



# Employee Handbook 2022-2023



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# Introduction

## Goals and Purpose

Three Rivers Montessori (hereinafter “TRM” or “School”) is an authentic Montessori School. Our common goal is to provide a secure, inviting, challenging, engaging, and stimulating environment that supports the intellectual and social development of each student in attendance. Although each person is primarily responsible for their class, everyone shares the responsibility for all the students in the School as a whole. We all share the same goals, and for the School to serve the students’ needs to the best of our ability, we must all care for the students at all times while acting as a School employee or representative.

TRM has specific goals that support each student; they are as follows:

- Ensure they grow in independence and self-confidence
- Ensure they learn non-sexist human roles and avoid gender stereotypes and;
  - ensure they are educated in an environment that is free from unlawful harassment and discrimination
- Ensure they are educated in any environment that is free from unlawful harassment and discrimination
- Ensure they develop self-control and self-discipline
- Ensure they learn to give and share
- Ensure they learn to get along with others
- Ensure they develop large and small motor skills
- Ensure they develop their academic potential
- Provide Peace Education

TRM staff will lead by example. In addition to specific duties assigned by supervisors, described in job descriptions, contained in policies, or elsewhere in this handbook, all employees are required to:

- Develop their Montessori knowledge through active participation in formal and informal training
- Model Grace and Courtesy in the Montessori environment
- Treat students, parents, and co-workers respectfully
- Take steps to ensure that students and their families feel like a valued member of the school and greater community during all interactions

## Mission Statement

*“Empowering students to reach their full potential through authentic Montessori learning.”*

## Montessori Philosophy

TRM follows the educational philosophy developed by Dr. Maria Montessori. Dr. Montessori based her philosophy on her observations of children, and it is based on



the child's true nature. Its application is universal, and results can be successfully achieved in any country and with any racial, social, cultural, or economic group. Dr. Montessori's philosophy reveals the child as a lover of work, both of the intellect and mastery of the body (especially the hand). This work is chosen spontaneously and carried out with profound joy. Through attention to work, the child shows spontaneous discipline that originates within the child and is not imposed by others. This type of discipline is real instead of the artificial discipline that results from rewards and punishments. This method of education provides suitable occupations based on the vital urges of the child at each stage of development. The child masters each stage before attempting the next. A comprehensive Montessori program offers the child maximum spontaneity in the choice of physical and mental activities.

In the Montessori environment, children are free to work at their own pace. The quick is not held back, and the slow is not pressured. Opportunities for group work are plentiful, and the children spontaneously offer help with the work they have mastered to those children who have not. The teacher should guide each child individually in each subject according to their requirements. Never should the teacher impose her personality or will on the children. Children work of their own free choice. Their choices are preceded by knowledge and are thus real choices. Dr. Montessori's method eliminates competition as a major motivation for learning. The child competes with him or herself. Ultimately, the Montessori Method develops the whole personality of the child. It does not focus solely on the intellect but includes the powers of deliberation, initiative, and independent choice with their emotional complements. The child becomes a free member of a real social community and is trained in those fundamental social qualities that form the basis of good citizenship.

All employees at TRM must act in support of the Montessori philosophy at all times while acting as a School employee or representing the School. Attention to this philosophy must be paid in all interactions with the child. The method does not simply apply to academics. Instead, it is an encompassing philosophy that should be applied at non-academic times (e.g., transitions, lunchtime, outdoor play, etc.). Teachers are ultimately responsible for ensuring adherence to the Montessori philosophy. However, all School employees play a vital role in reinforcing the major points of Montessori and must take the initiative in learning about and carrying out the philosophy.

## Minnesota Code of Ethics for Teachers

The Minnesota Code of Ethics for Teachers is [Minnesota Administrative Rule 8710.2100 \(as amended\)](#). As of the date this handbook was published, the standards of professional conduct are as follows:

- A teacher shall provide professional education services in a nondiscriminatory manner.
- A teacher shall make a reasonable effort to protect the student from conditions harmful to health and safety.



- Following state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- A teacher shall not use professional relationships with students, parents, and colleagues to their private advantage.
- A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- A teacher shall not deliberately suppress or distort subject matter.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's or other teachers' qualifications.
- A teacher shall not knowingly make false or malicious statements about students or colleagues.
- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

## **Employment Policies**

### Disclaimer

These employment policies have been established as a reference for employees. They are intended to aid employees to become knowledgeable about the School's rules, policies, and expectations. Employees are expected to become familiar with their contents. As policies are amended, employees are expected to review changes and updates and comply with any modifications.

Each of the policies in this handbook, including policies related to compensation and benefits, is current as of the date this handbook is published. TRM reserves the right to revoke, replace, and make changes to these policies at any time, with or without notice, and to interpret these policies at the sole discretion of the Board of Directors or its designees, except as expressly provided herein. When there is a change in policy, TRM may update this handbook.

The material in these policies is not exhaustive. Although the policies have attempted to cover matters of general applicability to employees, it does not cover every situation which may arise from day to day. Comments, questions, or concerns about anything contained in the personnel policies are encouraged and should be directed to the Executive Director.

**These policies are not an employment contract, are not intended to create, nor shall be construed as creating a contract between TRM and any employee, independent contractor, director, appointee or other individual. They may be amended or revoked at any time. These policies shall not in any manner limit the rights of TRM to terminate the employment relationship at any time, except as expressly provided herein.**



**These personnel policies shall apply to all TRM employees.**

By adopting or amending its personnel policies, the Board of Directors revokes and replaces all prior personnel or employment policies and practices. If one or more of these policies is held invalid by judicial or legislative action, the remainder of these policies shall continue in full force and effect.

## Equal Employment Opportunity

TRM is an equal opportunity employer and does not discriminate against its employees or applicants for employment based on race, color, creed, religion, age, sex, pregnancy, genetic information, national origin, marital status, disability, status with regard to public assistance, familial status, sexual orientation or other characteristics protected by state or federal law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, discipline, termination, transfers, compensation, benefits, and training.

## Employment-At-Will

Except as modified by an individual contract, all employment with the School is “at-will.” This means that employees and the School have the right to terminate the employment relationship at any time, for any reason or no reason, and with or without notice. By agreeing to comply with the various policies stated in this handbook, employees are not entering into any agreement with the School for employment for any specified period of time.

## Data Privacy

Every employee must create, collect, maintain, and disseminate data only in accordance with applicable law, including, but not limited, the Minnesota Government Data Practices Act (“MGDPA”) and the United States Family Educational Rights and Privacy Act (“FERPA”). Failure to comply with any such law will result in discipline, up to and including, immediate dismissal from the School.

The obligation to comply with applicable data privacy laws, including the MGDPA and FERPA exists throughout a staff member’s employment and following the termination of employment. Unauthorized release of nonpublic, private, or confidential information, including data on current and former School students and staff, may be grounds for disciplinary action or legal action.

The MGDPA requires public schools to designate a data practices officer. The Board of Three Rivers Montessori School has designated the Executive Director as the data practices officer. The Executive Director shall seek legal or other appropriate advice before releasing data in response to a request.





To ensure that the School complies appropriately with any data requests, all staff should refer all such requests to the data practices officer (Executive Director) who will respond to the data request as required by law. Failure of any staff member to refer any data request to the data practices officer could lead to the school violating the law and may result in disciplinary action, up to and including immediate dismissal from the School.

## Employee Documentation

In accordance with federal law, state law, Minnesota's licensing regulations, and School policy, employees and applicants for employment may be required to submit certain documents, including, but not necessarily limited to, the following documentation:

- Application for Employment
- Federal I-9
- State W-4 (must be for the state in which the employee resides)
- Federal W-4
- Minnesota Department of Social Services Background Check (must be resubmitted every three years)
- Emergency Contact info (must be resubmitted annually)
- MN Teaching License (for licensed staff)
- Additional training documentation may be required at the discretion of the Administration.

Failure to obtain or update required documentation will result in disciplinary action, including unpaid suspension or immediate dismissal from the School. Licensed staff are solely responsible for maintaining licensure and keeping up with all continuing education requirements.

## Background Checks

Three Rivers Montessori conducts background checks of potential and current employees, volunteers, contracted workers performing service on school grounds, and Board members in accordance with state and federal laws, including, but not limited to, Minnesota Statutes, section 123B.03 (as amended), Minnesota Statutes, chapter 364 (as amended), and the Fair Credit Reporting Act . All such individuals are required to truthfully complete a background authorization form. The failure to complete a background authorization form or the submission of any false or misleading information in an applicant's background check documents or application may result in the denial of an application for employment or volunteer status, as well as discipline, including, but not limited to, immediate dismissal from the School.

