

Employee: _____

Date: _____



Employee Handbook

3025 4th St. NE
Washington, DC 20017

www.leemontessori.org

Effective August 1, 2019

Welcome to Lee Montessori!

Welcome to Lee Montessori Public Charter Schools. Here at Lee Montessori we are all part of the same team and we share the same mission.

Lee Montessori's mission is to create a peaceful, multi-age learning environment for public preschool and elementary aged children that fosters the physical, social, emotional, and academic growth and development of students and produce lifelong learners.

We believe that Lee Montessori will be instrumental in closing the achievement gap by laying the foundation for academic success using the Montessori method. Lee Montessori will:

- inspire academic success by providing an authentic Montessori curriculum in a holistic and developmentally responsive environment;
- nurture student creativity, curiosity and efficacy by promoting self-directed education;
- offer individually paced academic instruction and activities;
- engage students in purposeful and collaborative community building activities;
- foster students use of inner discipline, concentration and task completion for lifelong critical thinking and discovery; and
- preserve and cultivate the innate capacity of students so they can reach their full potential as contributing global citizens.

With your help, Lee Montessori will empower students to become confident, productive, and responsible members of their communities who will possess the competencies, attitude, and skills to succeed in college and beyond. With great enthusiasm, we welcome you to the Lee Montessori team!



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ABOUT LEE MONTESSORI

Lee Montessori's mission is to create a peaceful, multi-age learning environment for public preschool and elementary aged children that fosters the physical, social, emotional, and academic growth and development of students and produces life-long learners.

Dr. Maria Montessori began her world-renowned method and research over a century ago with children in Italy's lowest-socioeconomic neighborhoods who were considered the most at-risk youth. We know at-risk children here in Washington, DC will benefit greatly from this individualized, constructive-based curriculum that Lee Montessori offers.

The vision to charter Lee Montessori began as a grassroots organization founded in Washington, DC in 2011 by Montessori teachers, parents and District of Columbia community members. It was conceived as a neighborhood Montessori school alternative for Ward 5 residents who would otherwise attend traditional schools.

Lee Montessori is dedicated to providing a challenging and enriching education through the dynamic partnership of child, teacher, family, and community, and by developing a consistent Montessori framework for learning while adhering to the standards set forth by the Association Montessori Internationale (AMI).

Lee Montessori is passionate and committed to providing a creative and adaptive environment that responds to the needs of the children. Lee Montessori seeks to balance social, emotional, physical, and academic development to foster responsibility, commitment, and cooperation within a supportive learning community. Through the dedication of talented staff, the students of Lee Montessori will see themselves as contributing members of a global community by respecting and valuing differences.

Locations

Brookland Campus

3025 4th Street NE
Washington, DC 20017
Phone: 202-779-9740
Email: info@LeeMontessori.org
Fax 202-318-0763

East End Campus

2501 Martin Luther King Jr Ave SE
Ground Floor
Washington, DC 20020
Phone: 202-996-6700
Email: info@LeeMontessori.org
Fax: 202-318-0763

Board of Directors

Bonnie Beste, Interim Chair, boardchair@leemontessori.org		
Eric Bethel, Vice Chair Lorraine Madala, Treasurer Vacant, Secretary	Catharine Bellinger Whitney Donaldson, Parent Marimba Johnson Bright	Brian McClure, Parent Christine Platt Chris Pencikowski, Ex Officio

ABOUT THIS HANDBOOK

This Employee Handbook has been prepared to inform you about Lee Montessori's policies, guidelines, goals, and benefits, and to provide you with an understanding of Lee Montessori's expectations so that we may serve our students most efficiently and effectively. This Handbook is not, and is not intended to be, a comprehensive statement of all possible applications of, or exceptions to, the general policies and procedures of Lee Montessori.

The provisions of any employee handbooks, addenda, manuals and any and all other written statements regarding personnel policy, practices, or procedures that are or may be issued by Lee Montessori do not and shall not constitute an express or implied contract of employment, nor do they guarantee employment for any period of time or create any vested rights. You are employed at will, and either you or Lee Montessori may terminate the employment relationship at any time, with or without cause, and with or without notice. This Handbook is applicable to all employees, regardless of their date of hire.

This Employee Handbook supersedes all representations, oral or written, regarding your employment status or duration of employment. In the event of a contradiction between this Handbook and any other oral or written statement, the terms of this Handbook shall govern unless the conflicting statement is in writing and signed by the Board of Directors.

The policies and provisions in this Handbook may be changed, revised, modified, suspended, canceled, or rescinded by Lee Montessori at any time without notice and in Lee Montessori's sole and absolute discretion.

This Employee Handbook refers to current benefit plans maintained by Lee Montessori. If you have specific questions regarding the benefit plans, please refer to the actual plan documents and summary plan descriptions or contact the Managing Director of Operations or Executive Director. Those documents are controlling.

THINGS TO KNOW ON YOUR FIRST DAY

EMPLOYMENT AT WILL

All employees of Lee Montessori are employed at will. As an at-will employee, you are free to resign at any time. Similarly, while leadership will strive to ensure that working at the school is a warm environment where staff are supported and treated as professionals, Lee Montessori is free to terminate the employment relationship at any time, with or without cause or advance notice. While other policies in this Handbook may be changed without notice, the at-will employment relationship may be changed only in a written agreement for that express purpose and signed by the Executive Director and Board of Directors.

COMPENSATION

Your initial compensation will be set at the time of employment. Thereafter, Lee Montessori, in its sole discretion, may adjust your compensation.

FULL-TIME, PART-TIME, OR TEMPORARY EMPLOYMENT

All Lee Montessori employees are classified as full-time, part-time, or temporary employees as defined below:

- **Full-time Employee:** A full-time employee is hired to work a minimum of 40 hours per week and is not a consultant or a temporary employee. Full-time employees may participate in all benefits for which they are eligible.

- **Part-time Employee:** A part-time employee hired to work less than 30 hours per week is not eligible for benefits except those mandated by federal, state, or local law. A part-time employee hired to work 30 hours or more per week is eligible for benefits.
- **Temporary Employee:** A temporary employee is hired to fill a position for a prescribed period of time not exceeding six months. A temporary employee is not eligible for benefits. Some temporary employees are hired through an agency and may be considered employees of the agency, not Lee Montessori.

At the time of hire, your offer letter will specify your classification as well as what your regular working hours will be.

Consultants and contractors are not employees of Lee Montessori and are not eligible for any benefits.

EMPLOYMENT REQUIREMENTS

As a new hire, you are required to submit your documentation required for employment on or before your first day of employment. Required documents often vary by position. Your offer letter specifies the documents needed. If you do not submit the required documentation on or by your first day of employment, you will **NOT** be allowed to start your employment.

Federal Immigration Compliance and Employment Eligibility

The Immigration Reform and Control Act of 1986 requires that Lee Montessori ensure that employees are authorized for employment in the United States. Therefore, Lee Montessori will only employ individuals lawfully authorized for employment in the United States. In accordance with the Immigration Reform and Control Act of 1986, Lee Montessori must collect certain information and review certain documentation concerning your employment authorization within three days after you are hired. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, you must inform the Managing Director of Operations immediately.

Verification of Educational Qualifications

As a condition of employment, all instructional staff members (including instructional leadership team members such as Heads of School and school directors/managers) must submit copies of their official college transcripts, Praxis scores, and other certifications noted on their resumes.

For all employees, the failure to submit documentation, overstatement, or falsification of qualifications is grounds for disciplinary action up to and including termination of employment.

Examination Requirements

Lee Montessori requires all teachers, fellows, and teaching assistants to be compliant with applicable federal and District of Columbia laws and regulations for practitioners.

Criminal Background Check Policy

All Lee Montessori employees (and employees whose job descriptions involve regular time spent in schools) are required to have fingerprint and national criminal background checks every three years to be eligible for employment. You will be asked to sign a release so that Lee Montessori may conduct a background check upon your initial job offer and every five years afterwards. Lee Montessori will bear the cost of any background checks. More information may be obtained from the Managing Director of Operations. Any new criminal convictions must be immediately reported to the Managing Director of Operations and must be reviewed by the Executive Director so that a determination about continued employment may be made. In addition, there may be additional

requirements in order for Lee Montessori to be compliant with relevant DC, Federal, or other requirements.

Any failure to disclose criminal history or misrepresentation of the same could be grounds for termination of employment and/or the privilege of volunteering at Lee Montessori.

Medical Requirements

All employees (and employees whose job descriptions involve regular time spent in schools) must have a current TB test on record. TB clearances last for two years. Any employee without a current TB test will be placed on unpaid administrative leave and, should the test not be brought current, will be subject to termination. In addition, Lee Montessori recommends that the aforementioned employees receive the Hepatitis B series of vaccines. If you do not have medical insurance coverage for this vaccination series, the school will reimburse you.

CPR and Basic First Aid Requirement

All classroom staff members (and employees whose job descriptions involve regular time spent in schools) are required to hold and maintain CPR and Basic First Aid certifications including specific instructions for working with young children. As an employee, you are responsible for completing certifications at your own expense, including any training session hosted by Lee Montessori. Documentation of these certifications will be maintained in staff's employee files.

GENERAL POLICIES AND PROCEDURES

Orientation

Orientation will be provided to all Lee Montessori employees. Your offer letter provides details about the date and location of the orientation. In general, all employees report to Lee Montessori for orientation on the first day of work.

Orientation shall include explaining duties and responsibilities of your job, outlining departmental rules, touring the physical layout of the building, and introducing the employee to coworkers.

Employment Classification under the Fair Labor Standards

Every employee is classified as either exempt or non-exempt according to the Fair Labor and Standards Act (FLSA). Certain administrative, executive and pedagogical staff members are exempt under the FLSA. Exempt employees may work more flexible and longer hours and are not entitled to overtime pay. The non-exempt category applies to all other employees. Non-exempt staff members must receive pay for any overtime work (which must be pre-approved by supervisors, as described in the overtime section), but are only paid for the actual hours that they work. Your offer letter of employment should specify your FLSA classification. If you do not know your FLSA classification, please ask your supervisor or the Managing Director of Operations.

Work Hours

The standard work week for full-time staff is 40 hours. School hours are from 7:00 AM to 6:00 PM. Your Head of School or supervisor will determine your specific work hours (including lunch schedule) within the workday. You will be expected to track your time using the process described by your supervisor. Your Head of School or supervisor will provide training on any job-specific procedures.

Typical work hours are from 8:15 AM to 4:15 PM, with a forty-five minute break. In addition, teachers and assistants should plan to be available up to eight additional hours per month for staff meetings, departmental meetings, other professional development activities, and family engagement activities, and they may serve as an emergency substitute for extended day activities. Lead teachers and teaching fellows should expect occasional Saturday attendance at these activities, but generally no more than twice per school year.

While the expectation is that full-time employees work 40 hours each week, many staff members choose to come in earlier or leave later than their scheduled hours in order to ensure a high-quality environment and level of planning. Although working additional hours may be necessary at times, Lee Montessori encourages you to maintain an appropriate work-life balance, as one is more effective when they are rested and have the opportunity for adequate personal time away from the school and classroom.

Overtime Pay

Overtime compensation is paid to all non-exempt employees in accordance with applicable FLSA requirements. All overtime hours must be approved by your supervisor in advance and are based on actual hours worked. Time off on holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of overtime calculations. Overtime is normally paid at the rate of 1.5 times your regular rate of pay for each hour worked over 40 hours in any workweek. In calculating hours worked for purposes of overtime pay, break periods are considered part of the workday, but lunch periods are not. Lee Montessori's work week runs from Saturday at 12:00 AM through 11:59 PM Friday. Exempt employees do not receive overtime pay.

Paychecks and Pay Periods

Employees are paid semimonthly on the 15th and last business day of each month. The Payroll Calendar can be found on the Internal Operations Website. If you find a discrepancy in your paycheck, you should report it promptly to the Directors of Strategy & Operations. Staff members are required to enroll in direct deposit.

