The mission of Maria Montessori Academy is to provide an individualized grade K-6 education that promotes academic excellence founded on the authentic philosophy of Dr. Maria Montessori.

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Phone (801)827-0150
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Email info@mariamontessoriacademy.org
We would like to take this opportunity to welcome you formally to Maria Montessori Academy. Together, we can make this year a rich and happy learning experience for everyone. The mission of Maria Montessori Academy is to provide an individualized grade K-6 education that promotes academic excellence founded on the authentic philosophy of Dr. Maria Montessori. MMA will craft each child’s education in partnership with educators and parents to achieve higher levels of academic, personal and social achievement, thereby preparing students to become constructive contributors to their community. Our mission statement identifies key philosophical elements that will enable and encourage students in their educational journey.

We believe in our school and ask you to support us in our quest for providing the best educational opportunities for all of our children as they prepare themselves to be productive citizens in our global community. We are here to assist each child in reaching his/her potential. We ask for your support and cooperation. We hope having this handbook readily available will proved the resource needed to answer any questions you may have concerning our school and its activities.

The following is a list of all Maria Montessori Academy Personnel. All school employees have an email address that can be accessed by the individual’s first initial followed by their last name. For example, Director Stephanie Speicher’s email is: SSpeicher@mariamontessoriacademy.org.
# Our Staff!

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Position</th>
<th>Instructional Assistants</th>
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<tbody>
<tr>
<td>Laura Kinmont</td>
<td>Kindergarten</td>
<td>Jen Hall</td>
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<td>Joy Baty</td>
<td>Kindergarten</td>
<td>Karen Montgomery</td>
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<td>Brittany Herrera</td>
<td>Lower El</td>
<td>Breclyn Everett</td>
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<td>Holly Gladwell</td>
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<td>Heather Cook</td>
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<td>Kacee Weaver</td>
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<td>Carolyn Daniels</td>
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<td>K.Lea Kelley</td>
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<td>Heather Fischer</td>
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<td>Krista Curran</td>
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<td>Kaley Parsons</td>
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<td>Anna Lemmon</td>
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<td>Jill Blazer</td>
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<td>Valeri Cruze</td>
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<td>Jalee Schofield</td>
<td>Lower El</td>
<td>Jessica Stegan</td>
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<td>Nicoletta Householder</td>
<td>Upper El</td>
<td>Stephanie Williamson</td>
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<td>Amity Rockwell</td>
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<td>Kari Kimose</td>
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<td>Angie Perry</td>
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<td>Jen Pack</td>
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<td>Paula Dugan</td>
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<td>Thom Rockwell</td>
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<td>Shanan Zollinger</td>
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<td>Brittany Bulloch</td>
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<td>John Edwards</td>
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<td>Trudy Malan</td>
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<td>Amy Otto</td>
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<td>Jana Colvell</td>
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<td>Kirsten Gonzales</td>
<td>Upper El</td>
<td>Kristina Lewis</td>
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<td>Robert Garrett</td>
<td>Junior High</td>
<td>Alexis Prothero</td>
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<td>Karen &quot;Kevi&quot; Byers</td>
<td>Junior High</td>
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<tr>
<td>Rachel Fields</td>
<td>Special Education Director</td>
<td>April Bench, Suzie Ottens, Dena Sullivan, Connie Starks</td>
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<td>Kathleen Lowe</td>
<td>Special Education</td>
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<td>Martha Trease</td>
<td>Special Education</td>
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<td>Kari Anderson</td>
<td>Spanish Specialist</td>
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<td>Kathy Chandler</td>
<td>Reading Specialist</td>
<td>Jaime Pugmire, Brenda Moyes</td>
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<td>Julia Miller</td>
<td>P.E Specialist</td>
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<td>Jen Calcut</td>
<td>School Counselor</td>
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<td>Annie Merril</td>
<td>Speech Language Pathologist</td>
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<td>Emily Goddard</td>
<td>CTE/Junior High P.E</td>
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<tr>
<td>Stephanie Speicher</td>
<td>Director</td>
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<tr>
<td>Shannon Goen</td>
<td>Office Manager</td>
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<tr>
<td>Melanie Singleton</td>
<td>Office Assistant</td>
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ABOUT THIS DOCUMENT

The policies stated in this Handbook are intended as guidelines only and are subject to change at the sole discretion of the Director of the school or the Maria Montessori Academy Board of Directors. All staff members are responsible for upholding the policies and procedures stated herein, and in the Employee Policy Manual, Parent Handbook and/or other procedural documents. Those guidelines should be read carefully and questions should be asked to the Director for clarification.