Appointment to a position is contingent upon a complete and acceptable background check. The results shall be used to assess the employee's suitability for employment. Individuals will be notified if they are unable to be on-site as a result of the background check.



To the extent permitted by law, TRM may accept background checks done by outside companies or contractor firms if the background check complies with TRM's requirements and the background check is shared with TRM. Otherwise a separate background check may be required.

## Anti-Harassment & Non-Discrimination

TRM is committed to maintaining a work environment in which all individuals are free from harassment or discrimination based on race, color, creed, religion, age, sex, pregnancy, genetic information, national origin, marital status, disability, status with regard to public assistance, familial status, sexual orientation and other characteristics protected by applicable federal or state law.

**Please see the Board Approved Policy on Harassment and Sexual Harassment:**

[W Harassment and Violence Prohibition Policy.docx](#)

## Retaliation

TRM prohibits retaliation, including retaliation made by another individual on behalf of someone else, against a person who filed a complaint of discrimination or harassment, participated in a complaint-related investigation, or otherwise opposed discrimination or harassment. Any employee, contractor, including any member of School management, who violates this policy may be subject to discipline, up to and including immediate termination. Any volunteer or visitor who engages in conduct prohibited by this policy may have their volunteer or visitor status revoked and may be subject to other appropriate consequences.

## Complaint Procedure

Per the Board approved Harassment and Violence Prohibition Policy:

### D. Human Rights Officer Designation

(1) The school board hereby designates the School Director and/or the Operations Coordinator as the school district human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves one of the designated human rights officers, the complaint will be filed directly with the superintendent.



- (2) In the event the superintendent is the designated human rights officer, the complaint should be filed directly with the school board.

E: The school district will conspicuously post the name of the human rights officer(s), superintendent, and school board: including mailing addresses and telephone numbers.

(1) **The Human Rights Officer is TBD**

Mailing address: Kara Sime

Phone: 612-968-9682

Email address: ksime@designlearn.net

(1) **The superintendent is;**

Antonio Kuklok

Phone: 763-595-1213 (ext. 102)

Email address: antonio.kuklok@threeriversmontessori.org

(2) **The school board contact information is:**

Chrios Castagneri, Board President

Phone: 763-245-6116

Email address: chris.castagneri@threeriversmontessori.org

F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.

- (1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.
- (2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.
  - a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.
- (3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the school official or reporting party or complainant.

G. The human rights officer may request, but not insist, upon a written complaint. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office. Alternative means of filing a complaint, such as through a personal interview or



by tape recording, will be made available upon request for qualified persons with a disability.

- H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The school district will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

## Reasonable Accommodations for Disabilities

In all hiring and employment practices, the School does not discriminate against qualified individuals with a disability and complies with applicable laws governing disability discrimination and accommodation of disabilities. Employees seeking an accommodation for their disability must refer such requests to the Executive Director.

Consistent with applicable law, TRM is not required to provide an unreasonable accommodation, including an accommodation that would result in undue hardship on its business operations.

## Employee Rules of Conduct

To ensure the orderly operation of the School and to provide a safe and welcoming learning environment, the School expects employees to follow specific rules of conduct. Employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including violation of School policy or failure to observe proper workplace conduct adopted by the School Board. It is the policy of the School to administer disciplinary penalties without discrimination. The following list includes types of behavior that may result in disciplinary action, including immediate termination. It is not intended to be comprehensive. Nothing in this policy or list alters, can be construed as altered, or is intended to alter School employees' status as "at-will" employees or creating any type of "just cause" standard for discipline or termination. When determining whether to impose discipline, including termination, the School may consider all relevant factors, including, but not limited to, the seriousness and frequency of misconduct, and the employee's discipline history.

- Violation of any School policy, procedure, work rule, or regulation, including the provisions of this handbook
- Harassment or discrimination prohibited by School policy or law
- Leaving a student or students unattended for any reason or any length of time
- Assault of any student, parent, visitor, Board member, or co-worker
- Criminal conduct which would constitute a felony, gross misdemeanor, or misdemeanor, except as limited by Minnesota Statutes, chapter 364 (as amended)



- Violation of security or safety rules, failure to observe safety rules or safety practices, or tampering with equipment or safety devices
- Fighting, horseplay, or provoking a fight
- Unsatisfactory job performance, incompetence, negligent, ineffective, or careless work or neglect of duty
- Bringing dangerous, illegal, unlawful, or legal, authorized or unauthorized weapons or materials on School premises or at a school event, including concealed or unconcealed firearms, other weapons or toxic substances
- Making unfounded, false, vicious or malicious statements concerning other employees, the school, students, board or anyone affiliated with the school.
- Interfering with another employee on the job, including restricting work output or encouraging others to do the same
- Theft, misuse, carelessness and/or negligence in the handling or control of School property or property entrusted to the employee by the School, including allowing unauthorized persons to ride in School vehicles, or the unauthorized appropriation of School property for the employee's own use
- Refusal to comply with Licensing Standards or School Policy
- Malfeasance which includes, but is not limited to, intentional conduct that violates School policies or is unlawful,
- Failure to obtain required training or licensure
- Failure to submit required employment documentation
- Unauthorized disclosure of private, confidential, or nonpublic data or student education records
- Being under the influence of alcohol, drugs, or controlled substances while performing duties for the School, while on School premises, or while acting as a representative of the School off premises;
- Possession, sale, distribution, or unauthorized use of illegal drugs, alcohol, or controlled substances during working hours, on School property, and/or while representing the School
- Willful misconduct or Insubordination
- The willful misrepresentation of time worked, i.e., timesheet fraud
- Unexcused absence from work
- Tardiness in reporting to work
- Failure to notify the School before an absence or tardiness as required by the School's leave policy
- Failure to be available during working hours/on-call
- Failure or Inability to work effectively with children or other employees or otherwise perform the essential functions of the employee's job
- Dishonesty in the performance of duties
- Sleeping during work hours
- Acceptance of a gift in violation of School policy
- Unapproved use of paid work time and/or equipment in outside employment or for personal benefit
- Falsely stating or falsely making claims of injury or illness
- Gambling while on duty, on School property, or using School equipment or resources
- Improper reproductions or misuse of copyrighted work
- Theft or destruction of School property or the personal belongings of others



- Abuse of position within the School to achieve personal, political, or financial gain
- False or inaccurate claims for reimbursement of expenses
- Disorderly, abuse, or indecent conduct that causes disruption of the work environment
- Allowing unauthorized visitors into the School or areas of School property that they are not specifically authorized to visit
- Violation of the School's staff-student relationship policy
- Any other conduct which, in the discretion of the School, constitutes a breach of the standards of behavior which it should reasonably expect of its employees.

Further, TRM expects that rules of conduct with students are followed as well, this includes but is not limited to:

- Staff will not provide food, meals, snacks, candy, or treats beyond what the school provides for scheduled and predetermined snacks and lunches.
  - Exceptions may be made for celebrations with the prior approval of the Executive Director.
- Staff will be aware of all physical contact with any student; generally, they should not initiate physical contact. Should a student initiate contact such as a hug, high five, or fist bump, staff may reciprocate if the contact is reasonable or necessary, such as in the case of an emergency
  - Kissing, picking up of children, lap sitting, and leaning on staff is strictly prohibited.
- Staff will not share photos or pictures of a personal nature unless pre-approved by the director and in relation to a lesson or instructional strategy.
- As mandated reporters, it is expected that any observation of impropriety will be brought to the attention of the Executive Director as soon as possible; failure to report acts of impropriety may result in disciplinary action, up to and including termination.

## Cell Phone Use

Using cell phones and other devices for personal use while supervising students is strictly prohibited without the prior authorizations of the Executive Director. Cell phone use not related to school duties during student contact time is unprofessional and distracts employees from supervising children. Staff may use cell phones directly related to instructional protocols, strategies, academic needs, or job related functions such as use of the calculator feature, timer, or to access online accounts such as Kpay, Seesaw, JMC, etc.

Use of cell phones for personal use is authorized during an employee's breaks, and before or after their shift, in private locations.