Payroll Accrual

The instructional 12-month pay schedule pays teachers throughout the summer instead of only during the school year. The annual salary is the same - it simply spreads pay over 12 months instead of approximately 10 months. All full-time Lee Montessori employees are paid over 12-months.

Deductions from Pay for all Employees

Lee Montessori is required by law to deduct income withholding tax, both federal and state (if applicable) from all employees' paychecks. Deductions are determined by salary, number of dependents, and IRS guidelines. You are responsible for completing a W-4 form and keeping it up to date. You should also complete a state withholding form, where applicable. Lee Montessori is required to make a deduction for Social Security at a rate established by law under the Federal Insurance Contribution Act (FICA). There may be other deductions, such as health insurance, or garnishments of wages, pursuant to a Court Order. All such deductions will be itemized on your pay stub.

Deductions from Pay For FLSA-Exempt Employees

Lee Montessori pays on a "salary basis" those employees who are exempt under the Fair Labor Standards Act (FLSA). The purpose of this section is to provide those exempt employees with a general understanding of what it means to be paid on a salary basis and to communicate the mechanism by which you may raise any questions regarding deductions from your salary.

1. Predetermined Amount: Exempt employees are paid a predetermined amount (salary) each pay period, regardless of the number of hours actually worked.
2. Deductions from Pay: FLSA permits reductions from that salary in certain circumstances:
 - a. As an exempt employee, your salary is not subject to reduction because of the quality or the quantity of your work performed. Deductions from your pay shall not be made for partial day absences. However, if you perform no work for an entire workweek, you are not entitled to be paid your salary for the week (although you can offset this failure to

- work if you have sufficient accrued benefits under Lee Montessori's paid time off policy). Furthermore, deductions in increments of not less than one day may be made when you are absent from work for a day or more for personal reasons (although you can offset this absence if you have sufficient accrued benefits under Lee Montessori's paid time off policy).
- b. If you are absent for one or more full days because of sickness or disability, you may have your salary reduced, unless you have accrued benefits under Lee Montessori's paid time off or you are otherwise covered by Lee Montessori's disability policy.
 - c. If your absence from work is due to jury duty, attendance as a witness at a trial, or temporary military leave, you will be entitled to receive your full salary for the week, but Lee Montessori may offset your salary by any amounts you receive as jury fees, witness fees, or military pay.
 - d. If you violate safety rules, you may have your salary reduced.
 - e. You may be suspended without pay for disciplinary violations involving workplace conduct rules.
 - f. In your initial or final week of employment, you may receive only a proportionate part of your full salary for the time actually worked.
 - g. If you take leave under the Family and Medical Leave Act, you may be paid a salary that corresponds to the proportionate part of your full salary for actual time worked.
 - h. Errors in payment should be immediately reported to the Managing Director of Operations or the Executive Director. To the extent reasonable, Lee Montessori will reimburse you for any costs directly resulting from any errors in pay.
3. Complaint Procedure: As noted, Lee Montessori is committed to observing the salary basis requirements of the FLSA. If you are an exempt employee and believe your salary has been improperly reduced, you should follow the following procedure to ensure that any such reduction was not unlawful.
 - a. *Notification Procedure*: If you believe that Lee Montessori has made an improper deduction from your salary, you should immediately (or as soon as possible) notify the Managing Director of Operations in writing of the date of the payroll in which the reduction occurred, the amount of the reduction, and the reason given on the paystub (if any) for the reduction.
 - b. *Investigation of Complaint*: The Managing Director of Operations will investigate all complaints and will make a determination as to whether the deduction from your salary was lawful. The result will be communicated to you in writing. If the Managing Director of Operations determines that Lee Montessori has made an improper pay deduction, Lee Montessori will reimburse you the amount of the improper deduction and will take steps to ensure that such improper deduction does not occur again in the future. If the Managing Director of Operations determines that Lee Montessori's reduction of salary was lawful, you may appeal that decision to the Board of Directors, which will review the matter and make a final decision as to whether the deduction was permissible under the FLSA.
 - c. *Non-Retaliation*: You will not be retaliated against for making a complaint or assisting with the investigation of a complaint. A knowingly false complaint, however, may result in disciplinary action, including possible termination of employment.

Lee Montessori is strongly committed to avoiding improper pay deductions. All complaints will be taken seriously. If you have questions, please see the Managing Director of Operations.

Timekeeping

So that we meet state and federal requirements, it is imperative that staff clock in at the beginning of each workday and clock out as they depart for the day, as well as clock out and clock in when leaving during the day for approved leave time. If teachers leave the building during a scheduled break, they must follow appropriate building procedures, including indicating when

they left and when they returned. Details about the timekeeping process will be addressed at orientation.

If you forget to clock in or out, it may impact hours of leave, so it is imperative that you inform your supervisor about clocking errors as soon as you notice them. All full-time employees are expected to enter a minimum of eight hours per day, 40 hours for each week.

Approving Time Records

The Managing Director of Strategy & Operations will review and approve time records for part-time employees before submitting them for payroll processing. If corrections are made to a time record, both you and your supervisor should verify the accuracy of the changes.

Falsifying Time Records

Falsifying or tampering with time records (including clocking another employee in or out) may result in disciplinary action, up to and including termination of employment.

Employee Files and Records

Lee Montessori maintains confidential records pertaining to all of its employees. These confidential records include, but are not limited to, basic employee and tax information, contact information, performance reviews, and disciplinary issues. Upon reasonable request, an employee may inspect the records Lee Montessori maintains pertaining to that employee only while in the presence of the Managing Director of Operations or another senior administrator. Records may be disclosed to authorities pursuant to federal and DC law, including lawfully issued subpoena and court orders.

For your benefit and for the benefit of Lee Montessori, the Managing Director of Operations must be notified in writing of any changes to your name, address, home telephone number, marital status, number of dependents claimed for income tax purposes, emergency contact information, and all other changes which may affect payroll and benefits information. Such notification should occur as soon as possible after such a change if not completed through Lee Montessori's Human Resources management system Bamboo HR

Employee verification During Employment

Lee Montessori adheres to a policy of strict confidentiality regarding employee records and files. Lee Montessori will release only your job title and dates of employment to third parties unless you sign a written authorization to disclose further information about your employment. All outside inquiries regarding employment must be directed to the Managing Director of Operations unless you have otherwise provided prior written authorization. "Off the record" comments are strictly prohibited.

Outside Communications and Media Requests

Lee Montessori will generally provide a response to media inquiries within 24 hours of receipt. Only administrators are designated to speak on Lee Montessori's behalf. No one other than these individuals should represent Lee Montessori's position to the media. When inquiries require a detailed technical explanation, however, a spokesperson may be designated to address a particular issue. That spokesperson will be a qualified individual designated by the Executive Director or the Board of Directors to speak on behalf of Lee Montessori.

All media inquiries, whether verbal or written, are to be directed to the relevant administrator, who will evaluate the request and will answer or direct it as appropriate for response.

All press releases will be issued as deemed necessary by the relevant administrator, who shall approve all press releases prior to distribution.

Use of a Mobile Phone

Instructional staff

Lee Montessori must have a method of communicating with school-based staff members in case of an emergency. Accordingly, you must carry a cell phone (either your own or one provided by Lee Montessori) during field trips and any other time you leave the building with a student. If you leave the building with a student, follow the Student Off-Campus Protocols and inform the front desk of your destination and which cell phone is being carried. While out of the building with a student, you should never use your cell phone except to report an emergency, request assistance in an emergency, or respond to a call from Lee Montessori. Cell phone use is prohibited during scheduled playground duty.

In addition, cell phones may not be used in the classroom during school hours or during professional meetings, except for professional purposes. Please advise your family and friends to call the school's main telephone number if they need to contact you. All messages left with administrative staff will be relayed to you as soon as possible.

Safety

You are expected to follow applicable state or federal laws and regulations regarding the use of cell phones at all times. Safety must come before all other concerns. You are strictly prohibited from using a cell phone while operating a motor vehicle during work hours, unless you are using a headset or the device is in hands-free mode. Special care should be taken in situations where there is traffic or inclement weather, or if you are driving in an unfamiliar area. You are also strictly prohibited from texting or using the Internet while operating a motor vehicle during work hours.

Lee Montessori shall not be liable if you are charged with traffic violations or have a motor vehicle accident resulting from your cell phone use while operating a motor vehicle in violation of this policy, and you shall be responsible for any liabilities that result.

Employment of Relatives

Relatives of current employees will be considered for employment using the same hiring criteria as is utilized in hiring any employee. No preferential treatment will be given on the basis of relation. You may not supervise your relatives, authorize payroll actions for them, or work in the same department with them.

Solicitation and Distribution of Literature on Lee Montessori Property

Persons not employed by Lee Montessori may not solicit or distribute literature on Lee Montessori property for any purpose at any time. Solicitation includes, but is not limited to, the soliciting of membership in any organization; the solicitation of gifts, money pledges, or subscriptions; or the sale of merchandise, produce, tickets, or raffles. Distribution includes, but is not limited to, the dissemination of such things as merchandise, produce, leaflets, pamphlets, newspapers, petitions, pictures, pins, buttons, or handbills.

Employees may not solicit for any purpose during working time. You may not distribute literature for any purpose during working time and in working areas.

"Working time" means the period scheduled for the performance of job duties, not including meal times or break times or other periods when employees are properly not engaged in performing their work tasks. Working time includes the working time of both the person doing the solicitation and the person to whom it is directed.

Employee Complaints and Concerns

Many times, employees' concerns in the workplace come about because of miscommunication, misunderstandings, and hearsay. Many grievances and personal complaints are best handled

between you and the person with whom you have the disagreement. Therefore, if you have a complaint or concern, please discuss it first with the person of concern, then with your immediate supervisor. If you feel that your supervisor has not properly addressed your complaint or concern, you may bring it to his or her supervisor. If you feel your concern has still not been properly addressed, you may discuss it with the Managing Director of Operations.

Please note: If the complaint or concern pertains in any way to harassment or discrimination, you should follow the complaint procedures set forth in the Handbook's Policy Prohibiting Harassment and Discrimination. Lee Montessori staff shall not retaliate for the filing of any complaint.

Conflict of Interest Policy

Employees must avoid any interest, influence, or relationship which might conflict or appear to conflict with the best interests of Lee Montessori. You must avoid any situation in which your loyalty may be divided and must promptly disclose any situation where an actual or potential conflict may exist. It is your responsibility to conduct personal affairs according to the highest standards of integrity and good judgment. You must avoid engaging in conduct that might be subject to misinterpretation as to motive or propriety. Unless approved by the Board of Directors, you may not:

- Engage in any outside business activity during normal working hours, or in any activity that would detract from your ability to discharge your responsibilities with Lee Montessori;
- Take any action or make any statement which would bring discredit upon Lee Montessori or which is inconsistent with Lee Montessori's mission;
- Own or have a significant financial interest in or other relationship with a business partner, potential business partner, funder, competitor, customer, vendor, or supplier of Lee Montessori; or
- Be involved in any other arrangements or circumstances, including family or other personal relationships, which might compromise your ability to act in the best interest of Lee Montessori.

If you have a potential or actual conflict of interest, you must disclose it to the Managing Director of Operations to be presented to the Board of Directors to discuss how to avoid or resolve the potential or actual conflict.