STATEMENT TO STAFF

In this document we discuss our beliefs about, expectations of and intentions with all staff members. Our fundamental premise is that we have selected a staff of talented, competent, responsible adults, and that you, in turn, have chosen MMA as the place you want to be. These individual decisions were based on our shared vision of what education and the MMA community might be. We would like to share the vision, which is based on valuing and practicing cross-cultural understanding, holistic teaching/learning, and family/community involvement.

We believe that learning is an active process of self-construction, which occurs as we (children, parents, teachers/staff, and friends) go about our everyday routines in the company of other people. There are two critical notions embedded in this view of learning.

First, all learning constructs (emotional, social, ethical, aesthetic, creative, wellness, intellectual and “school success”) are intertwined; they simply cannot be separated. Schools and homes are social learning environments—just being in the company of other affects and changes each of the participants.

Second, we each (children and adults) bring to this community our own unique personal history. We, as staff, need to listen to—in the deepest sense—children’s and parents’ personal stories (perspectives), and also to each other’s stories, if we want our curriculum and everyday classroom experiences to be meaningful. If we do not base our curriculum and practices on these stories, we end up creating “busy work” environments. They look good, but are not effective if true learning is to take place. Ongoing, two-way communication between parents and staff is the only way to ensure meaningful home and school environments. If we only focus on our classrooms and ignore children’s home lives (their home stories), we are only doing half our job.

We come together as a staff not only with our vision and personal stories, but also with expectations of and responsibilities to each other. We will promote the highest quality, professional, consistent and respectful school environment. We will support each person’s personal and professional endeavors to the best of our ability. In turn, we expect each of you to be 100% accountable for your performance and to work collaboratively with all other members of our community. We expect you to stay informed of school matters by attending staff meetings, Parent Education events and other school functions, and by reading staff updates/emails and the school newsletter.

NON-DISCRIMINATION POLICY OUTLINE

Maria Montessori Academy is a non-profit, 501© 3 organization. We value, welcome and celebrate a diverse population. The school treats all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, age, disability, marital status, or sexual orientation in all employment decisions. (Please refer to our A Plus Employee Policy Guide for our entire policy)

SEXUAL HARASSMENT POLICY OUTLINE

Sexual harassment in employment violates the provisions of Title VII of the Civil Rights Act of 1964. Any employee who is
aware of any instance of sexual harassment should report the alleged act immediately to the Director. All complaints will be investigated promptly, impartially and discreetly and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings. The School will not tolerate any forms of discrimination and harassment by anyone. Any employee who harasses another will be subject to disciplinary action up to and including termination. No words, acts or symbols of racial or gender discrimination will be allowed. Proven harassment because of an individual's race, color, religion, gender, national origin, age, disability or sexual orientation will not be tolerated and may result in disciplinary action up to and including termination. (Please refer to our A Plus Employee Policy Guide for our entire policy)

CELL PHONE, CLASSROOM PHONE & COMPUTER USE POLICY

Personal cell phone use is strictly prohibited during the instructional day. While the employee is charged with supervising students, the staff should refrain from using any form of technology for personal use that is not directly related to the classroom instruction.

Teacher laptops are property of the school and all contents also belong to the school. Teachers should provide their password for both their laptop, school email, SIS, website, and phone to the front office.

Students should not use the classroom phone to call home. If a student needs to call home, provide them a hall pass and send them to the front office.

FACILITIES SIGN-UP

The library, gymnasium, kiva areas, art room and playground are all areas that can be accessed when available by the classroom teacher with the approval of the administration. Please email all requests for use of common areas to Melanie in the school office and based on availability, you will be scheduled monthly on the school-wide calendar. It is your responsibility to check the school calendar before scheduling or using a common area outside of your classroom so as not to conflict with others.

STAFF ASSIGNMENTS

All teachers are required to be in their classroom at 8:00 a.m. Teachers are responsible for their students from 8:15 a.m. until dismissal. We will have a scheduled random rotation of pick-up supervision after school which will also include the carpool area. A schedule will be provided for you prior to the beginning of school. Classroom assistants will be responsible for supervision during the recess period. They must take a first aid pack and mobile radio with them outside each day they are scheduled. Should a class not go out to recess that classroom assistant is responsible for finding a replacement. We must have a minimum of 2 adults with first aid packs and radios at each recess. This will be the sole responsibility of the assigned classroom. During our hours of instructional operation, teachers should NEVER leave their students unattended.

PARENT COMMUNICATIONS

Every teacher will be responsible for maintaining a class blog. Please add info@mariamontessoriacademy to all distribution lists. The office staff will be tracking these weekly email notifications to report to administration.