# Employee Dress Code

All employees must maintain a professional appearance while at work or representing the School. Therefore, the official dress code for classroom employees is **smart casual**. This means well-fitting, polished business wear with elements of casual attire such as blouses, polo shirts, button-downs, chinos, dress pants, dark-wash jeans, and polished, practical footwear.

The dress code for operations is **business casual**. This includes, but is not necessarily limited to, suits, pant suits, sport coats, dress slacks, pants, khakis, dress shirt with or without a tie, dresses, skirts and jumpers (no more than 3 inches above the knee), and blouses, shirts, sweaters, or pullovers.

The School prohibits all employees from wearing the following items:

- Any clothing that is overly revealing or outlandish so as to cause distraction, including garments that reveal skin or undergarments between the top of pants and the bottom of shirts
- Body-hugging clothes including leggings, workout or exercise clothing, stirrups, spandex garments, and sweatpants
- Garments revealing the midriff, or off-the-shoulder garments
- Dirty, ripped, wrinkled or stained clothing
- Transparent or tight garments Pajamas (except on designated days)
- Hoodies and Sweatshirts (Except on TRM Fridays as designated below)
- Short Shorts or Short Skirts
- Tank Tops with Spaghetti Straps
- Soiled clothing
- Any clothing or visible tattoos with images or wording that are offensive, derogatory
- Any clothing that contains advertisements or logo (other than TRM's logo)

Clothes should allow employees to actively engage with students of all ages served

Employees are required to wear any appropriate safety equipment for their assigned tasks, including, but not limited to, safety glasses and steel toed shoes.

Physical Education instructors may wear exercise pants, sweatpants, sweat shirts, shorts, tennis shoes, and other athletic clothing while teaching Physical Education or supervising specific physical education related activities.

Certain duties may have other specific dress requirements (e.g., lab coats, smocks, coveralls).

All employees are required to wear classroom shoes or approved slippers while in the classroom. Approved slippers are close-toed with a closed heel, rubber sole, and solid color. Logos, characters, and decorations such as jewels, feathers, etc., are prohibited. Employees must similarly wear appropriate shoes for outdoor duties. Flip-flops are prohibited in and outside of the classroom. Shoes without ankle support are a safety hazard and, accordingly, are prohibited. Teachers and other staff must be able to run



in an emergency and, consequently, must wear appropriate footwear allowing them to do so.

TRM may implement Three Rivers Montessori Pride Fridays, where staff are encouraged to wear jeans and TRM branded t-shirts, sweatshirts, hoodies, jackets, or any other TRM branded

Employees failing to meet the dress code may be sent home to change or subject to discipline, up to and including termination. Work time loss due to a dress code violation will not be compensated, and personal leave may not be substituted.

## Responsibilities in Professionalism

The safety of the students is the primary responsibility of all employees. Therefore, employees always be alert to any safety hazard. Employees must also avoid safety hazards and the appearance of safety hazards, including, but not limited to, poor supervision of children, lack of visual coverage, or general inattentiveness to their needs. This is especially important when outside in open space, on the playground, and anytime you are supervising students off School property. Even when other employees are present, however, an employee cannot assume that the other employee is supervising students and must be vigilant for safety hazards.

Employees have a responsibility toward students to conduct themselves and manage their classrooms to protect students' emotional and physical safety. Staff must treat parents, students, and community members in a respectful, professional, courteous, and nondiscriminatory manner, at all times while working or representing TRM.

You have a responsibility toward the school, its reputation, and its success educationally. You represent the school's mission and aims by your words and performance while acting as an employee of the School. Dedicate yourself to providing the most effective education for the young children in your care.

In order to maintain an atmosphere where these goals can be accomplished, employees must work together to provide a comfortable workplace. Employees must treat their coworkers with respect, courtesy and professionalism.





# **Benefits and Compensation**

## Employee Benefits

Employees may be eligible for certain employee benefits. Those benefits offered by the School may include, but are not limited to, health insurance and supplemental insurance (e.g., vision, dental, long-term disability, etc.).

Health Insurance is only available to full-time employees. For purposes of this policy, full-time is defined as employees working at least 30 hours a week or, as defined by the School's plan, on the first day of the month following a 30-day waiting period. Benefits enrollment is limited to the Open Enrollment period during August, during the first 30 days of employment, or under a qualifying life event (e.g., the birth of a child, adoption, or loss of insurance). The Open Enrollment period may be communicated by TRM operations or administration, consistent with applicable law.

Benefits extended to School employees are provided at the School's discretion and are subject to change at any time. Additional information regarding available benefits must contact the Office Manager.

## Employment Compensation Classification

There are two classifications for compensation at the School: Exempt and Non-exempt Employees.

**Non-Exempt Employees** are eligible for overtime at time and one-half of the employee's regular rate for time worked more than forty hours (40) in any single workweek, subject to the provisions of the Fair Labor Standards Act ("FLSA"). All overtime must have prior written approval from the Executive Director.

**Exempt Employees** are paid a set salary for any workweek in which the employee performs any work for the School, without regard to the number of days or hours worked, and are not entitled to overtime.

- Exempt Employees will not be paid for any workweek in which they perform no work.
- Generally, deductions related to absences will not be taken from the salary of an Exempt Employee. For example, deductions from an Exempt Employee's salary shall not be made for absences occasioned by the School's decisions, operating requirements, or any time when the Exempt Employee is willing and able to do work, but work is not available. However, to the extent permitted by the FLSA or other applicable law, deductions may be taken from the salary of an Exempt Employee in the following circumstances:
  - The Exempt Employee is absent from work for one or more full days for personal reasons other than sickness or disability;
  - The Exempt Employee is absent from work for one or more full days occasioned by sickness or disability (including work-related accidents),



- and the deduction is made following the School's plan, policy, or practice of providing compensation for such leave;
- The Exempt Employee is suspended without pay for a violation of a School safety rule or school policy of major significance
  - An unpaid disciplinary suspension of one or more full days is imposed in good faith against the Exempt Employee for violating the School's written rules governing conduct
  - The Exempt Employee fails to work the entire workweek in the initial or final week of employment with the School

## Overtime Policy

As noted above, all non-exempt employees who work more than 40 hours per week are entitled to overtime pay equal to the time and one-half their regular rate of pay. Overtime must be approved by the Executive Director of Schools, in writing, before the overtime work is performed.

All overtime must be approved in advance by the School's Executive Director. Per the FLSA, overtime only applies to non-exempt/hourly employees.

For the purposes of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

## Employee Compensation Procedure

All employees are responsible for accurately reporting all hours worked on the form or electronic program prescribed by the School. Employees are responsible for reviewing their payment stubs and other payment records to ensure that payment and any deductions are accurate. Any questions or concerns about payment or deductions must be reported to the Executive Director.

## Hours and Breaks

School hours are 7:00 am to 3:30 pm, with student contact hours from 7:40 am - 2:50 pm on school days. All employees are expected to be on location and ready to begin working for their designated work hours. Regular, prompt attendance is an essential function of all employees' jobs. Unexcused absences and tardiness creates an undue burden on the School and other School employees who may have to perform the work for which you are responsible.

All hourly employees shall receive one (1) fifteen (15) minute rest period during each four (4) consecutive hours of work. Rest periods are part of the paid work shift. The duration of employee breaks is determined by the number of hours worked in a given day. Employees working the following hours typically receive the following break:



- 7 hours or less = no lunch break, one 15-minute break.
- 8 hours = 30-minute paid or unpaid meal break, plus two 15-minute paid breaks.
- Over 9 hours = 60-minute unpaid meal break, plus two 15-minute paid breaks.

An employee shall not be compensated additional wages or time off for not taking a scheduled rest period. Employees choosing/volunteering to work above and beyond their contracted time will not be receive additional breaks. Breaks will generally be at the same time each day. In the case of employee absences, break times are subject to change. Break times may also be changed from time to time during the school year. Employees are responsible for starting and ending their breaks on time. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time, including any standard lunch time designated by the School by saving these breaks. Unauthorized extensions of breaks are prohibited and may result in discipline, up to and including immediate dismissal from the School.

## Leave Policy

All employees are expected to make every effort to come to work as scheduled and on time. Employee absenteeism causes hardship for children and co-workers and disrupts the school's harmony. The following outlines the various types of leave available to employees and procedures for requesting time off.