Confidentiality and Non-Compete Policies

Your employment is conditioned upon your agreement to the following confidentiality and non-compete/non-solicitation provisions:

- **Confidentiality:** You acknowledge that during your course of employment with Lee Montessori, you will receive information concerning the organization's business and operations, all of which shall be considered confidential (hereinafter referred to as "Confidential Information"). Unless compelled by subpoena or other process of law, you will not disclose Confidential Information, directly or indirectly, to any other person or entity (including, but not limited to, any former employee of Lee Montessori).
- **Non-compete/Non-solicitation:** You agree that during the term of your employment, you will not perform any work, provide any services or enter into any contract, either as an employee or as an independent contractor, with any education service provider without written permission from Lee Montessori. You further agree that for a period of one year following your final date of employment by Lee Montessori (which for the purposes of this letter includes any affiliates of Lee Montessori), you will not, directly or indirectly, individually or together with or through any other person, firm, corporation or entity: (1) in any manner discourage or seek to influence any person or entity which is or has been a

customer or client of Lee Montessori from continuing its business relationship with Lee Montessori; (2) approach, counsel, or attempt to induce any person working for Lee Montessori to end his or her relationship with Lee Montessori in order to become a worker for or associated with any other person, firm, corporation, or entity; or (3) aid or counsel any other person, firm, corporation, or entity to undertake any of the above.

Outside Employment

All full time employees are expected to devote their full professional effort to their position at Lee Montessori. If you wish to participate in outside work activities, whether paid or unpaid, you are required to obtain written approval from the Head of School, Executive Director, or Managing Director of Operations, prior to starting those activities. Approval will be granted unless the activity conflicts with Lee Montessori's interest. In general, outside work activities are not allowed when they:

- Prevent you from fully performing work for which you are employed at Lee Montessori
- Involve organizations that currently or seek to do business with Lee Montessori, including potential vendors; or
- Violate provisions of law or Lee Montessori policies or rules.

In cases of conflict with any outside activity, your obligations to Lee Montessori must be given priority. Full-time employees are hired and continue in Lee Montessori employ with the understanding that Lee Montessori is their primary employer and that other employment, commercial involvement or volunteer activity which is in conflict with the business interests of Lee Montessori is strictly prohibited. Lee Montessori office space, equipment, and materials are not to be used for outside employment.

From time to time Lee Montessori might ask you to work beyond your normally scheduled hours. Lee Montessori asks that full-time employees perform this work when requested.

Confidential Information

For the duration of employment, you may have access to confidential or proprietary information of varying types. Confidential or proprietary information includes, but is not limited to, child information; parent/family information; financial information; data or statements; the existence and contents of agreements; proposals; grants; organizational or school strategies; donor lists; membership lists; personnel data; and activities that are not public knowledge.

Confidential or proprietary information will only be made known to you in confidence and only in connection with your official duties. Your disclosure or use of confidential or proprietary information for a purpose other than for the sole benefit of Lee Montessori is wrongful and would cause irreparable harm to the organization. If you are in doubt as to whether certain information is confidential or not, always treat such information as confidential information.

You shall not disclose or use confidential information for any purpose other than in the performance of your duties for Lee Montessori. This obligation is to be adhered to for the entire term of your tenure with Lee Montessori and beyond the date of termination of employment.

Any violation of these terms may result in legal action taken with compensatory damages.

Use of Assessment Data

Teaching teams use progress monitoring and summative assessment data to improve teaching and learning for all students. Assessment data are primarily used for instructional purposes. All data findings about individual children are confidential and should not be shared with people unrelated to Lee Montessori instruction. Assessment results should be shared with family members in a way that helps the family understand their child's strengths and opportunities. If you are unsure about the meaning of data, consult your Head of School or supervisor.

Whistleblower Policy

Lee Montessori is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure where you may report an action that you reasonably believe violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter related to Lee Montessori's business operations and does not relate to private acts of an individual not connected to the business of Lee Montessori.

If you have a reasonable belief that an employee of Lee Montessori has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, you are expected to immediately report such information to your immediate supervisor. If circumstances prevent you from reporting the information to your supervisor, you are expected to immediately report such information to the Managing Director of Operations. If circumstances prevent you from reporting the information to the Managing Director of Operations, you are expected to report the information to the Board Chair.

All reports will be followed up promptly, and an investigation will be conducted. In conducting investigations, Lee Montessori will strive to keep your identity confidential while conducting an adequate review and investigation.

Lee Montessori will not retaliate against you in the terms and conditions of your employment because you: (1) report to a supervisor, Executive Director, Board of Directors, or a federal, state or local agency what you believe in good faith to be a violation of the law; (2) participate in good faith in any resulting investigation or proceeding; or (3) exercise your rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect your rights.

Lee Montessori may take disciplinary action (up to and including termination) against an employee who engages in retaliatory conduct in violation of this policy.

In addition, Lee Montessori will not retaliate against any employee who has provided to law enforcement personnel, or in a court of law, truthful information relating to the commission or possible commission by Lee Montessori or any of its employees of a violation of any applicable law or regulation.

Suggestions

Lee Montessori is constantly seeking to develop new ideas to enhance operations and productivity. We believe that employees are an excellent source of constructive and valuable suggestions. Therefore, we encourage you to submit suggestions for the improvement of educational approaches, operations, systems, or procedures to your supervisor or any other appropriate manager. Lee Montessori believes that such an attitude by employees, managers, and executives is vital to our success and growth.

EMPLOYEE BENEFITS

HEALTH AND WELFARE BENEFITS

Lee Montessori provides a variety of health and welfare benefits to eligible staff members. Details of the benefits plans, including all terms and conditions and staff member eligibility requirements, are governed by the applicable plan documents and relevant summary plan descriptions. Copies of these materials are available from the Directors of Strategy & Operations.

Lee Montessori reserves the right to amend, interpret, modify, or terminate any of its employee

benefits programs without prior notice. The Plan Administrator of each employee benefits plan has the power and authority to construe and interpret the terms of the plan, to make all factual determinations, and to amend or terminate such plans. In the event that there are any conflicts between the actual plan documents and the descriptions provided below, the actual plan documents shall control. You will be notified in writing of any material changes to the plans. Unless otherwise specified, the following benefits programs apply only to staff members working 30 or more hours per week.

Medical, Dental, and Vision Insurance

Lee Montessori currently offers generous health care benefits to all eligible staff members and their families at a significantly reduced cost. While we will endeavor to keep benefits strong and costs low, the amount that you will have to contribute for both individual and dependent/spouse coverage and the type of health plan/benefits offered are subject to change. You should refer to the governing plan documents for a complete description of the benefits offered.

Health Benefits Continuation (COBRA)

Federal law gives you and your qualified beneficiaries the opportunity to continue your existing health insurance coverage under Lee Montessori's health and dental plan for a period of time after the occurrence of a "qualifying event" which otherwise would result in the loss of coverage. Some common qualifying events are termination of employment (whether by resignation, layoff, discharge, or death), a substantial reduction in your hours, an extended non-FMLA leave of absence, or legal separation or divorce of you and your spouse.

When such a qualifying event occurs, Lee Montessori (or an authorized third-party administrator) will notify you of the right to continue health insurance coverage under COBRA, as well as the time limits and triggering events that are applicable in order to continue coverage. To continue coverage, you (or your beneficiary) must elect to exercise your COBRA rights in a timely manner and pay the total premiums required for coverage.

As required by law, Lee Montessori will provide a written notice to covered family members describing their separate rights under COBRA (such as the rights of a divorced spouse to continue coverage by payment of applicable premiums). It is very important to keep Lee Montessori advised of changes within the family unit, so that the appropriate notices may be sent in a timely manner.

Retirement Plan

To help provide financial security to our staff members during their retirement years, Lee Montessori sponsors and offers the opportunity for staff members to participate in a retirement plan pursuant to the relevant Internal Revenue Service Code. You will need to complete the relevant enrollment application to receive the Lee Montessori contribution. In addition, you are welcome to contribute to your retirement plan(s) immediately after you are hired. You should refer to the documents provided to Lee Montessori by the retirement plan service partner for more information. These documents are available from the service provider or from the Directors of Strategy & Operations.

Lee Montessori will contribute 2% of salary starting in their 3rd year of employment. Also effective at that time Lee Montessori will also match an employees contribution, up to 2%.

Statutory Benefits

Social Security/Medicare Tax Benefits are provided to all eligible employees and, as required by law, are paid for jointly by Lee Montessori and the employee. Your share is deducted from your paycheck. For information concerning the many benefits available under the Social Security Act, contact your local Social Security Office.

PAID TIME OFF (UNLIMITED LEAVE POLICY)

At Lee Montessori we work hard. All of us work hard to give our students a competitive and quality educational experience and we recognize that. In order to give our best and live a well-balanced life, we all need to take time off for rest, relaxation and rejuvenation.

We also believe you should take responsibility for managing your own time and to collaborate and openly communicate with your department to support one another whenever possible with workload. To that end, we've adopted an unlimited vacation policy for all full-time employees, where each employee is afforded the flexibility to take planned vacations as needed.

- Instead of accruing and tracking vacation time, you will plan the vacation time you would like to take off with your supervisor and team. We want you at your peak performance and feel this policy promotes that.
- Vacation time is approved on a first-come, first-served basis. Having several teammates out during the same week would be difficult as our staff is still small and each absence impacts the whole team. Direct supervisors approve vacation according to school needs and in the order in which the vacation requests were received.
- As always, planning time off in advance helps your team prepare for your absence. Time off lasting more than 3 days should be pre-approved by your manager at least one month in advance. Time off lasting more than 5 days must be approved 3 months in advance.
- Unlimited vacation is available only to full-time employees. If you have a question regarding your status, please contact the Directors of Strategy & Operations.
- Time off beyond 5 days due to illness and/or injury or leaves of absence such as those covered under Family and Medical Leave are handled separately. Given our limited financial capacity, unlimited vacation cannot be used for these types of absences. Please refer to Lee Montessori's policies in the Employee Handbook or contact the Managing Director of Operations should you have questions pertaining to other types of leaves.
- Unlimited vacation is intended to build bonds of trust in working relationships. If an employee's performance declines significantly due to abuse of this policy, Lee Montessori reserves the right to review the employee's use of this policy and determine if discipline or termination is appropriate.

HOLIDAYS

In addition to PTO, Lee Montessori employees are provided the following additional holidays:

All Staff	<ul style="list-style-type: none"> • Martin L. King, Jr. Day • Presidents' Day • Good Friday • Spring Break • Emancipation Day • Memorial Day 	<ul style="list-style-type: none"> • Labor Day • Columbus Day • Veterans Day • Thanksgiving Break (1 day before/after Thanksgiving) • Winter Break
Administrative Staff	The week of July 4 th (except for a limited number of shared staff required to be available to support summer school operations)	
Instructional & Student Support Staff	<ul style="list-style-type: none"> • June-August Summer Break 	

PTO Requests

You must request leave using BambooHR. Submission of a request does not constitute an approval. The system will alert you when your supervisor has approved the leave request. Individual supervisors may also institute additional leave request procedures. These procedures will be reviewed at orientation. Time off lasting more than 3 days should be pre-approved by your manager at least one month in advance. Time off lasting more than 5 days must be approved 3 months in advance. As always, planning time off in advance helps your team prepare for your absence.

Emergency requests (requests due to sudden illness, deaths of family members, accidents, etc.) must be communicated to your supervisor with a phone call, email and text immediately. After you have received a response, you must submit a request through the BambooHR system.

Requests for PTO are granted solely at the discretion of your supervisor considering the staffing needs of the school or office. Days with historically high absentee rates for school personnel (e.g., Mondays, Fridays) are less likely to be granted. When possible, leave will be granted in accordance with your request, taking operating requirements into account. Generally, seniority, operating needs, and amount of advance notice determine priority when scheduling vacation times. Requests for non-illness related leave in excess of three days must be submitted at least one month in advance. Non-illness related requests for leave of three (3) days or less must be submitted for approval within a reasonable period in advance of the date requested. In general, not less than one week is an appropriate amount of notice. Leave requests exceeding 10 consecutive business days are not allowable except for a documented medical need. All requested leave is evaluated on a case-by-case basis as staffing requirements permit. Failure to follow this procedure may result in denial of the leave.

