



Personnel Handbook

Mountain View Montessori
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MISSION

Our mission is to provide children between the ages of 2 years and 6 years a caring and specially prepared environment in which all can develop independence, self-discipline, confidence and a positive self-image. Our objectives are met by implementing Dr. Maria Montessori's philosophy, curriculum, and methods. We nurture each child's spirit, creativity, natural curiosity and intellect with a well-rounded program that includes art, music, cultural studies, science, mathematics and language.

PHILOSOPHY

At Mountain View Montessori our experienced, certified teachers shall uphold the belief in Dr. Maria Montessori's philosophy for educating children. Therefore, staff philosophy should parallel Dr. Montessori's. At Mountain View Montessori, all staff believe a multi-age classroom is the best environment for children to learn. The youngest in the class learn by watching the older students; the older students get opportunities to reinforce what they have learned by assisting the younger children. A prepared environment complete with Dr. Montessori's didactic materials, is the best place for children to engage in purposeful activity that will help the individual become independent to reach their full potential. Many books have been written about Dr. Maria Montessori, her philosophy, and her methods. For a more in depth look at her life's work, we recommend reading one or more of the many books written by her or about her. See the suggested reading list at the end of the handbook. You can also get more information at the *American Montessori Society Website: amshq.org*.

OVERVIEW

The Mountain View Montessori Employee Handbook has been developed to provide general guidelines about all policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification by Mountain View Montessori at any time, without advance notice. The highest standards of personal and professional ethics and behavior are expected of all Mountain View Montessori employees. Further, MVM expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of MVM's School Board, staff, students, parents and the general public.

VOLUNTARY AT-WILL EMPLOYMENT

All employment is “at-will.” That means that employees may be terminated from employment with Mountain View Montessori with or without cause, and employees are free to leave the employment of Mountain View Montessori with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

Mountain View Montessori shall follow the spirit and intent of all federal, state and local employment laws and is committed to equal employment opportunity. To that end, MVM’s School Board will not discriminate against any employee or applicant in a manner that violates the law. Any employee who believes that any other employee of Mountain View Montessori may have violated the Equal Employment Opportunity Policy should report the possible violation to the School Board. If you have any questions regarding this policy, please contact the School Board.

POLICY AGAINST WORKPLACE HARASSMENT

Mountain View Montessori is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. This harassment policy applies to all work-related settings and activities, whether inside or outside the workplace. MVM’s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

Reporting of harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Mountain View Montessori, you should report the incident immediately to the School Board. Possible harassment by others with whom MVM has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken. If MVM determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party.

HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

Hours of Work

Hours are liable to change at any time. Subject to Mountain View Montessori's work assignments and owner approval, the School Board shall determine the hours of employment that best suits the business needs and the work to be done by the individual employee. Break time is given as requested by each staff member to meet their individual needs. Employees that require specific break times shall submit a request to the office for assignment of a staff member to cover.

Attendance and Punctuality

Attendance is a key factor in your job performance. If you plan to be absent for any reason or plan to arrive late or leave early, you must notify the Board as soon as possible with a staff leave request form. Requests are granted based upon staff scheduling, substituting and availability.

For all absences extending longer than one day, you must telephone Mountain View Montessori prior to the start of each scheduled workday. When reporting an absence, you should indicate the found substitute, the nature of the problem causing your absence and your expected return-to-work date.

A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence. An employee who is absent from work for three consecutive days without notification to the School Board will be considered to have voluntarily terminated his or her employment.

All employees are expected to attend all monthly mandatory staff meetings and all in-house school events throughout the summer and school year. This includes but is not limited to: Staff Meetings, Parent Orientation, Parent Education Nights, Field Trips, Parent-Teacher Conferences, Teacher In-Service, International Children's Day, Holiday Concert, Graduation Day, etc.

Excessive absences, tardiness or leaving early, as well as failure to attend any mandatory staff events will be grounds for discipline up to and including termination.

POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. The School Director shall have discretion to modify the job description to meet the needs of Mountain View Montessori. Paychecks are directly deposited on the 15th and last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case payroll will be distributed on the preceding or the following workday.