### *Paid Time Off (PTO)*

- **Non-exempt part-time** non-exempt and part-time employees are not eligible for any PTO Accrual
- **Non-exempt full-time** employees acquire .5 days of paid time off per pay period and may carry over 5 days of leave.
- **Exempt, full-time 10-month** employees accrue one (1) day of paid time off per pay period and may carry over 10 days of leave.
- **Exempt, full-time 12-month** employees accrue one (1) day of paid time off per pay period and may carry over 12 days of leave.

A day of PTO is based on the number of hours typically worked by the employee. PTO may be used in quarterly hourly increments (15-minute increments). PTO will generally not be approved for more than five (5) consecutive workdays, absent a doctor's note, emergency, or as otherwise approved by the Executive Director. PTO may not be taken on the workday immediately before or immediately after a holiday or other School break.

PTO is accrued and may be carried over between contract periods (See [Unused PTO](#) below for more details). However, PTO may only be used during the employee's duty year.



## *Unused PTO*

Employees may carry over any unused PTO as noted below:

- Hourly Employees: up to 5 days may be carried over to the next year
- 10 Month Employees: up to 10 days may be carried over to the next year
- 12 Month Employees: up to 12 days may be carried over to the next year

## *Use of PTO During Breaks*

Subject to the terms of his policy, hourly employees may use PTO to receive pay for non-student contact days occurring between September 6<sup>th</sup> to June 8<sup>th</sup> in any school year. The following are non-student contact days for which PTO may be used in this manner:

2022 School Year Working and Non-working Dates:

### **Hourly Staff Non-Work Dates:**

- October 17<sup>th</sup> - 21<sup>st</sup> - Teacher Workshop + Conferences
- November 23<sup>rd</sup>-25<sup>th</sup> - Fall Break
- December 5<sup>th</sup>, 23<sup>rd</sup>-January 2<sup>nd</sup> - Winter Break
- March 10<sup>th</sup> - Teacher Workshop
- April 3<sup>rd</sup>-7<sup>th</sup> - Spring Break
- May 26<sup>th</sup> - Teacher Workshop

### **All staff work days, (including hourly staff) for non-student contact days:**

- November 14<sup>th</sup>
- January 27<sup>th</sup>
- June 9<sup>th</sup>

## *How to Request PTO For Planned/Scheduled Absences*

- PTO planned/scheduled requests must be submitted as soon as possible and not later than one week (7 days) before the requested day of leave. See [How to Call In](#) for unplanned requests.
- The Executive Director may approve or deny any request for planned/scheduled PTO based on the needs of the School and its operations. Factors that the Executive Director may consider when reviewing requests for PTO may include, but are not necessarily limited to, the number of other employees already utilizing PTO, for the date(s) requested and the needs of the class or program in which the employee(s) seeking PTO is assigned.
- Requests should be entered into the Kpay system, where the Executive Director will review and respond.
- Requests for two or more days of PTO must be submitted via the Kpay system two weeks (14 days) in advance.
- All staff are responsible for viewing the [Time Off calendar](#) before submitting their request. If more than three (3) employees are out on a given day, your request will likely be denied.
- Staff leave is recorded on the Time Off calendar for everyone.



- If someone is already scheduled to be out on the day you want to take off, please try to choose another day.
- Personal leave is granted on a first-come basis. Your request will likely be denied if someone in your area is already scheduled to be out.
- The School has sole discretion to grant or deny requests for leave based on operational needs, subject to applicable laws and other applicable School policies.
- Personal leave requests must be filled out within the Kpay system, including the area for the designated substitute(s) to cover your shift.

### *Time Off Calendar*

All employees can view the [TRM Time Off Google Calendar](#) and are expected to review it when requesting time off. If there are three (3) or more employees marked as “OFF,” your request will likely be denied; this calendar will show all employees who have requested planned PTO as “OFF” and all employees who have called in as “CALL IN”. Staff that are at a professional development will be marked as “PD”. The administration will update this calendar in real-time as requests come in. This calendar can be easily viewed [HERE](#).

### *How to Call In*

In the case of absence for illness or emergency outside of school hours, employees must complete the following steps:

1. Email the Executive Director and the Executive Assistant as soon as possible.
2. Call the school and leave a message on the school's attendance line.

In the case of illness or emergency during school hours, complete the following steps:

3. EA's and Paras should notify the teacher(s) you work with about your absence.
4. Speak with the Executive Director or, when unavailable, the Executive Assistant.

### *Notifications of Change in Work Assignments*

All employees are expected to be available by phone between 6:00 am and 6:30 am if additional employees or shift changes are necessary to accommodate employee absences.

### *Additional Notes on Leave*

**Except as required by law, no personal leave will be granted during the first six weeks or the last two weeks of the school year.** These six weeks begin on the first day an employee report back to TRM and include the first two weeks of teacher workshop for Educational Assistants and Paraprofessionals; your first six (6) weeks begin the first day you report to the building.



Except as required by law, during the first six (6) weeks and last two (2) weeks of school, leave will only be granted for emergencies or illnesses verified by a doctor's note and are at the sole discretion of the Executive Director.

Missed hours during the regularly contracted workday when students are present cannot be made up by coming in early or working late.

### *Bereavement*

In the event of the death of an immediate family member, employees will be allowed three (3) days of paid leave.

- For purposes of this policy, immediate family members are defined as spouses, parents, parents of spouse, children, siblings, grandparents, step-parents, step-children, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

In the event of the death of a non-immediate family member, employees will be granted one (1) day of paid leave.

- Non-immediate family members are defined as any individual not included in the aforementioned list.

Up to a total of 16 hours of PTO may be used as additional bereavement leave at the discretion of the Executive Director.

### *Family and Medical Leave*

Eligible employees, as determined by the Executive Director or designee, may be entitled to take unpaid leave pursuant to the Family and Medical Leave Act ("FMLA") for the purposes described in 29 U.S.C. § 2612 (as amended). All such leave, including the responsibilities of the School and its employees related to such leave, is subject to the conditions prescribed in the FMLA and the Department of Labor's regulations implementing the FMLA.

For additional information regarding FMLA leave, including the circumstances in which such leave may be taken, employees should consult the posted notices. In addition, as permitted by the FMLA, the School places the following restrictions on eligible employees' use of FMLA leave:

1. The School has designated a "rolling" twelve (12) month period for purposes of determining employees' entitlement to FMLA leave. The "rolling" twelve (12) month period is measured backward from the date the employee uses any FMLA leave.
2. Eligible spouses employed by the School are permitted to take a combined total of twelve (12) work weeks of FMLA leave during a single twelve (12) month period if the FMLA is: (1) due to the birth of a son or daughter of the



employees; (2) due to the placement of a son or daughter with the employees for adoption or foster care; or (3) in order to care for a parent of the eligible employee.

3. Employees who request leave under this policy based on: (1) their own serious health condition; (2) to care for a parent, spouse, or child's serious health condition; or (3) military caregiver leave, are required to submit a completed medical certification that complies with the requirements of the FMLA. Medical certification forms are available from Human Resources. The School reserves the right to request a second opinion, at the expense of the School, to the extent permitted by the FMLA. If the results of the employee's certification differs from the results of the School's certification, the School may obtain a third opinion at the School expense. The School also reserves the right to require periodic recertification, to the extent allowed by the FMLA and to contact the certifying medical provider to authenticate or clarify the medical certification in lieu of seeking a second opinion. Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency, if leave is requested for that purpose.
4. Except in emergency situations, the employee is required to provide written notice of the need to take leave to his or her immediate supervisor not less than thirty (30) days before the date the leave is scheduled to begin. If the leave is to begin in less than thirty (30) days, the employee shall provide such written notice as soon as practicable.
5. Employees are required to use all accrued PTO and any other accrued paid leave concurrently with leave provided under the FMLA. The combined paid and unpaid leave cannot exceed the applicable twelve (12) week or twenty-six (26) week maximum FMLA leave time. FMLA leave may run concurrently with a worker's compensation absence if the on-the-job injury or illness also qualifies as a serious health condition under the FMLA.
6. Subject to the terms, conditions, and limitations of applicable plans, eligible employees are entitled under the FMLA to the same health insurance benefits provided by the School while on FMLA leave to the same extent as if the employee were not on FMLA leave. Employees who contribute toward their healthcare coverage must continue to make that contribution while on leave, either through payroll deduction (if using paid leave) or by personal check (if using unpaid leave). If the employee fails to return to work after taking family or medical leave, the School may recover the premiums paid by the School for group health and life insurance unless the serious health condition of the spouse, child, parent or employee continues or for other circumstances beyond the control of the employee.