You are required to attend every all-hands meetings and Lee Montessori sponsored professional development. PTO will not be granted for any day on which a required activity occurs, with the exception of bereavement leave, jury duty, or unexpected illness. If, as a new hire, you present documentation of a trip purchased prior to your offer of employment with Lee Montessori, you will be excused on the days covered by the trip, but you will be required to complete modules independently and submit documentation demonstrating mastery of the covered content.

Blackout Dates

For the dates described below, time off may not be scheduled without approval from the Head of School or the Executive Director:

1. Days directly before or after Lee Montessori PCS Holidays or breaks
2. The last three weeks of August
3. The first week of September
4. The last two weeks of school

Exceptions will be made only under extreme circumstances, and will typically be unpaid.

Notification Process

Position	Request for Planned PTO	Emergency Leave (e.g., Sick)
Teacher	<ul style="list-style-type: none"> • Conversation with Head of School • Request in BambooHR • Head of School approves 	Text message to Head of School
Assistant	<ul style="list-style-type: none"> • Conversation with Classroom Teacher • Request in BambooHR • Teacher approves in system, system sends request to Head of School • Head of School approves 	Text message to Teacher, Head of School
Other Instructional Staff	<ul style="list-style-type: none"> • Conversation with immediate Supervisor • Request in BambooHR • Head of School approves 	Text message to Head of School, Office Administrator
Other Staff	<ul style="list-style-type: none"> • Conversation with immediate Supervisor • Supervisor determines need for substitute 	Email or text message to supervisor

Sick Leave

Sick leave is allotted at your discretion. Sick leave that extends beyond 3 days will require documentation from a medical professional and must be submitted directly to the Director of Strategy & Operations.

Leave Exemptions

Jury duty, bereavement and professional development are exempt from the above policy and will not count at PTO. However, all leave must be requested and approved, in advance, by your supervisor via BambooHR. Documentation must accompany your request and should be submitted to the Directors of Strategy & Operations.

Carryover of Leave

Employees will not “accrue” vacation days under this policy, therefore, you will not receive compensation for “unused” vacation time when you leave Lee Montessori.

Leave Without Pay

If you have exceeded 14 days of PTO due to accident or illness, you may also take unpaid leave subject to the discretion and approval of your supervisor and the appropriate member of the administrative staff. In this case, you must file for short-term disability.

Bereavement Leave

Bereavement leave is in addition to paid time off. A maximum of four (4) days leave with pay will be allowed in the event of a death in your “immediate family” or “immediate household”. “Immediate family” is defined as husband, wife, partner, brother, sister, parent, child, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparent, or grandchild (but not necessarily living in the same household.) “Immediate household” includes all people living in the same family unit, but not necessarily relatives. In order to receive Bereavement Leave, you may be required to provide satisfactory documentation.

PAID PARENTAL LEAVE

Lee Montessori will provide up to eight weeks of paid parental leave to employees following the birth of an employee’s child, placement of a child with an employee in connection with adoption or foster care, or placement of a child where an employee legally assumes and discharges parental responsibility. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.
- Have a child placed in the your care and you legally assume and discharge parental responsibility

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of eight weeks (40 work days) of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six-week total amount of paid parental leave granted for

- that event. In addition, in no case will an employee receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid according to the regular pay period and pro-rated if necessary.
 - Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six-month time frame.
 - Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
 - Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave during a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.
- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the Director of Strategy and Operations with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy. Under D.C. Code §32-1202, if you are a parent, you are entitled to up to 24 hours of leave during any 12-month period to attend or participate in a school-related event for your child. You

may use unpaid leave or you may use any paid time off you have accrued. However, if you wish to take Parental Leave you must notify your supervisor at least one week in advance, unless the need to attend the school-related event cannot be reasonably foreseen.

FAMILY AND MEDICAL LEAVE

Lee Montessori provides family and medical leave benefits in accordance with the District of Columbia Family and Medical Leave Act (FMLA) (D.C. Code §32-501 *et seq.*).

Eligibility

An employee who has been paid for at least 1,000 hours of work during the 12-month period prior to a request for family or medical leave is eligible for family and medical leave benefits under this policy. This section describes the basic elements of the FMLA. To learn more, please contact the Director of Human Capital.

Family Leave Benefits

If eligible, you are entitled to take family leave for up to 16 work weeks during any 24 month period (beginning on the date such leave is first used) for: (1) the birth of your child (leave must be completed within 12 months of birth); (2) the placement of a child with you for adoption or foster care (leave must be completed within 12 months of placement); (3) the placement of a child with you for whom you permanently assume and discharge parental responsibility (leave must be completed within 12 months of placement); or (4) the care of a family member¹, as defined in the FMLA, with a serious health condition.

If two family members are employees of Lee Montessori, the employees together will be limited to an aggregate of 16 workweeks of Family Leave during a 24 month period, and the employees may take only four of those 16 workweeks simultaneously.

A “serious health condition” means physical or mental illness, injury or impairment (including disabilities relating to pregnancy or childbirth) that involves inpatient care in a hospital, hospice, or residential health care facility or continuing treatment or supervision at home by a health care provider. It does not typically apply to short-term conditions that would normally fall within usual sick leave policies.

Medical Leave Benefits

You are entitled to medical leave for up to 16 work weeks during any 24-month period (beginning on the date such leave is first used) if you become unable to perform the functions of your position because of a serious health condition. (See above for definition of “serious health condition.”)

Notice and Scheduling

When the need for family or medical leave is foreseeable (e.g., the birth or adoption of a child or a planned medical procedure), you should provide Lee Montessori with as much notice as possible to give the organization time to prepare for your absence. If you are seeking leave under this policy, you should complete an FMLA Leave Request Form (available from the Managing Director of Operations) and submit it to your supervisor, or the Head of School.

Medical leave or family leave for the purpose of taking care of a family member with a serious health condition may be taken intermittently when medically necessary. Subject to the approval of the relevant administrator, the Managing Director of Operations, Head of School, or Executive Director, and your agreement, if you request family leave, you may be placed on a “reduced leave

¹ A person to whom you are related by blood, legal custody, or marriage; (2) A child who lives with you for whom you permanently assume and discharge responsibility; or (3) A person with whom you share or have shared within the last year, a mutual residence and with whom you maintain a committed relationship. (D.C. Code §32-501.)

schedule” under which your 16 weeks of family leave may be taken over a period not to exceed 24 consecutive weeks in order to lessen disruption of the workplace.

When scheduling medical treatment, supervision, or care giving, you should make a reasonable effort to schedule it in a manner that will not unduly disrupt Lee Montessori’s operations.

Medical Certification

Satisfactory medical certification from a health care provider must be submitted to the Managing Director of Operations or his or her designee to support your request for leave because of your “serious health condition” or that of a family member. Any information gained will be kept confidential subject to the need to handle your request for leave under the policy. A second opinion and even a third opinion may be required, both at Lee Montessori’s expense, in certain cases. Failure to provide satisfactory medical certification will result in denial of FMLA leave benefits, including job protection and job restoration.

Substitution of Paid Leave

Family and medical leave under this policy will be unpaid. However, you may elect to apply any accrued paid time off during an unpaid family or medical leave. Any paid leave you elect to apply will count against the 16 weeks of leave allowed under the policy.

No loss of Other Benefits

During the approved leave period, you will not lose any seniority or accrued benefits. Health benefits will continue at the same level and under the same terms as if you were otherwise working until your leave entitlement is exhausted. Administrative arrangements will be made for you to continue making your employee contribution to your health plan, where applicable, for the duration of the leave. You will continue to accrue paid time off during the leave period in accordance with the paid time off policy.

Restoration of Employment

If returning from approved family or medical leave, you will be restored to your previous position or to a position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment. If you do not return to work once your family or medical leave entitlement is exhausted, your employment will be terminated.

Key Employees

Lee Montessori may deny restoration of employment to certain highly-paid employees (those that are among the highest paid 10% of all Lee Montessori employees), but only if restoration of employment would cause a substantial economic injury to our operations. Lee Montessori must notify the employee of a decision to deny restoration of employment and the basis of that decision when we determine the action is necessary.

Qualifying Exigency Leave

The Federal Family and Medical Leave Act provides additional protections for certain military service-related leave. An eligible employee with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use his or her FMLA leave entitlement (but only 12 weeks, not the 16 weeks DC law prescribes for family and medical leave) to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

OTHER TYPES OF LEAVE

Jury and Witness Duty

If you are required to serve jury duty or are subpoenaed to testify as a witness, you will be granted necessary time off upon furnishing your Head of School or supervisor with proof of such notice to serve. Absences for jury or witness duty are not deducted from any leave allowance. Subject to wage and hour laws, full-time employees will be paid regular salary for up to five days of jury duty. Should the jury or witness duty not require the full workday or workweek, you are required to return to your duties at Lee Montessori upon being released from duty.

Covered Service Member Leave

Federal law includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Military Leave

In accordance with federal and District of Columbia law, it is Lee Montessori's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

The Uniformed Services Employment and Reemployment Rights Act ("USERRA") protects all employees who perform "voluntary or involuntary" service in the Armed Forces, including the Air National Guard, the Army National Guard, the Public Health Service, and other service categories as required by law. Lee Montessori will comply with federal law regarding military leave of absence. Accordingly, if you are a member of an active or reserve branch of the Uniformed Services of the United States, you are granted time to attend a tour of active duty. This time is granted in addition to your regular paid time off. Lee Montessori will pay you the difference between your Lee Montessori wages and wages paid by the armed forces if your Lee Montessori wages are greater, up to a maximum of two weeks per year.

If taking military leave, you are required to give proper advance verbal or written notice to your Head of School or supervisor. Provided that you comply with these and certain other requirements, your job will be guaranteed for your return from up to five years of military service.

When returning from service, you will be placed in the position you would have attained but for the military service, unless you are not qualified for the position. The time for you to report to your employer at the end of your military service varies from one week to 90 days, depending on the length of the service.

After you return from service, your job is guaranteed certain legal protections, over and above those of other employees, depending on the length of military service. Lee Montessori may not be required to reinstate you after military service if you are dishonorably discharged, or if we have experienced such changed circumstances that reemployment is impossible or unreasonable, or it would create an undue hardship. If you work only for brief, non-recurrent periods prior to taking military service, you may not be entitled to reinstatement.

Employee benefits are also protected by USERRA during your military service. A military leave is not deemed to be a “break in service” for seniority and other benefits.

Lee Montessori will continue health benefits while you are engaged in military service of 30 days or less. If you are performing military duty of more than 30 days, coverage will continue under the same conditions as apply to other types of leaves of absence. Such benefits may terminate in accordance with the benefit plan documents. However, COBRA continuation coverage will be provided in that circumstance, which you may elect for up to 24 months. You will not be required to use accrued paid time off during military leave. However, you will be permitted to use such accrued paid leave if you request.

OTHER BENEFITS

Workers' Compensation

Lee Montessori provides eligible staff members with workers' compensation benefits at no cost. Workers' compensation covers eligible staff members who are injured or disabled on the job or who contract an occupational disease in the course of employment. Depending upon the nature of the injury or disease, you may receive cash benefits and payments of all necessary medical expenses as determined by the Workers' Compensation Board.

If you sustain a work-related injury or illness, you should immediately inform your Head of School or supervisor. No matter how minor an on-the-job injury may appear, it is important that you report it and you complete and submit an incident report immediately. A report will permit a timely determination of entitlement to benefits. In addition, Lee Montessori will not retaliate against any employee who has provided truthful information in accordance with DC law.

Unemployment Insurance

Consistent with applicable laws, Unemployment Insurance provides income to all full-time staff members who are actively seeking employment while they are out of work due to circumstances beyond their control. Lee Montessori pays all insurance premiums for this benefit. You must file a claim at your state unemployment insurance office to receive benefits.

Transportation Benefits

All employees are eligible to participate in the SmartBenefits Program, which uses pre-tax funds to pay for commuting expenses up to the maximum amount permitted by the IRS. To participate in the program, you must elect an amount to be deducted pre-tax from your paycheck. These funds are added on a monthly basis to your valid SmarTrip card. Contact the Directors of Strategy & Operations to enroll.