SCHOOL WIDE EMAIL/CHAT COMMUNICATION

Each employee has been provided with a school email address. It is the responsibility of each employee to check this email address daily for updates from staff and administration. Any computer at the school may be used to check this email address. All employees have been instructed on how to access their email from home or outside of the school using webmail. Any employee unsure of this process should communicate directly with the school office for assistance.
RECORD KEEPING
MMA uses the Utah Statewide Student Information System (SIS) for student attendance keeping. Student attendance must be taken every day no later than 8:40 a.m. Each teacher has been assigned a user ID to allow them access to this system. If you are having difficulty accessing the attendance portion of SIS it is your responsibility to notify the school office immediately.

MMA also uses Montessori Manager to track a student’s progress throughout the year. You must maintain careful and accurate records of all student progress. You are to maintain up-to-date records. This update should be done no later than Sunday evening every week. You will receive training on how to use this system throughout the year. Should you encounter difficulty it is your responsibility to notify the school Montessori Manager representative immediately.

REIMBURSEMENTS
Reimbursements must be approved prior to purchase by the Director. Employees must first acquire approval for purchases and then turn in your receipts and the proper reimbursement paper work which can be obtained from the Director. Legislative funds do not require prior administrative approval, but you must provide the appropriate documentation such as receipts etc. Reimbursements will be submitted each Friday. All documentation must be submitted by 3 p.m. the Wednesday before submission.

PAYROLL
MMA follows a bi-weekly payroll for all hourly employees, with pay dates every other Friday of each month. All salaried employees will be paid twice per month on the 15th and last day of each month. In the event these days fall on a holiday or weekend day payroll will be done on the business day before. All payroll will be processed through Direct Deposit unless otherwise arranged. Pay stubs are available online only.

STAFF ATTENDANCE
- Attendance is a crucial part of the consistency and well being of the school and more specifically the child
- All staff should be on time and work according to their contract/schedule. Tardiness will be addressed by the Director on an individual basis.
- Attendance is required at all school wide functions including but not limited to: Open House, Parent Orientation and the Annual Pool Party
- All teachers are required to attend all class level meetings.
- Attendance is required at all bi-weekly staff meetings for salaried employees on Mondays beginning promptly at 3:30 p.m. until 5 p.m.
- Attendance is required at all monthly staff meetings for hourly employees on the first Tuesday of each month beginning promptly at 2:00 p.m.
- Absence from a staff meeting must be submitted in writing to the Director at least 1 week (7 days) prior to the staff meeting.
- Staff children should only be present for these staff meetings in emergency situations. Please make arrangements for them to remain in your classroom with appropriate activities.

PERSONAL INFORMATION
All staff should notify the office manager immediately of any changes in address, phone number or any pertinent life changes such as marriage or birth of a child.
MONTESSORI CONFERENCE FEES

A predetermined amount of the regular conference registration fee will be paid if you are delegated to attend the Conference. If you are a presenter at the conference, you will be able to reimburse other expenses up to the registration fee. The director will determine which employees will attend these conferences.

LEAVE REQUESTS

- The Director must approve all personal leave in writing. You must use the appropriate Request for Leave form. The forms are available in the teacher workroom in the mailbox and in the Y drive under Teacher Forms.
- If you are going to be absent or leave early for any reason, you must fill out a Request for Leave form and leave it in Shannon’s mailbox in the workroom.
- You must receive a copy of the Request for Leave form signed by the Director before taking leave.
- Exception: Oral permission from the Director by phone or in person is acceptable for emergencies only. Immediately upon returning to work, fill out the Request for Leave form.
- We have limited substitutes. Therefore, leave will be determined by severity of need.
- It is your responsibility to confirm a substitute for your absence. A substitute for planned absences must be confirmed within one week of your absence. (Refer to school sub list.)
- Once sub is confirmed, email Shannon with details of what arrangements have been made and accompanying sub plans.
- Email lesson plans to sgoen@mariamontessoriacademy.org and the Director and your assistant.

PROCEDURES FOR CALLING IN SICK (Teachers only)

- Refer to sub list. Call a sub to cover your absence.
- Once sub is confirmed, email Shannon with details of what arrangements have been made and accompanying sub plans.
- Email lesson plans to sgoen@mariamontessoriacademy.org and the Director and your assistant.
- All sub plans and emails must be submitted prior to 7:30 a.m. on the day of your absence.
- If you are unable to confirm a substitute, communicate that information with Shannon.

PROCEDURES FOR CALLING IN SICK (Hourly Staff)

- Contact your teacher by phone, text, or email the night before or by the morning of your absence. You must also email the Director (sspeicher@mariamontessoriacademy.org) within the same time frame. Contact with your teacher and the school is important.
- 3 absences per year will be excused. Additional absences may result in corrective action.

