the main office and in the presence of an individual appointed by the Director to maintain the files. Employees are prohibited from removing any original material from their personnel file.

Turtle River Montessori reserves the right to charge employees and/or outside agencies a fee for copies of information in a personnel file.

205 Reference Checks and Background Investigations

Reference Checks:

To ensure that individuals who join Turtle River Montessori are well qualified and have a strong potential to be productive and successful, it is the policy of Turtle River Montessori to check the employment references of all applicants. Turtle River Montessori requires at least three (3) professional references.

Only the Director or appointed designee will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without the expressed authorization of the individual who is the subject of the inquiry.

Background Investigations:

Turtle River Montessori requires that all employees and interns complete a preliminary screening and background investigation initially upon job offering, promotion or transfer. All staff is re-screened every five (5) years thereafter. All re-screening checks must be completed by the anniversary date. Failure to comply will result in removal from student contact, if appropriate, or disciplinary action, up to and including termination of employment. This policy is pursuant to Florida Laws, with the applicable investigations performed in cooperation with the Florida Departments of Law Enforcement, Department of Children and Families.

The background investigation may include, but is not limited to, the following screenings: criminal background, education verification, credentials and professional reference checks. The background check also requires a Level 2 screening. Forms for this process are available from Turtle River Montessori's office and must be completed prior to first working day. The financial responsibility for the Level 2 screening is the sole responsibility of the employee.

The results of the background investigation become a part of the employee's personnel file. Personnel found not to meet the minimum standards for good moral character are subject to termination from employment. If the final background investigation is returned as unfavorable, the school may be forced to remove the employee from the position and/or terminate employment.

An affidavit of good moral character is completed by all staff.

206 Job Descriptions

Turtle River Montessori makes every effort to create and maintain accurate job descriptions for positions within the school. Each description includes a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, and as applicable, a qualifications section (including education, required certification and/or experience required).

Turtle River Montessori maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Head of School and/Director prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised as needed in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Director if you have any questions or concerns about your job description.

207 Performance Evaluation and Merit Increases

Performance Evaluation:

The Head of School/Director, Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the Head of School/Director and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both the Head of School/Director and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Following the introductory period, formal performance evaluations are conducted with all employees annually, and are scheduled at the end of the current academic year (March); to review the employee's performance, determine if the employee will be invited back and/or if the employee chooses to return the next academic year. This is also the time that goals for improved performance may be discussed and documented.

Increases:

Increases are based on performance, budget requirements, seniority, and qualifications. These adjustments are given by Turtle River Montessori in an effort to recognize employee value and job performance. The decision to award such an adjustment is determined by the Head of School. If an increase is awarded, it will not be effective until the next school year.

208 Personnel Data Changes

It is the responsibility of each employee to promptly notify Turtle River Montessori of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

If any personnel data has changed, notify the Financial Coordinator, in writing, as soon as possible.

Employees are also responsible for completing the appropriate paperwork for updating personnel data with the employee leasing agent to ensure that personnel files are accurate and up to date. Completed paperwork is to be submitted to the Financial Coordinator.

209 Employment Termination

Termination of employment is a part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, service and any other criteria for retirement from the organization.

An exit interview may be scheduled with the Head of School, at the time of employment termination. The exit interview will afford the employee an opportunity to discuss such issues as employee benefits, conversion privileges, or return of Turtle River Montessori-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Turtle River Montessori is based on mutual consent, both the employee and Turtle River Montessori have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

All positions are subject to the functional operation of the Turtle River Montessori School. In the event of a natural disaster devastating the school building to the point where the school program cannot be carried out for the remainder of the school year or any other event that results in the long term closing of the school, employment will be terminated.

Only the Head of School can authorize termination of employment.

210 Retention of Employment Records

Employment records will be retained as follows:

- Payroll records: will be retained for a period of seven (7) years
- Personnel files: will be retained for a period of seven (7) years. Any personnel documents related to the promotion, demotion, transfer, selection of training, layoff, recall, discipline or discharge of any employee will be kept for at least one year and three (3) months from the date of the separation of employment.
- Occupational Injuries and Illnesses: these records will be kept for five (5) years following the end of the year to which they relate. Occupational Exposure records will be retained for thirty (30) years.
- Employee verification form/I-9: will be retained for three (3) years from date of hire or one (1) year and three (3) months from the date of termination, whichever is longer.
- Employment of minors: these records will be kept for five (5) years.

Exemptions: When the required retention period expires, records must still be retained if the record relates to a matter in which judicial or administrative proceedings are in process. These records should be kept until the final disposition of the judicial or administrative proceeding.

301 Employee Benefits

Eligible employees at Turtle River Montessori are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including employee classification. The Head of School can identify the program for which you are eligible. Details of this program can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * Bereavement Leave
- * Childcare Discounts (see explanation on page 37 Tuition Discounts)
- * Health Insurance **
- * Holidays
- * Paid Time off (Sick Days/Personal Days)
- * Professional Training
- * Worker's Compensation Insurance

**The Health benefit program requires contribution from the employee.

302 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Turtle River Montessori's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employees hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Turtle River Montessori's group rates plus an administration fee. A contracted agency will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Turtle River Montessori's health insurance plan. The notice contains important information about the employee's rights and obligations.

* Schools must have 20+ full time employees to qualify for COBRA.

303 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify the Director. The Director and employee will discuss and determine amount of bereavement leave days to be granted. It is the discretion of the all eligible EXEMPT (salaried) regular full time employees to use their personal time towards it.

Up to 3 days of unpaid bereavement leave may be granted for the death of an immediate family member to all eligible NON-EXEMPT (hourly) regular full time employees.

Bereavement leave will normally be granted unless there are unusual school needs or staffing requirements. Employees may, with appropriate approval, use any available personal leave time for additional time off as necessary.

304 Childcare Discounts

Extended Day Childcare

It is the policy of Turtle River Montessori, that during the normal school schedule, before and/or after school extended day care for an employee's child that is enrolled at Turtle River Montessori School, will be provided at no cost to the employee. No children of staff members are allowed to be in the classroom during the teacher's working hours before, during or after school. If this privilege is not used appropriately, it will be revoked.

***Under no circumstances is an employee permitted to depart Turtle River Montessori and leave their child in extended care for any reason.**

School Closed Days:

There are several days during the year when school is closed and childcare may or may not be provided. All employees are encouraged to refer to the current year school calendar for a list of those days.

On the days considered "School Closed Days", no childcare will be available, and all employees with children will be responsible for arranging their own childcare outside of school if they are scheduled to work.

305 Health Insurance

Turtle River Montessori's health insurance plan provides eligible employees and their dependents access to medical benefits. Employees in the following employment classification(s) are eligible to participate in the health insurance plan:

- * 10 Month Regular Full-time EXEMPT (salaried) employees
- * 10 Month Regular Full-time NON-EXEMPT (hourly) employees

*Turtle River Montessori makes a contribution of 50% of the individual plan to the employee.

Newly hired employees that are eligible to participate in the health insurance plan, based on employment classification, must complete their health insurance election within ninety (90) days after their date of hire.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). A SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Financial Coordinator for more information about health insurance benefits.

306 Holidays

Turtle River Montessori grants paid holiday time off to eligible employees only. All Employees are referred to the current year's school calendar for identification of recognized holidays and other days that the school will be closed.

While this list is not intended to be exhaustive of all scheduled Non-School Days, Turtle River Montessori does recognize the following as designated holidays:

- * New Year's Day
- * Martin Luther King Day
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving
- * Christmas Day

*The designated day off for each holiday will be determined by the Head of School. Please refer to your current school year calendar(s) for designated holidays and school closings.

Turtle River Montessori grants paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- * 12 and 10-Month Regular Full-time EXEMPT (salaried) employees with benefits
- * Introductory Regular Full-time EXEMPT (salaried) employees with benefits

*Note: Non-Exempt employees (i.e., hourly employees) are NOT eligible for paid holidays, and are not paid for holidays not worked.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday unless the employee has been granted written approved Paid Time Off (PTO) or has a physician's statement.

If a recognized holiday falls during an eligible employee's paid absence (PTO), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

307 Jury Duty

Turtle River Montessori encourages employees to fulfill their civic responsibilities by serving jury duty when required. A regular full time salaried employee who is called for jury duty will use their PTO to cover time missed, unless there is a County Ordinance and/or State Statutes that dictates otherwise; in which case the County Ordinance and/or State Statutes will take precedence.

Turtle River employee must present his/her summons to appear at least (5) days prior to the reporting date for this to be considered an excused absence. Each employee will report to work on those days when he/she is not required to report to jury duty, or on any day when he/she serves four hours or less.

Turtle River Montessori will continue to pay the employer's portion of health insurance benefits for the full period of the approved jury duty. The employee will continue to pay their portion of the health insurance.

308 Maternity Leave

Employees of Turtle River Montessori are entitled to Maternity Leave, subject to the terms and conditions of the policy outlined below.

Six (6) weeks of unpaid maternity leave will be granted to all eligible Regular Full-time EXEMPT employees.

Any employee planning to utilize maternity leave should notify the Director and co-workers to appropriately plan for the employee's absence/leave.

Turtle River Montessori will continue to pay the employer's portion of health insurance benefits for the full period of the approved maternity leave. The employee will continue to pay their portion of the health insurance.

Turtle River Montessori complies with and follows all applicable laws and rules of the Family Medical Leave Act.

309 Lunch Break

It is the policy of Turtle River Montessori to provide all employees with a thirty (30) minute unpaid lunch break each scheduled work day. The employee will coordinate with the classroom staff to schedule meal periods that also accommodate operating requirements.

Employees will be relieved of all active responsibilities and restrictions during the lunch break. Employees are not required to stay at Turtle River Montessori during their lunch break, but are expected and required to be punctual and utilize the time clock when they depart and return to work as scheduled.

Turtle River Montessori provides a Teacher's Lounge, for the purposes of providing a separate, private and stress-free space for staff to lunch and relax.

Hourly employees must clock in/out even if staying in the building. Salary employees must clock in/out if leaving the premises for lunch.

310 Personal Leave Time (PLT)

Due to the nature of employment and type of business that Turtle River Montessori operates, employee attendance and adherence to assigned work schedule(s) is vital to the educational operation of the school, continuity of care, and social-emotional well being of our students. Therefore eligible employees are urged to plan appropriately and utilize their available personal leave time for the purpose of maintaining their own physical and emotional health. As instructional staff (Classroom Directresses) are scheduled to work a 10-Month year, the personal leave time awarded is not intended to be used/scheduled as vacation time.

Personal Leave Time (PLT) is an all purpose time-off policy for eligible employees to use for illness or injury, and personal business. **PLT has NO CASH VALUE at Turtle River Montessori.**

Employees are eligible for PLT as defined in this policy:

For EXEMPT (salaried) employees only:

* 10-Month Full-time employees are awarded five (5) days of leave. Upon completion of the first full year of service, an additional 2 half days are provided for a total of 5 days and 2 half days of paid personal leave time annually.

For NON-EXEMPT (hourly) employees only:

* 10-Month Full-time NON-EXEMPT (hourly) employees are awarded five (5) days of leave. Upon completion of the first full year of service, an additional 2 half days are provided for a total of 5 days and 2 half days of paid personal leave time annually.

FOR ALL EMPLOYEES:

Use of PLT

It is a policy of Turtle River Montessori, that employee's limit their use of PLT to the equivalent of no more than one (1) day per 35 worked days.

Upon notification of resignation, PLT cannot be used during the last two weeks of employment. Once an employee terminates employment with the school, the PLT account balance is forfeited.

Upon departure of any person from the employ of Turtle River Montessori for any reason, such person shall not receive any cash value for any unused PLT inasmuch as cash value is not permitted by Turtle River Montessori policy, and paid time off is not vested.

Unexpected Absence

Any employee calling in for an unanticipated illness must contact the Director according to the procedures as outlined in the Notification of Employee Absence policy. The Director must also be contacted on each additional day of unexpected absence. Failure to appropriately notify the Director may result in disciplinary action.

Use of three (3) or more consecutive days of Paid/Unpaid Personal Leave Time due to unanticipated illness, will require a physician's statement.

Excessive use of unplanned or unscheduled Paid/Unpaid Personal Leave Time may result in

disciplinary action, up to and including termination of employment.

Scheduling

To schedule planned use of PLT, employees should request advance approval from the Head of School or the Director. Requests will be reviewed based on a number of factors, including school needs, staffing requirements and seniority.

Employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the written approved PLT, unless the employee has a physician's statement. If a physician's statement is not provided, the employee will be subject to disciplinary action, including docked wages.

311 Tuition Discount

It is the policy of Turtle River Montessori to offer employees the additional benefit of a discount off the cost of the current year's tuition rate for an employee's child to be enrolled at our school.

Eligible employees receive the following tuition discount as outlined and defined below:

10-Month Full Time EXEMPT (salaried) employees: 50% discount (after the first year) for one child only on the lowest tuition.

Any tuition discount is applied to tuition costs only, and do not include registration fee, material and field trip fees. All related fees are due as specified on the billing date and paid at 100% by the employee.

***It is a Turtle River Montessori Policy that a staff member may not have their child in their classroom without approval from the Head of School.**

Upon termination (either voluntary or involuntary) of employment with Turtle River Montessori, the tuition discount is forfeited, and a 100% tuition rate is applied immediately following the employee's last working day.

312 Workers' Compensation Insurance

Turtle River Montessori provides a workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the Head of School and/or Director immediately. An incident report must be completed immediately and forwarded to the Financial Coordinator. The Financial Coordinator must also be verbally notified immediately by the employee. The Financial Coordinator is responsible for notifying the worker's compensation carrier and reporting the incident to the insurance carrier as stipulated by Florida statute within 12 hours of the incident. All employees who sustain a work-related injuries or illnesses must submit to a urinalysis immediately after treatment as stated in the Drug-Free Workplace Policy.

