

The Ivy School Staff Handbook

I. General Staff Information

A. Welcome and Introduction

Welcome to The Ivy School, a non-profit corporation set up to provide a public, Montessori education within the Portland Public School District ("PPS"). This Staff Handbook provides general personnel policies for all who work at the Ivy School.

Since this handbook is a summary of The Ivy School mission and Staff Personnel Policies, the contents should be used as a source of information only. It is intended to provide some answers to questions that frequently arise regarding these matters. The Ivy School reserves the right to modify, change or suspend any or all parts of this handbook with or without notice. The decision of the Administration of The Ivy School on the meaning or intent of any provision shall be considered final. **The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract with any employee or employees.**

This handbook supersedes all prior oral or written descriptions of the personnel policies of The Ivy School. No representative of The Ivy School, other than the Board of Directors, has any authority to enter into any agreement contrary to the terms of this Staff Handbook.

• As a condition of continued employment with The Ivy School, all staff and employees will be required to sign the acknowledgment form that is attached to this handbook. Applicants will be required to sign this form upon acceptance of an employment offer from The Ivy School.

B. General Montessori Mission and Purpose

The overall mission of The Ivy School, a Montessori Public Charter School, is to provide a challenging academic program based on the educational philosophy of Dr. Maria Montessori. The Montessori approach balances two interdependent elements: The students' freedom to explore and think for themselves, and their responsibility to work and learn within the community. With teachers as their Guides, students will reach their full potential as scholars, be adept at critical thinking and creative problem solving, and be fully prepared to succeed in future schools, careers and civic life.

The educational philosophy and principles of Dr. Maria Montessori are summarized below:

- Every child has an inner drive to explore and discover the world around him/her. This innate curiosity will lead to productive learning if given the proper environment, resources and guidance.

- Academic, social and emotional development are interdependent; Montessori education centers on the development of the whole child.
- Learning is most productive when self-directed and founded on individual interest.
- Learning is most effective when it takes place through direct sensory experiences and interactions with objects in their natural context.
- Cognitive development follows a predictable progression from the concrete to the abstract. There are specific moments when each child is most ready to develop and acquire certain skills. Educators at The Ivy School understand these levels and introduce materials at appropriate times.
- Information should be presented in a pattern of whole-to-part, and integrated through interdisciplinary study, so students will place it into context and understand how things are related.
- Learning must be enhanced and applied in life, particularly in later elementary years, by going out into the community.

Importantly, The Ivy School's mission incorporates the Oregon Educational Act's four key components designed to dramatically raise student achievement: Focusing curriculum and instruction on higher standards built on the basics; holding students accountable for achieving the standard through assignments and test; using the curiosity as a learning resource; and building new partnerships among schools, parents, employers and curiosities. The Ivy School's Montessori approach, with its emphasis on teaching core subjects to a high degree of mastery, constant observation and monitoring of students, and strong links to parents and the larger community, dovetails with the four key components of the Act.

C. Organizational and Operational Structure

The Ivy School, a Montessori Public Charter School, has four decision-making bodies: The Parent Group, the Administrator and school staff, and the Board of Director and The Ivy Advisory Board.

The Ivy School will have regularly scheduled staff meetings, organized and scheduled by the Administrator with prior input from the staff. The purpose of the meetings will be to (1) allow for focused and meaningful staff conversations on timely issues related to instruction, curriculum, school improvement, community outreach, research and school climate; (2) allow time for quick communications and reminders of school business; and (3) give the Administrator time for discussion and sharing of expectations and PPS District news.

Staff Development sessions may be scheduled to promote professional growth.

Parent Group meetings will be generally held approximately three (3) times a school year. The Parent Group is generally made up of interested parents, lead teachers or aides, the Administrator and a staff representative.

Special Education Team meetings will take place as appropriate. The Special Education Team is made up of the learning specialist, a school psychologist, the district special education facilitator and the school Administrator (or delegate).

The Ivy School Committees may be formed as needed and may include:

1. Instructional Professional Development
2. PPS District Liaison
3. Social Committee
4. Technology Committee
5. Testing Committee
6. Safety Committee
7. SET (Special Education Team)
8. Recycling/Sustainability
9. Community Outreach
10. Curriculum Representatives/Facilitators
11. Fundraising
12. Other committees as needed

Board of Directors: As a non-profit corporation, The Ivy School has a Board of Directors with three to ten members, initially drawn from The Ivy School's Design Team Developers. Board members have the primary responsibility for fulfillment of the school's mission and are legally accountable for its operation. The Board selects, evaluates and works with staff, amends its bylaws, approves annual budgets and long-term plans and ensures its own successors.