ROOM, SCHOOL KEYS AND BUILDING SECURITY

- All teaching staff will be issued a key to the building as well as your classroom and office.
- Should you need access to areas of the building to which your key doesn’t give you access you may check out a key from the front office. You will be required to return this key to the office in a timely manner.
- Even for a short period of time, YOU MUST NEVER LOAN KEYS TO ANYONE, especially students and including your own family members.
- Do not label your keys
• Report all lost or stolen keys to the front office immediately to ensure security.
• You will be given a 4 digit security code for the alarm system. It is your responsibility to remember this code and use it to arm and disarm the school alarm when appropriate. (first one in and last one out)
• Classroom security is your responsibility. Lock your doors when leaving for the day.
• Teachers should not collect cash for any reason. Send students to the office for any cash collection.
• Do not store valuables in your classroom. The school does not carry insurance on your personal things.
• When you enter or leave the building outside of working hours, make sure the door shuts and locks behind you.

STUDENT ILLNESS, ACCIDENT AND INJURY

We do not have a school nurse on staff. Therefore, when students are ill or involved in an injury, you must notify the front office. Please comply with the following procedures:

• If a student is involved in an accident or is injured, notify the office immediately via telephone, mobile radio, another student or a teaching assistant! If the student is able, escort the student to the first aid room across the hall from the front office. If not, do not move the student! You may cause greater injury.
• You must complete an “Accident Report” and submit it to the office by the end of the school day. It is preferred that it be filled out at the time of the injury.
• If injury warrants immediate medical attention, office staff will notify the parent/guardian for determination whether to call an ambulance, take the child directly to the hospital, or leave the child at school. In the event we cannot locate a parent/guardian, the Director or designee will make that decision.
• Notification of parents must be immediate by school personnel. It must be in such a way that no undue apprehension is caused the parents. Do not allow students to contact their parents regarding illness or injury until the school personnel have notified parents.

STUDENT BEHAVIOR/INCIDENT REFERRALS

• If a problem occurs that requires notification of parents, the teacher must fill out a Behavior/Incident form and turn it in to the office the day of the incident. These documents match SIS for behavior tracking so it is very important that they be filled out correctly and timely.
• Be very specific about the incident that caused the referral. For example: if the student is being referred for fighting, do not write “was in a fight” under the incident section. Write exactly what happened.
• Send the student to the office with the referral to the office. The Director or designee will see the student as soon as possible.
• If the incident is an emergency, an adult will accompany the student to the office and the referral will need to be turned in to the office by the end of the school day.

EMERGENCY ANNOUNCEMENT CODES:

Clear the halls: all students and staff in their classroom with doors shut!

Ms. Stephanie has lost her keys: all students and staff in their classroom with doors shut, windows covered, and lights off! School Lock-down

Go Green: Doors may be open and Halls are clear

Code Rainbow in Ms________ Room: Need assistance in classroom by Special Education team

Water fall in Ms.________ Room: need assistance by another team member

Ms_______ Room Down: DO not go in to this room, interventions are happening.
STUDENT RECORDS

- The office manager keeps a cumulative record folder for each student. These folders are in alphabetical order. They are not to leave the office area.
- It is important that we have current information for every child. If you receive a change of address, phone number, or email please notify the office manager.
- You must not give any student information, i.e. telephone numbers, addresses, names, etc. to anyone.
- Progress reports are to be printed and filed chronologically in the students cumulative file a minimum of 3 times per school year within 3 (three) days of parent teacher conferences.

VISITORS

All visitors will be required to wear a designated identification badge. Staff are responsible for all visitors in the building. If a staff member encounters another adult in the building without a badge, the staff will be required to walk the visitor to the office to complete the proper protocol for being in the building. The school's administration will periodically conduct tests on this procedure.

SUBSTANCE ABUSE POLICY

All use or possession of any alcoholic or illegal substance on School grounds or at a Maria Montessori Academy event or reporting to work while under the influence of intoxicants or drugs will not be tolerated. Use or possession is grounds for immediate dismissal. Any observed use or possession is to be reported directly and immediately to the Director. Failure to do so can be cause for immediate termination. (Please refer to our A Plus Employee Policy Guide for our entire policy)

NON-SMOKING/TOBACCO FREE POLICY

We believe in the right of all people to breathe clean air. To help protect the health of our learners, families, staff and our global community, we are a Tobacco Free Campus. Smoking is not permitted on the school premises or at school events. Staff should take great care in assuring that if they go off campus to smoke, they do not smell like smoke upon their return.