7. PTO will not be earned during a period of unpaid FMLA leave. FMLA leave, whether paid or unpaid, will not constitute a break in service for purposes of computing years of service.
8. The School requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. The Executive Director or designee may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act. If a fitness for duty certification is required, the School may deny reinstatement until it is provided.
9. Records of FMLA leave will be kept along with normal personnel records except that any medical record(s) will be maintained separately in accordance with applicable laws.

## SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

To the extent permitted by the FMLA, instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment;  
or
2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

To the extent permitted by the FMLA, instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.





2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school-district may require the employee to continue taking leave until the end of the semester.

The entire period of leave taken under the special rules will be counted as leave. Three Rivers Montessori will continue to fulfill the school's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

### *Jury Duty*

Any employee who is required to serve as a juror shall be granted a leave of absence with pay while serving in such capacity. An employee cannot receive more than the employee's normal take-home pay as a result of any employer pay supplemented to Jury Duty pay. Jury duty pay must be remitted to the School. When employees are excused from jury duty during their regular working hours, they are expected to return to work if practicable. If a holiday occurs during jury duty, the employee shall be paid for the holiday.

Insurance benefits will remain in effect for the full term of jury duty leave. Employees must continue to make employee contributions for any insurance that requires payment on their part.

PTO shall continue to accrue during the period of leave. Benefits will continue to accrue as though the employee were actively at work. Crime Victims and Witness Leave

TRM will allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, reasonable time off from work to attend criminal proceedings related to the victim's case. In addition, TRM will allow a victim of a violent crime, as well as the victim's spouse or immediate family members, reasonable time off from work to attend criminal proceedings related to the victim's case.

TRM will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment, because the employee took reasonable time off from work to attend a criminal proceeding pursuant to this policy.



An employee who is absent from the workplace pursuant to this policy shall give 48 hours' advance notice unless impracticable or an emergency prevents the employee from doing so. Upon request the employee shall provide verification that supports the reason for being absent from the workplace. Employees may use their PTO or take unpaid time if no PTO is available.

### *Voting*

The School encourages all employees to vote. Most polling facilities for elections for public office are scheduled to accommodate working voters. The School, therefore, requests that employees schedule their voting for before or after their work shift. However, an employee who expects a conflict should notify their supervisor in advance so that schedules can be adjusted if necessary. Employees must do their best to coordinate the absence to minimize operational disruption. **There is no pay deduction for exercising the right to vote according to this policy.**

## Military Service Leave

Employees shall be entitled to leave without pay for military service, including training in the National Guard, consistent with the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA") (as amended) and Minnesota law, including, but not limited to, Minnesota Statutes, chapter 192 (as amended).

Employees may be entitled to leave of absence with pay for military service, including training in the National Guard or Reserves, in accordance with the USERRA or Minnesota law, including, but not limited to, Minnesota Statutes, Chapter 192, as amended.

## *Workers Compensation/Injuries at Work*

The School utilizes a comprehensive worker's compensation insurance program at no cost to its employees. Subject to applicable legal requirements, worker's compensation insurance may provide benefits after a waiting period or, if hospitalized, may provide immediate benefits.

In the event of an injury or illness at work, however minor it may appear at the time, the supervisor must be notified, and an incident report must be filed within 24 hours.

When an on-the-job injury or occupational illness causes an employee to seek medical attention or lose time from work, the employee must notify their supervisor so that, if appropriate, a claim for workers' compensation benefits can be filed.

When applicable, the School will pursue return-to-work programs that enable an employee to return to modified duty assignments. Workers' compensation may run concurrently with a medical leave if necessary. Employees must return to work unless the doctor states that the employee is unable to work. Absences due to work-related injuries where the employee does not provide the necessary physician



documentation may count against an employee's attendance. Medical appointments for work-comp injuries and follow-up by physicians or other medical providers which the employee skips, misses, or chooses not to attend may be counted against the employee's attendance.

## Policy for Breastfeeding Employees

Consistent with Minnesota Statutes, section 181.939 (as amended) and other applicable law, nursing employees will be provided reasonable paid break times each day to express breast milk for an infant child during the twelve months following the birth of the child. The break times must, if possible, run concurrently with the employee's break time provided under School policy. The school will make reasonable efforts to provide a designated room, other than a bathroom or toilet stall, that is shielded from view, free from intrusion from coworkers and the public, and is in compliance with all other applicable laws for this purpose.

If the lactation break does not run concurrently with the employees regularly scheduled compensated break, the lactation break time will also be paid.

For questions related to this policy, please contact your supervisor or human resources.

## Holidays

- **Salaried Employees** - TRM is closed on several holidays throughout the year. These holidays are non-workdays. The dates fall within a salaried employee's normal pay week and are considered paid time for salaried staff. Holiday pay is not extra or over and above regular salary.
- **Hourly employees** - Hourly Employees who work 30 hours weekly, receive paid holidays in the amount of eight (8) hours or their regularly scheduled shift for each of the following holidays that occur during the school year.

### *Holiday Schedule*

New Year's Day (Observed on January 2, 2023)  
Martin Luther King Jr Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve (Observed on December 23, 2022)  
Christmas Day (Observed on December 26, 2022)



# **Staff Expectations**

## Security Reminders

### *Employee Access*

- Teachers are welcome to use the building on weeknights or weekends for School purposes only, provided that they turn off lights, ensure doors are locked behind them, care for equipment properly, and otherwise comply with all other applicable School policies and procedures when doing so.
- Employees must track their building key fob and classroom keys. If either is lost, stolen, or damaged, an employee must report the loss, theft, or damage to the Executive Director immediately.
- Employees must not share or permit anyone else to use their assigned school keys, fobs, passwords.
- Employees must not allow any person other than an authorized School employee to access the School, except in accordance with the School's visitor policy and applicable visitor or volunteer requirements and procedures.
- To request access to the building beyond regular hours, an employee must contact the Executive Director or designee.

### *Building Security*

- All doors are to remain locked throughout the school day; use of locking magnetic strips is required
- TRM provides all employees with an identification badge. All employees must wear their badges in a visible location on School property, field trips Going Outs, other School events, and while otherwise acting as an employee or representative of the School
- Each staff member has an obligation to stop strangers in the building and escort strangers to the front desk or other location authorized by policy. No visitor is permitted to remain unsupervised in the School Visitors must wear a visitors nametag; if an employee sees an unidentified person in the building, who is not wearing a visitors nametag, the employee must escort them to the front desk to check in and receive a visitors nametag
- All students arriving at school after 8:10 am must report to the front and check in with the front desk
- All students who leave during the school day must be checked out through the front office; students will be requested to come to the front desk, or a staff member will retrieve them.
- If a parent comes directly to your room, send them to the front desk for check-out. Under no circumstances may any employee dismiss a student without following the School's checkout procedures.



## Office Hours

- The main office is generally open Monday - Friday 7:00 am-3:30 pm.

## Personal Property

TRM does not assume responsibility for the loss or theft of employees' personal property. Employees are required to take all adequate and reasonable precautions to safeguard their personal property. Articles lost or found on the School's premises should be reported or given to Administration immediately.

Due to the liability guidelines of our insurance carrier, the School does not accept responsibility for any personal property brought to School facilities/events or kept in classrooms. If any personal equipment or items are delivered or kept on premises, you are solely responsible for the security of your own personal property and assume all risks associated with delivering the personal property to the School or keeping the personal property in the School facility.

All personal items kept in the School or used in a classroom must be clearly marked. Items brought from home are not the responsibility of the School. If an employee separates from employment and wishes to leave personal items brought in, please discuss this with the Executive Director.

## School Closings and Delays

TRM will typically follow ISD 728 Elk River Public Schools for school closings and delays due to emergencies or inclement weather. TRM may, however, deviate from ISD 728's decision to close, delay, or close early, at the sole discretion of the Executive Director.

### **It is the employee's responsibility to check the School's operating status.**

Employees must use good personal judgment to protect their own safety when deciding whether to come to work. Employees who feel that it is unsafe to come to work due to inclement weather may choose to stay home following the School's usual call in procedures. Standard leave policies still apply. Employees must report their absences between 6:00 and 6:30 am and will be charged a day of leave or will not receive compensation for that day, as applicable.