D. Employment At Will

Employment with The Ivy School is "at will." This simply means that employment can be terminated at any time with or without cause or notice, at the option of the staff member or the option of The Ivy School. If the staff member is subject to an employment contract with The Ivy School, then the terms of that contract shall apply regarding discipline and termination, to the extent that there is any conflict with the provisions of this handbook Personnel Policies

E. Non-Discrimination and Equal Employment Opportunity

The Ivy School believes and affirms that each individual is entitled to equal employment opportunities without regard to race, color, religion, national origin, age, marital status, family relationships, disability (which can be reasonably accommodated without creating an undue hardship), gender, sexual orientation or any other characteristic protected by applicable law. This equal employment opportunity extends to recruitment, hiring, promotions, transfers, training, compensation, lay-off, termination, discipline and all other conditions of employment. All employees must be qualified for his/her position, including but not limited to meeting the requirements established by the Oregon Department of Education and The Ivy School. The Ivy School will afford reasonable accommodation to qualified applicants and staff with a known disability, or for an employee's religious beliefs, unless to provide such accommodation creates an undue hardship on the operation of the school and/or as otherwise provided under applicable law.

F. Introductory Period

All newly hired employees are employed with the understanding that the first ninety (90) days are a training and introductory period. At the end of the probationary period, an evaluation will be made between the Administrator (or his/her designee) and the employee. After completion of the introductory period, employees remain employed in an "at-will" status as described in this handbook, or subject to the terms of an employment contract regarding discipline and termination (where applicable). Staff will be evaluated after a 30 day period and recommendations for improvement will be made if needed. Staff will be reevaluated to determine if goals were met. (Attendance) ?

The Ivy School requires that all Staff perform their work and accept responsibility for carrying out the mission and goals of The Ivy School. An Ivy School year calendar is available for all Staff Members. It is each Staff members' responsibility to keep his/her calendar current with the Ivy School's calendar of events. Additional staff meetings, committee meetings, other meetings and conferences, and community events will be added and scheduled during the school year. These are designed to promote communication between staff, parents, students, the Portland Public School District, and encourage community access and awareness.

The Ivy School follows the Portland Public School closures for holidays, winter and spring breaks, etc. Excluding the summer break, there is typically a total of five (5) weeks of scheduled closures throughout the school year. Staff are required to schedule time off work for vacations during school closures. Because additional staffing is not readily available, providing time off during the school year is difficult to organize. Please note that not all school closures are days off for staff. Many of these days are required in-service days, as noted on the school year calendar.

Punctuality is an employment requirement. Each staff member must adhere to their scheduled and agreed upon arrival and departure times. Late arrivals or early departures make preparation and planning more difficult for the entire staff.

Each year several days are dedicated to in-service, staff development, workdays, and conferences. All staff is required to participate on these days, absent prior approval by the Administrator. We value the time we spend working together, and it is beneficial for the school that all staff attend these sessions.

G. Health Benefits

H. Paid Time Off/Holiday Pay (To be decided by the board)

All full time employees (typically scheduled for 40 hours per week) are eligible for paid time off to be taken during school closures as follows:

- Non- Guide/teacher Staff: will receive all major holidays **[to be decided by the Board]**.
- Credentialed teachers will receive all major holidays and **[to be decided by the Board]**.

Major holidays are defined as: Those days designated as holidays by the Portland Public Schools.

Any paid time off under this section is not accumulated and carried over into the next school year, nor can it be used towards personal days taken off during the scheduled in-session school year. Any paid time off is not prospective, it accrues at the time of the school closure when it is taken, and is not payable at termination.

I. Personal Leave and Sick Leave

Staff and teachers shall be entitled to 5 paid personal/sick days during each school year.

Family and Medical Leave of Absence

Unpaid leave of absence for up to 12 weeks is provided to eligible employees for certain family or medical reasons. This section describes family medical leave under both federal and state laws. If there are greater rights under state law, those state laws will apply. In practical terms, that means in most instances Oregon family medical leave laws will apply for Oregon employees (as coverage is broader under the state laws.