WORK EVALUATIONS

The annual self-performance evaluation is a formal opportunity for an employee to review their past year's work. The purpose of the evaluation is to drive a staff's professional development goals for the next year and create positive change within the employee at Mountain View Montessori. Staff should answer questions honestly and to the best of their ability. The performance evaluation will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress.

BENEFITS AND INSURANCE

At this time, Mountain View Montessori does not offer Benefits or Insurance to its employees.

WORK RELATED POLICIES

Holidays

Full-Time, Part-Time, Substitutes and Temporary employees are ineligible for holiday leave benefits at this time.

Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave of absence in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and Mountain View Montessori will request a copy of the employee's orders, which will be kept on record.

Civic Responsibility

Mountain View Montessori believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

Jury Duty

For time served on jury duty, MVM will provide the employee with unpaid leave. Employees must provide the MVM a copy of proof of summons or subpoena received by the court in which they will serve.

Election Day Poll Workers & Voting

Mountain View Montessori will provide employees with unpaid leave to serve as an Election Day poll worker, not to exceed two elections in one given calendar year. MVM requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the School Board 60 days before the election. Employees will also be given one unpaid day of leave during Presidential Elections. Election Leave must have written approval from the School Board 30 days before the election. The School Board will assure that the employee's absence will not seriously interfere with the school's operations.

Workers' Compensation

You must report any work related injury immediately to the Director.

REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities with prior written approval from the board. Any expenses incurred without prior written approval from the board will not be reimbursed.

SEPARATION

Either Mountain View Montessori or the employee may initiate separation. MVM encourages employees to provide at least two weeks (14 calendar days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the School Board. The owner and School Board have authority to employ or separate all employees. Circumstances under which separation may occur:

1. Resignation- Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are not entitled to receive accrued, unused Vacation or Sick Leave Pay.

2. Termination or Lay-off- Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are not entitled to receive accrued, unused Vacation and Sick Leave Pay. The owner and School Board have authority to discharge an employee from the employ of Mountain View Montessori. As stated above, all employment at Mountain View Montessori is “at-will”. This means that employees may be terminated from employment with or without cause, and employees are free to leave their employment with or without cause.

Reasons for discharge may include, but are not limited to:

- Personal calls, texting, and social media use needs to be made during a break or with permission from the Director (only if classroom staff coverage is available).
- Falsifying or withholding information on your employment application that did or would have affected MVM’s decision to hire you (this conduct will result in your immediate termination).
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records.
- Performance at work below a level acceptable to MVM or the failure to perform assigned duties.
- Non-Compliance
- Failure to complete required written curriculum or newsletters.
- Use of corporal punishment of any child including but not limited to spanking, slapping, shaking, forcefully pulling, forcefully grabbing, biting or pulling hair.
- Use of discipline techniques that are humiliating, threatening or frightening to children. Children shall not be shamed, ridiculed or spoken to harshly, abusively or with profanity.
- Falsification of time records.
- Insubordination: refusal to obey an order or lack of respect for a supervisor.

- Carelessness
- Refusing to work reasonable overtime.
- Failure to follow through with a Corrective Action Plan.
- Negligence in the performance of duties likely to cause or actually cause personal injury, child endangerment or property damage.
- Fighting, arguing or attempting to injure another.
- Destroying or willfully damaging the personal property of another, including MVM's property.
- Failure to uphold all of MVM's Policies and Procedures.
- Breach of confidentiality and dishonesty.
- Placing oneself in a position in which personal interests and those of MVM are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible.
- Using Mountain View Montessori's property or services for personal gain or taking, removing or disposing of MVM's material, supplies or equipment without proper authority.
- Theft
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on MVM's school premises at any time in violation of MVM's policies.
- Carrying or possessing firearms or weapons on MVM property.
- Excessive tardiness or absenteeism whether excused or unexcused.
- Unauthorized absence from work without proper notice.
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the School Board, the employee may be asked to leave immediately or be given a period of notice.