If the School opens late or closes early, the start time for employees will be determined by our opening and closing times. For example, if the School has a two-hour delay, we will open at 10:10 am for all students. If the School closes two hours early, the pick-up time for all children is 12:30 pm. All employees must report no later than 15 minutes before opening.

School closings and delays are generally announced on the school website, the school voicemail, and school social media accounts. Additionally, we utilize JMC to



send out text message blasts along with email communications. Every teacher is automatically assigned in JMC. All employees may choose to opt-out of either program. Please note that standard text messaging rates apply from your carrier and the School is not responsible for any additional fees you may incur. Again, it is the employee's responsibility to verify the school's operating status during inclement weather.

If the School must close (or open) outside of ISD 728 Elk River Public Schools (e.g., if the power was out in the School's building or do to other emergency situation), Administration will make all attempts to report it to news stations, as well as leave status messages on the School's voicemail and website.

If the school is closed more than three (3) days in a single school year, non-exempt employees will not be paid for these days unless they are made up over holidays or at the end of the school year.

## Staff Attendance

### *Attendance Teachers (Licensed Staff and salaried FT employees)*

When planning for an absence, enter the absence as soon as possible into Kpay along with details of the absence. If you require a substitute, please ensure you have followed all expectations as outlined in the leave policy.

- Prior approval is required for *professional development (PD)* absences. If the absence is due to a PD, the teacher will be responsible for coming back to the building if a substitute is not available. Please work with the administration to request a substitute with enough time in advance of the PD.
- Licensed Staff and salaried FT employees are expected to attend two evening Open House events and provided two evening conferences

### *Attendance Para's/EAs and Hourly Staff*

#### Absences

When you know you will be absent, please report your absence in Kpay as soon as possible as this supports planning.

- In addition to reporting your absence to administration, it is best practice to inform any teachers you work with throughout the day that you will be absent so that they can prepare for any necessary changes.
- Prepare an updated schedule detailing groups of students you support, interventions and plans for each group/student you support, and recess/lunch duties with clear expectations.

#### Tardy

If a staff member is going to be late, they are expected to call the main office (763) 595-1213, and email the Executive Director and the Executive Assistant. This supports any changes to the coverage needed throughout the building. Hourly staff will clock



in via Kpay when they arrive at TRM. An employee is tardy when they arrive late for their scheduled start time based on timeclock record. 5 minutes is grace period.

All staff must sign in and out at the front desk any time they leave or return to school grounds during their scheduled work day. Please include your destination (general destination is acceptable) as a courtesy to office staff who may need to contact you.

The requirement to sign in and out includes:

- Arriving Late
- Leaving Early
- Leaving and Returning during the day.

## Student Attendance Procedures

We must take students' attendance every day using JMC. Student attendance should be completed between 8:00 am - 8:20 am. Attendance must be submitted no later than 8:20 am. Many times teachers may be asked to verify an absence either for truancy, hearings or for the parent who is sure they were in school on a day we marked them absent. If you get a call or a note from a parent, you must notify the Office Manager immediately.

- Students who are tardy (after 8:00) must have a pass to be admitted to class.
- Employees must accurately complete their attendance submissions, as the School relies on such submissions, including when sending attendance reminders to families.

### *Staff Attendance at School Events*

Licensed Staff and salaried FT employees are required to work two evening Open House events and two evening conference times each school year. All staff may be required to attend other meetings outside of the regular school day or regularly assigned workhours, including legally required meetings, such as IEP team meetings, as directed by the Executive Director or designee.

### *Children of Staff Members*

Three Rivers Montessori recognizes that we have many staff members who enroll their children at our school, and they may be present on school grounds at various times in their role as students of the School. Except for students enrolled in the School or one of the supervision programs described herein, employees are not permitted to bring their children, dependents, or other individuals under their care to work. Except as provided herein, all employees must make arrangements for care of their children, dependents, and other individuals under their care during any time the employee is on duty. Staff must make efforts to minimize disruption for all staff and students working and learning in the building throughout the year.

Staff may enroll their children in the Pathfinders Childcare program during regular work hours and subject to all applicable requirements, policies, and guidelines governing that program.





Staff members who bring their child(ren) to School when volunteering their time or otherwise outside of work hours must supervise their children at all times while doing so.

**At no time can a staff member leave their child(ren) unsupervised** in the hallways, common spaces, classrooms, office spaces, or any other part of the School facility. Staff members must not ask or expect another staff member working on TRM time to supervise their child(ren), other than employees assigned to the Pathfinders Childcare Program during the regular operating hours of that program.

Staff must never allow their children to access their keys, , identification badge, School computer or equipment, or School files or data.

## **Emergency Procedures**

### Crisis Team Duties

Executive Director and Admin Designee (Executive Assistant or Curriculum Coordinator)

- Point person for staff and parents
- Arrange for staff coverage if needed
- Coordinates efforts with emergency services if called
- Completes necessary reports and documentation
- Emergency procedures Manual Office Manager
- Checks building and supports with any alarms
- Prepares letter and attachment for parents/caregivers then hands off to Executive Director for signature and approval
- Arranges for distribution of materials to go home Social Worker
- Assesses the impact of crisis and debriefing needed for students and staff
- Prepares and distributes classroom debriefing materials
- Arranges for additional classroom debriefing facilitators if needed

During an emergency (ex. Severe weather, lockdown, etc.) it is important to act as quickly as possible. The following staff are members of our crisis management team. Directions given by these members during an emergency must be followed as they know the process.

- Executive Director
- Executive Assistant
- Curriculum Coordinator
- Office Manager
- School Social Worker





# Mandated Reporting

All School employees are mandatory reporters for purposes of Minnesota law regarding maltreatment of minors and applicable School policy. All School employees are required to report actual or suspected maltreatment of minors in accordance with Minnesota Statutes, chapter 260E (as amended), other applicable law, and applicable School policy.

In accordance with Minnesota Statutes, section 260E.09 (as amended), an employee who is required to make a mandated report must do so, to the responsible agency **verbally within 24 hours** and provide a **written report within 72 hours** (excluding holidays and weekends). A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

## *Definitions (not all inclusive):*

- **Physical Abuse:** Physical abuse is when a parent, guardian, or other person responsible for the child's care hurts a child causing any physical injury, other than by accident (this includes school staff)
- **Sexual Abuse:** Child sexual abuse is sexual conduct with a child by a person responsible for the child's care, or by a person who has a significant relationship to the child (this includes school staff)
- **Emotional Abuse:** This kind of abuse is the consistent or deliberate infliction of mental harm on a child by a person responsible for the child's care, that results in observable, sustained adverse effect on the child's physical, mental, or emotional development
- **Neglect:** With neglect, the most common form of maltreatment, the harm results from what the parent or caretaker fails to do to provide a child with needed care and protection; usually this is the failure to: supply the child with necessary food, clothing, shelter, medical or mental health care or appropriate supervision and/or to protect the child from conditions or actions that endanger the child

## Who to Report to:

As government employees, we are occasionally put in the position to make a mandatory report to the county if we are informed of potential child abuse or neglect.

- The person who hears/sees the information is who makes the report. Your name is kept confidential.
- Anyone who reports in good faith is immune from any civil or criminal liability, and the reporter's name is confidential, accessible only by a court order.
- You are required to report even if you only suspect there might be abuse or neglect. This is not limited to outside of the school. If you witness any form of impropriety or maltreatment while on TRM property, you are also required to



report to the Executive Director, who may or may not advise you to also report to the County; ultimately, that decision will be up to you.

## Helpful Information

The following information should be helpful to you if you need to contact the County.