Eligibility. Employees eligible for leave of absence under the Family Medical Leave Act ("FMLA") must have been employed by the school for 12 months or more and have at least 1250 hours of service during the 12 months immediately preceding the leave of absence. Under the Oregon Family Leave Act ("OFLA"), employees must have been employed by the school for at least 180 days and worked an average of 25 hours per week in the previous 180 days to qualify for state family leave. Employees taking leave to care for a newborn, adopted or newly-placed

foster child only have to meet the 180-day employment requirement (regardless of the number of hours worked).

1 **Qualifying purposes.** Employees may request family and medical leave for:

- The addition of a child to the family through birth, adoption, or placement by foster care ("parental leave");
- A serious health condition of the employee's spouse, child or parent, and in Oregon, parent-in-law, same-sex domestic partner and parents or child of an employee's same-sex domestic partner;
- A serious health condition that prevents an employee from performing his or her job.

Under Oregon law, employees may also request family and medical leave for:

- The care of a minor child who is ill and requires home care, and does not have a serious health condition, provided another family member is not willing and able to care for the child.

In addition to the basic 12-week family leave entitlement, Oregon employees may qualify for additional family medical leave under Oregon law in the following circumstances:

- Up to 12 weeks leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- Up to 12 weeks of sick child leave for those employees who take 12 full weeks of family leave as parental leave, provided the child does not have a serious health condition.

2 **General provisions.**

a. **Notice.** Employees are required to give the school 30 days' notice of the need for leave when it is foreseeable. If the reason for the leave is unforeseeable, you must give the school oral notice within 24 hours of when your leave starts and provide written notice within three days of your return to work.

An employee must make a reasonable effort to schedule treatment for serious health conditions in a manner that does not unduly disrupt business operations.

b. **Rolling twelve-month leave period.** The leave calculation year for family medical leave is **[OPTIONAL: 12 months starting with the first day family leave is taken by the employee (12-month "looking forward" method). – or – 12**

months measured backward from the first day family leave is taken by the employee (12-month "rolling backward" method). Each time the employee uses family leave, the employee's remaining entitlement would be the balance of the 12 workweeks which has not been used during the immediately preceding 12 months.]

c. **Paid, other leave to run concurrently.** Leave granted under state workers' compensation laws will be treated in accordance with the above laws and will run concurrently with family medical leave.

Paid leaves and unpaid leaves (e.g., personal leave) run concurrently with unpaid family medical leave where allowed by law. Any accrued paid leave, such as vacation and accrued sick leave, must be substituted for unpaid family medical leave and taken before the remainder of family medical leave is taken as unpaid leave. Sick leave may only be used consistent with the sick leave policy and is generally only available for leaves related to the employee's own illness or injury or, in Oregon, for parental leave purposes.

Leave under OFLA runs concurrently with leave under FMLA in most circumstances.

d. **Medical certification.** The school will require a medical certification of serious health conditions. The employee will be required to provide the certification within 15 days. The school will require returning employees to provide a certification of fitness to return to work.

Under Oregon law, employees who use sick child leave on more than three separate occasions in a 12-month leave period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period.

e. **Intermittent/reduced schedule leave.** Generally, intermittent or reduced schedule leave is not available for family leave used for birth, adoption or foster placement. In other situations where intermittent or reduced schedule leave is available and foreseeable, employees may be temporarily transferred to available alternative positions that better accommodate intermittent or reduced schedule leave. For family leave under Oregon law, any such transfer will be with the employee's consent.

f. **Reinstatement.** Generally, employees returning from leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, unless their former position has been eliminated for bona fide business reasons where the employee may have no reinstatement rights.

Under Oregon law, reinstatement following Oregon family medical leave is generally to the employee's former position, unless the position has been eliminated, in which the employee may be entitled to reinstatement to an available, equivalent job.

g. Continuation of benefits. Employees on family leave covered by the FMLA and OFLA are entitled to continue health benefits on the same terms and conditions as active employees for up to 12 weeks in a leave calculation year. Employees on leave covered by Oregon law only are not entitled to have their health benefits continued. The school will recover premiums paid on behalf of an employee who does not return to work for reasons other than a serious health condition of the employee or family member or other circumstances beyond the control of the employee.

h. Status report. While on family medical leave, employees may be required to furnish the school with periodic reports of status and intent to return to work.