RETURN OF PROPERTY

Employees are responsible for Mountain View Montessori's equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Building/School keys
- Identification badges
- Codes
- Intellectual Property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the School Board, Employees must return all MVM's property that is in their possession or control. Where permitted by applicable law(s), {Mountain View Montessori may withhold from the employees' final paycheck the cost of any property, including intellectual property, which is not returned when required. Mountain View Montessori also may take any action deemed appropriate to recover or protect its property.

REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with the Director, followed then by the School Board. The School Board has the final decision.

PERSONNEL RECORDS

Personnel records are the property of Mountain View Montessori, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, emergency information, background check, position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency. All employees must complete their time and attendance record for review every day for the school office to use for payroll. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including separation from employment with Mountain View Montessori.

OUTSIDE EMPLOYMENT

Individuals employed by Mountain View Montessori may hold outside jobs upon the approval of the School Board and as long as they meet the performance standards of their job with Mountain View Montessori. Employees should consider the impact that outside employment may have on their ability to perform their duties at Mountain View Montessori. All employees will be evaluated by the same performance standards and will be subject to MVM's scheduling demands, regardless of any outside work requirements. Employees will be required to turn in a weekly work schedule from any outside employer at least one week in advance of their scheduled work week. If Mountain View Montessori determines that an employee's outside work interferes with their job performance or their ability to meet MVM's requirements, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Mountain View Montessori. Outside employment that constitutes a conflict of interest is prohibited.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Mountain View Montessori or its students, staff, parents or visitors, as a result of working for Mountain View Montessori that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Mountain View Montessori or to other persons employed by Mountain View Montessori who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of Mountain View Montessori's confidential information is prohibited. Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential information will be subject to disciplinary action, including possible termination. Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, restrooms, or other places where conversations might be overheard.

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Mountain View Montessori's computer and communications systems. These systems include the school desktop PC, all associated software, and Mountain View Montessori's telephone, voice mail and electronic mail systems.

All data in Mountain View Montessori's computer and communication systems (including documents, other electronic files, e-mail and recorded voicemail messages) are the property of Mountain View Montessori. Mountain View Montessori may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Mountain View Montessori's systems. The school desktop PC shall be used solely by the school board and office Staff. Teachers and other staff members may use the computer only with authorization from the school office.

DRESS CODE POLICY

Mountain View Montessori would like for the attire that employees wear to work to complement a workplace environment which is professionally operated, efficient, orderly, and suitable for active play with small children. Enforcement of this policy is the responsibility of the School Board. MVM reserves the right to change, extend, revise, revoke, or continue this policy at its discretion. Any requests for assistance in administering or interpreting this dress code policy should be directed to MVM's School Board.

Casual-Professional Attire: Employees should use common sense and good judgment in determining what to wear to work. Employees are expected to be suitably attired and well groomed, and to ensure that their clothing is clean, ironed, and not torn, ripped, or stained. Generally, if the employee is doubtful about some clothing, it is not appropriate. The attire that is appropriate for work includes:

- Slacks, capris, below-knee shorts, jeans
- Dress shirts, polos with buttons or collars for men
- Blouses or nice t-shirts for women
- At-knee or below-knee dresses or skirts (If above knee, must be at least fingertip length with leggings or tights underneath)
- Dress shoes, tennis shoes or sandals

Disciplinary Measures: Any employee who violates this policy for the first time will be warned, counseled, and sent home to change clothing. Second violation of this policy will be written up and placed in employee's permanent file. Any subsequent violations will be handled by the board which can lead to termination of employment.

GROOMING POLICY

This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing Mountain View Montessori. The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all employees, substitutes, volunteers, contract workers, and temporary staff is required to adhere to.

- **Hair:** Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Non-traditional hair colors are permitted under the discretion of the School Board.
- **Make-Up:** Make-up must be professional and conservative.
- **Fragrance/Scent:** Recognizing that students, employees and visitors to the workplace may have asthma sensitivities or allergies to certain scents, including but not limited to perfumes, colognes, lotions, hair products, animal smell and smoke smell, MVM is a fragrance free workplace. Scents that may be offensive to others should be used in moderation out of concern for others in the workplace.
- **Nails:** Hands and nails should be clean and conservatively manicured.
- **Jewelry:** Employees may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces, and bracelets may be determined at the level based on specific job functions, operations, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn. No visible body jewelry/body piercings other than nose piercings may be visible while an employee is in the workplace.
- **Tattoos:** Visible tattoos are permitted in the workplace as long as they are non-offensive, unprofessional or distracting. All exceptions require the approval of the School Board.