Travel and Business Expense Reimbursement

In certain circumstances, Lee Montessori will reimburse you for approved, reasonable, proper, and necessary travel expenses incurred in conjunction with Lee Montessori work. (Travel from your home to your typical work location is not considered work-related travel.) It is Lee Montessori policy that all travel-related activities (including transportation, lodging, and meals) must be conducted in the least expensive manner and be preapproved before any expenditure is made.

Lee Montessori will reimburse actual and necessary mileage expenses (but not commuting expenses) according to U.S. General Services Administration guidelines, including mileage in a privately owned vehicle, related tolls, and parking. Mileage costs will be reimbursed at the current U.S. General Services Administration approved rate.²

² See www.gsa.gov/portal/content/100715. Note: All requests for mileage reimbursement should include a calculation of the amount due per trip (e.g., miles driven * reimbursement rate = total due)

Lee Montessori will reimburse you for parking and tolls associated with a work-related and preapproved local or long-distance trip. Receipts are required to ensure reimbursement.

While on travel outside of the Washington, D.C. metropolitan area, Lee Montessori will provide per diem for meals and incidentals at a rate commensurate with the location traveled. Days of travel, per diem will be at 75% of the established rate. Managing Director of Operations will provide the amount prior to travel.

PROFESSIONAL DEVELOPMENT

Building on our Core Value of Sustainability, Lee Montessori invests in the development of our staff through professional development benefits. In accordance with our commitment to “Follow the Child,” we strive to work with staff to determine the best path for their own development path. This specifically means incorporating personal learning goals into the mid-year and annual review process and identifying key areas of growth and opportunities for development. This is provided through personal professional development allowances for each staff member at the following rate:

Role	Annual PD Budget
Leadership/Director-Level	\$1,750
Lead Teacher	\$2,250
Trained Teacher in Assistant Role	Year 1: \$2,500; Yrs 2+: \$1,000
Assistants, Specials Teachers, Coordinators	\$1,750

Note the following:

- Any PD opportunity must be approved by the employee’s supervisor and the Executive Director, Managing Director of Operations, or the Head of School. Activities may be rejected due to scheduling conflicts;
- Employees may use these funds for a maximum of three (3) PD events per year
- Lead Teachers are expected to attend the AMI-USA Refresher Course at least once every three years
- Funds do not roll over from year-to-year.

REFERRAL BONUS

Employees will receive up to a \$500 bonus for referring candidates to Lee Montessori. Bonus will be paid once a referred candidate has been selected and has completed the probationary period (90 days). The bonus will be paid on the payroll following the referred individuals end of probation. Administrative staff are prohibited from receiving a referral bonus.

EMPLOYEE CONDUCT

EMPLOYEE RELATIONS PHILOSOPHY

One of the most important and effective ways we can serve our students is by creating a safe, comfortable, progressive workplace for our employees. We value a spirit of teamwork and cooperation. Our practice is to treat each employee as an individual. We believe that a workplace where communication is open and problems can be discussed and resolved in a respectful atmosphere helps create a more effective organization and a better learning environment for our students.

While we acknowledge that conflicts arise among adults, we hold the expectation that these conflicts will not interfere with professional responsibilities. Lee Montessori will support the efforts to resolve interpersonal conflicts related to work through supported mediations, etc. However, conflicts that are personal in nature are not the business of Lee Montessori and,

while we value a safe and healthy work environment for all staff, it is not Lee's responsibility to engage employees in a resolution.

Our priority is student growth in all areas and any conduct that does not foster that outcome will result in progressive discipline steps being taken.

Professional Rules of Engagement

- 1) Unresolved conflict must not affect employee performance.
- 2) If employees do not feel comfortable engaging in communicating verbally with peers, written communication over email (professional) may substitute so long as it does not interfere with employee performance.
- 3) Employees should not engage in gossip or discuss personal conflicts with peers during the workday.
- 4) Employees are role models for students. At no time, should an adult conflict be evident to children. The grace and courtesy taught to Lee's children are the same expectations for adults in the building

PERFORMANCE REVIEWS

The performance of every Lee Montessori employee will be evaluated regularly, both midway through the year and again at the end of the academic year.

PROGRESSIVE PERFORMANCE IMPROVEMENT POLICY

As an employee at Lee Montessori, you are expected to exhibit and maintain the highest level of ethical and moral standards and act in accordance with all federal, state, and local laws, as well as Lee Montessori protocols and standards.

Lee Montessori has developed the following system of advisories to help you understand and meet the performance level and standards of conduct expected of you. *The Progressive Performance Improvement Policy is a guideline only.* Lee Montessori reserves the right to deviate from these policies and procedures at any time at its absolute discretion.

Step 1 - Verbal Warning

Your supervisor discusses with you the problem that has occurred and the possibility of corrective action if the problem continues.

Step 2 - Written Warning

Your supervisor reviews the facts with you, explains the infraction, and restates the expected behavior in writing. You are told that further corrective action will be considered if another violation occurs. You may be placed on an Employee Development Plan of Action (performance improvement plan).

Step 3 – Suspension

You may be suspended for up to five working days without pay. (For suspensions of less than a week, exempt employees will be required to use paid leave for the duration of the suspension). When immediate action is necessary, or when all of the facts are not available, your supervisor may suspend your work and request you leave the area until a final decision is reached. If an investigation absolves you of blame, you will be paid in full for the time lost during suspension. The relevant administrator will review any suspensions.

Step 4 – Discharge

You are terminated from your employment at Lee Montessori.

Nothing in this discipline policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between you and Lee Montessori.

ADMINISTRATIVE LEAVE POLICY

Administrative Leave is a leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the organization's best interest to retain the employee relationship for a period of time to be determined by Lee Montessori or to provide employees with options not otherwise available.

The decision of whether an administrative leave initiated by Lee Montessori shall be paid or unpaid, and what benefits shall continue, rests with Lee Montessori. An administrative leave for investigative/review purposes shall not be given for a predetermined length of time, but will be in effect long enough to conclude the investigation/review. Time that is designated as administrative leave with pay will not be deducted from your paid time off.

An administrative leave carries no promise of reinstatement or future employment and Lee Montessori reserves the right to terminate your employment while you are on leave or upon your return from leave for any reason.

CODE OF CONDUCT

It is important for you to know what personal conduct is expected of you while on the job. The following are examples of conduct prohibited by Lee Montessori policy.

1. Physical or verbal attack of another employee, child, or parent; threatening to fight, or other disorderly conduct on Lee Montessori property.
2. Physical abuse, sexual abuse, or neglect of any child. Other inappropriate conduct, including corporal punishment, of a student.
3. Negligence or any careless action that endangers the life, welfare, or safety of another person.
4. Insubordination: refusing to follow legitimate instructions of a superior directly related to performance of your job.
5. Engagement in theft, fraud, embezzlement, or other acts of dishonesty.
6. Unauthorized use, possession, damage, or destruction of property belonging to Lee Montessori or another employee or student.
7. Failure to observe established fire rules, safety rules, or other common safety practices; the failure to report unsafe conditions or actions of other employees or injuries suffered on the job.
8. Unauthorized use, possession, distribution, or publication of confidential Lee Montessori, student, or employee information.
9. Being intoxicated or under the influence of alcohol or other controlled substance, including, but not limited to, medically prescribed marijuana, while on Lee Montessori property or while on Lee Montessori business.
10. Possession, distribution, or consumption of intoxicants, drugs, alcohol, or any non-prescribed drug on Lee Montessori property.
11. Falsifying records, including personnel documentation (such as certifications or transcripts), instructional and educational records (such as documentation of differentiated or specialized instruction or parent contact), and payroll or time keeping records.
12. Providing false or misleading information or omitting relevant information when applying for employment or promotion with Lee Montessori.
13. Involvement or alleged involvement in activities, including criminal activities, which would make continued employment incompatible with the best interests of Lee Montessori and its employees.
14. Sexual harassment or other harassment or discrimination.
15. Conduct that displays a lack of judgment that impacts the ability of the employee to be effective.

16. Improper or inappropriate use of Lee Montessori's electronic or communications systems in violation of Lee Montessori policy.
17. Failure to cooperate with or interfering in an official investigation.
18. Excessive unexcused absenteeism or tardiness.
19. Time card forgery (clocking another employee in/out, asking another employee to clock in/out for you); Failure to use the electronic time-keeping system.
20. Inappropriate conduct with a parent or family member of a Lee Montessori student.
21. Violation of the Lee Montessori smoking or firearm policy.

ATTENDANCE: TARDINESS AND ABSENCES

Prompt and reliable attendance is an essential function of your position. You must attend work on time, stay on the job during your scheduled workday, and perform all mandated tasks as scheduled. If you are going to be late, you should notify your Head of School or supervisor as soon as possible. Excessive tardiness and/or absenteeism is subject to disciplinary action.

Tardiness is defined as beginning the workday later than the start of the normally scheduled shift without your supervisor granting you leave in advance as outlined in the work hours policy.

Challenges with public transportation, traffic, and parking are realities of working in an urban environment; planning for these challenges is a professional responsibility.

Although your supervisor may ask you for a doctor's note explaining a three-day absence due to medical reasons, a doctor's note does not excuse unscheduled absences. Human Resources reserves the right to request verification of reasons for unscheduled absences other than medical/health reasons.

Excessive Tardiness

A consistent pattern of absences and/or tardiness disrupts the operation of the office or school. More than two occurrences of tardiness or leaving work early per month, or three in a semester, are considered excessive. **Notification of tardiness does not excuse that tardiness.** Excessive absences, excessive tardiness, and excessive leaving early may lead to disciplinary action up to and including dismissal.

Emergency Absences

If you have an emergency and intend to take a day of leave, you must inform your supervisor with as much notice as possible. You must call and speak with your supervisor or his or her designee to receive authorization for an absence. If you text a message to your supervisor or leave voicemails, you have not received approval for leave on an emergency basis.

If you must leave work due to sickness or emergency, you must contact your supervisor and receive specific approval to leave early, so that adequate classroom coverage can be ensured.

If your emergency leave due to illness or emergency extends to over three consecutive days, Lee Montessori may request that you provide medical documentation including, but not limited to, a written physician's statement attesting to your medical inability to perform normal work duties.

Unexplained and/or unapproved absences may result in discipline up to and including immediate termination.

PROFESSIONAL CONDUCT WITH STUDENTS AND THEIR FAMILIES

Employees are expected to exercise good judgment and to act responsibly and professionally when using social media in the course of their personal lives. While the following guidelines are intended to assist employees with understanding their responsibilities, they cannot address every

situation. When in doubt about whether a certain use of social media is appropriate, consult your supervisor.

Employees shall:

- Not speak poorly of Lee Montessori
- Not “friend” students or communicate on public or private pages
- Not post pictures of students
- Think carefully before “friending” parents/guardians of students
- Direct all communication with students through that student’s parent unless that parent provides explicit approval to communicate directly with the student
- Not use social media applications for personal use at work

Staff Transportation of Students

Staff shall not transport students in personal cars, except for when providing such transportation is necessary to address a legitimate threat of death or serious injury. In all other cases where a student must be transported by Lee Montessori, the School will procure the services of a professional driver or arrange a public transportation option for the trip.

PROFESSIONAL CONDUCT WITH FELLOW EMPLOYEES

You should refrain from pressuring other employees into behaviors that may make them feel uncomfortable and/or behaviors in which they are reluctant to participate. Some employees, for example, may be allergic to certain foods or may not drink alcohol. In social situations, you should always be respectful of these and other types of differences.

DRESS CODE

The working environment at Lee Montessori is “business casual.” Lee Montessori is a professional work environment, and we expect you to look professional each day to convey a positive and professional image to families and friends of Lee Montessori. You are expected to dress in an appropriate and reasonable manner commensurate with this environment.