3 Working for another employer. School policy prohibits employees on a paid or unpaid family leave of absence from working for another employer or school, without prior written authorization.

Any specific FMLA/OFLA rules regarding leave eligibility, length of leave, and reinstatement for teachers will be followed by The Ivy School. Please contact the Administrator for applications and/or specific details.

J. Harassment Prohibited

It is the policy of The Ivy School that all employees be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), sexual orientation, national origin, age, disability, retaliation or any other characteristic protected by applicable law. (Examples of retaliation include adverse employment actions being taken against someone for reporting alleged discrimination or participating in an investigation of discrimination or harassment).

1. Harassment

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by applicable law, or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:
(1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by applicable law, and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by applicable law, and that is

placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.

2. Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Prohibited sexual harassment may include, but is not limited to, sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another employee; sexually suggestive comments; inappropriate use of The Ivy School communications include e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an employee’s gender; sexual slurs; negative sexual stereotyping.

Harassment will not be tolerated in our workplace. It is against the policies of The Ivy School for any employee or staff or Board member to harass another member. This includes acts between the Administrator, Board Members, supervisors and employees; it also includes acts between one employee and another.

3. Complaints of Harassment

If you believe that you have been harassed, report the harassment immediately. The report should be either (1) to anyone with supervisory authority, or (2) to the Administrator, or (3) to any member of the Board of Directors. The Ivy School will take no action against an employee who in good faith reports harassment to The Ivy School or who participates in an investigation. Retaliation will not be tolerated in our workplace.

Reports of harassment or retaliation will be investigated promptly and thoroughly. The Ivy School will attempt to maintain confidentiality, consistent with the school’s need to conduct an adequate investigation and to take prompt corrective action in response to any harassment or retaliation.

Anyone in supervisory authority, any staff or other employee found in violation of this policy will be subject to discipline up to and including discharge.

K. Prohibition of Workplace Violence

The Ivy School has a "zero tolerance" policy for any actions that threaten its staff, employees, children or visitors. This includes verbal and physical harassment, verbal and physical threats, verbal confrontations, and any actions that cause others to feel unsafe in the workplace. As part of this policy, employees are strictly prohibited from bringing any weapons to the school. The Ivy School reserves the right to inspect all items brought on to school property with or without notice. Employees with complaints regarding these issues should make complaints in accordance with this policy.

Employees are encouraged to raise any workplace violence concerns with their supervisor or the Administrator. An employee may make an anonymous complaint, although this may limit the school's ability to investigate. Upon receiving a complaint, the school will promptly investigate the matter to determine relevant facts and circumstances, and evaluate appropriate remedial action.

Individuals who lodge good faith complaints or who participate in a school investigation will not be retaliated against or otherwise treated adversely relating to the reporting of the situation or participation in an investigation.

The goal of this policy is zero incidents that threaten the safety and well being of the people in our workforce and the children at our school.

L. Child Abuse Reporting Requirements [ORS 419B]

Any employee of The Ivy School having reasonable cause to believe that any student with whom he or she comes in contact has suffered abuse, or that any adult with whom he or she comes in contact has abused a student, shall report immediately to the Services to Children and Families (SCF) or law enforcement agency. Staff members shall not inform parents of any such reports. School staff must cooperate with investigations by SCF, law enforcement or the Administrator of possible child abuse.

M. Leaves of Absences

N. Jury/Witness Duty Leave

The Ivy School will provide eligible staff members and employees with leave for jury service, or for witness service for an employee's duty as a citizen (but not for personal litigation of the employee or for criminal legal proceedings brought against the employee). Employees who are summoned or subpoenaed to jury/witness duty must submit a copy of the summons or subpoena to the Administrator and notify him/her on the first working day after the notice is received.

On the days when the jury is excused early, or from any witness service, the employee will be expected to work the balance of his/her scheduled workday. Employees serving on jury/witness duty must keep the Administrator informed of their status and of any changes in the projected return to work date.

O. Military Leave

Unpaid military leave is available to any employee meeting the federal and state criteria who enlists, is inducted, or is called to active duty in the U.S. uniformed services or to any employee meeting the federal and state criteria who requires such leave for qualifying reserve training. Employees must submit a copy of military orders to the Administrator (or his/her designee). Two (2) weeks notice must be given, unless precluded by military necessity. Upon completion of military duty, employees must report back to work within the time limitation established by federal law.