CARE OF THE BUILDING

There is a lot of work that goes into keeping our building and grounds a pleasing environment. We ask for your help with the following:

- Turn off all lights when exiting a room.
- Turn off all water faucets, where applicable, and flush all toilets.
- Check all windows and exterior doors to make sure they are tightly closed and locked.
- Open flame candles are not permitted to burn in the school building.
- Only approved picture hangers are to be used to hang materials on the walls.
- Displays of student artwork should only happen on the display strips outside of each classroom.
- Should something break and need repair please email Ms. Michelle in the front office.

PROFESSIONAL PROCEDURES

All staff members at Maria Montessori Academy are encouraged to be members of MEPI (mepiforum.org) and to adhere to the standards of this organization. All full-time staff members are expected to write goals each year to strengthen their personal and professional development. These goals will set the path for the evaluation process where self-evaluation and mentoring pave the road to further development of the individual and the school.
EXPECTATIONS OF A MONTESSORI PROFESSIONAL

All Staff Members are expected to:

- Demonstrate a true love and respect for children/teens and their individual learning differences;
- Demonstrate knowledge of and commitment to Maria Montessori Academy’s mission statement, beliefs, school wide goals, personal and professional goals and delivery of instruction;
- Demonstrate the characteristics of honesty, integrity and sense of humor;
- Demonstrate the ability to effectively deal with confidentiality issues;
- Communicate directly and effectively with all staff members without adhering to gossip or speaking ill of others at any time;
- Show compassion and empathy with parents/families at all times without adhering to gossip or speaking ill of others at any time;
- Be constantly aware of the appropriateness of the conversations that we have with co-workers, learners and other adults;
- Show evidence of on-going professional growth;
- Model positive attitudes and courtesy for all children and adults;
- Demonstrate an ability to communicate and collaborate with colleagues, parents and community;
- Be flexible and open minded to new ideas and processes;
- Possess a strong aptitude for or willingness to grow in regard to technology and it’s applications;
- Meet or exceed all other expectations in this Employee Handbook and our A Plus Employee Policy Guide

PROFESSIONAL CONDUCT AND EXPECTATIONS

Living up to the mission of MMA entails that we work in trusting, open and consistent relationships. So it is reasonable to insist on a high degree of mutual professional and personal respect and a high level of mutual support. In a community of mutual respect and support, we are able to converse freely among ourselves; the result being that our individual growth is accelerated.

We value staff actively participating in discussions of decisions affecting them. We value diversity in perspectives leading to a deeper understanding of organizational reality and an enriched knowledge base for decision making. We value staff members resolving conflict in a healthy way that leads to stronger solutions for complex issues. We value staff members reflecting on their own and others’ thinking in order to achieve better organizational decisions. We value all staff acknowledging mistakes and learning from them.

Genuine community requires respect for individual rights. This means, among other things, a high degree of attention to confidentiality. We should share information about one another and our learners/parents on a judiciously defined need-to-know basis. If one needs to know something in order to carry out school responsibilities one should know it; otherwise one should not.

We believe that each of us is an educational leader and that each of us is equally responsible for creating the MMA community. To this end, we must be flexible and help out when needed. To continue to improve consistency in all areas of the school, staff may be asked to problem solve in other environments and to mentor new staff members.

We understand that many of us have additional jobs/hobbies/services that are offered outside of MMA. It is not appropriate to send out emails, or other forms of communication, to families soliciting for your event/product. In the instance of a close, personal relationship with families at school — of course those communications are appropriate to those families.

Please keep in mind that any social networking regarding students, and or staff, including photographs of students is strictly prohibited.
STAFF DRESS CODE POLICY

All attire should be neat and appropriate for the day’s activities and the season. Our daily dress should bear in mind that we are professionals in the community and models for the children. The School’s primary objective is to have employees project a professional image. Proper grooming and attire have a positive impact on the School’s image. Positions that involve frequent, direct public service contact: i.e. those where meeting the public is an inherent function of the position, and where such contact would normally occur daily, are subject to the following appearance standards. In an effort to create and maintain an image of professionalism for our parents and other school visitors, tattoos should be kept covered during school hours and when there is a likelihood that parents/visitors would be present.

Items that may be perfect for working in the yard, going on a picnic or playing sports aren’t appropriate for the office, nor is clothing that is too revealing. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

Take your day’s schedule into account when you are dressing. If you have a meeting scheduled with parents, or if you are advised that others in the School will have visitors with whom you will come in contact, you will want to dress in business attire. And, of course, business attire is always acceptable if that is your preference.