Neither Turtle River Montessori nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Turtle River Montessori.

401 Compensation

An employee's rate of pay is determined by the job position, individual qualifications and work to be performed. The rate of pay will be discussed and agreed upon by both the employee and Turtle River Montessori Head of School prior to an employee accepting employment.

It is improper and unacceptable for an employee to discuss their rate of pay with other employees. Violation of this policy is subject to disciplinary action up to and including termination.

Pay Dates

Pay checks are distributed twice monthly. The pay periods are the 1st to the 15th and the 16th to the 31st of each month. Checks are distributed on the 5th and 20th of every month for work completed the previous pay period. If the 5th and/or the 20th of the month fall on a Saturday or Sunday, paychecks will be distributed on Friday.

In the event that an employee has a check lost or stolen, the employee must notify the Financial Coordinator immediately. A replacement check can be issued, and the associated fee for issuing a replacement check will be paid by the employee.

Employees may elect to have their pay directly deposited into their bank accounts if they provide advance written authorization to the Financial Coordinator.

It is strongly suggested that employees take advantage of the direct deposit opportunity. Turtle River Montessori assumes no responsibility for misdirected or paychecks that are not picked up at the office.

If an employee wants to make any change concerning their marital status, deductions, exemptions, mailing address or other personnel items, they should notify the Financial Coordinator in writing as soon as possible, and will also need to complete the appropriate paperwork for the employee lease company.

Pay Advances

Turtle River Montessori does not provide pay advances on unearned wages to employees.

402 Work Schedules, Attendance and Punctuality

Due to the nature of employment and type of business that Turtle River Montessori operates, employee attendance, punctuality and adherence to assigned work schedule(s) is vital to the educational operation of the school, continuity of care, and social-emotional well being of our students.

Absenteeism and tardiness place a burden on co-workers and upsets the consistency and continuity of care provided at Turtle River Montessori School. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Administrative Director immediately.

Work schedules for employees vary throughout the school. The Director will advise employees of their individual assigned work schedules in advance. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. All schedule change requests must be submitted in writing to the Administrative Director, who will present the request to the Head of School for approval, as needed. Employees who work an unauthorized schedule may be subject to disciplinary action, up to and including termination.

403 Timekeeping

Accurately recording time worked is the responsibility of each and every nonexempt (hourly) employee. Federal and state laws require Turtle River Montessori to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is defined as all the time actually spent on the job performing assigned duties.

A computer for time-keeping for all employees at both the East and West campuses is located at the reception area. All employees are required to keep track of the time that they begin work and the time that they end work each day. When beginning work, employees are not to clock in/sign-in until they have completed any and all personal business (i.e., escorting their child/children to class, etc.) and are ready to begin work. Employees must also clock in/out the beginning and ending time of any split shift or departure from work for lunch time and personal reasons.

Overtime work (not during school hours) must always be pre-approved by the Head of School and/Administrative Director before it is performed/worked.

It is the employee's responsibility to ensure that their time record is accurate and complete by the due date of when it is collected by the Financial Coordinator for payroll processing. If it is not available, accurate, and/or complete any associated pay/pay correction will not be processed until the next pay period.

When circumstances warrant, the Head of School, Director may complete the time record for an employee in order to meet a specific deadline.

Altering, falsifying, tampering with personal time records or signing-in/out on another employee's time record may result in disciplinary action, up to and including termination of employment.

404 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. Every effort is made to provide advance notification of scheduled/approved overtime; however this is not always possible. All overtime work must have prior authorization by the Head of School or Director of Administration. Employees incurring unauthorized overtime may be subject to disciplinary action up to and including termination. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all NON-EXEMPT (hourly) employees in accordance with federal and state wage and hour restrictions (currently paid at a rate of 1 ½ times the regular rate of pay). To ensure proper processing of overtime pay, the employee must have the approval of the Head of School, indicating approval of said overtime compensation.

Overtime pay is based on actual hours worked. Time off on personal leave time, or any leave of absence, will not be considered hours worked for purposes of performing overtime calculations.

405 Notification of Employee Absence (Calling In)

Procedures for Calling in Sick:

Turtle River Montessori encourages every employee to use their best judgment when determining whether or not they are able and/or healthy enough to come to work. If an illness seems contagious, and your presence at work may cause others to become ill, then Turtle River Montessori encourages you to stay home until you are no longer contagious.

It is the responsibility of the employee to appropriately notify the Director, and your teaching team, and attempt to arrange for coverage the night before or at least two (2) hours prior to the scheduled start of your school day (whichever is possible). This policy was created to ensure enough time to arrange for staff coverage due to the employee's absence.

The Director must also be contacted on each additional day of unexpected absence. Failure to appropriately notify the Director may result in disciplinary action.

Use of three (3) or more consecutive days of Personal Leave Time due to unanticipated illness, requires a physician's statement.

Excessive use of unplanned or unscheduled Paid/Unpaid Personal Leave Time may result in disciplinary action, up to and including termination of employment.

406 Administrative Pay Corrections

Turtle River Montessori takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Financial Coordinator, who will contact the payroll company contracted by Turtle River Montessori, so that corrections can be made as quickly as possible.

It is the sole responsibility of each employee to monitor the accuracy of their paychecks, including applicable deductions for elected benefits.

407 Pay Deductions and Setoffs

Pay Deductions

The law requires that Turtle River Montessori make certain deductions from every employee's compensation. Among these deductions are applicable federal, state, and local income taxes. Turtle River Montessori also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Turtle River Montessori matches the amount of Social Security taxes paid by each employee.

Turtle River Montessori offers benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in the Healthcare benefits program.

Pay Setoffs

Pay setoffs are pay deductions taken by Turtle River Montessori, usually to help pay off a debt or obligation to Turtle River Montessori (for example an employee may request that Turtle River Montessori tuition fees for their child/children be deducted from their paychecks).

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Financial Coordinator can assist in having your questions answered.

501 Professional Conduct and Ethics

The successful operation and reputation of Turtle River Montessori is built upon the principles of collective cooperation, fair dealing and ethical and professional conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Turtle River Montessori is dependent upon our community's trust and we are dedicated to preserving that trust. Employees owe a duty to Turtle River Montessori, its students, families and fellow employees to act in a way that will merit the continued trust and confidence of the public. In fulfillment of the obligation to the children, the educator shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed or national origin.

Turtle River Montessori will comply with all applicable laws and regulations and expects all of its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. Should a situation arise where it is difficult to determine the proper course of action, the employee should openly discuss the matter with their immediate supervisor and, if necessary, with the school Head of School for advice and consultation? The school's Code of Ethics is included as a supplement to the Employee Handbook and is posted in the teacher's lounge.

Compliance with this policy of professional ethics and conduct is the responsibility of every Turtle River Montessori employee. Disregarding or failing to comply with this standard of professional ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Any employee who has been arrested for any criminal offense must notify the Head of School within three (3) workdays of the arrest, followed by a written report. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

502 Personal Appearance (Dress Code)

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Turtle River Montessori presents both within and outside our community.

During scheduled working hours, employees are expected to present a professional, clean and neat appearance that can express their personal sense of style is comfortable and appropriate to the requirements and constraints of their positions.

All Turtle River employees are required to dress in professional, “business casual” attire.

When choosing professional attire, employees are encouraged to bear in mind the perspective of the child, safety issues, the image of the school, and the physical functions of their daily job responsibilities and duties. With those points in mind, Turtle River Montessori must prohibit employees from wearing the following:

- Skirts that fall mid-thigh or higher, micro-mini's, or skorts
- Shorts of any kind
- Bare midriff, low neckline, tight or revealing/see-through shirts
- Spaghetti strap tank tops, camisole or lingerie tanks, (unless worn underneath a cover up shirt)
- Shirts that show undergarments such as bra straps (either front or back)
- Jeans
- T-shirts or pants with inappropriate or suggestive logos, print or graphics
- Flip Flops, beach sandals or Croc's
- Platform, wedges and high heeled shoes
- Any attire that is missing buttons, torn, ripped, or has holes in it
- Body piercing (excluding ears) need to be removed while working (for safety reasons)

Inappropriately dressed employees will be sent home and expected to return to work in proper attire. Under such circumstances, the employee will not be compensated for the time away from work. Repeated incidents of infraction with this policy will result in disciplinary action, up to and including termination.

Employees are encouraged to consult their supervisor or the Director to review the dress code policy and answer any questions as to what constitutes appropriate “professional attire”.

Extended Day Staff Dress Code

All Extended Day Staff are required to follow the professional attire dress code.

503 Confidentiality (Professional Discretion)

It is important that each member of the faculty and staff at Turtle River Montessori School take seriously the importance of keeping confidential all information pertaining to but not limited to the following:

The business of the school must remain completely respectful, private and confidential.

All financial information including salary must be kept confidential

Verbal, written, and email communication with parents, faculty, staff for anything other than school/classroom information is strictly prohibited while employed by TRM.

All communication with parents/students must cease immediately following separation from TRM.

The business of the school must remain completely respectful, private and confidential.

*Any of the infractions listed above is cause for immediate dismissal by the Head of School.

Student Information

Information regarding student performance, attendance, medical and social history and behavior is strictly confidential. Student information can only be released to the parents/guardian of the student. Only with the expressed written consent of the parents, may student information be released to anyone else.

Faculty and staff should immediately notify Administration of any situation where someone other than the student's parent(s) is requesting student information.

Incident Reports provided to parents must never release the identity of any other student(s) involved in the incident. Please refer to any other involved student as "a friend". Faculty and staff are also required to verbally keep this information confidential.

Faculty and Staff Information

No information is to be given out regarding any member of the faculty and/or staff without that individual's expressed permission and consent.

Speaking to the Media

In all cases of communication with the media, the utmost professional discretion must be exercised. Careless remarks may cause serious repercussions, including disciplinary action. Any interview, discussion with the media must be cleared through the Administrative Office **prior to** speaking with the media.

504 Participation in Turtle River Events

Turtle River Montessori prides itself on employing exceptional faculty and staff that are fully committed to and passionate about children.

Every effort is made to support our staff, parents, and students in creating a true sense of community, where members feel welcomed, connected and respected. The success of Turtle River Montessori depends on the student, parent, and staff community. All staff are expected to attend or participate in several Turtle River sponsored events.

Examples of these events include, but are not limited to:

- Orientation evening
- Open House
- Parent Teacher conferences
- Classroom Events
- Field Trips
- Parent Education Evenings – Lead Teachers only unless specifically requested
- Family Picnics
- Movie/Carnival nights
- Winter Celebration
- End of Year Celebration

Should you have any questions, concerns or conflicts regarding this policy or the date(s) of a specified event where attendance is expected, please schedule a time to meet with the Head of School.

505 Drug Free Workplace

Turtle River Montessori is committed to providing a safe work environment and to fostering the well-being and health of our faculty and staff. That commitment is jeopardized when any Turtle River employee illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sell drugs in the workplace; or abuses alcohol on the job. Therefore, Turtle River Montessori has established the following policy:

- (1) It is a violation of the Turtle River Montessori policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
- (2) It is a violation of Turtle River Montessori's policy for anyone to report to work under the influence of illegal drugs or alcohol.
- (3) It is a violation of Turtle River Montessori policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- (4) Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee may have an alcohol or other drug problem. Although it is not the supervisor's job to diagnose these personal problems, the supervisor should encourage such an employee to seek help and advise them about available resources for getting help. Everyone shares the responsibility for maintaining a safe work environment and co-workers should encourage anyone who has a substance abuse problem to seek help.

TRM reserves the right to require drug testing if it is suspected that a staff member is working under the influence of alcohol or drugs. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and abuse of alcohol are incompatible with the philosophy and conditions of continued employment at Turtle River Montessori.

506 Sexual and other Unlawful Harassment

Turtle River Montessori School is committed to providing a work environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is illegal under state and federal law – and will not be tolerated.

This policy applies to all phases of employment – including recruiting, testing, hiring, upgrading, promotion or demotion, layoff, termination; rates of pay, benefits and selection for training, travel or company social events.

Prohibited Behavior

Prohibited sexual harassment includes any unwelcome contact that has sexual overtones. This includes:

- Written contact, such as sexually suggestive or obscene letters, notes, invitations
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome – and using sexual behavior to control, influence or affect the career, salary or work environment of another employee.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect an employee's job prospects. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given because an employee has declined a personal proposition.

Also, offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors is forbidden.

Discipline

Any employee found to have violated this policy would be subject to appropriate disciplinary action, including warnings, reprimand, suspension or discharge, according to the findings of the complaint investigation.

If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions under state or federal anti-discrimination laws or in separate legal actions.

Retaliation

Any employee can raise concerns and make reports without fear of reprisal. Any employee bringing a sexual harassment complaint or assisting in the investigation of such a complaint, will not be adversely affected the terms and conditions of employment, or discriminated against or discharged because of the complaint.

Any complaint of retaliation will be promptly investigated and if confirmed, appropriate disciplinary action will immediately be taken.

Harassment by Non-Employees

In addition, Turtle River Montessori School will take all reasonable steps to prevent or eliminate sexual harassment by non-employees including parents, community members, vendors and suppliers who are likely to have workplace contact with our faculty and/or staff.

507 Progressive Discipline

Any employee conduct that, in the opinion of Turtle River Montessori School, interferes with or adversely affects our business is sufficient grounds for disciplinary action. This action can range from verbal feedback to immediate termination of employment. Depending on the conduct, it is Turtle River Montessori's general policy to take disciplinary steps in the following progressive order:

1. On-Going Verbal Feedback
2. Performance Correction
3. Termination

To decide on the appropriate course of action, several factors may be considered including; the seriousness of the employee's conduct, the individual's employment record, ability to correct the conduct, how the action affects our school community at large, any previous action taken by Administration for similar conduct by other employees, and other presenting circumstances.