Violations of this policy will result in discipline, up to and including termination. Employees seeking an exception from any of the above standards should speak with MVM's School Board.

SMOKING & DRUG POLICY

This policy has been developed to ensure that all employees understand the importance of the safety and well-being of students, employees and visitors in the workplace. All employees, substitutes, volunteers, contract workers, and temporary staff are required to adhere to the following:

- Smoking or use of tobacco products including electronic smoking devices on MVM's school premises, including school parking lot, are prohibited under any circumstance. Smoking breaks will not be given at any time for any reason.
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on MVM's school premises at any time in violation of MVM's policies.

Violations of this policy will result in disciplinary action, up to and including termination.

PROFESSIONAL DEVELOPMENT & REQUIREMENTS

Training Hours

All full time Mountain View Montessori employees will be required to maintain a minimum of 24 hours of early childhood education training in the 7 Competency Areas each school year as required by ECECD Licensing. Part-time employees that work 20 hours or less will be required to maintain a minimum of 12 hours of early childhood education training. It is the employee's responsibility to keep track of their training hours with the assistance of the Director.

45 Hour Certificate

All Mountain View Montessori employees have 6 months from their date of hire to complete the free 45 Hour Early Childhood Training Certification. Information on the 45 Hour certification will be made available upon request.

NM Health & Safety Training

All Mountain View Montessori employees have 90 days from their date of hire to complete the free New Mexico Health and Safety training through the QUORUMLEARNING.com website, as required by ECECD Licensing.

1-COVID-19 Mandatory Response Training

All Mountain View Montessori employees have 90 days from their date of hire to complete the free Covid-19 Mandatory Response training through the NMELS.org website, as required by ECECD Licensing.

CPR & First Aid

Upon hire, all Mountain View Montessori employees must be CPR-First Aid-BBP certified. Employees are responsible for purchasing and renewing their CPR-First Aid-BBP certifications as necessary.

State Required Background Checks

All Mountain View Montessori employees must purchase and complete their fingerprint and state background check. Background checks must be submitted to the ECECD Background Check Unit prior to the employee's first day of work, as required by ECECD Licensing.

Failure to comply with the training hours and certification requirements stated above may result in disciplinary action up to and including termination.

Child Abuse Statement

Upon hire as well as annually, all Mountain View Montessori employees will sign an abuse and arrest statement, required by CYFD Licensing, certifying they have never had an arrest or substantiated referral to a child protective agency, and that they would not be disqualified as a direct care provider under the most current version of the criminal records check and employment history verification provisions pursuant to 8.8.3 NMAC.

HEALTH POLICIES RELATED TO CHILDREN

Below is an excerpt from our Parent Handbook regarding Health policies for our enrolled students:

Please keep your child home if he/she shows any signs of illness or is unable to participate in regular school activities. We are concerned about the health of every child and staff member at school. To keep everyone as healthy as possible, we ask that children stay home if there are any signs of:

- Fever
- Vomiting
- Rash
- Diarrhea
- Chronic coughing
- Nasal discharge
- Conjunctivitis
- Pain

Contagious diseases, such as strep-throat, chicken-pox, or pink-eye must be reported to the office by the parent as soon as the illness has been diagnosed so that other parents may be informed of possible exposure. When a potentially contagious illness occurs, notice will be posted to the sign-in sheets. Contagious conditions such as head lice, impetigo, and conjunctivitis require treatment before your child can return to school.

The following guidelines will help to determine whether or not your child is ready to return to school:

- Appetite, behavior, and activity level return to normal.
- No fever for 24 hours or more.
- Antibiotics (if prescribed) have been used for a minimum of 24 hours.
- Vomiting and/or diarrhea have cleared for 24 hours.
- Chronic coughing and excessive nasal discharge are resolved.

If your child becomes sick during the day, you will be notified and asked to pick up your child immediately. We are not equipped to care for sick children.