Listed below is a general overview of acceptable school wear as well as a listing of some of the more common items that are not appropriate for the office/school. These items should help set the general parameters for proper school wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Slacks—Slacks in a variety of materials are acceptable provided they are clean and wrinkle-free. Avoid cargo pants that have multiple pockets and ties. Inappropriate items include jeans, sweatpants, wind suits, short shorts, bib overalls, leggings, spandex or other form-fitting pants.

Shirts—Casual shirts/golf shirts both with or with collars, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

Dresses and Skirts—Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn to school.

Footwear—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. No stockings are acceptable if it’s appropriate for the rest of the outfit. Thongs, flip-flops and slippers are not acceptable. Teachers can change into slippers like the students. Please note that bare feet are not acceptable.

Jewelry—Should be conservative. Conservative earrings (small stud type earrings) should be worn if employee has multiple ear piercings.

Check yourself - if you are dressed in the same style and fabric as students, please make an adjustment. With the prior approval of the administration, jeans and athletic shoes are acceptable on certain days, such as clean-up days, field trips, park days, and etc. If an item of clothing is deemed to be inappropriate for the School, the employee may be sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations. Any questions regarding the Attire policy should be directed to administration.

Casual Friday — Staff will be allowed to follow a more casual dress code on Friday only. Jeans and sneakers will be permitted, however, modesty will need to be adhered to at all times.
GOALS WITH CHILDREN

All staff model attitudes and behavior throughout the learning environment and must therefore be meticulous about appearance, conduct and language. If we want the children to sit a certain way at class meetings/line time, then we should sit that same way. We are also being role models at lunch and should use the same practices we expect from the children. We should follow the same lunch guidelines for children when we are in their presence. We should use low voices when speaking and whisper when talking about any behavioral issues.

GOALS WITH PARENTS

Parents are their children’s first and primary teachers. The main way we establish a collaborative relationship with parents is through authentic communication.

Parents are welcome to observe in the classroom once normalization is achieved. We should meet with parents and discuss volunteer procedures in individual classrooms to build a community of parents active in the learning environment. MMA has events to welcome parents as partners in their child’s educational life and we as staff work to support this practice.

Either parents or teachers may request a conference at any time. The Director of the school attends conferences at the request of the teachers or parents.

It is imperative that we as staff not risk compromising our standards by seeking or accepting gifts or favors. Each staff member has a strong obligation to the School and to the standards of the profession.

CONFIDENTIALITY

We emphasize the extraordinary degree of care that employees must take in maintaining the confidentiality of all school matters, including information about children, families and employees. Our obligation to maintain confidentiality requires that information not be released to anyone other than the individual, the child’s parent/guardian, or the transferring school without the express written consent of the individual or the parent/guardian if the individual is a minor. Exceptional care must be taken to protect confidential information; failure to abide by this procedure may lead to termination. This requires that private information not be discussed with parents, and that confidential information, including staff memos, correspondence, and student records, be safeguarded.

PRIMARY RESPONSIBILITIES AND GOALS OF STAFF

1. Your first responsibility is for the health and safety of all the children. Always be alert to any safety hazard and avoid even the appearance of a safety hazard or poor supervision of children or inattentiveness to their safety. Report any safety hazards immediately to the front office. Your next responsibility is for the development of each child’s potential that help with the challenge of meeting their career goals and personal fulfillment needs.

2. You are expected to be non-judgmental towards people with different lifestyles, families who are from different ethnic groups and cultures, who have different goals and expectations for their children and themselves, and who may be dealing with the problems of changing life styles and family patterns in different ways. Families are subject to different stresses and have varying capacities for tolerating stress and organizing their life. We need to remember that parents may be under stresses and pressures we know nothing about. We can help them by being tolerant of their ways of coping and their occasional irritability or forgetfulness while continuing to remember that they do love their child.

3. We all have a serious responsibility toward the school, its reputation, and its success educationally and financially. If we, as a School, should fail, or even become less effective, we would be letting down the children and parents who depend on us. Beyond all this we have a responsibility to society as a whole by helping children become caring people with high standards and goals, people who are happy, successful, wise and competent. You are in a unique position to help create a more compassionate democracy. By creating powerful learning environments you can dedicate yourself
to providing the most effective education ever for all in your care. Each of us at MMA plays a key role in the education and future of our community and global society.

4. Staff are expected to be at work and in their classrooms, preparing, maintaining, and implementing new materials at their contract start time (8 a.m.) and the agreed time for assistants, and leave no earlier than their contract end time except by approval of the Director and by filling out the proper Request for Leave form. We are paid professionals and contract times are **MINIMAL** work times required of all staff. We should expect that on many occasions it will be necessary to meet on school matters outside of normal work hours, especially at level and staff meetings.