P. Crime Victim Leave

An employee who has been the victim of a crime, or whose family member has been the victim of a crime (including but not limited to assault, rape and stalking), may be entitled to a leave of absence to attend criminal proceedings under the terms of this policy and applicable law. An employee who has worked for at least 180 days and who has averaged 25 hours or more per week in the 180 days prior to the request for leave, may be eligible to take an unpaid leave of absence to attend criminal proceedings related to a crime in which the employee or a member of the employee's immediate family was a victim. Employees must provide reasonable notice to the Administrator of their intention to take leave under this policy, discuss the approximate length of the leave with the Administrator (or his/her designee), and provide copies of scheduling notices upon request.

Crime victim leave is unpaid, however, employees may use any accrued paid time off to receive pay for all or part of their absence. If the employee's leave would create an undue hardship on the school, the leave may be limited and the employee may request that the court take the employee's work schedule into account when scheduling the proceedings.

Q. Personal Leave

Full-time employees who have been employed with the school continuously for at least two (2) years may be granted an unpaid personal leave of absence without pay and fringe benefits, at the sole discretion of the school. Personal leaves of absence must be requested in writing and must specify a starting and ending date, as well as the reason for the requested leave. Personal leaves must be requested at least ten (10) days in advance (except in case of emergency). There must be a compelling personal reason for the leave, and leave will not be granted to work another job or to seek employment or career opportunities elsewhere. Employees returning from personal leaves of absence are not guaranteed reemployment. Reemployment is subject to the availability of a position which the school determines is suited to an employee's skills, qualifications and experience.

R. Counseling and Termination

The Ivy School Administration recognizes that learning time is to be given to all employees and that guidance and instruction is a necessary part of staff training. The Administrator is generally available to discuss problems which may arise, and to assist the employee to solve such problems whenever possible.

Employees generally shall be counseled where the school becomes aware that there is a deficiency in performance, and an effort will be made to help the employee resolve the problem as appropriate in response to a given situation.

However, any employee who strikes a child or subjects a child to corporal punishment shall be subject to IMMEDIATE DISMISSAL. Subjecting a child to humiliation, ridicule, depriving a child of a meal, or using abusive language towards any child also are examples of grounds for immediate dismissal.

Although employment with The Ivy School is an "at-will" relationship, should an employee be terminated, he or she generally will be informed of the reasons for dismissal and may be afforded the opportunity to respond to the Administrator at his/her discretion. Where an employee is subject to an employment contract, the terms of the contract shall apply in regard to discipline and/or termination, to the extent that they may conflict with the provisions of this handbook.

It is the expectation of the Administration that all staff support the philosophy of Montessori educational principles. Employee conduct that does support the philosophy of the school will be subject to immediate dismissal.

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S. Overall Staff Regulations

When a group of people work together, it is necessary to have common rules of conduct, so that the actions of one individual do not adversely impact other staff and the school community as a whole. The purpose of these rules is to define and protect the rights of all who work here, and to insure that all staff work under the same conditions. These rules do not modify the "at-will" employment relationship, but instead are guidelines for employees that illustrate acceptable and unacceptable conduct.

Although it is impossible to identify every possible deviation from the common rules of conduct, the following is a partial list of actions which may result in disciplinary action up to and including immediate dismissal without prior warning:

1. Striking or abusing a child, humiliating a child, endangering the life of a child, withholding food from a child as punishment.
2. Abusive or inconsiderate treatment of parents, staff, or visitors.
3. Unauthorized removal of The Ivy School property.

4. Unauthorized removal or divulging the contents of records of parents, children, or the school's confidential information.
5. Refusal to perform assigned work.
6. Carelessness or negligence in the performance of job duties.
7. Willful destruction of property.
8. Encouraging others to engage in any activity in violation of school rules.