Medication Policy

An Administration of Medication form must be completed each day a prescription and/or non-prescription medication needs to be administered to your child. The authorization form must include the name of the medication, dosage, and instructions for administration. All prescription medication must be in its original container, with the child's name, current date, and detailed instructions. Prescription medications can only be given with a written authorization from the prescribing physician. Non-Prescription medications including sunscreen, insect repellent and diaper creams or other over the counter medications only require written permission and written instructions from a parent or guardian to administer. All medications must be given to the office staff upon your arrival. *Do not leave medications in your child's backpack or lunch box.*

Accidents and First Aid

Minor injuries will be treated as required with soap and water, ice and/or Band-Aids. If a serious injury occurs, we will call 911 first and then notify the child's parents. Be sure that the Health History/Records form is completely filled out. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. You will receive a copy of an Occurrence Report any time there is an accident or injury involving your child. Reports will also be filed in your child's school records.

If a teacher suspects a student has a fever, the teacher should first take the under-arm temperature of the child using the classroom first aid kit before bringing the child to the office. If a student shows any other signs or symptoms of illness, the teacher should report this to the School Administrator so the student can be kept in isolation to ensure there is less of a chance to spread their illness.

Violations of the child health policy will result in disciplinary action, up to and including termination.

HEALTH POLICIES RELATED TO STAFF

Mountain View Montessori employees should not come to work if they show symptoms of any of the following:

- Fever
- Vomiting
- Diarrhea
- Chronic coughing
- Conjunctivitis

It is mandatory to contact the Director of Mountain View Montessori if you will not be attending work due to any above illness. Mountain View Montessori employees are responsible to fulfill a substitute for their class. Physician's note may be required regardless of the length an employee is out ill. Failure to follow the above policy may result in disciplinary action up to and including termination.

Covid-19

Any employee that tests positive for Covid-19 and has symptoms is recommended to isolate themselves from others for 5 days. After day 5, an employee can return to work but must wear a mask for an additional 5 days. In the event an employee tests positive for Covid-19 but shows no symptoms, they can continue to work their scheduled shift as long as they wear a mask for 10 days. Mountain View Montessori follows the Health and Safety recommendations and requirements of ECECD (Early Childhood Education and Care Department) and CDC (center for disease control and prevention). Additional recommendations and requirements are at the discretion of the school board.

DISCIPLINE POLICY RELATED TO CHILDREN

At Mountain View Montessori, students work on social development and cooperative learning. Children are encouraged to respect teachers, fellow students and the classroom materials that are in their environment. Teachers will provide an optimum learning environment in which they observe the true nature of the child unfold with minimal interference from the adults. Teachers will use behavior management techniques that direct and redirect each child in a positive, clear, and relaxed manner. These behavior management techniques help children learn to communicate their needs, make good choices, gain problem-solving skills, and learn self-control and self-discipline. Children also learn basic values of respect, trust, honesty, responsibility, and empathy for others.

Problems relating to discipline are handled immediately and consistently. Most of the time, the method used for discipline is redirection. Redirection simply means that the student is guided toward positive interactions or alternative activities. Redirection creates opportunities to give the student positive feedback for appropriate behavior. Children automatically get focused when they are diverted to activities that interest them. Occasionally, a child having problems in discipline may sit separately and continue doing his/her activity or the child may be sent to the office for additional separation. Parents will be notified by MVM staff if recurring problems are observed, such as disrespect towards adults or children in words or action. Disenrollment may be necessary if a child is continually disruptive or creates a hostile/dangerous learning environment. The expulsion of a student is left under the discretion of the School Board. Any questions regarding this discipline policy should be addressed to the School Board.

CHILD GUIDANCE POLICY

MVM's Child Guidance policy includes nurturing and developing the child's self-esteem and self-discipline with consistent guidance based on developmentally appropriate direction.

REPORTING A MISSING CHILD

In the event a child is found missing, the following steps will take place:

1. The teacher of the missing student will notify all adults on the premises including, School Board, office staff, and all teachers.
2. The parents of the missing child will be contacted.
3. The Albuquerque Police Department via 911 will be contacted.