Typical progressive disciplinary actions are outlined below. However, at the Head of School and/or Administrative Director's discretion, we reserve the right to enter into any phase of discipline at any time, depending on the nature and frequency of the offense.

1. On-going Verbal Feedback

Supervisors will provide verbal feedback to employees on a regular basis to affirm acceptable behavior and to provide constructive feedback to correct unacceptable behavior.

2. First Action: Performance Correction

If an employee does not correct unacceptable behavior after receiving verbal feedback from his/her supervisor, a corrective action plan may be written. The process of writing a corrective action plan begins with a meeting between the supervisor and the employee to discuss the specific problem. A plan, outlining and defining the specific action for resolution of the problem is discussed and developed. A written record of this meeting, with specific goals and measurable performance criteria will be documented and placed in the employee's personnel file and copied to the Head of School. The corrective action plan should have a review date identified, where the employee and supervisor meet again to review the employee's compliance and completion of the corrective action plan or progression to the next level of discipline. Three (3) corrective action plans within ninety (90) days will automatically result in a Performance Warning and Suspension.

3. Third Action: Termination

Should the same or any other violation occur within ninety (90) days of the second action, the employee's employment with Turtle River Montessori will be terminated. Some conduct may result in immediate dismissal.

Here are some examples:

- Theft of company property
- Excessive tardiness or absenteeism
- Arguing or fighting with families or co-workers
- Using or possessing alcohol or illegal drugs at work
- Coming to work under influence of alcohol, or illicit drugs
- Failing to carry out reasonable job assignments
- Making false statements on a job application
- Violating company rules and regulations
- Unlawful discrimination or harassment

The State of Florida is a "termination at will" State, meaning that you may terminate your employment with or without cause at any time; and Turtle River Montessori School also retains that same right.

508 Problem Resolutions (Employee Grievance)

Turtle River Montessori is committed to providing the best possible working conditions for all of its faculty and staff. Part of this commitment is encouraging an open and accepting atmosphere in which any problem, complaint, suggestion, or question receives a consideration from Turtle River Montessori supervisors and administration. Turtle River Montessori strives to ensure fair and honest treatment of all employees. Supervisors, managers, faculty and staff are expected to treat each other with mutual respect.

No employee shall be penalized, formally or informally, for voicing a complaint with Turtle River Montessori in a reasonable, professional manner, or for using this problem resolution procedure.

If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are always encouraged to first try and equitably resolve the problem themselves. If however, resolution to the problem is unsuccessful or unsatisfactory to the employee, then the employee is encouraged to utilize the following procedures:

1. The employee first presents the problem to their immediate supervisor.
2. The Supervisor will investigate and respond to the problem by meeting with staff and/or consulting Administration, as necessary.
3. If the problem is still unresolved, the employee may submit, to the Head of School/and or Director a written grievance for review. The purpose of having the grievance submitted in writing is to protect the employee and to allow administration an opportunity to investigate and gather needed information to appropriately address and respond to the grievance.
4. The Head of School/and or Director will review and consider the problem. The Head of School/Administrative Director will then set up a meeting with the employee to counsel/advise the employee of the resolution response.
5. The Head of School has full authority to make any adjustment deemed appropriate to resolve the problem.

Please understand that not every problem can be resolved to everyone's total satisfaction. It is therefore only through understanding and discussion of mutual problems that employees and management can develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment. It also helps to ensure everyone's job security and satisfaction.

509 Return of Property

Employees are responsible for all Turtle River Montessori property, materials, keys, client records or written information issued to them or in their possession or control.

All Turtle River Montessori property must be returned by employees on or before their last day of work.

Where permitted by applicable laws, Turtle River Montessori may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Turtle River Montessori may also take all action deemed appropriate to recover or protect its property.

601 Care of School Environment and Materials

Care of the material, equipment, and environment is the responsibility of each classroom directress and with help of classroom assistants.

Faculty and staff are responsible for ensuring that before they leave each day, their areas, classroom environment, including the outdoor environments and teacher work spaces, are clean and in order.

Indoor/Outdoor Classroom Environment Care

- Good maintenance includes the order and cleanliness of the classroom environment and all that it contains (including appropriate equipment, which meets the needs of the children in the class, and maintenance of the classroom apparatus).
- All incomplete Montessori materials must be removed from the classroom and a proper replacement order must be completed and submitted to the office.
- Liners are to be used in all school trashcans. Full bags should be tied and taken to the dumpsters. Place bags inside the dumpster and be sure the lid and doors are closed securely. Break down boxes and place them in the trashcan.
- Make sure windows are secured and lock your classroom doors at the end of the day. DO NOT TURN A/C OFF. If the temperature in your room is consistently uncomfortable, please notify the Administrative Director. DO NOT TURN ON THE HEAT or bring the temperature below 70°, without prior notification to the office.
- WINDOWS ARE TO BE KEPT CLOSED AT ALL TIMES, unless the temperature is turned up to 78°. This will allow the A/C to turn off and prevent freezing.

Lunch Area Care

All persons supervising children at the lunch area are to observe the following guidelines:

- Paper, plastic, and food scraps from the lunch box may be thrown in the trashcan or recycling bin, but complete portions of uneaten food is to go home with the child so that the parent may know what was eaten.
- Parents are encouraged to supply nutritious lunches for their child. Lunches should contain a protein and a fresh fruit or vegetable. Lunch supervisors should make a private note of consistently poor lunches (unbalanced, too much, too little, sugar-packed) and bring the matter to the attention of the teacher, so she can speak to the parent if and when she feels it is necessary. Inappropriate lunch items should not be eaten, but sent home with a note (see forms at back of book).
- The lunch supervisor should actively supervise lunch, directing children in good manners and table conduct. Especially emphasize waiting until all at the table are ready to eat before beginning, talking quietly among those at the table, not between tables, etc. The lunch supervisor is to see that the lunch area is left clean.

Common Staff Area Care

- Care of the workroom and storage areas of the school are the responsibility of all staff at the school. Materials removed from closets and shelves should be returned to their proper places. Paper supplies should be removed carefully from the shelf. Scraps from paper cutting should be placed in the trashcan or in the scrap box if they are large and reusable. PLEASE DO NOT LEAVE PAPER LYING AROUND THE PAPER CUTTER. If you do not know where something belongs, ASK.
- Out of simple courtesy for the next coworker to access common staff areas, as you utilize supplies, note if supplies are running low, and if so, complete a materials request so that needed supplies can be replenished prior to running out.

Faculty and Staff Lounge Care

- Maintaining the cleanliness and order of the faculty and staff lounge is the responsibility of each and every employee.
- The faculty and staff lounge was created for the purpose of providing staff a peaceful and quiet space to eat, socialize, or collect one's own thoughts throughout the day.
- All staff are expected to utilize common sense and common courtesy when using and cleaning up the lounge. Keep the refrigerator items up-to-date and dispose of any and all old food. Please do not put someone else in the position of cleaning up after you.

602 Sanitation, Recycling, and Cleanliness

Orderliness in work areas reduces accidents, improves health conditions, reduces fire hazards, adds to the efficiency of everyone's work, and portrays a favorable learning environment for our children. We are role models for our children. Therefore the following policies are in practice at Turtle River Montessori.

It is the policy of Turtle River Montessori that:

- Classroom and storage areas will be orderly and free of clutter.
- Supervisors and/or lead classroom directresses will check any space used by their class that day (the playground, bus, and library) before leaving the space, to ensure it is cleaner than when they arrived.
- All litter will be disposed of properly.
- It is the collective responsibility of all faculty and staff to maintain a clean, orderly and litter free environment. Therefore if any employee sees a piece of litter, it is each employee's responsibility to pick it up and place it in the proper receptacle.
- The supervisor will always check the lunch area to ensure it is clean and litter free.
- All faculty and staff will follow recycling procedures.

603 Student Discipline

Turtle River Montessori believes that a child in an environment of love, trust, and respect will gain self-discipline and a desire to learn and succeed in a positive way. In Montessori philosophy we emphasize teaching each child self discipline and boundaries/parameters to work within. Guidelines to function successfully help teach children to learn to become responsible for their own actions and therefore become successful role models in the school as well as in the world. All teachers and assistants are trained in *Redirecting Children's Behavior and/or Conscious Discipline* and find this approach most consistent with Dr. Montessori's philosophy. We do not use corporal punishment at any time.

In order to assure each child a quality education, it is important to have a written discipline policy that is understood by the parents, staff and children. We have a general school discipline policy, which includes the following:

- Control verbal and physical aggression toward others; use appropriate means of conflict resolution
- Handle school property and materials in an appropriate manner (it will be the parents' responsibility to replace any school property that is intentionally destroyed)
- Respect the rights of other children and staff members

In instances where aggression is provoked, faculty and staff are to instruct the child to take the following steps:

- Verbally express their displeasure
- Walk away from the situation
- Ask for intervention from a teacher

Pre-Primary

If a child chooses to break a school rule, the consequences are as follows:

1 st	Consequence:	Warning – verbal discussion and help with conflict resolution tools
2 nd	Consequence:	Natural and logical consequence (written incident report)
3 rd	Consequence:	Parents informed via phone
4 th	Consequence:	Parents called in for conference
5 th	Consequence:	Probation for 30 days
6 th	Consequence:	Mandatory expulsion

Biting in the Pre-Primary environment is a serious situation and requires a more immediate response:

1 st Incident:	Parents called, urged to handle incident consistently at home as at school. Incident report filed and sent home, discussion of behavior with the child. Parents must sign the incident report and return it to school where it goes in child's file.
2 nd Incident:	Parents must come in immediately. Child is removed from class and Admin. Director speaks with child and separately with parents. Child is dismissed for the day. Incident report filed.
3 rd Incident:	Child must be permanently dismissed from TRM. It is not a safe environment for other children to be in.

*We reserve the right to modify our policy due to exceptional circumstances.

Junior and Senior Elementary

Any form of intentional physical violence or verbal aggression, whether it is initiated or it is in retaliation, is not permitted at Turtle River Montessori. This includes, but is not limited to swearing, hitting, biting, choking, kicking, and aggressive pushing. If a child is involved in verbal or physical violence, the following steps will be taken:

- 1st Incident: The child is immediately removed from the classroom.
The parent or guardian is notified.
- 2nd Incident: The child is immediately removed from the classroom.
The parent or guardian is notified that the child must be picked up from school.

A parent-teacher conference is required for the child to return to school.
- 3rd Incident: The child is immediately removed from the classroom.
The parent or guardian is notified that the child must be picked up from school.

A conference is required with the Head of School in order for the child to return to school.

The child is placed on thirty (30) day probation with implementation of recommended strategies.
- 4th Incident: A meeting with the Head of School is required to evaluate and discuss possible expulsion.

Note: The same rules apply for Extended Day except the child may return to class the following day, but he/she may not return to Extended Day.

Biting in the Elementary environment is a serious situation and requires a more immediate response: Returning children that are role models will be removed immediately and sent home. No tolerance for an older child.

604 Use of Phone/Texting and Mail Systems

Telephone Use:

Personal use of cell phones/texting during class or playground time is strictly prohibited. All employees are expected to respect that no personal phone calls or texting are to be made during class hours and all cell phones must be turned off until the end of the school day. An employee may plan in advance to make/receive an important call on a given day if notification is given to the Director. Upon approval, the employee is responsible for ensuring appropriate staff support in the classroom and then should step outside the building to make/receive such a call.

Personal use of cell phones/texting in the classroom or on the playground without prior permission from the Administrative Director will result in immediate disciplinary action.

Employees utilizing a Turtle River Montessori phone for a personal call must bear in mind that these are active business lines, and excessive tying up of business lines and/or abuse of the use of telephones adversely affects the flow of business at Turtle River Montessori

Classroom Voicemail Messages:

The office will forward any messages to your classroom's voice mailbox, except of course, in the case of an emergency. Classroom voicemails must be checked and responded to on a daily basis

Mail Systems:

The use of Turtle River Montessori paid postage for personal correspondence is not permitted.

605 Use of Equipment (Copier, Fax, Laminator, Television/DVD)

Copy Machine Procedures

All school related copying for the class must be done during teacher work time at the end of the school day. Copying during school hours is prohibited. Fill out the log next to the copier.

Fax Machine Procedures

The fax machine generally may be used at the end of the school day. The fax machine is for school related use only. A personal fax must be approved by the Director.

Laminator, Paper cutter, Heavy Duty/long Stapler procedures

The aforementioned office equipment is available at the front office. If you are utilizing them in your classroom, please check them in and out on the appropriate sign out sheet. These items must be returned to their proper location when no longer needed. These items may NOT be taken home by any staff member or parent(s).

If laminating paper is running low, please fill out an order sheet and submit it to the person in charge of school orders immediately so that it may be replenished.

606 Maintenance or Supply Requests

Maintenance and IT Repair Requests

It is the collective responsibility of all Turtle River Montessori faculty and staff to ensure proper maintenance and IT repair needs are identified in writing, and in a timely manner.

Maintenance and IT Order Forms are located at the reception desk. Please fill them out completely and submit to the office so the problem can be resolved. . The maintenance person will not be able to complete the work unless it has been approved and submitted in writing. Please do not approach the Maintenance Person directly.

Any employee can submit a maintenance or IT request for any classroom, common area, or general facilities problem. The employee must complete the form and submit it to the office as soon as they become aware of the need for maintenance repair.