T. Other Staff Conduct Rules

In addition to the rules listed above, there are other rules which may result in disciplinary action up to and including dismissal if violated. These rules include the following:

1. **Work Time:** Work time is for work. Any conduct which interferes with the work time of a staff person shall not be tolerated. Work time does not include recognized breaks.
2. **Work Performance:** Unsatisfactory work, poor performance, producing work below standard, or excessive work time away from job duties, permitting avoidable waste, and lack of cooperation jeopardizes our children and other staff.
3. **Care:** All children, parents and visitors should be treated with kindness, friendliness, patience, and respect. Staff should refrain from gossip, loud talking, and other unnecessary noise and forms of conduct, which could disturb the program and detract from the professionalism of the school.
4. **Information Regarding Children:** It is contrary to the interests of The Ivy School and those we serve to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside the school. Inside the school, such information should be discussed only when it will benefit the care we offer the children and the parent. Refer any questions on children, their performance, and parents to the Administrator.
5. **Personal Appearance:** Staff is expected to dress appropriately for their job and to maintain high standards of professional appearance and personal hygiene. The community's view of The Ivy School and childhood education as a whole is directly related to the level of professionalism that staff present. Visible facial piercings while at

work generally are not permitted, which includes but is not limited to nose, cheek, tongue, or eyebrow. Minimal ear piercing is permitted.

All clothing needs to be of professional nature. Be aware of how clothes move when you sit on the floor or lean over to assist a child. It is expected that all clothing be clean and in good repair. Please use professional taste when coordinating your work attire.

6. **Absenteeism:** A staff person must notify the Administrator and co-teacher if he/she is to be absent in order that a replacement may be arranged. Staff is expected to maintain a regular attendance record. Excessive, habitual, and unauthorized absence and tardiness is disruptive to the care of children and creates a burden on other staff. A call to the Administrator or his/her designee is required the night before if at all possible. Please call our cell phones. It is unacceptable to call and leave a message at the school, as we will not have ample time to find a substitute.
7. **Safety:** Every caution must be taken to guard against accidents to children and other staff. It is the responsibility of every staff member to correct unsafe conditions such as liquid, food, paper, and extension cords on the floor, or any other conditions which could cause an accident. Report any unsafe conditions and fire hazards immediately if you are unable to correct them. All accidents must be reported to the Administrator and recorded in the injury log.
8. **Smoking:** Smoking, or the use of smoke-less tobacco, is not permitted on school property or at any school-related activities.
9. **Fire Rules:** A fire drill must be conducted in each classroom monthly and recorded on the fire drill log. All staff is responsible for understanding their role in an emergency. This includes understanding and familiarization with location and operation of fire extinguishers, reporting a fire to the fire department, and knowledge of all fire exits.
10. **Telephone Calls:** School telephones are primarily for business use. The use of a school phone for personal reasons should be limited to emergency situations and should be made during scheduled breaks. Staff may not receive phone calls while working. Messages may be retrieved during scheduled breaks or after working hours.
11. **Cellular Phones:** Cell phones are not to be used in the classrooms at any time by anyone. These take away from the care of the children. Policies regarding telephone calls also shall apply to cell phone use.
12. **Personnel Records:** Information in the personnel records of school employees will be kept confidential to the extent required by law and shall be used only for official purposes. Your personnel records must

be kept current. Please report promptly to the Administrator any changes of name, address, telephone number, marital status, departments, payroll deductions, who to contact in case of emergency, and any other change, which is necessary for contact information and/or payroll purposes.

13. **Support of Montessori Philosophy:** Staff are to be supportive of the Montessori philosophy for child education in their daily work performance, and in their conversations with parents, visitors, and staff.

U. Standards of Safety and Respect

There must be no actions taken or permitted by staff which are dangerous to one's self or to others, including but not limited to:

1. Running indoors or in crowded areas;
2. Throwing any objects that may strike another person;
3. Going outside the fence unsupervised;
4. Climbing fences, trees, or other inappropriate places;
5. Rough and rowdy games that may result in injury;
6. Leaving water spills on the floor;
7. Leaving objects on the floor or in walkways that may cause others to trip;
8. Carrying chairs or any other inappropriate object in an unsafe manner;
9. Playing games of swinging on or slamming doors.

There must be no actions taken or permitted by staff that offend or show disrespect for others:

1. Teasing or deliberately annoying a person;
2. Crowding or touching other people without permission;
3. Using offensive language or gestures, name-calling, or rude faces;
4. Excluding one or a few from a group game or activity;
5. Interrupting while another person is speaking;
6. Gossiping about another person;

7. Quarreling or bickering in public;
8. Ignoring or failing to give polite recognition to any person;
9. Failing to show consideration for other's needs and wishes.