The following types of clothing are inappropriate attire at all times: sweatpants, spandex, halters, tank tops, half-shirts, bare midriffs, rubber flip-flops, denim shorts, visible undergarments, clothing showing inappropriate language, shorts and skirts shorter than mid-thigh, dirty sneakers, leggings without an appropriate length skirt or shirt, over-the-knee boots, and any other clothing deemed inappropriate by your Head of School or supervisor.

Comfortable shoes are encouraged and sneakers are certainly acceptable. Open-toed shoes are not recommended, as you must be able to easily run after a child, and you are more prone to a workplace injury.

The only exceptions to the dress code may be field trips, designated dress-down days, or other special activity days to be determined and scheduled by your Head of School or supervisor. Do not hesitate to discuss any questions, clarifications, or concerns you may have regarding the dress code policy. Your Head of School or supervisor has final discretion regarding acceptable attire.

In general, business casual means dressing professionally, neat, and pulled together, yet looking relaxed. Examples of appropriate outfits are:

- For Women: Full-length pants (such as khakis, dark trouser cut jeans) or a reasonable length skirt (not mini-skirt) combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable. Torn, frayed, or other more informal jeans are *not* acceptable.
- For Men: A combination of collared shirt (such as a dress shirt or polo shirt), pants, to include jeans or khakis and shoes with socks are generally acceptable.

CAMERAS AND RECORDING DEVICES

In the course of your employment at Lee Montessori, you may be asked to photograph, record, or video record our students, other employees, or other aspects of Lee Montessori. Publishing, sharing, downloading, uploading, or copying of any recording, video, or photograph made at Lee Montessori by you or anyone else without written authorization from your supervisor is strictly prohibited.

Professional Videorecording

As part of our constant evaluation and assessment of our instructional model, you may be videotaped or photographed in the course of the day. Lee Montessori may revise, annotate, edit, and otherwise alter the recorded material to emphasize certain aspects of instruction or the classroom. These recordings and photographs may be shared with project staff, consultants, other educators, and the public, and they may be shown at teacher training and conferences or posted online. Lee Montessori owns all copyright to these materials. Your signature in this Handbook constitutes your acceptance of this policy and consent.

Consent to be Recorded

Lee Montessori reserves the right to photograph, videotape, and use the names of its employees and facilities in connection with its activities and to reproduce such images or make available such names to promote, publicize, or explain Lee Montessori, and its activities. This includes the right, without limitation, to make available or to publish such images and names in newsletters or in public-relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other Lee Montessori -related publications. This also includes external publications and other media not under the control of Lee Montessori. These images and names may appear in any of a variety of formats and media now available or that may be available in the future including, but not limited to, print, broadcast, videotape, and electronic/online media. Your signature in this Handbook constitutes your acceptance of this policy and consent.

TECHNOLOGY POLICIES

Lee Montessori Email (Lee-Mail)

We recognize that employees need to be able to communicate quickly and efficiently with other employees. Each Lee Montessori employee is provided with a standard email address. You are expected to check your email at least once every workday, as email is one of the primary methods of communication between sites and individuals. You will be trained on the use of the communications system.

The email system is intended for business use only. If you need to send a personal email, please use a personal email address.

The email system may not be used to solicit or proselytize for commercial ventures, religious, or political causes, outside organizations, or other non-job-related solicitations.

The email system is not to be used to create any offensive or disruptive messages. Among those messages considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses another person's participation in a protected class.

The email system shall not be used, without prior authorization, to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials.

Be mindful that sending an email is the equivalent of sending correspondence on Lee Montessori letterhead. You should not use the email system to send communications that you would not send on Lee Montessori letterhead. Remember that anything in an email message might someday be posted on a bulletin board, used in a lawsuit, or shared with people other than the intended recipients. Use the same etiquette and judgment in crafting an email that you would use in sending a letter on Lee Montessori stationery.

For more information regarding email privacy, please read our Internet Policy.

Internet Policy

Lee Montessori makes telephone, voicemail, computer, and Internet services available to employees. These assets are critical components of Lee Montessori's communication system, and you are expected to use them responsibly. Lee Montessori regulates and monitors your use of our telephone, voicemail, computer, and Internet systems.

You are prohibited from adding, altering, removing, and uninstalling any software or hardware from Lee Montessori computers unless you are expressly authorized and directed to do so by the Executive Director or Board of Directors. You may not duplicate any licensed software or related documentation for use, either on Lee Montessori premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. You may not illegally copy material protected under copyright law or make that material available to others for copying. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the appropriate administrator. You may not post Lee Montessori related material without first having obtained approval from your supervisor. Any material that is posted should have proper permissions, copyright, and trademark notices.

You may not provide licensed software or any other proprietary materials to anyone outside Lee Montessori. The illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both you and Lee Montessori to liability. All of the software acquired by Lee Montessori must be purchased, properly registered, and installed by a designated employee. You may not load personal software on Lee Montessori computers.

Files obtained from sources outside Lee Montessori – including disks brought from home, files downloaded from the internet, files attached to email, and files provided by customers or vendors – may contain computer viruses that could damage Lee Montessori's computer network. You should never download files, accept email attachments, or use disks from untrusted sources. If you are unsure or suspect that a virus has been introduced into Lee Montessori's network, you should notify the Director of Technology immediately.

Lee Montessori is not responsible for material viewed or downloaded by users of its online services. Lee Montessori may use software to identify inappropriate or sexually explicit Internet sites, which may allow them to be blocked from access by Lee Montessori networks. If you encounter such material while browsing on the Internet, you should immediately disconnect from the site, regardless of whether the site was subject to company blocking software. You are strictly prohibited from deliberately visiting sexually explicit, offensive, or otherwise inappropriate Internet sites.

Lee Montessori's email, telephone, voicemail, computers, and Internet services are the property of Lee Montessori and are to be used for the business purposes for which they are being provided. As such, they are subject to monitoring and review by Lee Montessori. You should not assume that any communication you send and receive through Lee Montessori's communication systems is private or confidential. Even when a message is erased, it is still possible to retrieve and read that message. Furthermore, the use of passwords does not guarantee confidentiality.

Monitoring and reviewing of communications shall be done in the ordinary course of business at Lee Montessori's discretion and is not an exceptional occurrence. It is done solely to further

legitimate business purposes including, but not limited to, making certain that communications with clients, employees, consultants, and vendors are handled appropriately, ensuring that Lee Montessori's communication systems are used for proper business purposes, and ensuring that these systems are not used for improper or unlawful purposes.

You are prohibited from using Lee Montessori's online resources in any way that may be disruptive or offensive to others including, but not limited to, the following:

- Transmitting messages and/or links to websites that are sexually explicit or that are in any way harassing, offensive, discriminatory, threatening, or intimidating in nature;
- Sending chain letters;
- Promoting or participating in gambling pools or other illegal activity;
- Presenting personal views as the views of Lee Montessori;
- Forwarding jokes;
- Making defamatory statements; or
- Conducting non-work-related commercial or personal business.

Telephone conversations, voicemails, computers, emails, and Internet usage while using Lee Montessori electronic systems and property are not considered private or confidential. Lee Montessori reserves the right to access, review, audit, intercept, and disclose all messages/communications created, received or sent on Lee Montessori's email, telephone, voicemail, computer, and Internet systems for any purpose without advance notice and consistent with applicable state and federal laws. The contents of communications properly obtained for legitimate business purposes may be disclosed within Lee Montessori without your permission.

Notwithstanding Lee Montessori's right to retrieve and read any email or voicemail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. You are not authorized to retrieve or read any email messages that are not sent to you, unless specifically authorized, in writing, by the proper recipient of the email or voicemail.

Use of the telephone, voicemail, computer, and Internet through Lee Montessori's equipment, technology, and systems constitutes your consent to all of the terms and conditions of this policy.

Social Media and Social Networking

Social media includes, but is not limited to: personal blogs; sites such as Facebook, LinkedIn, Instagram, and Twitter; video, image, document, or wiki postings on sites such as YouTube, Picasa, and SlideShare; chat rooms and forums; personal websites; and journals, diaries, or personal newsletters not affiliated with Lee Montessori.

Personal Use of Social Media

Lee Montessori respects the right of employees to write blogs and use social media and social networking sites. Lee Montessori does not want to discourage employees from self-publishing and self-expression, and we take a neutral position towards employees who use social media in connection with personal interests and affiliations, or for other lawful purposes. However, you are expected to follow the guidelines and policies set forth to make clear that your comments and posts are made by you as an individual, not as an employee, agent, or representative of Lee Montessori.

- Unless specifically authorized in writing by the Executive Director and/or the Board of Directors, you are not authorized to, and therefore are restricted from, speaking on behalf of Lee Montessori through social media.
- You may not discuss with any unauthorized persons or post publicly any privileged, confidential, or proprietary matter to social media or other online platforms. Lee Montessori considers matters pertaining to our students confidential, privileged, and proprietary.

- You may not take photographs or videos of students unless authorized by Lee Montessori.
- You may not post photographs or videos of students or other Lee Montessori employees on social media.
- You are personally responsible for your commentary and posts through social media. You can be held personally liable for commentary that is considered defamatory, threatening, intimidating, harassing, obscene, proprietary, or libelous.
- You cannot use work time to conduct personal blogging or social media activities.
- When using social media, you must use a personal email address (and not your Lee Montessori email address) as your means of identification and communication.
- You cannot use blogs or social media sites to threaten, intimidate, harass, discriminate against, or retaliate against an employee or anyone associated with or doing business with Lee Montessori.
- If you choose to identify yourself as a Lee Montessori employee through social media, please understand that some readers may view you as a spokesperson for Lee Montessori. Because of this possibility, we ask that when using social media, you state clearly that you are speaking on behalf of yourself, that your comments, posts, and views are your own, and that you are not authorized to speak on behalf of Lee Montessori.

You are cautioned that you should have no expectation of privacy while using social media. Your postings can be reviewed by anyone, including Lee Montessori. Lee Montessori will monitor online comments, posts, blogs, forums, and discussions about Lee Montessori, its employees, and students.

Professional Use of Social Media – Guidelines

These Guidelines will provide information for employees who are authorized to speak on behalf of Lee Montessori through social media. You must be authorized by the Executive Director and Board of Directors in writing to speak on behalf of Lee Montessori. Lee Montessori may revoke your authorization and access at any time, with or without reason.

- Follow all applicable state and federal laws, regulations, and policies. Any content and/or online activity created by a poster or site moderator that violates these ordinances is strictly prohibited and should be removed.
- Confidentiality: Do not post confidential or proprietary information about Lee Montessori, its students, its partners, or its employees.
- Privacy: Do not post anything that you would not present in any public forum. In particular, do not discuss a situation involving named or pictured individuals on a social media site without their knowledge or permission. To post pictures of students, you must ensure families have signed the Family Handbook *and* have not submitted a written request revoking their permission. Unless approved by a family member and your supervisor, names of children and family members should be changed or omitted.
- Permanence: Remember that whatever you share (either on Lee Montessori's behalf or your own personal account) may be public for an indefinite period, even if you attempt to modify or delete it.
- Audience: Be careful what personal information you share online. Many social networking websites are not secure and information is available to anyone with access to a computer and the Internet.
- Association: On many social networking websites, your name and photo appear next to the content that you post and will be associated with you or Lee Montessori when you are representing Lee Montessori or its affiliates on the web in an official capacity.
- Copyright and Attribution: Always attribute when quoting or using content created by someone else. Never use copyrighted material without permission.
- Inquiries: All media inquiries must be referred to the relevant administrator.

Violations

Violations of our social media policy will result in disciplinary action up to and including immediate discharge. Lee Montessori reserves the right to take legal action against any employees who engage in prohibited or unlawful conduct.