If the repair is an immediate need (e.g., A/C, plumbing, roof leak, etc.,) the employee must also notify the Director immediately, so that the proper attention to immediately resolve the problem can be taken and managed.

Classroom Cleanliness Request

If your room is not being cleaned thoroughly, please speak with on of the admins at the front desk.

Supply Requests

It is the collective responsibility of all Turtle River Montessori faculty and staff to ensure proper and timely notification of supply needs are made, to ensure that supplies are replenished prior to running out.

Orders are placed in writing the last Friday of the month for supplies. When submitting a request to purchase supplies, please allow up to 5-7 working days to have the request reviewed, approved, and ordered (as applicable).

607 Carline Procedures

It is traditional Montessori practice to pick up and deliver children via a car line. This enables gentle separations and smooth transitions for parents and children.

Morning and Afternoon Carline

There will be specific staff identified to assist with carline. The role of the staff assisting with carline is to safely manage and facilitate the arrival and/or departure of students via carline. Child remains in their car seat/seatbelt until the teacher safely removes the child. Child is supervised to the entrance of the school by the teacher.

All Toddler, Pre-Primary and Elementary students are dropped off and picked up at the front entrance only when the teacher retrieves them from the car.

Parents must not leave their cars when in car line, even for a moment. Please do not talk to parents during car line. If you need to have a conversation with a parent, please ask them to call your voicemail and schedule an appointment for another time or have them come in at the end of the school day.

*Carline procedure is sent home to each family with registration. All cars must have their designated carline numbers visible on the passenger side of the dashboard. This indicates to the teacher who the child is and the classroom the child is in. Refer to master list during afternoon carline.

Late Arrivals

Late students should not be accepted into the classroom unless escorted by a teacher. All children arriving late must be signed in by a parent or guardian. A teacher from each classroom comes to reception after circle time to retrieve any late students.

Late Pick Ups

Students who are scheduled to be picked up during afternoon carline will wait with their teacher for 10 minutes after carline has ended and then the teacher walks the child to the aftercare room and make sure that the aftercare teacher in charge checks the child in.

Notification of change of pick up

A list will be distributed to each class's mailbox prior to dismissal. A complete updated list of changes will be available at the front desk prior to each carline.

Release of Children

A child may not, under any circumstance be released to any person, other than the parent, or any person specifically listed on the child's contact form. Parents may also provide specific written or verbal permission, in advance, for other designated individuals to pick up their child). The office will notify the staff if a Photo I.D. is required under those circumstances.

- **The teacher asks the adult to park their car and confirm with the office, as applicable, that the parent has given consent for this adult to pick up their child PRIOR to releasing the child. This requires that the adult verify identity with a driver's license and parental consent.**

608 Student Belongings / Lost and Found

It is the policy of Turtle River Montessori that every reasonable effort be made by faculty and staff to assist the children in developing and maintaining responsibility for their belongings.

Parents are instructed to clearly label all items sent in with a child.

Turtle River Montessori does NOT encourage or support students bringing in personal items such as toys. If a child/student brings in an unapproved personal item, it is to be placed in the child's cubby and returned to the child/student at the end of the school day. Repeated incidents of bringing unapproved personal items to school should be brought to the attention of the parent, in a respectful manner.

On Fridays, all marked items should be sent home with the respective students. All napping linens are sent home for laundering. Any items not labeled should be delivered to the reception desk. At the end of the month all remaining unclaimed items will be donated to charity.

If an item of value is found, it should be given to the Administrative Director for safekeeping.

609 Staff Parking

Staff at the main campus may park in the unreserved parking spaces on the south side of the school facing the park. Staff at the east campus may park in the school parking lot.

All staff members are strongly advised to please lock their car. Turtle River Montessori will not be responsible for any items lost or stolen from your car.

Never leave children alone in a car for any reason!!

701 Classroom Procedures

It is the policy of Turtle River Montessori to respect personal differences in teaching style and implementation of the Montessori philosophy. While we encourage class faculty and staff to work collaboratively to cultivate their own unique classroom environment, it is also the policy of Turtle River Montessori that each environment meets and maintains the essential practices and requirements, as defined by the Head of School and Administrative Director.

Each classroom is encouraged to post their class mission statement, and classroom rules.

Classroom Etiquette

When entering another classroom, please follow all classroom rules and do not disrupt the flow of the class. Visitors must go through the office.

Special Needs Policy

If, at any time, the teacher determines testing is necessary for evaluation, diagnosis and/or identification of instructional modifications, the Head of School is consulted prior to contacting the parents. Upon approval from the Head of School, the parents will be required (at their own cost) to obtain an outside, professional evaluation within thirty (30) days of the request. Documentation of the referral/request for testing or evaluation will be completed by staff and maintained in the student records.

Wish List/Fundraising

Directresses have the opportunity to create a wish list requested by our auction committee each year. Please be sure that the items you list on your wish list are not items that should be provided by the school (i.e. general office supplies, workbooks, etc.). Use the wish list for items you would "like" to have but do not necessarily "need" in your classroom.

702 Curriculum

Curriculum

In addition to the Montessori curriculum, all Elementary classes are required to follow a written curriculum that has been developed for all subject areas approved by the Academic Dean. All teachers and assistants will meet on a regular basis to discuss and plan their curriculum. Toddler, Pre-primary teaching staff will meet as a team once a month and the entire teaching staff will meet on a monthly basis. (refer to calendar for dates). All intra-curricular teacher meetings will be scheduled and dates will be given in advance of the meetings. Teachers with a conflict on a date must discuss it with the Administrative Director in advance of the date.

703 Lesson Plans

Directresses from Pre-Primary and Elementary are required to submit lesson plans for review prior to the beginning of each school year.

Pre-Primary: Classroom Directresses will submit their themes for the school year to the Administrative Director and place one on the bulletin board for parents to view. Weekly lesson plans should be submitted to the Administrative Director on Fridays.

Elementary: Classroom Directresses will submit lesson plans to the Administrative Director. Daily routine posted on their bulletin board outside the classroom. Weekly lesson plans should be submitted to the Administrative Director on Fridays.

Cultural/Extra Curricular: Employed and/or contracted staff responsible for the provision of Spanish, Music, and any and all cultural lessons are responsible for submitting lesson plans in a format approved by and as directed by the Administrative Director.

Questions and/or concerns regarding lesson planning and curriculum should first be addressed with your Lead teacher and/or the Program Director or Administrative Director.

704 Attendance, Record Keeping and Reports

Attendance

Classroom attendance is taken daily during the first morning circle time. The Attendance report is in a weekly format, provided by the Administrative Assistant. Attendance is taken in the morning at circle time and sent up to the Office by an older child at 10:00 a.m. A copy will be kept in the Office in a binder by classroom and the original will be returned to the classroom.

Any children that are tardy can be marked with a T and/or the time on the attendance sheet. Early dismissals can be marked with an E and/or the time on the attendance sheet. Teachers will keep the original on a clip board (for easy access in case of a fire drill) and should update the Attendance Record as children arrive late or depart early. At the end of the month, the original Attendance records are put in a binder kept in the classroom.

Parents will continue to sign their child in/out tardy or early dismissal in the book kept at the front desk. Any discrepancy can be cross referenced, but the classroom should always have an accurate record of children.

Record Keeping

Class Directresses and instructional staff are required to keep daily academic records for each student. These records must be transferred to a permanent student file. It is a requirement of Turtle River Montessori that records of actual lessons given be submitted to the Lead Teacher for appropriate and up-to-date record keeping.

Progress Reports

All academic progress reports are to be completed for every conference. All reports should be accurately and thoroughly completed in an objective manner. Requests for new reports should be made to Administration well in advance of the scheduled conference date.

After final conferences for the year, the completed, signed reports are to be given to the Administrative Director. Copies for parents are prepared by the teachers in advance for the conference day. Original is signed and dated by the Parent, Lead teacher and given to Administration for the permanent files.

705 Parent Conferences

It is the policy of Turtle River Montessori to provide parents with several scheduled conferences throughout the school year. The purpose of these conferences with faculty and staff, are so parents can communicate, share concerns and gain information on their student's progress.

Scheduled Conferences

Parent Teacher Conferences are scheduled on the annual school calendar. Please check the calendar for exact dates. Every teacher (lead teacher and designated assistant teacher) must be present at all conferences.

Additional Parent Requested Conference

As per Turtle River Montessori policy, a parent may request, at any time, to schedule a conference with a classroom teacher.

All requested conference's must be completed and documented on appropriate Turtle River Montessori form with signatures from the teacher, parents and date of conference. Challenges and/or concerns should be discussed with the Administrative Director/Academic Dean or Administrative Director/Program Director in advance of the conference. Supervisor may determine if their presence is required at the conference.

Conference Etiquette

All teaching teams are required to meet prior to each Parent Teacher conference to review and gain consensus on student progress.

During the actual conference, the lead Directress should facilitate the discussion with the parents.

Any concerns should be candidly addressed and documented on the report. Both strengths and weaknesses should be noted. Because parents often focus on the first and last comments, the conference should begin and end on a positive note.

706 Staff Meetings

Staff Meetings – are held the **first week of the month (day will be designated by Administrator)**. The Head of School, Administrative Director and classroom staff are expected to attend. If for some reason an employee is unable to attend a meeting on a scheduled day, they are responsible for notifying the Head of School in advance of their absence.

Curriculum Planning Meetings – are held the **second week of each month** immediately following afternoon dismissal with your academic level to unify and coordinate curriculum. These meetings will be led by the lead teachers, and all classroom faculties are expected to attend. If for some reason an employee is unable to attend a meeting on a scheduled day, they are responsible for notifying the Head of School in advance.

Pre-primary and Elementary Planning Meetings – are held the **third week of each month** of the month to discuss transitioning curriculum's, benchmarks, strength and weaknesses of the transitioning curriculum. All lead teachers must attend these meetings. Notifying the Head of School in advance is mandatory if unable to attend.

Mandatory Parent Awareness Evenings– several evenings are scheduled throughout the school year. Staff will meet with parents to discuss philosophy, teaching methods and materials, curriculum, schedules, expectations and assessment for each child's individual years. All lead teachers are expected to attend and facilitate their class evenings. Any classroom Directress unable to attend a parent awareness evening must notify the Head of School and/or the Administrative Director at least 2 weeks in advance of the scheduled evening date, except in cases of emergency and/or severe illness. All dates are designated on the school calendar.

In Service/Teacher Work Days – All employees are required to complete 10 hours of in-service training yearly. In-service days are mandatory and are for the purpose of statewide professional development. Teacher Work Days are scheduled for work in the classroom (i.e. preparing for Parent/Teacher Conferences).

Special Training – All employees are mandated by the Dept. of Health and Education to fulfill the 40 hour childcare course. The financial responsibilities are the employees.

NOTE: Attendance to and participation in these meetings is a part of employment with Turtle River Montessori. Failure to attend a scheduled meeting is defined as a staff absence, and therefore subject to the policies and procedures, as applicable, including Compensation, Timekeeping, Personal Leave Time, and Notification of Staff Absence.

707 Setting Class Ground Rules

It is the policy of Turtle River Montessori that each classroom establishes a set of ground rules that are clearly understood by all faculty, staff, and students in that environment.

Ground rules are standards that assist in maintaining the necessary structure with the prepared environment, which in turn allows for the natural respect and growth of each individual within the group setting.

In establishing ground rules, you should consider the following:

- Consider the individual child as well as the group.
- Be proactive. Attempt to predict difficulties as well as the natural outcome of group interaction.
- Establish appropriate aims and goals for your particular situation.
- Separate subjective needs from objective necessities through observation.

The rules should be...

- Presented in a positive manner.
- Concise and simple to understand.
- Established only when necessary.

Rules should be discussed, mutually agreed upon and accepted by all staff in a particular classroom before the start of the current school year. The following rules are to be used as a guideline for the classroom environment.

1. Speak softly and respectfully.
2. Move carefully and slowly in the environment
3. Carry the material in an appropriate manner.
4. Model behavior for the child at all times.
5. Let the child do his/her own work; do not do it for him/her.
6. Give the child choices.
7. Make sure the child is performing activities in an accepted manner as directed by the teacher.
8. Use positive, kind language.
9. Encourage rather than praise.
10. Listen to the child.
11. Foster conflict resolution between children rather than solving the problem for them.
12. Do not interrupt the child or Directress when he/she is involved in a lesson or work.
13. Sit only when helping a child.
14. Notify the Directress when leaving the room.
15. Be available to help a child at the request of the Directress.
16. Helping the child always takes priority over cleaning or replenishing.
17. On the playground, closely supervise the children and interact with them.

708 Staff: Student Ratios

For the Safety of our children we must always maintain the proper staff:child ratio. While staffing patterns typically result in ratios that are lower than stated here, a threshold must be defined that is consistent with applicable State laws and requirements as shown below.

Pre-Primary	1:15
Elementary	1:30

709 Classroom Do & Don't Reference Sheet

It is the policy of Turtle River Montessori that all faculty and staff maintain the following best practices:

WE DO...

Keep our hands off children's work.

Use only the equipment that has been shown to us.

Talk quietly and respectfully.

Walk behind the children at line time.

Allow children to spill or drop object.

Gently remove disruptive children from group time.

Assist children only if they try and cannot succeed.

Behave consistently.

Act honestly.

Respond fairly.

WE DON'T...

Sit on tables.

Sit in chairs that children need.

Yell across the classroom or playground

Talk with other staff, unless briefly planning a strategy.

Interrupt lessons.

Talk and correct children at group time.

Have more than three adults at group time.

Carry chairs, tables, rugs, and/or materials incorrectly in front of the children.

710 Classroom Holiday Celebrations

Holiday celebrations are often incorporated in the Montessori curriculum and are not expressed by Turtle River Montessori in a religious, traditional, or commercial manner (i.e., parties, treats, games).