5. It is expected that teachers will provide a Montessori educational program and that they will cooperate fully with the Director in matters of curriculum, pedagogy, and all other class matters. Each teacher should seek understanding of all materials in their class and diligently read Maria Montessori’s beliefs and words to better understand the pedagogy. It is also expected that office staff will use the school’s mission and beliefs as filters in determining school process and procedures. Any questions about the philosophy or the beliefs of the school should be asked explicitly to the Director. Professional evaluation of faculty continues throughout the year for ongoing development through goal setting, staff self-evaluation, and ongoing dialogue. Ongoing evaluation leads to specific performance objectives and actions and is meant to encourage reflection and lead to continual improvements.

**ALL STAFF MEMBERS WILL:**

1. Smile and be friendly to all staff, children and visitors.

2. Recognize that offensive language is never appropriate and set an example to your co-workers and the children in your care by speaking appropriately.

3. Be in their class except for brief breaks when necessary and appropriate. Copying materials and preparing activities should only take place during class time in extreme situations.

4. A student led “Pledge of Allegiance” will be practiced every day before 9 a.m.

5. Be aware of the safety of all children in and out of your care at all times.

6. Stop any visitors in the building without a visitor’s tag, greet them and ask if you can assist them and accompany them to the front office.

7. Recognize that safety and cleanliness is important at all times. Notify the office immediately of anything needing repair by email at sgoen@mariamontessoriacademy.org. We also want to encourage the children to keep our school environment beautiful.

   a.) School wide — pick up papers on the floor or around lockers, properly clean up spills on carpets and floors, maintain outside areas (look from a family’s eyes when they enter the building, and help our children to form good cleanliness practices).

   b.) Office Areas — Keep all areas dusted, vacuumed and neatly organized. Keep all materials in their appropriate place.

   c.) Classrooms — Eliminate all clutter, keep all shelves dusted and neatly organized, and keep all storage areas organized and accessible. Although empowerment and ownership are important for children in classroom maintenance, modeling and collaboration is paramount in maintaining the overall beauty of the classroom.

      i.) Morning — Prepare all materials, put down chairs, prepare all shelves, make adjustments in lesson plans, put together new materials, etc. Greet all children as they enter with a smile and conversation!

      ii.) Lunch — Check/maintain work rugs, clean and sanitize snack area, check/maintain tile and carpet, check/maintain all shelves, place all garbage into your hall by 12:30 p.m. Remember that any garbage not out on time will be your responsibility to remove to the outdoor trash receptacle.
iii.) End of day — Clean/sanitize all work and snack areas, put up all chairs, re-roll rugs (laundry at least once per month, use the school facilities or have a parent help with this), recount and check for completed activities, sharpen pencils, check supplies, check/maintain folder storage, lunch box and slipper area, clean up any additional activities: outside, commons, teacher work space, storage rooms. Any areas needing additional attention should be communicated to Environmental Services for support.

GENERAL ADMINISTRATIVE PROCEDURES

These procedures are not all inclusive. All staff members are expected to read and thoroughly understand the Family Handbook and ask any questions necessary for clarification. The procedures and policies contained in the Family Handbook are to be followed thoroughly by all staff members. The following are some general guidelines, procedures in their entirety can be found in the MMA Family Handbook.

CLASS ACTIVITIES

• Field Trip — refer to the MMA Family Handbook

• Class Celebrations — Staff members should communicate class celebrations thoroughly to families and give families opportunities to share their specific family beliefs and celebrations to increase children’s perspectives. Staff members should also communicate to families how to celebrate summer birthdays. Sometimes this is set up as a half birthday or scheduled to be celebrated at the end of the year. Please remember that NO FOOD, DRINK OR PARTY FAVORS OF ANY KIND WILL BE PERMITTED FOR CELEBRATION OF LIFE.

• Class Snack — Parents should receive a calendar to communicate the snack schedule and should bring only approved food per level description. The child that is scheduled to bring snack should assist or be in charge of snack preparation, maintenance, and clean-up with as much responsibility and independence as is developmentally appropriate. Staff members should always monitor snack area and maintain the cleanliness and safety of the children. This area should be closed if the food or drink has become contaminated.

STUDENT CONDUCT

For consistency with student conduct, each teacher will do the following:

• Communicate ground rules clearly and respond consistently.

• Notify the Director of any behavioral issues and provide a copy of all Behavior/Incident forms with a summary of pertinent conversations with parent in the office manager’s mailbox or when appropriate have the child bring it to the front office.

• Communicate with families about positive and negative student conduct privately or with the possibility of a group conference with older children.

• Follow procedures, as stated in this and the family handbook or otherwise, unless another method has been discussed and approved with the Director, and follow due process guidelines. Fill out the proper form in a timely manner.