Other Computer Information Systems

Lee Montessori uses a student information system. The software records student information and data, such as addresses, parent contact information, disciplinary history, attendance, and assessment scores. All teachers will receive training on using the system. You are responsible for submitting daily attendance records for your class as well as other information throughout the academic year.

You should ensure all information and data entered into all systems, (e.g., progress monitoring, etc.) are current and correct.

Shared Documents on Google Drive

Lee Montessori operates a shared network drive with instructional resources and important forms that all staff members have access to at drive.google.com. All resources posted to the shared drive are intended for use at Lee Montessori and Lee Montessori partner schools. If you intend to use these resources for other purposes, you must have the expressed consent of an administrator. You should not share documents outside of Lee Montessori unless it is required by your role or you have the express permission of your supervisor.

CARE OF CLASSROOM AND OFFICE MATERIALS

You are responsible for the care and upkeep of any assigned materials (computers, curriculum sets, curriculum guides, cameras, stereos, etc.). If there are any questions or problems, or if a replacement or repair is needed, talk to your supervisor as soon as possible. These items should also be kept in a safe, secure place when not in use. When possible, Lee Montessori will assign carrying cases to protect supplies, particularly computers. The cost to replace a laptop may be up to \$500 based on the asset type and value.

Cleanliness

You are responsible for making sure your personal space is clean and orderly. While there is a cleaning service that comes in nightly, you must ensure regular classroom and office cleanup takes place (cleaning paint off tables, putting books back in the library, etc.). It is particularly important that you maintain a clean space to prevent mice, roaches, ants, spiders, and other bugs. If you have concerns about the cleanliness of any room in the facility, contact your supervisor or the appropriate administrator about the concern as soon as possible.

In order to maintain a clean environment, the Head of School may assign additional side cleaning tasks in common spaces as needed.

Classroom Materials

Teaching teams are responsible for the care of the Montessori materials in their classrooms. Any materials that are missing or broken at the beginning of the unit should be addressed with the Head of School as soon as possible. Consumable items (snack, special project materials) can be purchased by the lead teacher or another team member and reimbursed by Lee Montessori (within the limits of the yearly allotment) using a reimbursement form. All non-consumable items purchased with Lee Montessori money are considered Lee Montessori property.

Use of Lee Montessori Equipment and Telephones

Lee Montessori letterhead, supplies, copiers, postage, computer hardware and software, and credit cards are for work usage only and not for personal needs. You are responsible for all

property, materials, and written information issued to you or in your possession. All Lee Montessori property must be returned on or before the last day of the school year or your last day of work if employment ceases for any reason otherwise fees and fines may be assessed and deducted from your last paycheck.

School and office telephones are for Lee Montessori business. You are expected to limit all personal calls so as not to interfere with work. You will be required to reimburse any personal calls that appear on Lee Montessori's telephone bill.

Personal Property

Lee Montessori will not assume liability or reimburse you for lost or stolen personal items regardless of the circumstances. Examples of such items are: cash, cell phones, video game devices, jewelry, coats, purses, and other personal items brought into the workplace or left in any vehicle in the parking lot. You are advised to take precautions while at work to safeguard your personal items and leave your more valuable items at home. If any personal items are damaged, lost, or stolen, please report the incident to your Head of School or supervisor and contact your personal insurance company, when appropriate.

OTHER POLICIES

Smoke-Free Environment

Lee Montessori offers a smoke-free environment to all employees and students. Smoking is strictly forbidden in all Lee Montessori facilities and within 200 feet of all school grounds.

Drug, Alcohol, and Substance Abuse

Lee Montessori has a vital interest in maintaining a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to children, co-workers, and themselves. Working under the influence of drugs or alcohol limits your ability to perform and provide required services. Accordingly, Lee Montessori is committed to maintaining a drug-free environment and will strictly enforce anti-substance abuse policies.

The following are strictly prohibited:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on Lee Montessori grounds and facilities (including the parking lot and adjacent areas).
- Possession or use of alcohol during Lee Montessori operational hours in Lee Montessori facilities.
- Reporting to work or being present at work while intoxicated or impaired by alcohol or drugs.
- Abuse of prescription drugs: Prescribed drugs will be allowed only when taken in accordance with an official physician's prescription, and where such use will not adversely affect your ability to properly and safely perform your duties. If you are taking prescription drugs that may affect the your ability to perform your assigned tasks properly and safely, including, but not limited to, medically prescribed marijuana, you should inform your Head of School or supervisor before or immediately upon return to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of any illegal drugs.

Failure to adhere to the preceding rules of conduct may result in discipline up to and including termination, even for a first offense.

Zero Tolerance for Workplace Violence

Lee Montessori is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, Lee Montessori has a zero-tolerance policy concerning threats, coercion, intimidation, and violence of any kind in the workplace either committed by or directed towards our employees.

You are not permitted to bring weapons of any kind onto or within 1,000 feet of Lee Montessori premises (D.C. Code §22-4502.01) or to Lee Montessori functions. If you are suspected of possessing a weapon, you will be subject to a search at Lee Montessori's discretion. Such searches may include, but not be limited to, your personal effects, desk, and workspace.

All threats (or acts) of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by contractors, customers, vendors, solicitors, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to your supervisor. Do not place yourself or anyone else in danger. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Lee Montessori will promptly and thoroughly investigate all reports of threats (or acts) of violence and of suspicious individuals or activities. If you submit a report, your identity will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Lee Montessori may place employees on leave, either with or without pay, pending investigation.

Anyone determined to be responsible for threats (or acts) of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Lee Montessori encourages you to bring any disputes or differences you may have with other employees to the attention of your supervisor or the Head of School before the situation escalates into potential violence. Lee Montessori is ready and willing to assist in the resolution of employee disputes, and it will not discipline you for raising such concerns.

Dangerous/Emergency Situations

If you confront or encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, contact him or her. Otherwise, cooperate and follow the instructions given. These guidelines should also be applied when dealing with a dangerous or violent child. You should not intervene in any conflict between non-Lee Montessori students, particularly conflict where physical contact or restraint may be involved. The best course of action is to contact your Head of School or supervisor who will then determine the best plan. If they can not be reached, call 911.

Security Inspections

Lee Montessori requires a work environment that is free of illegal drugs, alcohol, firearms, explosives, and other improper materials. As stated in previous policies, Lee Montessori prohibits the possession, transfer, sale, or use of such items on our premises. Lee Montessori requires cooperation from all employees in administering this policy.

Desks, offices, computers, and other equipment, as well as lockers and other storage devices, may be provided for your convenience but shall remain the sole property of Lee Montessori. Accordingly, any agent or representative of Lee Montessori may inspect them, as well as any articles or information found within them, at any time, either with or without prior notice.

Closings Due to Inclement Weather and Other Unforeseen Factors

In the event that Lee Montessori facilities are to be closed, for reasons such as snow, natural disaster, or other unforeseen circumstances, you will be contacted using the automated notification system, which will send emails and text messages to all employees. In general, the school will follow the guidance of the District of Columbia Public Schools (if DC Public Schools are closed, Lee Montessori will be closed and school-based employees are not required to report for work).

POLICIES PROHIBITING HARASSMENT AND DISCRIMINATION AND COMPLAINT REPORTING PROCEDURE

Our Employee Relations Philosophy

One of the most important and effective ways we can serve our students is by creating a safe, comfortable, progressive workplace for our employees. We value a spirit of teamwork and cooperation. Our practice is to treat each employee as an individual. We believe that a workplace where communication is open and problems can be discussed and resolved in a respectful atmosphere helps create a more effective organization and a better learning environment for our students.

POLICIES RELATED TO EQUAL EMPLOYMENT OPPORTUNITY, DISCRIMINATION, AND HARASSMENT

Equal Employment Opportunity

Lee Montessori is committed to equal employment opportunity. We do not discriminate based upon any of the following: race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, military and/or veteran status or any other classification protected by applicable local, state, or Federal law. This policy governs all aspects of employment at Lee Montessori including but not limited to, hiring, assignments, training, promotions, compensation, employee benefits, employee discipline, discharges and all other terms and conditions of employment. Lee Montessori strictly prohibits any form of discrimination prohibited by law.

Discrimination and Other Unlawful Harassment

It is Lee Montessori's goal that you feel safe and welcome at work. Discrimination against employees and applicants for employment on the basis of race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or military or veteran status (all as defined and protected by applicable law) is unacceptable and will not be tolerated at Lee Montessori.

Similarly, harassment of individuals on any of these bases is strictly prohibited. Harassment includes, but is not limited to, jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. Any employee who fails to comply with Lee Montessori's non-discrimination and unlawful harassment policy will be subject to disciplinary action up to and including termination.

Sexual Harassment

Sexual harassment is defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that a reasonable person would find unwelcome and that is personally intimidating, hostile, or offensive.

As with Lee Montessori's rules on discrimination, it is Lee Montessori's goal that you feel safe and welcome at work. No employee or applicant should be subjected to unsolicited and

unwelcome sexual overtures, nor should any employee or applicant for employment be led to believe that an employment opportunity or benefit will, in any way, depend upon cooperation of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions including, but not limited to: (1) sexually-oriented verbal kidding, teasing, or joking; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Scope of Policies

These policies prohibiting harassment, whether sexual or of another nature, are not limited to relationships between and among employees and prospective employees; these policies also extend to interactions with parents (and other family members), clients, vendors, contractors, and others. No employee shall ever subject anyone to sexual harassment of any nature, including that conduct described above. Furthermore, no employee will be required to suffer sexual harassment by any Lee Montessori employee or contractor. Any unwelcome sexual overtures or other forms of sexual harassment should be reported immediately to the immediate supervisor, the Managing Director of Operations, and the Executive Director or the Board of Directors.

Discrimination and Harassment Complaint Procedure

Reporting: Lee Montessori encourages reporting of all incidents of discrimination or sexual or other unlawful harassment, regardless of the identity of the offender. Other forms of harassment or discrimination include unsolicited and unwelcome contact or behavior directed at an employee's race, color, religion, disability, age, national origin, marital status or any other legally protected characteristic. If you feel that you are or have been the victim of illegal discrimination or sexual or other unlawful harassment in violation of our policy, you should immediately notify the immediate supervisor and the Managing Director of Operations, Executive Director or the Board of Directors.

Your complaint does not need to be in writing for us to begin our investigation, but the person to whom you make your complaint may ask you to describe the incident in writing.

Investigating: Lee Montessori will fully investigate all discrimination and harassment complaints. In our investigation, we will seek to treat the matter as confidentially as possible, but we cannot promise complete confidentiality. The investigation may include individual interviews with the parties involved and, where necessary, with witnesses or others with relevant knowledge. Every report of harassment or discrimination will be investigated promptly and thoroughly. We will advise the reporting employee of the results of the investigation.

Responsive Action: Any employee or agent of Lee Montessori who has been found to have violated this policy shall be subject to appropriate disciplinary action, up to and including discharge. If your complaint of discrimination is substantiated, Lee Montessori may provide you with appropriate relief.

No Retaliation: If you report discrimination or harassment or you participate in investigations under this policy, you should not experience any kind of retaliation or reprisal for such participation. If you feel that you have suffered retaliation for reporting harassment or discrimination or for participating in an investigation, please file a complaint using the procedures described above.

REASONABLE ACCOMMODATION REQUESTS FOR DISABILITIES

Lee Montessori complies with all applicable provisions of the Americans with Disabilities Act (ADA). If you have a disability and require reasonable accommodation, please advise your

supervisor or the Managing Director of Operations of your disability, and please suggest to either your supervisor or the Managing Director of Operations reasonable ways in which Lee Montessori can accommodate your disability so that you may perform the essential functions of your job. It is our policy to work with you, through an interactive process to try to find a reasonable accommodation for your disability that enables you to perform your job.