Turtle River Montessori supports the classroom faculty and staff in their individuality and in their choices when it comes to whether or how holidays are celebrated.

All Elementary students may incorporate the study of world religions as part of their cultural curriculum.

Student Birthdays

Birthdays are a special time at Turtle River Montessori. The children enjoy a celebration that is both educational and lots of fun.

Turtle River Montessori respects that each classroom teacher may have his/her own special way of celebrating student birthdays. We ask that teachers please be open to working with the parents who would like to plan a celebration; provided the parents give you advance notice.

To reinforce the power of giving as well as receiving, staff should, when asked, encourage parents to have the child donate a book to the school on his/her birthday. Special stickers are placed in these books to acknowledge the child's gift and birthday; books can be new or old favorites. Teachers may offer suggestions of books to parents that incorporate the enrichment curriculum.

All classroom faculty and staff must also be aware that parents may not distribute party invitations through school unless the entire class is receiving them. Should a problem arise in your class, please notify Administration immediately.

711 Classroom Budget

Each classroom has a budget of \$50 per month for items above general supplies.

A Material and Supply Requisition Form must be filled out and submitted to the Administrative Director on special orders (over and above the monthly budget) for prior approval.

Once the order is pre-approved, please attach all receipts for reimbursement along with the Turtle River Montessori Reimbursement Form and submit to the Financial Coordinator.

All special orders must follow this procedure or to be reimbursed.

801 School Safety

To assist in providing a safe and healthy work environment for employee's children and visitors, Turtle Montessori has established a school safety program. This program is a top priority for Turtle River Montessori. We are dedicated to safety designed for the prevention of accidents to all who enter our community. Accident prevention and protection of staff, children, family members, and school property are among the greatest responsibilities of all employees. Therefore the success of the school safety program depends on the alertness and personal commitment of us all.

Turtle River Montessori provides information to employees about workplace safety and health issues through regular internal communication channels, bulletin board posting, memos, or other written communications.

Some of the best safety improvement ideas come from our employees. Those employees with ideas, concerns, or suggestions for improved safety in and around our school are encouraged to raise them with the Head of School and or Administrative Director. Reports and concerns about safety issues may be made anonymously if the employee wishes.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Administrative Director. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Administrative Director. An incident report must be completed immediately and forwarded to the appropriate personnel.

Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. All employees who seek/require medical treatment as a result of work-related injuries or illnesses must submit a urinalysis immediately after treatment as stated in the Drug Free Work Place policy.

General policies and procedures of the Turtle River Montessori School Safety program are as follows (Individual classrooms may have additional procedures, but will include at a minimum):

- If at any time you feel uncomfortable performing a task or feel a procedure is unsafe, it is your responsibility to ask for additional assistance.
- Avoid overloading electrical outlets with too many appliances or machines.
- Use of all chemicals, such as cleaning agents, should be used according to the manufacturer's guidelines. It is required in all of the environments, that these chemicals/supplies be kept out of reach of children and stored in closed, locked cabinets.
- Ask for assistance when lifting heavy object or moving heavy furniture.
- Lift with your legs, not your back.
- Please walk, do not run.
- Keep cabinet doors and drawers closed when not in use.

- Only use equipment after you fully understand safety rules and procedures.
- Keep your classroom clean and orderly, and walkways clear.
- Stack material only to safe heights.
- Watch out for the safety of others.
- Use the right tool for the job and use it correctly.
- If you see a spill, clean it up immediately. Then place a yellow sandwich sign over the wet area.
- **Bloodborne Pathogen Exposure Control Plan.** Turtle River Montessori follows the Palm Beach County School District's Exposure Control Plan which is incorporated herein by reference. A copy is attached to the end of the Turtle River Montessori Employee Handbook. Use disposable latex gloves and other protective devices when handling potentially infectious materials or bodily fluids. Universal protection kits are available in the Administrative Office, where medical supplies are stored. Kits contain protective attire, eye shields, CPR oral shields, biohazard scoop and bags, toilettes and a bodily fluid pickup guide. Dispose of gloves properly after use. Use cleanser with bleach to clean any contaminated surfaces. Wash your hands after wearing the latex gloves.

802 Child Safety

It is the collective responsibility of all the faculty and staff of Turtle River Montessori to keep the children safe.

Staff responsible for children during school hours should not spend their time engaged in conversation, either with other staff or with parents. Although positive contact with parents is important, lengthy conversations interfere with playground duty and pose a potential safety hazard.

The teachers must supervise sharp implements, such as knives or blades. Please dispose of any potential "weapons" or harmful objects on the playground, such as glass, sticks, wire, nails, etc.

Minor first aid is to be administered by the teacher or assistant. Staff must always walk a toddler/preprimary child who is in need of first aid from the playground. If an accident occurs on the playground, a teacher must escort the child to the class for attention. If an elementary school student needs minor first aid and is not upset, an older child may walk them to the office. Do not send a hurt, upset child to the office with another child. The staff is required to be certified in First Aid and CPR.

All children who become ill may be sent to the office to have their temperature taken. They will be returned to the classroom with a note of their temperature. If the teacher determines that the child should go home, a note should be sent to the office requesting that the parents be called. If the teacher is temporarily out of the classroom, a final decision will be delayed until he/she returns. Assistants should not decide whether or not to send a student home.

All medications are to be sent to the office where the Secretary will record and administer their use. It is also the responsibility of the Secretary to see that children are sent to the office at the appropriate time to receive their medication. Classroom teachers and staff should help with this responsibility whenever possible.

Each classroom teacher is responsible for creating and posting an up to date list of all children's allergies in a convenient place in the classroom. Check with the registration information given to each class for each child if special medication is required. Medication must be locked at the front desk with a prescription from the Doctor.

When on field trips, please note that the responsibility for a child's medication being brought along and administered appropriately is with the classroom lead teacher.

CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes.

Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. This is defined as "harm or threatened harm" to a child's mental or physical health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision)

Emotional Abuse or Neglect (i.e. impairment in ability to function, depression)

Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms)

Suspicions must be reported immediately to the Lead Teacher, who reports to the Program Director. Program Director will alert the Administrative Director to determine immediate course of action. Reports must be made immediately to the Florida Abuse Hotline Information System at 800-96-ABUSE (22873), by fax to 800-914-0004 or online at www.dcf.state.fl.us/abuse/report/.

For more information, go to www.myflorida.com/childcare and select Training Requirements. The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers.

10 Signs that can Help Identify Child Abuse and Neglect

1. **Unexplained injuries.** Visible signs of physical abuse may include unexplained burns or bruises in the shape of objects. You may also hear unconvincing explanations of a child's injuries.
2. **Changes in behavior.** Abuse can lead to many changes in a child's behavior. Abused children often appear scared, anxious, depressed, withdrawn or more aggressive.
3. **Returning to earlier behaviors.** Abused children may display behaviors shown at earlier ages, such as thumb-sucking, bed-wetting, fear of the dark or strangers. For some children, even loss of acquired language or memory problems may be an issue.
4. **Fear of going home.** Abused children may express apprehension or anxiety about leaving school or about going places with the person who is abusing them.
5. **Changes in eating.** The stress, fear and anxiety caused by abuse can lead to changes in a child's eating behaviors, which may result in weight gain or weight loss.
6. **Changes in sleeping.** Abused children may have frequent nightmares or have difficulty falling asleep, and as a result may appear tired or fatigued.
7. **Changes in school performance and attendance.** Abused children may have difficulty concentrating in school or have excessive absences, sometimes due to adults trying to hide the children's injuries from authorities.
8. **Lack of personal care or hygiene.** Abused and neglected children may appear uncared for. They may present as consistently dirty and have severe body odor, or they may lack sufficient clothing for the weather.
9. **Risk-taking behaviors.** Young people who are being abused may engage in high-risk activities such as using drugs or alcohol or carrying a weapon.
10. **Inappropriate sexual behaviors.** Children who have been sexually abused may exhibit overly sexualized behavior or use explicit sexual language.

Some signs that a child is experiencing violence or abuse are more obvious than others. Trust your instincts. Suspected abuse is enough of a reason to contact the authorities.

803 Playground Safety

Staff responsible for children on the playground must not engage in conversation with other staff members. This is a serious infraction of TRM safety rules and failure to follow the rules will result in immediate written corrective action placed in the employee's file along with disciplinary action addressed by the Head of School. All teachers are expected to be on the playground during recess. Playground safety is our priority.

During playground time, all teachers are to direct the children to keep the playground neat and clean, to develop in the children an awareness of their responsibility to take care of the playground and the equipment they use.

Playground Guidelines:

- Observe proper teacher/child ratios at all times
- One teacher should always be moving around at all times observing the children and one should be stationed at potential blind spots. Third teacher must be posted near the classroom to supervise children that need to go into the classroom for any reason. Again, staff should not be standing together during playtime.
- Children are to keep on their shoes and socks at all times.
- Dispose of any potential "weapons" or harmful object on the playground, such as glass, sticks, wire, nails, etc.
- Fighting or rough play is not allowed.
- Upon returning to the classroom, children should wash their hands and faces.
- Children are not to climb over the fence to retrieve balls.
- Water cups are for drinking, used ones go in the garbage.
- Water is for drinking.
- One supervisor should perform a "property walk", checking for neatness, before allowing the students to return to their classroom.
- Remove any broken equipment from the playground immediately. If the broken equipment is too large, block off the area from play.
- Complete a Maintenance Request Form for any broken equipment or unwanted insect pests. Forms are to be submitted to the Operations Manager.

Playground Equipment Rules:

- We slide down slides; we do not walk up slides.
- We stay on the inside of "fenced" areas.
- Only one person on a swing at a time.
- Only one person slides down the slide at a time.
- The basketball pole is not for climbing.
- No one should be climbing on any piece of equipment they cannot get on by themselves. No one, child or adult, may boost anyone else on anything they cannot reach.

804 Off Campus Activities

Off-campus activities, including field trips, are routine and important parts of the educational experience. Procedures and practices which are helpful in the event of an accident or other emergency include the following:

- Use of name tags/personal identification—note that these need to be worn on blouses or shirts rather than outer garments such as sweaters and coats which may be removed on long bus trips. Write-bracelets might be considered particularly for younger children
- A route map and itinerary should be left at the school
- Students, staff, and chaperons should leave and return in the same vehicle; a roster of riders in each vehicle should be left at the school before departure
- An Emergency Backpack must go with the group

805 Fire Alarm System and Drills

Fire Drills

It is the policy of Turtle River Montessori to have at least one fire drill per month during the academic school year.

Each classroom's faculty and staff are responsible for safely and quickly exiting the building, as per the appropriate fire exit plan.

Fire Alarm System

State Board of Education 6A2-088 F.A.C.

- I. The person discovering the fire will pull the alarm immediately. The fire alarm consists of a continuous sounding alarm on the fire alarm system. In case of electrical failure, the alarm will be made by voice outside the building.
- II. All persons will evacuate the building in accordance with the evacuation/emergency management plan posted in each room.
- III. Teachers will see that all windows and doors to their classrooms are closed, will turn off the lights when leaving the room, and will take roll books for roll call of students in the evacuation areas.
- IV. The Administrative Director will make sure that all occupants evacuate to a designated clear area away from the structures and out of the fire department's way.
- V. All teachers will take roll and notify the office if someone is missing.
- VI. The Administrative Director will immediately organize a search if someone is missing.
- VII. Students and staff will not return to the building until the fire department officials declare the area safe.

806 Accident/Incident Reporting

It is the policy of Turtle River Montessori that all faculty and staff will be responsible for following the procedures, as outlined below, for accident and/or incident reporting.

Child Injury Incident:

- Take care of the child following First Aid/CPR Procedures
- Lead teacher completes the accident/Incident form. State only the objective facts of exactly what happened and what the staff response was. Do not add any commentary, judgment, or opinion to your writing. This form must be completed before the child goes home for the day. Make 1 copy of the form for the Administrative Director
- Alert the Administrative Director immediately if the parents need to be called.
- Meet the parent at carline and review the accident or incident. If it is going to be a lengthy conversation, please have parents park their car, so as not to block carline.
- When it is not an emergency, the form is sent home and a copy goes to the Administrative Director. When the original is signed and returned, it is given to the office and is then placed in the child's file.
- Under no circumstances are staff allowed to reveal to parents, in writing or verbally, the identity of any other student/person involved. If a parent becomes upset or demanding, the staff member is required to refer the parent to the Head of School.

Staff Member Injury Incident:

- If you become injured on the job, please report it immediately to the Administrative Director so that we can direct you to the proper medical attention.
- Complete the Accident/Incident Form. State objectively and exactly what happened, no commentary is needed. Sign the form. Make 2 copies, one for yourself and one for our files.

807 Hurricane Preparedness

It is the policy of Turtle River Montessori that in the event of an impending hurricane and during the time period after a hurricane has passed, all faculty and staff will follow the procedures outlined below.

In the Event of an Impending Hurricane

The Administration of Turtle River Montessori will notify all faculty and staff of an impending hurricane that would result in employees being responsible for the following procedures:

- Generally, Turtle River Montessori will follow the Palm Beach County School Districts decision regarding school closing due to an impending hurricane. Turtle River Montessori does reserve the right, however, to modify the schedule if logistics permit.
- Each classroom's teachers are responsible for preparing and securing all technology (i.e., computers) as necessary. This may include completing necessary backup of data and software, unplugging and covering computers, and/or taking hardware off the floor and securing in a place not susceptible to damage by flood.
- Each classroom's teachers are responsible for securing their outdoor environments. This includes collecting all moveable objects and bringing them inside the classroom.
- Each classroom's teacher's are responsible for moving shelves away from the windows and raising items/materials up off the floor that are susceptible to damage/destruction by flood.
- Each classroom's teachers are responsible for bringing all student records to the office for safekeeping.
- All faculty and staff are required to take with them the telephone numbers of the, Head of School, Administrative Director, and Secretary in the event that power and/or telephone lines in the area are down, this will provide employees with alternate ways to communicate with Administration.
- All faculty and staff are strongly encouraged to take home any personal items of sentimental and/or monetary value, as Turtle River Montessori is not responsible for any personal items lost or damaged as a result of hurricane damage.