<b>Immediate Danger</b>	<b>Contact</b>
<p>If you know or suspect that a child is in immediate danger (such as recent sexual assault or serious physical assault) or a child is abandoned, contact law enforcement (911) or the local police/Sheriff's department.</p>	<p>Elk River Police Department: (763) 635-1260</p> <p>Sherburne County Sheriff's Office: (763) 765-3800</p> <p>***Or appropriate Sheriff's office if in a neighboring county***</p>
<b>No Immediate Danger</b>	<b>Contact</b>
<p><b>Child Intake Line</b></p> <p>If you are unsure if you should make a report, call the intake line. Child protection staff can help you decide if a report should be made based on the information you provide. Call the county the child resides in.</p>	<p>Call: 763-765-4000 for Sherburne County Call: 612-348-3552 for Hennepin County Call: 763-682-7449 for Wright County Call: 763-324-1440 for Anoka County</p>
<p><b>Verbal Report (Sherburne County)</b></p> <p>Verbal reporting during business hours: 8:00 am - 4:30 pm.</p> <p>Verbal reports must be done within 24 hours of suspected abuse.</p> <p>*You must always follow up a verbal report with a written report (Sometimes, it helps to document the written report and then call with the verbal report for accuracy of details, keep in mind if you do this all must be done within 24 hours)</p>	<p>Call: 763-765-4000 and you may complete the <u>online form</u></p> <p><u><a href="https://www.co.sherburne.mn.us/FormCenter/Health-Human-Services-8/Suspected-Child-Maltreatment-Report-79">https://www.co.sherburne.mn.us/FormCenter/Health-Human-Services-8/Suspected-Child-Maltreatment-Report-79</a></u></p>
<p><b>Written Report</b></p> <p>*Must be done within 72 hours of initial</p>	<p><u>Suspected Abuse/Neglect Report</u></p> <p><u><a href="https://www.co.sherburne.mn.us/FormCenter/Health-Human-Services-8/Suspected-Child-Maltreatment-Report-79">https://www.co.sherburne.mn.us/FormCenter/Health-Human-Services-8/Suspected-Child-Maltreatment-Report-79</a></u></p>



report, or in combination with initial report	<a href="#">nter/Health-Human-Services-8/Suspected-Child-Maltreatment-Report-79</a>
<b>After Hours</b>  Verbal reporting after business hours: You will be routed to the appropriate location, typically the Sherburne County Sheriff's dispatch	Call: 763-765-4000 for Sherburne County Call: 612-348-3552 for Hennepin County Call: 763-682-7449 for Wright County Call: 763-324-1440 for Anoka County
<b>Sherburne County Child Protection</b>	<u>Website</u> <a href="https://www.co.sherburne.mn.us/500/Reporting-Abuse">https://www.co.sherburne.mn.us/500/Reporting-Abuse</a>  <b>Physical Address</b> 13880 Business Center Drive NW Suite 100 Elk River, MN 55330
<b>Hennepin County Child Protection</b>	<u>Website:</u> <a href="https://www.hennepin.us/childprotection">https://www.hennepin.us/childprotection</a>  <b>Physical Address</b> 525 Portland Ave S Minneapolis, MN 55415
<b>Wright County Child Protection</b>	<u>Website:</u> <a href="https://www.co.wright.mn.us/383/Child-Protection">https://www.co.wright.mn.us/383/Child-Protection</a>  <b>Physical Address</b> 3650 Braddock Avenue NE Suite 2100 Buffalo, MN 55313
<b>Anoka County Child Protection</b>	<u>Website:</u> <a href="https://www.anokacountymn.gov/3099/Child-Protection-Child-Abuse">https://www.anokacountymn.gov/3099/Child-Protection-Child-Abuse</a>  <b>Physical Address</b> 2100 3rd Ave., Suite 500 Anoka, MN 55303
If you have questions you can always connect with our School Social Worker	Rebecca Tripp <a href="mailto:rebecca.tripp@threeriversmontessori.org">rebecca.tripp@threeriversmontessori.org</a>

While it is best practice to notify the Executive Director about actual or suspected maltreatment, ultimately it is up to each individual employee to determine if a report should be made.

## **Health Referrals & School Nurse**

Contracted School Nurse - Karla Ross



Navigate Care Consulting.

We currently have no health care aide on staff at TRM.

## Minor Health Concerns

All minor health concerns that do not require a student to go home should be handled in the classroom. Further, all incidents should be reported to the school nurse via the front office.

## Intermediate Health Concerns

Students should be sent to the front desk if:

- The student needs prescription medications administered, needs to be sent home early due to injury or illness; or has more significant medical conditions that cannot be addressed by a teacher or other classroom staff, including, but not limited to:
  - Fever
  - Vomiting
  - Diarrhea
  - A serious medical injury requiring medical support outside the school (e.g., they need to go to the hospital or urgent care)
  - Bleeding that cannot be stopped by routine application of a bandage from the classroom's first aid kit, if any.

If sending students to the front desk, a staff member must escort the student or provide them with a pass.

All classrooms will be equipped with basic first aid supplies such as band-aids, ice packs, compresses, and other basic medical materials to aid in the event of any injury sustained while on school grounds. Classroom staff are responsible for monitoring the status of the first aid supplies and must report a need for new supplies to the Executive Director or designee in a timely manner to ensure that the School is able to purchase replacement supplies.

All medication must be administered in accordance with applicable School policy. NO medication can be administered to any student unless expressly authorized by the Executive Director in collaboration with a family's consent and medical documentation of necessity; this includes over-the-counter medication.

**Do not touch blood or bodily fluids.** Call or radio the front office to assist with clean up of any bodily fluids and keep students away from the incident. Follow all Bloodborne Pathogen safety requirements.

- redirection to help the child acquire independence



# Communication Policies & Social Media Guidelines

## Data Privacy

All data collected, maintained, or created by any employee of the School because of their employment with the School or a student's status as a student of the School is subject to the MGDPA, the FERPA, and/or other applicable law regardless of where that data is created, collected, stored, or maintained. Employees must not disclose any such data, except as specifically authorized by applicable law. This includes employees' own social media and other private communications.

Any communication regarding students, families, or fellow employees must be held in private and secure locations and never be discussed in open and common areas. Employees must be mindful of data privacy considerations when meeting with families. **Employees may never use the name(s) of other students involved in incidents or reports to families, written or verbal.** In addition, employees cannot disclose information about student behavior, consequences, grades, or other information about students except to the student themselves and that student's parent(s) or guardian(s), except authorized by law.

In addition, only employees of the School whose jobs reasonably require access to data are permitted to obtain private data, including private educational data on students. Disclosing non-public data, private data, confidential data, or student records to another staff member who is not authorized to access such data or information for the sake of curiosity, gossip, or other reasons not directly related to work duties is prohibited and may result in discipline, up to and including immediate termination. Information meant for multiple employees will be disseminated from the Executive Director or designee to the employees whose jobs require access to such data. Child-specific information, including student work samples, data, or documentation. These must never be posted in common areas, left unattended in the classroom, office, or common space, or shared with anyone who does not work directly with the student and has an immediate need of the information to complete their work with the student.

Do not gossip about children or their families. Requests for access to a child's file must be referred to the Executive Director.

## Student Records

Employees must take precautions to maintain the security of private data, including educational data on students. The front office and Executive director will shred any



items that have student or staff names, IDs, or any other confidential information, consistent with applicable law, policy, and the needs of the School.

Items that contain the following must be disposed of securely using the School's shredder when authorized by law and policy:

- Student Names
- Staff Names
- ID information
- IEP
- Medical Information
- Student Emergency forms
- Special Education (SpEd) memos
- Social Worker memos
- Student Data
- Staff Data

Do not place sensitive materials in your blue recycling bin or trash container as we contract our janitorial services and these bins are also emptied into a public dumpster outside.

## Social Media

Three Rivers Montessori has a school Facebook page that is managed by the Executive Director or designee. Only the Executive Director or designee can post to any social media page website, new media, or otherwise make statements on behalf of the School. You may or may not have your personal social media accounts linked to TRM. **It is important to remember that you represent the school** if you are interacting with any social media page referencing TRM. Under no circumstances can student photos or private, non-public, or confidential data or information be posted on any employee's personal social media account. Employees must not represent that they are speaking or acting on behalf of the School or presenting any interests of the School unless they have been specifically delegated the authority to do so, in writing, by the Executive Director.

Carefully read the policy below, and the School's other policies (including the School's Anti-Harassment/Non Discrimination Policy). Content that violates existing School policies that exhibits hate, bias, discrimination, libelous, or otherwise defamatory content will not be tolerated.