There must be no actions taken or permitted by staff that show disrespect for the school environment, for other's property, for living things, or that waste resources:

1. Careless handling or improper use of didactic materials and other learning tools;
2. Deliberate or careless damage to furniture, building, or playground;
3. Writing on walls or furniture;
4. Wasting consumable resources such as paper, paint, sand, etc.;
5. Wasting food or damaging clothes, lunch boxes, etc., even one's own;
6. Disregard for or deliberate injury to other living things (plants, snails, etc.);
7. Making messes and failing to clean up;
8. Littering or disposing of trash inappropriately;
9. Assuming ownership of things found at school.

V. Recognition of and Consequences for Student Misbehavior]

1. Make sure the child knows that he/she is doing something wrong: do not ignore misbehavior.
2. Let the child and the group see that you disapprove of the actions (as opposed to being angry at the child).
3. Discuss the misbehavior so as to make clear what standards are being broken.
4. Suggest ways to mend the breach or to make restitution – always give a child a way to regain self-esteem.
5. If a child is unable or unwilling to stop or take responsibility for the misbehavior, take kind but firm measures to end it:
 - a. Remove the child from the group or situation;
 - b. Let the group discuss it and suggest ways of dealing with it;

- c. Try to let natural consequences ensue:
 - 1. If a child is disturbing the group, he/she must leave it;
 - 2. If materials are being improperly handled, they may not be used;
 - 3. If a child throws food a lunchtime, he/she may not eat it.
- d. Notify parents if a child is not responding to normal methods of handling misbehavior:
 - 1. Tell a parent each and every time a child bites, throws dangerous objects, hurts another child, uses inappropriate language, or violate safety hazards;
 - 2. Tell the parent and Administrator of early recurring problems with social behavior and keep a written record of the conversations.
- e. Try to determine what the child is gaining through misbehavior and remove the motivation:
 - 1. Do not react as the child expects; change strategies;
 - 2. Do not let yourself be manipulated into power struggles;
 - 3. Remove all audience and supportive peers;
 - 4. Call on another adult to help if you are feeling angry or frustrated;
 - 5. Do not reason with a child who is out of control or being stubborn; be calm and firm;
 - 6. Act vs. React.

W. Employee/Staff Complaints

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that you believe is harmful to you or to the school, you are encouraged to use The Ivy School's internal process to hopefully resolve the problem as quickly as possible. No employee will be penalized for using this system in good faith.

Many concerns can be resolved right away with your immediate supervisor, and normally this is who you should talk with first. If you feel you cannot discuss a problem with your supervisor, or if you are unable to resolve your concern with your supervisor, then you should discuss the situation with the Administrator. After a full examination of the facts, the Administrator will normally advise you of the decision. If you are not satisfied with the decision of the Administrator, you can appeal it to the Board of Directors, and its members will have the discretion to determine whether it will review the Administrator's decision.

The Ivy School will not tolerate any form of retaliation by supervisors against staff using this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying The Ivy School from taking disciplinary action against any individual, up to and including termination, in circumstances where The Ivy School considers disciplinary action appropriate.

If your concern relates to a possible violation of The Ivy School's policies prohibiting discrimination or harassment, the concern will be handled under that procedure, and prompt corrective action will be taken should a violation be found.

The Ivy School maintains an "open door" philosophy. Our doors are open because our experience has shown us that open and direct communication between all of us contributes to a positive work environment for everyone. We want to know about your problems and to have the chance to work with you in resolving them in a satisfactory manner.

X. Drug and Alcohol Policy

[The Ivy School will develop this policy consistent with applicable laws.]

W. Criminal records background check – All staff will be subject to background checks prior to employment at The Ivy School.

II. STAFF HANDBOOK ACKNOWLEDGMENT

I have read and understand the rules and policies of The Ivy School set forth in the Staff Handbook. I also understand that The Ivy School is an "at-will" employer, and that my employment can be terminated, with or without cause or notice at my discretion or the discretion of The Ivy School, subject to the terms of any employment contract that I have with the school.

I understand and agree this handbook supersedes all prior oral or written descriptions of the personnel policies of The Ivy School. I further understand that no supervisor or manager or representative of The Ivy School, other than the Board of Directors, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

This handbook contains policies and procedures which apply to me. I understand I will be required to follow it during my employment with The Ivy School. I further understand this handbook is not intended to create a contract or convey any contract rights, and it may be amended by The Ivy School at any time, with or without advanced notice to me.

I HEREBY ACKNOWLEDGE READING THE STAFF HANDBOOK:

Employee Signature

Date

Employee Name (Printed)