Post Hurricane/Return to School

Following a hurricane (that directly affects our area) the subsequent procedures are to be followed:

- Generally, Turtle River Montessori will follow the Palm Beach County School District's decision regarding the school reopening date. Turtle River Montessori does reserve the right, however, to modify the scheduled date of return based on the state of the school and safety.
- All faculty and staff are required to call into the school to listen to the recorded message providing information about the reopening of school and return of students. In the event that an employee cannot get through to the school, employees should use alternate telephone numbers for the Head of School, Administrative Director to gain information and provide Turtle River Montessori with an update regarding their personal safety and status.
- The Administration of Turtle River Montessori will make every effort to contact all faculty and staff with 24 hour notice of when they will be expected to return to work for set up. As this may not always be possible in every case, classroom staff should expect that they will need to come on site prior to the reopening of school to set up classrooms. This is why all employees are required to have alternate telephone numbers with them, so they can contact the Head of School, Administrative Director and Lead/co-teachers.
- Upon returning to work, and before the return start date of students, it is the responsibility of each classroom's staff to setup their indoor and outdoor environments.

808 Visitors on Campus

To provide for the safety and security of the children, employees and the facilities at Turtle River Montessori, only authorized visitors are allowed on campus. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of the children, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors will go directly to the Administrative Office and sign in at the reception area. Authorized visitors will receive a visitor badge. All visitors will either be given directions or will be escorted by support staff to their destination.

As part of the Turtle River Montessori application process, potential families are provided a tour of the campus. Any visitor being given a tour will constantly be in the company of either the Head of School, or the Administrative Director.

If any unknown individual is observed to be on Turtle River Montessori's premises, the employee should immediately direct the individual to the office to sign in and receive a visitor badge. If needed, the employee should also immediately notify the Head of School and or Administrative Director of a suspicious individual loitering at or near Turtle River Montessori.

Under no circumstance may a child be released to an individual that is not known to be or is identified as the child's parent / legal guardian. Any unknown/unfamiliar individual attempting to speak to and/or pick up a child must be asked to produce proper identification. The employee is responsible for verifying with the administrative office that the child is allowed to be released to that individual.

809 Emergency Closings

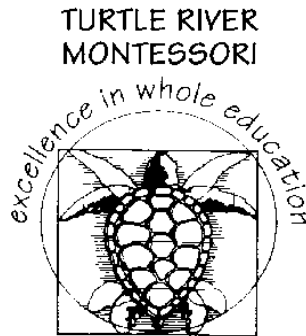
At times, emergencies such as severe weather, fires, power failures, or hurricanes, can disrupt school operations. In extreme cases, these circumstances may require the closing of the school facility. The decision to close the school rests solely with the Head of School. The lines of communication in notifying employees will begin with the Head of School, Administrative Director, to the classroom teachers. If school will resume at a different time than Palm Beach County, Teachers will be responsible to notify their room mothers to begin a telephone chain.

In cases where an emergency closing is not authorized by the Head of School, employees who do not report to work will not be paid for the time off. Employees may be asked to work on a day when operations are officially closed.

Therefore, with specific regards to school closing(s) due to an impending, current, or post hurricane event, Turtle River Montessori generally follows the plan of the Palm Beach County School District, however reserves the right to modify that schedule as logistics permit.

810 Emergency Management Plan

Begins next page.



Emergency Management Plan

Turtle River Montessori
926 Maplewood Drive
Jupiter, FL 33458
&
740 W Indiantown Road
Jupiter, FL 33458
561-745-1995

EMERGENCY PHONE NUMBERS

Police / Fire / Ambulance	911
Crisis Helpline	211
Palm Beach County Emergency Operations	561-712-6400
PBC School Closings/Reopenings	866-930-6001
Poison Control	800-222-1222
PBC Water Utilities	561-493-6000
FPL Power Outage	800-468-8243
Animal Control	561-233-1200
Ms. Bubli cell	561-714-3262
Ms. Lisa cell	203-898-5237
Ms. Laurie cell	917-518-0743

FOR ALL AREA-WIDE EMERGENCIES, LISTEN TO THE RADIO FOR INSTRUCTIONS FROM EMERGENCY PERSONNEL.

HOSPITALS

Jupiter Medical Center 1210 S. Old Dixie Hwy. Jupiter, FL 561-747-2234	Palm Bch Gardens Med Center 3360 Burns Road Palm Beach Gardens, FL 561-622-1411	St. Mary's Medical Center 901 45th Street West Palm Beach, FL 561-841-5437
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EVACUATION LOCATIONS

In the event that TRM must evacuate our campus, we would use the following Safe Havens.

East Campus:

Primary: The parking lot to the East of Jupiter Jewelry at 720 West Indiantown Road (two buildings east of the East Campus).

Secondary: The parking lot behind Jupiter Uniforms at 800 West Indiantown Road (across directly Cypress Aisle Street on the West side of the East Campus).

West Campus:

Primary: Maplewood Park parking lot to the immediate west of the TRM building,

Secondary: Jupiter Lanes Building and parking lot, Maplewood Drive (cross Toney Penna at Maplewood)

EMERGENCY LEVELS

Code Red	Lockdown – no one moves. This presents an immediate danger to area residents, such as chemical/biological/nuclear threat. Danger or a threat to go outside.
Code Yellow	Lockdown – limited movement. Terrorist or intruder on campus or in area. Dangerous to leave the building.
Code Blue	Evacuate building but stay on campus (fire in building, etc.)
Code White	Evacuate property – health risk i.e. gas or chemical leak, physical threat, bomb scare
Code Green	All Clear

SPECIFIC INSTRUCTIONS FOR EMERGENCY SITUATIONS

CHEMICAL OR BIOLOGICAL ATTACK (wide spread) – Code Red

- Call everyone into the building and take roll
- Take shelter in the classroom away from windows/doors
- Close all windows and doors
- Turn off AC, fans
- Tape plastic over windows and doors
- Place wet towels or clothing in cracks under doors or windows

RADIOLOGICAL RELEASE – Nuclear – Code Red

- Call everyone into the building and take roll
- Take shelter in the classroom away from windows/doors
- Close all windows and doors
- Turn off AC, fans
- Tape plastic over windows and doors, exhaust fans, electrical outlets, vents
- Place wet towels or clothing in cracks under doors or windows

NUCLEAR WEAPON – Code Red

- Call everyone into the building and take roll
- Take shelter in the classroom away from windows/doors
- Close all windows and doors
- If there is enough time, shut down gas, water and electric service
- Kneel on ground in “duck and cover” position

INTRUDER ON PREMISES – Code Yellow

- Call everyone into the building and take roll (Contact Office)
- Lock all windows and doors
- Turn off lights
- Sit on floor QUIETLY away from windows
- Do not confront intruder
- Do not leave building until police or Office releases you

LOCALIZED CHEMICAL ATTACK (in the building) – Code Blue

- Evacuate building and take roll call (CONTACT OFFICE)
- Take emergency backpack and roster with you; check bathrooms and closets
- If vapors are migrating outside, go to Safe Haven
- Cannot re-enter building until it is cleared by the Emergency/Health Dept.

LOCALIZED BIOLOGICAL ATTACK (in the building) – Code Blue

- Cover up substance; do not touch it (use gloves) (CONTACT OFFICE)
- Shut down AC
- Evacuate building and take roll call (CONTACT OFFICE)
- Take emergency backpack and roster with you; check bathrooms and closets
- Lock the building
- If necessary tape outside of doors and windows
- Write down names of everyone who came in contact with the substance
- Wash hands
- Cannot re-enter the building until it is cleared by the Emergency/Health Dept.

BOMB SCARE – Code White

- Typically indicated by Fire Alarm or Announcement
- Evacuate building and take roll call (CONTACT OFFICE)
- Take emergency backpack and roster with you

- Shut off cell phones, walkie-talkies
- De-activate the alarm
- Go to secondary Safe Haven (Grace Immanuel Church)
- Cannot re-enter building until it is cleared by the Emergency/Police Dept.

FIRE OR PHYSICAL BUILDING ISSUE (Fire, Roof Collapse, etc) – Code White

- Typically indicated by Fire Alarm or Announcement
- Evacuate building and take roll (CONTACT OFFICE)
- Take emergency backpack and roster with you; check bathrooms and closets
- If smoke deepens, stay low to ground
- If approaching a closed door, check door with back of hand before opening. Feel temperature around the crack of the door before opening the door.
- Shut down AC
- Cannot re-enter building until it is cleared by the Emergency/Fire/Police Dept.

MEDICAL EMERGENCY

- Contact Office
- Contact 911 (ask for ambulance)
- Keep children calm

CODE GREEN – ALL CLEAR

PROCEDURES FOR OTHER INCIDENTS

EARTHQUAKE

- Take cover where you are, if possible under heavy furniture, inside a door frame or against a wall; if outdoors, move away from buildings, trees and power lines
- Stay away from windows
- Use arms and hands to protect head and neck
- Stay in place until shaking stops
- Once the quake is over; shut down utilities; check for hazardous material spills/ exercise caution before opening doors
- Do not restore utilities until company officials give their approval
- Check children, take roll and report status to Office
- Do not release students until instructed by Office

TORNADO/SEVERE WEATHER

- If possible, indicated by Announcement
- Call everyone into building
- Shut down water and electric (time and safety permitting)
- Seek shelter in building away from windows – interior room or hallway – close doors to interior room
- Avoid corners of rooms – go under heavy furniture if possible
- Use hand and arms to protect head and neck
- If outside and unable to get inside, lie flat, ideally in a ditch or depression
- Do not restore utilities until company officials give their approval
- Check for hazardous material spills in damaged buildings
- Check children, take roll, report status to Office
- Do not release students until instructed by Office

DEATH OF A STUDENT OR STAFF MEMBER (Off property)

- Notify staff
- Identify students/staff with personal ties/high risk for trauma
- Prepare a fact sheet giving accurate, up-to-date information
- Hold a faculty meeting as soon as possible. Review the procedures for the day, availability of support service, referral process for at-risk students
- Provide opportunity for staff to discuss feelings and reactions
- As appropriate, provide a list of suggested readings to teachers, parents, and students
- Administrator should contact the family of the deceased and offer assistance

FIGHTING

- Disperse crowd and ensure safety of students
- Focus on diffusing the fight
- Call Office for assistance in managing the incident
- Attend to medical needs
- Move to disciplinary procedures

LOST CHILD

- Notify Office
- Office will initiate contact with all other classrooms to determine if child is in with another group, and will initiate search of the grounds
- Teachers should attempt to question students as to where missing child may be/was last seen
- If the child is determined not to be on school grounds, Office should contact Police and call child's parents
- Obtain a photo and a full description of the child (including clothing) to assist the Police

- If childnapping, try to obtain description of suspect

POISONING

- Contact the Office / Call 911
- Call the Poison Center (800-222-1222)
- Administer first aid suggested by the poison information center

RABID ANIMAL/ANIMAL DISTURBANCE

- Isolate the students from the animal (if animal is outside, take children inside; if animal is inside, take children outside)
- Take roll
- Call office
- Office will call Animal Control or the Fire Dept.
- If animal injures someone, call the Office (to call parent) and if necessary, call 911

RAPE

- Rape only becomes a crisis to be managed by school staff when one or more of the following conditions exist:
 - a. A rape occurs on campus
 - b. A member of the rape survivor's family requests school intervention
 - c. The rape survivor's friends request intervention
 - d. Rumors and myths are widespread and damaging
 - e. Students witness police action or emergency services response
- Information provider/recipients enjoined not to repeat information elsewhere
- Steps taken to protect survivor's identity and right to privacy
- Law enforcement and rape crisis agency notified if appropriate
- Student's Teacher closest to victim designated to talk with student and determine type of support and support provider desired
- Rape survivor encouraged to seek additional support from community rape crisis agency
- Space provided on site for rape survivor and identified peers to receive support services, school services coordinated as appropriate and legal with outside service providers
- Action taken to quell rumors
- Records related to rape incident and services provided stored in confidential file

SUICIDE THREATS

- Staff and faculty need to take all comments about suicidal thoughts seriously
- Contact Office
- Parent or guardian must be contacted
- External mental health service provider notified and severity assessment requested
- Office maintains a confidential record of actions taken

TRANSPORTATION/FIELD TRIP ACCIDENT

- Call 911
- Contact the Office and let them know the status of staff and students
- Stay in contact with the Office so parents can be notified of their child's condition
- If students are taken to the hospital, let the office know so that they can contact the parents
- Provide the Office with an accurate roll, a description of the accident, a list of the students and staff on board, and who was injured and where they were taken
- Provide accurate information to officials

WEAPONS SITUATION

- Assess the situation
- Notify Office which notifies Police

- Gather information – location of weapon, location of individual
- Isolate individual or suspect, if weapon in a locker etc, prevent access
- Do not use force or touch the person or weapon
- Remain calm
- Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear

GENERAL CRISIS PROCEDURES

If a crisis or disaster strikes (ie bomb threat, disturbance, kidnapping/hostage situation/terrorism)

- Remain calm and be patient
- If possible, contact the office who will in turn call 911. If you cannot reach the office, contact 911 yourself. This must be done quickly. If you received a threat over the phone, you could try to have the call traced.
- Take an accurate roll call
- Check bathrooms and closets to make sure no one is in there
- Take your Emergency Bag with you
- If the Office decides to evacuate the building, follow the evacuation plan to the secondary safe haven. Take roll again. Contact the Office by radio/cellphone to confirm attendance.
- No one may return to the campus until government officials inspect the campus and determine it to be safe. If we cannot return to the campus, parents can be contacted by cellphone to pick up their children at the church.
- Once immediate danger has passed, all reports of injuries or damages should be reported to the Office. Parents should be advised of the situation.