### *Additional Information on Personal Social Media Accounts*

The School recognizes that its employees use social media. Be aware that regardless of personal privacy settings or access allowances, social media is public and likely viewable by other individuals and organizations that have not been directly authorized by you. Posting photos of TRM'S students or personnel, or other private, nonpublic, or confidential data is strictly prohibited. **Any violation of this policy will result in discipline, up to and including immediate dismissal.**



Staff must not use social media while on work time or on equipment the School provides unless it is work-related as authorized by the Executive Director or designee, consistent with School policy. Staff must not use School email addresses to register on social networks, blogs, or other online tools utilized for personal use. Additionally, employees are prohibited from “friending” or adding students on social media sites like Facebook, as well as social media apps like Instagram, Snapchat, etc. or otherwise communicating with students in a peer-to-peer manner, whether using social media or otherwise. Further, staff must not initiate or accept social media “friend” requests from current or former students under the age of 18. Employees are prohibited from “friending” parents of current or prospective students due to the inherent conflicts of interest that may arise. **TRM employees are prohibited from using their personal devices to communicate with any student, including via text message, transmit any data regarding any student to any other individual, or otherwise communicate regarding a student.**

## **School Technology**

TRM provides employees with various technological devices to assist in the duties of their jobs, e.g., record keeping, parent communication, photography, research, safety, supervision, etc. These devices may include but are not limited to, computers, iPads, cameras, cell phones, etc. The School prohibits using these devices for any purposes other than those expressly authorized by the School.

All employees must use these resources in a professional, ethical, and lawful manner. All devices provided by the School are property of the School and cannot under any circumstances be removed from School property, except as authorized by the Executive Director, except for laptop computers issued to teachers, who may take such computers home during the school year for planning purposes.

School employee technology is intended for use by employees only. Any use of employee technology by anyone other than the employee, including use by an employee’s family member(s) is prohibited.

Employees have no right to or expectation of privacy concerning their use of the School’s devices, e-mail accounts, voicemailboxes, or other data and electronic systems provided by the School. In addition, the School has the right to monitor, inspect, review, or access all forms of information created using the School’s resources (or otherwise transmitted to or through the School’s computers), including email and voicemail (even information that has been deleted, erased and/or destroyed), at any time, with or without notice to the employee.

Students should be limited to technology issued by the school. No personal devices are allowed to be out during the school day. This includes cell phones, tablets, video game systems, etc. If a parent wishes to contact a student during the day, they are to call the front office, and communication efforts will be coordinated from there.



# Photography & Recording of Students

Employees of the School are prohibited from taking photographs of children on personal recording and picture-taking devices, including personal cell phones. Pictures and videos may only be taken on school devices, for School purposes.

Parents may provide the School with a release to photograph their child. Employees will be notified of any children who may not be photographed, videotaped, or posted on school social media. Please note releases may also include families who do not wish to have any personal information shared, which includes written information about their child, and which may affect classroom newsletters or classroom SeeSaw and other digital communication platforms. The signed release completed by families covers all video and photography for the entire year. If a staff member has any question or concern about whether information about a particular student or group of students may be released, the staff member must contact the Executive Director or designee before releasing such information.

## **Other**

### Professional Learning Communities (PLCs)

Professional learning communities, or PLCs, are an integral part of the teaching and learning experience in any school setting. Professional learning communities have been established at TRM with cohorts consisting of:

- K/1: Lead teachers and EAs
- E1: Lead teachers and EAs
- E2: Lead teachers and EAs
- Special Education: Case managers, the school social worker, and paraprofessionals

PLCs generally meet twice a month, the 2nd and 4th Wednesday of each month, from 2:45 to 3:30 to analyze student data, identify any areas of concern or strength, and design Montessori instruction that meets the needs of struggling, on target, and excelling learners at Three Rivers Montessori. The Executive Director will provide the framework for PLC meetings and will ensure ample time for training and support is available for all PLC participants.

### Copier Use

The copier is an essential tool to ensure staff has what they need each day. It is also important that the copier has security given its open location in the building. Copier codes must be used. Each employee will be assigned a copier code to use and will need to enter their copier code to access the copier and its functions. You are to maintain and use your copier code. Copier codes must not be shared with anyone, including other staff members and non-staff members. Contracted staff will be provided with their own copier code(s) as necessary.





TRM staff and identified contracted staff working on TRM property are the only ones who are permitted to use the copier. If a guest needs a copy or something printed, they must obtain assistance from the Office Manager or Executive Assistant.

## Pledge of Allegiance

State law requires that all public school students shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The law also allows any student or teacher to elect to not participate for personal reasons, and students must respect another person's right to make that choice. TRM does not currently have a PA system for announcements and therefore the pledge of allegiance will be facilitated by each individual teacher (or designated individual if the teacher abstains) every Monday morning upon the start of class.

## Bathroom, Hallways & Shared Space Procedures

TRM is a community of learners. We take pride in our building and want to take advantage of using all of its space in a respectful way. We want our students to be aware that learning is taking place for everyone, all day and in all spaces. When using any shared space, employees must clean up any trash, organize materials, and arrange the space as you found it.

### **Main Lobby**

- The main lobby is where groups can gather, and students can access the school library.
- Keep in mind the Executive Assistant and Office Manager are also working in this area, so be mindful of volume when utilizing this space.

### **Lower Level Stairwell**

- The nook in the lower level stairwell is the designated staff break room.
- Staff should take their scheduled breaks, including lunch breaks, in this area.
- Be aware that this is an open space and that families and students may hear your conversations, be mindful of how you are speaking about others in all common spaces so as not to disclose data in violation of law or School policy.

### **Aspen and Palm**

- The Aspen and Palm rooms are considered "open" and designated for student support as necessary.
- Please note the scheduled times for these spaces as noted at the entrance, at times our school social worker or special education department and contracted services may need this space for confidential work and meetings.
- These rooms are available to support all students and the best effort should be made to collaborate on sharing these spaces.
- In the event there are conflicting schedules with use of Aspen or Palm, please work with the Executive Director or the Executive Assistant on a resolution.

### **Playground and Outdoor Space**



- Playground rules should fall under three expectations:
  - Be safe
  - Be respectful
  - Have fun
- Staff supporting the playground are responsible for student safety on the playground and enforcing all applicable School rules and playground expectations. Staff are required to spread themselves out and cover all four corners of the playground, the play equipment, and the center of the enclosed space to the best of their ability.
  - Staff should not congregate together, but rather be spread apart to ensure all students are being supervised and monitored appropriately.

### **Bathrooms and Hallways**

- Any expectations set for our students should be followed by staff as well, this means if we are expecting no voices in the hallway for students, we should expect that of staff as well.
- At times classes will need to travel the hallways and utilize the common bathrooms in each classroom, as a Montessori school it is important our students see these spaces as their own.
- Staff should reiterate expectations for students while in the hallways and bathrooms and remind students why the expectations exist for each space.

## Going Outs and Field Trips

Going Outs are an integral part of the Montessori educational experience and therefore should be planned with great care. Any teacher wishing to leave school property for a Going Out must plan ahead and receive prior written authorization from the Executive Director; no other designee can approve Going Outs.

Field Trips should be requested through the Executive Director with the following considerations and information provided (some of these may also be considerations for Going Outs):

- Bussing needs
- Cost of the Field Trip, including any entrance fees
- Lunches and if they need to be provided by the school and a count of how many required
- Chaperones and others who will support the Field Trip (all chaperones must have a completed and clear background check before the field trip)
- Special Education support needs for the field trip
- Time frames you will leave and return to TRM the day of the field trip
- Medication needed for any students who are participating in a field trip and who will be responsible for holding and administering said medication
- Plan for students who will not be participating in the field trip

All Field Trips and Going Outs must be preapproved by the Executive Director. Adequate staff must attend all Field Trips and Going Outs to address student safety and educational concerns.



## Announcements

On occasion, announcements to staff or students will need to be made. Since TRM does not have a hardwired PA or announcement system, announcements will typically come classroom to classroom. The Executive Director and Executive Assistant will also occasionally send out announcements via email, so it is important to check your inbox throughout the day. Announcements regarding specific students generally will be relayed directly to the classroom they are in. Any emergency announcements, such as lockdown drills, will be relayed over the radio/walkie system to initiate the proper steps and protocols.



# **Employee Acknowledgment**

I have received my copy of the Three Rivers Montessori Employee Handbook, which outlines the policies, practices, and benefit guidelines of the School. I have read, understand, and agree to follow the policies contained in this handbook.

I understand that nothing in this handbook creates, expresses, or implies any contract or commitment to employment. I understand that this handbook is subject to change at the School Board's sole discretion and that that changes in the handbook supersede, revoke, and replace prior inconsistent language, including any prior version of these policies or this handbook.

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Name [Please Print]

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Employee's Signature

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Date