STUDENT HEALTH, WELLNESS AND SAFETY

For consistency with student Health and Wellness issues, each teacher should do the following:

• Be aware of all students’ health conditions and have the child come to the front office to take their temperature when necessary. If a child is running a fever or has another symptom that can be communicable, they will be isolated in the First Aid room until a parent can be reached to pick them up.

• Evidence of any type of abuse or neglect must not be tolerated and must be reported to the director who will report to the local authorities.
Staff Off-Campus Trip Commitments

☐ Fill out the Field Trip Planning form at least 2 weeks before the scheduled trip with transportation form.
☐ Log the trip in the school calendar at least 2 weeks before the scheduled trip.
☐ Have knowledge of the location, at least one staff member should have previewed the trip.
☐ When at all possible, children should be put in groups with a child leader and an adult leader to support the overall learning process.
☐ Children should be asked to wear their School Spirit Shirt unless it is a trip when another dress-code is more appropriate.
☐ Children should be informed that if they cannot afford the cost of the trip to let their teacher know and a fee-waiver will provided.
☐ All areas of the trip should be well planned and organized — ex. If children are bringing their lunch — napkins/utensils should be brought and a way for them to wash their hands.
☐ At least one staff member should have a cell phone to communicate to the school and to families if the need arises during the day. The cell phone number should be given to all volunteers if the groups are going to be separated.
☐ Staff should communicate the overall trip with families at least 10 days in advance with cost.
☐ Staff should remind families at least 2 days in advance about time, location, dress-code, lunch procedures, and any other pertinent information.
☐ At least one staff member should greet all visitors and make sure they are introduced to the children.
☐ Staff should model to families that this is their time with children, not with other adults — and use questioning skills and ongoing conversation to support learning.
☐ Pack a First Aid Kit if you will be located in an area that will not have one.
☐ Staff members should notify all volunteers of the time/place of the mandatory meeting prior to the start of the trip. If volunteers meet you at location, they should be informed that they need to go over the procedures as soon as they arrive.
☐ Siblings are not able to attend field trips.
☐ Any support for children with exceptional needs should be discussed with the teacher of record at least 10 days prior to the planned trip.
### ~Criteria of Exceptional Teaching Staff~

Being an exceptional teacher is an ongoing journey. The following components provide an overview of the road to becoming an exceptional teacher!

- They have a true love and respect for children, and they are humble enough to admit their mistakes and apologize when necessary.
- They are consistent with the Employee Handbook Guidelines.
- They maintain a beautiful, clean, and functional workspace for students.
- They collaborate with family volunteers to support them in working with other learners, ensuring that all MMA filters are in place and supported.
- They prioritize empowerment and ownership when working with children and are constantly supporting these initiatives in daily routines and practices.
- They have an insatiable work ethic that blends knowledge, teamwork, creativity, and intuition for constant improvement in supporting learning.
- They know themselves well and are able to reconcile stress and frustration in a healthy manner.
- They are honest with themselves and others and are open to new ideas and suggestions.
- They recognize their limitations, set professional development goals, and work candidly with other staff members to improve in these areas.
- They have outstanding “with-it-ness” skills and consistently know where learners are and what they are working on, both inside and outside the workspace.
- They take great care in organizing/orchestrating a respectful, peaceful environment in which children work in diverse groups with multiple partners.
- They understand the use, function, and objectives of all of the materials in the workspace and seek out new ways to use those materials to connect learning to children.
- They are independently reading and internalizing the beliefs and philosophy of Maria Montessori.
- They enthusiastically get to know each learner and take pride in knowing how to support him/her in connecting to new information by blending strengths and interests in this process. This includes knowing the child outside of the school day.
- They are constantly learning by reading and conceptualizing educational best practices, and they share this information with other co-workers.
- They are active participants in all staff meetings and use their voices with other staff members to support MMA in “walking the walk.”
- They follow through with all staff responsibilities in a timely fashion.
- They meet with their co-teacher weekly to discuss planning, areas of improvement and overall learning.
- They recognize the importance of being consistent in their actions and being intentional in their wording with children to support self-discipline and self-regulation.
Always put on exam gloves when treating or assisting a child with a blood related injury, vomiting or bowel and bladder control issue. All contaminated clothing should be placed in a plastic bag to be sent home.

All medications will be given in the office at 12:00 noon unless otherwise approved by the office manager.

Clean all bodily fluids properly and as instructed following OSHA guidelines, by using proper attire, cleaning, and disposal procedures for blood-borne pathogens.

Any communication to a staff member about a communicable disease should be directed to the office administrator for appropriate communication.

Communicate any incidents, complaints, and charges to the Director.