GENERAL LOCKDOWN PROCEDURES

If a lockdown procedure is ordered, please do the following

- Call 911 (if a lockdown is not issued by the police)
- Contact the Office
- All students must return immediately to their classroom buildings
- Check bathrooms and closets to make sure no one is in there
- Lock windows and doors, close blinds
- Take an accurate roll
- Remain with children to keep them calm – teachers and/or assistants can play games or tell stories
- Explain to children that this is an emergency and that they will be okay
- Students should sit or lie down on the floor
- Keep children away from windows
- Remember that during a lockdown children may not be released to their parents. No one may enter or exit the building until government officials secure the property or until the school is notified by the police that the area lockdown is over and give permission for students to leave the building. Remember even if a parent comes to pick up their child, you cannot release them until we return to normal operations.

INCIDENT COMMAND

Ms. Lisa/Ms. Jillian – Upon receiving notification of an incident on campus, call the appropriate officials and then contact Ms. Bubli. In some cases, it would be appropriate to contact Ms. Bubli and then the appropriate officials. Man phones.

Command Center (Ms. Bubli/Ms. Lisa)

The Director or Administrative Director is responsible for the emergency operations and shall remain at the designated posts and direct all the operations. Admin Director serves as Law Enforcement Liason.

- Assess the situation and determine if there is a threat to human life
- Issue a Code by color
- Direct your staff
- Let staff know when they can release their students
- Document incident

Second in Command (Ms. Patti) (If Ms. Bubli or Ms. Lisa is not available)

- Assume Directors' responsibilities for Command Center
- Or help Director with all safety issues

Attendance Coordinator (Ms. Lisa)

- Proceed to evacuation area and visually/verbally verify each classroom's roll calls via green/red cards or personal contact
- Communicate roll calls to Office

Liason with Media (Ms. Bubli or Ms. Lisa)

- Set up news center away from the command post and students
- Identify yourself
- Assess situation and stay in contact with Command Center
- Advise arriving media of the time and place when a statement will be released
- Keep all documentation

Supplies (Ms. Jillian/Ms. Julia)

- Stay in contact with Director
- Provide supplies as needed – water, etc.

Teachers

- Check in with Office – verify roll call through use of Red/Green cards or radio/cellphones
- Monitor safety and well being of students
- Administer minor first aid as needed
- Provide water and snack to children
- Keep students positive and relaxed, arrange activities for the students
- Keep taking roll and take notes, contact Office immediately if student is discovered missing

EMERGENCY BACKPACK AND EMERGENCY BUCKET

EMERGENCY BACKPACK contains the following:

1. Emergency Folder with
 - Attendance Roster
 - Student phone list for the entire school
 - Student medical emergency list which indicates allergies along with any prescribed medication they may require on a daily basis
 - Staff phone list
 - Emergency phone list
 - Site map and drawing of building
 - TRM Emergency Plan
 - Green and Red cards (for signaling to Office staff)

2. Complete First Aid Kit containing:
 - Soap
 - Band-Aids or equivalent
 - Sterile gauze squares and rolls
 - Cotton balls or applicators
 - Adhesive tape
 - Thermometer
 - Tweezers
 - Blunt tipped scissors
 - Pre-moistened wipes
 - A minimum of 2 medical examination gloves in a puncture proof protector
 - A current resource guide on First Aid and CPR procedures

EMERGENCY BUCKET contains emergency supplies and will contain the following:

1. Flashlights and Batteries
2. Battery operated Radio
3. Radio/Cell Phone/Walkie Talkie
4. Tape and Plastic to seal windows and doors
5. Towels
6. Jug of water, emergency snacks

Blood Borne Pathogen Kit (One per building – not per class) – is located in Administration

AFTER A DISASTER OR CRISIS

POST-INCIDENT DEBRIEFING

Post-incident debriefing is a process that reviews the operations at the incident and how they may be improved. Goals of post-incident debriefing include: a complete systematic account of the incident and an evaluation of the effectiveness of school procedures including response times, effectiveness of procedures, and adequacy of equipment.

POSTVENTION

Postvention is supportive activity for adults and youth following a crisis. Crises can trigger problems in children who have heretofore not been identified as at-risk. Such activities include debriefing sessions for those involved in the crisis, and educational and support groups. Resources include group meetings for bereaved students, mental health center professional visits and reading material in the school library.

FOLLOW-UP TO CRISIS SITUATIONS

The following information may be useful in the days and weeks following a crisis. Longer term follow-up procedures are also listed.

THE DAY AFTER: WORKDAY TWO OF CRISIS MANAGMENTS

- Gather faculty members and update them on any additional information/procedures.
- In case of death, provide funeral/visitation information if affected family has given permission.
- Identify students in need of follow-up support and, in accordance with the school's crisis response plan, assign staff members to monitor vulnerable students:
 - a. coordinate any ongoing counseling support for students on campus
 - b. announce ongoing support for students with place, time, and staff facilitator
 - c. notify parents of affected students regarding community resources available to students and their families
- Convene crisis response team for debriefing as soon as possible
 - a. discuss successes and problems
 - b. discuss things to do differently next time
- Allow staff opportunity to discuss feelings and reactions

LONG TERM FOLLOW-UP AND EVALUATION

- Provide list of suggested readings to teachers, parents, and students.
- Amend crisis response procedures as necessary.
- Write thank-you notes to out-of-building district and community resource people who provided (or are still providing) support during the crisis.
- Be alert on crisis anniversaries and holidays. Often students will experience "anniversary" grief reaction the following month or year on the date of the crisis, or when similar crises occur that remind them of the original crisis. Holidays, too, often are difficult for students who have experienced loss.

HOW TO HELP CHILD VICTIMS

Children who experience an initial traumatic event before they are 11 years old are three times more likely to develop psychological symptoms than those who experience their first trauma as a teenager or later. But children are able to cope better with a traumatic event if parents, friends, family, teachers and other adults support and help them with their experiences. Help should start as soon as possible after the event. It's important to remember that some children may never show distress because they don't feel upset, while others may not give evidence of being upset for several weeks or even months. Other children may not show a change in behavior, but may still need your help.

CHILDREN MAY EXHIBIT THESE BEHAVIORS AFTER A DISASTER/CRISIS:

- Be upset over the loss of a favorite toy, blanket, teddy bear or other items that adults might consider insignificant, but which are unimportant to the child
- Change from being quiet, obedient and caring to loud, noisy and aggressive or may change from being outgoing to shy and afraid
- Develop nighttime fears. They may be afraid to sleep alone at night, with the light off, to sleep in their own room, or have nightmares or bad dreams
- Be afraid the event will reoccur
- Become easily upset, crying and whining
- Lose trust in adults. After all, their adults were not able to control the disaster
- Revert to younger behavior such as bed wetting and thumb sucking
- Not want parents out of their sight and refuse to go to school or childcare
- Feel guilty that they caused the disaster because of something they said or did
- Become afraid of wind, rain, or sudden loud noises
- Have symptoms of illness, such as headaches, vomiting or fever
- Worry about where they and their family will live

AGE-SPECIFIC REACTIONS TO LOSS

Age 6-10

Reactions observed primarily in play or artwork

- Reduced attention span
- Radical changes in behavior
- Fantasizing event with savior at the end
- Mistrust of adults

Age 10-12 in girls, 12-14 in boys

Reactions reflected primarily in behavior which is less mature than characteristic behavior

- Anger at unfairness
- Excitement of survival
- Attributes symbolic meaning to events (omens)
- Self-judgmental
- Psychosomatic illness

Age 13-18 in girls, 15-18 in boys

Reactions are similar to adult behaviors.

- Judgmental
- Mortality crisis
- Move to adult responsibilities to assume control
- Suspicious and guarded
- Difficulty eating and sleeping
- Alcohol and other drug abuse
- Impulsiveness
- Sexual aggression

If a student is of significant concern, a request should be made to an appropriate person on the school staff who can do some further screening/assessment.

MANAGING THE SITUATION

A student who is upset can produce a form of emotional contagion. To counter this, staff must:

- Present a calm, reassuring demeanor,
- Clarify for classmates and others that the student is upset
- If possible indicate why the student is upset (correct rumors and distorted information)
- State what can and will be done to help the student

MOBILIZING SUPPORT

The student needs support and guidance. Ways in which staff can help are to:

- Try to engage the student in a problem-solving dialogue
- Normalize the reaction as much as feasible
- Facilitate emotional expression (e.g., through use of empathy, warmth, and genuineness)
- Facilitate cognitive understanding by providing information
- Facilitate personal action by the student (e.g., help the individual do something to reduce the emotional upset and minimize threats to competence, self-determination, and relatedness)
- Encourage the student's buddies to provide social support
- Contact the student's home to discuss what's wrong and what to do
- Refer the student to a specific counseling resource

FOLLOWING UP

Over the following days (or longer), it is important to check on the student's progress.

- Has the student gotten the necessary support and guidance?
- Is the student exhibiting any dramatic changes in behavior which may indicate a need for additional support?
- Does the student need help in connecting with a referral resource?
- Is the student feeling better? If not, what additional support is needed and how can you help make certain that the student receives it?

901 Required Training

It is the policy of Turtle River Montessori that all applicable staff will have the required training and/or certifications, as required by law, for their positions.

The Florida Legislature amended the law, and as of January 1, 2004 all Childcare Personnel (defined as all Infant, Toddler and Pre-Primary staff) are required to pass a competency examination in order to successfully complete the 40-clock-hour Introductory Training modules.

40 Hour Childcare Training

1. All Pre-Primary faculty and staff are required to complete the 40 Hour Childcare Training.
2. New employees who need to complete this requirement must begin training by commencing coursework, obtaining an educational exemption or by completing a competency exam within the first 90 days of employment. Completion of the coursework, if enrolled, is required to be within one year of the employment start date.
3. Existing employees, who have not yet completed this requirement, will do so immediately.
4. All staff will forward to the Secretary copies of their course registration (which identifies date(s) of the course and anticipated completion date), and/or a copy of their completed course certificate, as applicable.

5 Hour Early Literacy and Language Development:

1. All Pre-Primary staff is also required to complete this on-line course and test.
2. New employees must complete and forward their certificate of completion to the Secretary within ninety (90) days of the employment start date.
3. Existing employees, who have not yet completed this requirement, need to do so immediately.

ALL FACULTY AND STAFF

CPR and First Aid

It is the policy of Turtle River Montessori that all faculty and staff are required to have valid CPR and First Aid certifications.

Conscious Discipline

It is the policy of Turtle River Montessori that all faculty and staff are required to attend and participate in any ongoing Conscious Discipline support meetings/trainings, if offered.

902 In-Service

In Service/Continuing Education

It is the policy of Turtle River Montessori that all employees be required to complete in-service or continuing education training annually (July 1st through June 30th). 30 hours are required for lead teachers, and 12 hours are required for teacher assistants. This is an AISF requirement.

Proof of completion (i.e. copy of certificates or Sign-In Sheets) for any course must be submitted to the Administrative Assistant to be applied to continuing education requirement.

It is the sole responsibility of each employee to ensure that all in-service/continuing education documentation is forwarded (to the Turtle River Montessori Administrative Assistant) for placement in their personnel file. These files and copies of certificates are maintained for auditing purposes.

It is also the sole responsibility of each employee to ensure that they have acquired their hours of in-service/continuing education by the end of the training year (June 30th).

If you have any questions, concerns, or are in need of additional training, please contact the Administrative Director.

Job Description - Lead Teacher

General Duties and Responsibilities:

1. Performs services daily, enthusiastically and satisfactorily during normal contracted hours.
2. Completes and maintains all records, reports, and evaluations in an accurate and timely manner.
3. Performs tasks necessary to maintain a clean, orderly and attractive environment including upkeep and inventory of materials.
4. Sets aside time to provide Assistants opportunity to share questions. Please refer to the Teachers and Assistants Orientation Workbook for guidelines. If this is unavailable, please see the Administrative Director for a copy of this workbook.
5. Attends monthly staff meetings and monthly peer meetings.
6. Attends all teacher workdays and one professional development day.
7. Planning and attending "Parent Awareness" evenings.
8. Attend school picnics, auction and additional school events.
9. Adheres to the guidelines set forth by TRM, for the purpose of maintaining a high standard of excellence exhibited in a professional manner.
10. Understands and promotes the schools mission, purposes and objectives to parents in a positive and supportive manner.
11. Communicates with Administrator any specific difficulties or concerns where the parents are involved. Documents diligently.

Child Interaction:

1. Demonstrates and model's respect and kindness to each child.
2. Nurtures every child's self-esteem.
3. Refrains from bringing negative attention to a child.
4. Uses discipline techniques and positive reinforcement that is philosophically in alignment with TRM.
5. Approaches a conflict or inappropriate choice in a positive manner.
6. Establishes a conflict resolution process for the children.
7. Respects and understands the rights and integrity of each child.
8. Responsible for the assistant's approach to the child and reinforces the above characteristics and methodology on a regular basis.
9. Coordinates an enriched and stimulating environment.
10. Responsible for appropriate and timely presentations of Montessori materials and educational achievements.
11. Responsible for the welfare and safety of every child on school property. No child is ever left unsupervised.
12. All accidents/incidents are documented, signed by the teacher and the administrator before being sent home.
13. Responsible for appropriate and timely presentations of Montessori materials.