Prevention: Mountain View Montessori employees should know how many children are under their supervision at all times. Students are never to be left unattended. Students will be consistently supervised by a state required amount of adults. Students are not allowed to leave the classroom unattended at any time to go to the playground, walk down the hallway, or use the restroom without a teacher's knowledge and presence. Teachers should never have their backs facing their students. All students should be within the teacher's earshot and eyesight at all times.

REPORTING CHILD ABUSE AND NEGLECT

All Mountain View Montessori employees are mandated reporters. If an employee suspects child abuse or neglect of any kind, they must inform the School Board and take the proper steps to report the suspected abuse to CYFD's Statewide Central Intake hotline at 1-855-333-SAFE(7233) or #SAFE (7233) from a cell phone. It is imperative for all Mountain View Montessori employees to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what to do when it is observed. When making the report, an employee may choose to remain as an anonymous reporter. Employees who report will be immune from civil or criminal liability if they reported the child abuse or neglect in good faith. Any mandated reporter who does not report their suspicion can be charged with a misdemeanor in a court of law.

EVACUATION PLAN

Every month a fire drill is performed to prepare Mountain View Montessori employees and students in the case of an emergency. A wide variety of emergencies both man-made and natural may require us to be evacuated. These emergencies include but are not limited to: fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, and civil disturbances.

If there is an actual emergency which requires students and staff to evacuate MVM, teachers and students will evacuate to:

North of the school to the San Gabriel Plaza lobby at 3900 Eubank Blvd. NE.

If MVM needs to evacuate to a South, East, or West location, we will evacuate to:

South: Jiffy Lube at 3640 Eubank Blvd. NE

East: Juan Tabo Library at 3407 Juan Tabo Blvd. NE

West: Fish Factory Swim School at 3707 Eubank Blvd. NE

Reunification:

The family reunification procedure is used to ensure a safe and secure means of accounting for all students and reuniting families with their children whenever the school facility is rendered unsafe and a remote site location is needed. Parents will be notified by phone of the situation and will be required to pick up their child immediately from the evacuation site. Only authorized persons with valid identification will be allowed to pick-up. All students must be signed out prior to their release so all may be accounted for. Accommodations will be made for toddlers and children with special needs and/or chronic medical conditions.

LOCKDOWN PROCEDURE

Every 3 months a lockdown drill is performed to prepare staff and students in the case of an actual emergency lockdown. Reasons for lockdown to be initiated include but are not limited to: someone with a gun or weapon, an intruder, an out of control student or staff member threatening the safety of students, staff or themselves, hazardous chemical outside facility, weather related event. Persons who can call a lockdown include law enforcement, school board and aftercare teachers in the event the school board is out for the day.

The following procedure will take place in the case of a real lockdown:

1. The lockdown/shelter-in-place code is “Lockdown”. Office personnel/lockdown informants will inform teachers in person, by whistle or by cell phone.
2. During lockdown, lead teachers will take an evacuation backpack which includes items to accommodate toddlers (diapers, wipes, gloves, first aid kits, crackers, water, etc.) and quietly guide students to lockdown in their respective classrooms. Then:
 - a. All students shall quietly sit down against the posterior of the wall behind shelves and furniture.
 - b. Attendance shall be taken.
 - c. Lead teacher shall notify lockdown informants of any missing or extra people.
3. During lockdown, assistant teachers will lock their assigned doors and close their assigned window coverings, while lead teachers gather students and take attendance. (In the event there is only one teacher, the teacher shall first gather all students in their respective classroom. Once all students are gathered in their respective classroom, the teacher shall lock the doors and cover the windows.)
4. During lockdown, the office personnel/lockdown informant will lock and close all accessible windows and doors. Air conditioning/heat, exhaust fans and lights will also be shut off. If possible, extra staff may help.
5. Teachers will allow no one to exit the lockdown room until administrator/lockdown informant or law enforcement gives the “All Clear” signal.

Accommodations will be made for staff, toddlers and children with special needs and/or chronic medical conditions.

AFFILIATIONS AND ACCREDITATION

MVM is a member school of the American Montessori Society. Mountain View Montessori employees are encouraged to purchase AMS and NAEYC memberships.