Planning and Scheduling

1. Meets with assistants daily to discuss the curriculum, classroom, children including group dynamics and any issues.
2. Plans ahead for class and individual projects.
3. Discusses enrichment topics and plans accordingly with assistant.
4. Schedules time to meet with co-teachers.
5. Discusses with assistants the protocol and expectations during parent conferences.

Staff Relationships

1. Exhibits friendly and respectful attitude and a cooperative spirit to other staff members.
2. Accepts constructive criticism from Administration and shows willingness

- to make changes in work style to bring about positive transformation.
3. Approaches Administration directly to share problems that involve relationships with the school, families, or staff member's and refrain from gossiping with the staff.
 4. Encourages teamwork.

Parent Involvement

1. Maintains respectful relationships with all parents.
2. Discusses specific problems which arise with children and/or parents with administration.
3. Documents requested parent conferences.
4. Supports parent involvement and maintains open communication to establish a community spirit with the families.
5. Discreet while conversing with parents.
6. Refrains from engaging in long conversations with parents during school hours.
7. Available to parents at the end of school hours.
8. Maintains loyalty and commitment to the mission of the school.

Job Description – Classroom Assistant

Duties

Understands and is in alignment with TRM's philosophy and mission statement.
Assists the Directress in preparing and maintaining the environment in which the Montessori approach to education is implemented.

1. Assists with the care and maintenance:
 - a. Cleaning the classroom and shelves
 - b. Maintenance of the classroom materials
 - c. Maintaining an orderly environment
 - d. Assists in keeping the environment clean and in good condition
 - e. Refilling and storing supplies when directed
 - f. Supports the work of the Directress
2. Assists in the preparation of curriculum materials as directed
3. Works with individual and small groups of children as directed.
4. Supervises the group and as a result the Directress is free to give lessons.
5. Shares the responsibility for the safety and physical well-being of the children at all times. The children are not to be left unattended in the classroom and on the playground.
6. Helps maintain relationships with parents, characterized by mutual respect and good will.
7. Helps with current and accurate classroom records as directed.
8. Reports any and all accidents/incidents to the directress. Prepares a written report stating date, time, nature of accident/incident and action taken.

EVALUATION - LEAD TEACHER

Name: _____ Class: _____ Date: _____

Evaluation Key: 3 Consistently 2 Sometimes 1 Needs Improvement

This evaluation is meant to supplement your own vision of yourself.

The goal is to facilitate meaningful self-evaluation without limitation or judgment.

Summary of Strengths

General Duties and Responsibilities:

	Self	Head
1. Performs services daily, enthusiastically and satisfactorily during normal contracted hours.	___	___
2. Daily arrival and departure is timely and within normal contracted hours.	___	___
3. Completes and maintains all records, reports, and evaluations in an accurate and timely manner.	___	___
4. Performs tasks necessary to maintain a clean, orderly and attractive environment including upkeep and inventory of materials.	___	___
5. Sets aside time to provide Assistants opportunity to share questions.	___	___
6. Attends monthly staff meetings and monthly peer meetings.	___	___
7. Attends all teacher workdays and one professional development day.	___	___
8. Confident in planning "Parent Awareness" evenings independently.	___	___
9. Attend school picnics, auction and additional school events.	___	___
10. Adheres to the guidelines set forth by TRM, for the purpose of maintaining a high standard of excellence exhibited in a professional manner.	___	___
11. Understands and promotes the schools mission, purposes and objectives to parents in a positive and supportive manner.	___	___
12. Communicates with Administrator any specific difficulties or concerns where the parents are involved.	___	___

Child Interaction:

1. Demonstrates and model's respect and kindness to each child.	___	___
2. Nurtures every child's self-esteem.	___	___
3. Refrains from bringing negative attention to a child.	___	___
4. Uses discipline techniques and positive reinforcement that is philosophically in alignment with TRM.	___	___
5. Approaches a conflict or inappropriate choice in a positive manner.	___	___
6. Establishes a conflict resolution process for the children.	___	___
7. Respects and understands the rights and integrity of each child.	___	___
8. Responsible for the assistant's approach to the child and reinforces the above characteristics and methodology on a regular basis.	___	___
9. Coordinates an enriched and stimulating environment.	___	___

- 10. Responsible for appropriate and timely presentations of Montessori materials and educational achievements. _____
- 11. Responsible for the welfare and safety of every child on school property. No child is ever left unsupervised. _____
- 12. All accidents/incidents are documented, signed by the teacher and the administrator before being sent home. _____
- 13. Responsible for appropriate and timely presentations of Montessori materials. _____

Planning and Scheduling

- 1. Exhibits leadership skills that provide direction to assistants and inspire their confidence. _____
- 2. Meets with assistants daily to discuss the curriculum, classroom, children including group dynamics and any issues. _____
- 3. Plans ahead for class and individual projects. _____
- 4. Discusses enrichment topics and plans accordingly with assistant. _____
- 5. Schedules time to meet with co-teachers. _____
- 6. Discusses with assistants the protocol and expectations during parent conferences. _____

Staff Relationships

- 1. Exhibits friendly and respectful attitude and a cooperative spirit to other staff members. _____
- 2. Accepts constructive criticism from Administration and shows willingness to make changes in work style to bring about positive transformation. _____
- 3. Approaches Administration directly to share problems that involve relationships with the school, families, or staff member's and refrain from gossiping with the staff. _____
- 4. Encourages teamwork. _____

Parent Involvement

- 1. Maintains respectful relationships and is discreet while conversing with parents. _____
- 2. Discusses specific problems which arise with children and/or parents with administration. _____
- 3. Is approachable to parents, encouraging parent involvement in the class and maintaining open communication to establish a community spirit. _____
- 4. Refrains from engaging in long conversations with parents during school hours. _____
- 5. Available to parents at the end of school hours. _____
- 6. Has loyalty, commitment and enthusiastic support to the mission of the school. _____

Plan of Action – Strategies:

Follow up meeting – Dates:

Teacher's Comments

Thank you for participation in this new process.

Teacher's signature: _____ Director's signature: _____

Signature does not imply agreement with the content of the review; it only indicates awareness of the information contained herein.

EVALUATION – ELEMENTARY CLASSROOM INTERN/ASSISTANT

Name: _____ Class: _____ Date: _____

Evaluation Key: 3 Consistently 2 Sometimes 1 Needs Improvement

**This evaluation is meant to supplement your own vision of yourself.
The goal is to facilitate meaningful self-evaluation without limitation or judgment.**

Summary of Strengths

General duties and responsibilities

	Self	Lead
1. Possesses an attitude which clearly shows belief in the philosophy of the program.	_____	_____
2. Takes pride in work.	_____	_____
3. Carries out duties as defined by the Directress and job description.	_____	_____
4. Adheres to TRM policies and protocols	_____	_____
5. Uses TRM procedure for personal days/sick days.	_____	_____
6. Attends staff meetings	_____	_____
7. Participates P/A evenings and school events.	_____	_____
8. Arrives to work at scheduled time.	_____	_____
9. Departs from work at scheduled time.	_____	_____
10. Attends work on scheduled days.	_____	_____
11. Assists with care and maintenance of school grounds.	_____	_____
12. Knows and follows emergency procedures.	_____	_____

Child Interaction

1. Greets each child warmly upon arrival.	_____	_____
2. Dismisses child warmly upon departure	_____	_____
3. Nurtures every child's self-esteem.	_____	_____
4. Models appropriate communication habits.	_____	_____
a. Eye contact at child's level.	_____	_____
b. Listens to child without interrupting.	_____	_____
c. Speaks in a quiet calm manner	_____	_____
d. Uses appropriate language and models respect.	_____	_____
e. Uses encouragement appropriately.	_____	_____
f. Asks open ended questions for problem solving.	_____	_____
5. Refrains from bringing negative attention to a child.	_____	_____
6. Demonstrates knowledge of conscious discipline.	_____	_____
7. Approaches a conflict or inappropriate choice in a positive manner.	_____	_____
8. Positions self in classroom and playground to be aware of the total group at all times.	_____	_____
9. Assists children needing help.	_____	_____
10. Does not interrupt children at work.	_____	_____

Planning and Scheduling

- 1. Communicates with directress regularly to discuss the classroom, children, including group dynamics and child development. _____
- 2. Plans appropriately for children with assessment requirements. _____
- 3. Assists the directress in carrying out plans for the class and for individual projects. _____

Staff Relationships

- 1. Exhibits friendly and respectful attitude and a cooperative spirit to other staff members. _____
- 2. Shows willingness to make changes in work style which will bring about positive transformation. _____
- 3. Uses proper channels to discuss issues and solve problems. _____

Parent Involvement

- 1. Maintains respectful relationships with all parents. _____
- 2. Refrains from engaging in long conversations with parents during school hours. _____
- 3. Refers problems which arise with parents to directress. _____
- 4. Refrains from advising/judging circumstances with parents. _____
- 5. Shares all information received from parents with directress. _____
- 6. Is discreet while conversing with parents. _____

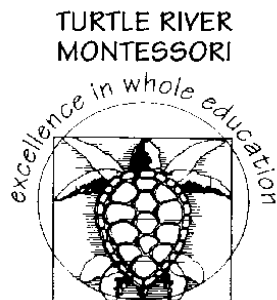
Plan of Action – Strategies for our team:

Intern's/Assistant's Comments

Assistant's Signature: _____ Lead Teacher Signature: _____

Signature does not imply agreement with the content of the review; it only indicates awareness of the information contained herein.

Administration Signature: _____ Bubli's Signature: _____



EVALUATION – CLASSROOM INTERN/ASSISTANT

Name: _____ Class: _____ Date: _____

KEY: 1 Consistently	2 Sometimes	3 Needs Improvement
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Summary of Strengths

General duties and responsibilities

	Self	Lead
1. Possesses an attitude which clearly shows belief in the philosophy of the program.	____	____
2. Performs services daily, enthusiastically and satisfactorily during contracted hours.	____	____
3. Carries out duties as defined by the Directress.	____	____
4. Adheres to TRM policies	____	____
5. Attends staff meetings and school events.	____	____
6. Consistently arrives to work in a timely manner.	____	____
7. Consistently departs from work at contracted time.	____	____
8. Absenteeism remains within the TRM guidelines.	____	____
9. Assists with care and maintenance of the classroom.	____	____
10. Uses good judgment in an emergency situation.	____	____

Child Interaction

1. Greets each child warmly upon arrival.	____	____
2. Nurtures every child's self-esteem.	____	____
3. Models appropriate communication habits.	____	____
a. Eye contact at child's level.	____	____
b. Listens to child without interrupting.	____	____
c. Uses appropriate language and models respect.	____	____
d. Uses encouragement appropriately.	____	____
e. Asks open ended questions for problem solving.	____	____
4. Refrains from bringing negative attention to a child.	____	____
5. Uses discipline techniques and positive reinforcement that is philosophically in alignment with TRM.	____	____
6. Approaches a conflict or inappropriate choice in a positive manner.	____	____
7. Refrains from discussing negative information.	____	____
8. Aware of the total group at all times.	____	____
9. Assists children needing help during transition.	____	____

- 10. Does not interrupt children at work. _____
- 11. Respects and understands the rights of children. _____

Planning and Scheduling

- 1. Meets with the directress to discuss the classroom, children, including group dynamics and child development. _____
- 2. Assists the directress in carrying out plans for the class and for individual projects. _____

Staff Relationships

- 1. Exhibits friendly and respectful attitude and a cooperative spirit to other staff members. _____
- 2. Accepts constructive criticism and shows willingness to make changes in work style which will bring about positive transformation. _____
- 3. Refrains from gossip with the staff during school hours. _____

Parent Involvement

- 1. Maintains respectful relationships with all parents. _____
- 2. Refrains from engaging in long conversations with parents during school hours. _____
- 3. Refers problems which arise with parents to directress. _____
- 4. Refrains from advising/judging circumstances with parents. _____
- 5. Shares all information received from parents with directress. _____
- 6. Is discreet while conversing with parents. _____

Goals and strategies:

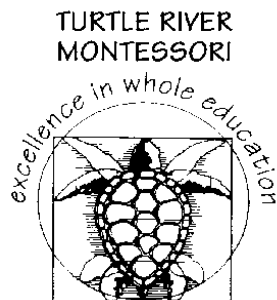
This evaluation is meant to supplement your own vision for yourself. The goal is to facilitate meaningful self-evaluation without limitation or judgement.

Assistant/Intern _____
Signature

Lead _____
Signature

Head of Dept. _____
Signature

Dandiya _____
Signature



Dear Turtle River Employee:

We are very happy to welcome you to the Turtle River family for the new school year. We are looking forward to an exciting and rewarding year.

In order to ensure a clear understanding of the principles and culture of Turtle River Montessori, please read this Policy Handbook thoroughly and sign the form below.

The Employee Policy Handbook is available on our web site at www.TurtleRiverMontessori.com. Hover over the Faculty tab and select the Login to TRM Staff link. Enter the username: **trmstaff** and password **1819TRMStaff.2018** Follow the "Staff Forms" option and click the "Employment Forms" folder.

The TRM Employee Handbook may be revised at any time at the discretion of the Head of School.

Any questions, please feel free to schedule an appointment with the Head of School.

Sincerely,

Bubli Dandiya
Head of School

I have read and agree to adhere to the Turtle River Montessori Employee Policy Handbook.

Employee Name: _____
(Printed Name)

Employee Signature _____ Date: _____
(Signature)

*Please return this signature page to Turtle River Montessori on your first day of employment for your file. We welcome you and look forward to a successful year.