So that we may best understand your disability and the accommodation you may need, we may request medical documentation and information about your disability, as well as information about the reasonable accommodation, including the following information:

- Diagnosis and prognosis of your condition;
- Date of onset;
- Expected duration of condition;
- Course of treatment, including dates of medical visits, any procedures performed or recommended, and any regimen of medication or therapy;
- Verification by you and your physician that you are totally unable to perform the essential functions of your job, or, if you are able to perform the essential functions of your job;
- What specific medical restrictions exist, including the nature and duration;
- What accommodation(s), if any, are needed, including the nature and duration; and
- Whether the impairment is permanent or temporary.

The information you provide us will be kept confidential and will not be disclosed except on a need-to-know basis with medical personnel and supervisory management where necessary to structure the accommodation or to address direct threats to safety.

SAFETY POLICIES

ACTIVE SUPERVISION OF CHILDREN

The primary concern of all Lee Montessori staff members is the well-being of the children entrusted in their care. As such, all staff members must be vigilant as they move through the day to ensure a proper level of supervision is maintained. Staff members should arrange the classroom environment and plan staffing patterns to ensure all children can be watched. During outdoor play, you should arrange yourself so you and other staff members are able to observe all spaces of the playground and intervene to prevent any dangerous situations. You should not be sitting on the side of the playground talking to other staff members as children are at play, as you may miss the chance to prevent a potentially dangerous situation. For specific information about supervision during outdoor play at your site, please talk to your Head of School or supervisor.

CHILD PHYSICAL SUPPORT POLICY

Lee Montessori has adopted a comprehensive behavioral plan for interacting with students and will provide relevant training, to which employees shall adhere. We advocate the use of nurturing touch for the optimum growth of our children (e.g., high-fives, child-solicited hugs). In order to promote the physical autonomy and independence of children, teachers must avoid unnecessary touching not in accordance with montessori pedagogy. However, there may be times when a child's safety is at stake and minor physical support is necessary. Examples include trying to keep a child from harm (e.g., preventing a child from running into the street or from falling off of climbing equipment) or to stop a child from harming himself or herself, another child, or an adult.

If you feel that a situation may be escalating in a negative manner beyond your control, you must get support from another staff member or administrator immediately.

If you have not received training regarding child physical support or do not feel you are sufficiently trained, please immediately inform your supervisor.

CORPORAL PUNISHMENT

“Corporal punishment” is defined in District of Columbia law (D.C. Code §5-E2403) as **the use or attempted use of physical force upon, or against, a student, either intentionally or with reckless disregard for the student’s safety, as a punishment, or discipline.** The use of corporal punishment is strictly prohibited in and during all aspects of the Lee Montessori school environment and activities. None of our students shall be subject to the infliction of corporal punishment by any employee or volunteer.

Conduct prohibited by this policy includes actual or attempted use or physical force against a student. It does not include such conduct that is prompted by reasonable efforts at self-defense or the defense of others; is necessary to maintain or regain order; or is necessary for the safety of the educational environment. Examples of prohibited conduct include, but are not limited to:

- Shoving,
- Striking,
- Grabbing,
- Shaking,
- Hitting,
- Throwing of objects,
- Unreasonable restraint; or
- Directing others or threatening to inflict any of the above on a student.

All allegations of the use of corporal punishment shall be promptly investigated. Employees found to have violated this provision will be subject to discipline up to and including termination.

INAPPROPRIATE CONDUCT OF EMPLOYEES WITH STUDENTS

Employees and volunteers should be aware that all suspicions and allegations of employee abuse or neglect of a student or any other inappropriate behavior toward a student will be treated with the utmost seriousness and will be investigated promptly and thoroughly.

If you know or have a reasonable cause to suspect that a Lee Montessori student or other child has been physically or mentally abused or neglected by another Lee Montessori employee, volunteer, or contractor, or is in danger of such treatment, please see the section below on Child Abuse Mandatory Reporting.

If you suspect that another Lee Montessori employee, volunteer, or contractor has engaged in conduct that is not mental or physical abuse or neglect, but is nevertheless inappropriate, report your concern to your supervisor immediately. Your supervisor will inform the Head of School and/or the Executive Director, who will begin an investigation immediately.

CHILD ABUSE MANDATORY REPORTING POLICY AND PROCEDURE

Under District of Columbia law (D.C. Code §4-1321.02), school officials and teachers are required to report suspicion of child abuse or neglect. A failure to report suspicion of child abuse or neglect can result in school officials experiencing criminal and/or civil liability as well as possible disciplinary action. Lee Montessori fully complies with this law.

If you know or have reasonable cause to suspect that a child known to you in your official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child, you must do the following immediately:

1. **You must contact Child Protective Services (CPS) or the Metropolitan Police Department (MPD).**

2. **If the protection of a child requires that you first call MPD, do so, and then contact your supervisor immediately after you have called MPD.**
3. **You and your supervisor will notify your Head of School and/or school social workers, who must notify the Executive Director.**
4. **If the suspicion involves another Lee Montessori employee, volunteer, or contractor, Lee Montessori management will immediately ensure that this person remains separated from all Lee Montessori students until an investigation has been completed and may place the employee on Administrative Leave, with or without pay.**
5. **Lee Montessori will maintain the confidentiality of all parties involved to the extent possible.**
6. **Any contact with the media or any outside agency must be through the Executive Director and the Board Chair, or their designee.**

Definitions: Under D.C. Code §16-2301(9)(A), a “neglected child” includes, but is not limited to these examples:

- a. A child who has been abandoned or abused by his or her parent, guardian, or custodian, or whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child;
- b. A child who has received negligent treatment or maltreatment from his or her parent, guardian, or custodian; or
- c. One who is regularly exposed to illegal drug-related activity in the home.

Under D.C. Code §16-2301(23)(A), “child abuse” means

- a. The infliction of physical or mental injury upon a child;
- b. The sexual abuse or exploitation of a child; or
- c. The negligent treatment or maltreatment of a child.

“Child abuse” does not include reasonable and moderate discipline administered by a parent, guardian, or custodian to his or her child. Discipline, however, does not include: burning, biting, or cutting a child; striking a child with a closed fist; inflicting injury to a child by shaking, kicking, or throwing the child; non-accidental injury to a child under the age of 18 months; interfering with a child's breathing; and threatening a child with a dangerous weapon or using such a weapon on a child.

D.C. Code §16-2301(24) defines “negligent treatment” or “maltreatment” as the failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect. In these cases, the deprivation is not due to the lack of financial means of his or her parent, guardian, or other custodian.

If you have any questions, or do not feel you are sufficiently trained in understanding your legal responsibilities to our students, please see your supervisor immediately. For more information on child abuse, call the Childhelp **National Child Abuse Hotline** (staffed 24 hours daily with professional crisis counselors): **1-800-4-A-CHILD** or 1-800-2-A-CHILD (T.D.D.).

STUDENT MEDICATION AND FOOD POLICIES

Some students may need medication administered while at Lee Montessori. We take care to follow the District of Columbia law on the administration of medication to students (D.C. Code §38-6501.01 et seq.).

Neosporin, and other non-prescription topical salves are included under the umbrella of “medications.” The law requires that we have a valid Medication Action Plan for each student who needs medication administered while at Lee Montessori. Only a trained Lee Montessori employee or agent of the school may administer medication to the student and in accordance

with prescribed rules. Even in emergency circumstances, an employee or agent of Lee Montessori may not administer medication to any student unless he or she has been trained and certified pursuant to law.

Medicine administrators will record information about medication administration. Details of these procedures and examples of blank forms can be found in the Medication Administration Manual in the Managing Director of Operations's office.

Food Service

Lee Montessori maintains compliance with National School Lunch Program (NSLP) policies and procedures for all food service, including ensuring accessibility of food and appropriateness of portions. Employees must have a food service manager license in order to plate NSLP meals and snacks. Training is scheduled once a year in August and all appropriate staff members are required to attend. It is important that all school-based staff members are aware of student allergies and are vigilant at preventing exposure to allergens.

Employee Safety Policies

Lee Montessori is committed to the safety and health of all employees and complies with all local and federal regulations governing injury, accident prevention, and employee safety. Maintaining a safe work environment requires everyone's continuous cooperation.

Lee Montessori will maintain safety and health practices consistent with the needs of the industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your Head of School or supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of regular management functions. It is your responsibility to accept and follow established safety regulations and procedures.

All employees must have at least two current emergency contact numbers on file. Lee Montessori strongly encourages you to communicate with your supervisor regarding safety issues.

Reporting Safety issues

All accidents, injuries, potential safety hazards, safety suggestions, and health-related issues must be reported immediately to your Head of School or supervisor. If you or another employee is injured, you should contact emergency response agencies, if needed.

Emergency Procedures

Specific details of the emergency plan will be given at orientation.

Bloodborne Pathogens Policy

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens standard (29 CFR 1910.1030), the following exposure control plan has been developed by Lee Montessori:

Exposure Determination

Exposure is defined as contact with blood or other body fluids through percutaneous inoculation (such as needle sticks with contaminated needles) or contact with an open wound, non-intact skin, or mucous membrane.

OSHA has determined that ALL bodily fluids are possible contaminants or infectious materials, regardless of source or individual. The precautions focus on the prevention of transmission of bloodborne pathogens, primarily hepatitis B (HBV) and human immunodeficiency viruses (HIV).

Health Precautions

Universal (*i.e.*, use with every person) precautions are intended to reduce the risk of exposure to potentially infectious materials:

1. When appropriate, wear gloves and face masks.
2. Use a 1:10 bleach solution or other designated cleaning method for cleaning.
3. Wash hands carefully with antibacterial soap. Children should also be trained on proper methods for washing hands.
4. All classroom manipulatives and cots need to be disinfected with a spray bleach solution at least once a week.

Note: In NO case should the care of a bleeding person be delayed because of lack of gloves.

A BBP safety bucket, including gloves and all the necessary disposal materials, is located in each classroom and each office.

Bloodborne Pathogens Record Keeping

Documentation must be filed for:

1. Any wound that requires pressure to stop bleeding;
2. Any bite that breaks the skin; or
3. Any exposure to vomit, urine, feces, or open sores of any size on an exposed individual without the use of gloves.

In reporting and follow-up, the privacy of you or the child who has been injured or exposed is respected.

A complete copy of the OSHA standard is on file at each site and in the Managing Director of Operations office. All documentation shall be filed with the Managing Director of Operations. The necessary forms will be available in the school offices.

Handwashing policy

In order to decrease the spread of infection, staff and children must wash their hands at appropriate times. These times include: before snack, after using the toilet, after handling pets or animals, after wiping or blowing one's nose, and before and after handling food.

When washing hands:

- Use soap and water, lather well above the wrists, and rub your hands together for at least 15-20 seconds, making sure to get in between fingers.
- A good way to make sure children are scrubbing their hands for the right amount of time is to sing the "Happy Birthday" or "Row, Row, Row Your Boat" songs twice.
- Once you are finished scrubbing, rinse and dry your hands with disposable towels and turn off faucets with the disposable towel.
- Hand sanitizers are a good temporary solution, but should not replace washing hands with soap and water.

General Health Precautions

Staff and students should take every precaution possible to ensure smart, healthy decisions are made throughout the day. This includes explicitly teaching children the steps to proper hand washing (see above) and nose blowing (encourage use of hand sanitizer after). You should keep food in a secure area of the classroom and make sure all areas are properly cleaned after food has been served. This includes ensuring that all items that may attract mice (*e.g.*, bird seed, food on the floor) are placed in plastic containers with lids. Food should never be eaten in the bathroom.

LEAVING LEE MONTESSORI

At Lee Montessori, we try to foster a culture where every employee understands the value to students and the organization of working from the beginning of the school year to its completion. If you wish to resign from your position at Lee Montessori, you are asked to submit a written resignation to your supervisor or Head of School at least fourteen calendar days prior to employment termination. Lee Montessori, at any time, reserves the right to make the termination effective immediately upon receiving notice. You shall be compensated to the extent of which you are entitled through the date of termination of employment.

Resigning employees may be offered an exit interview. The exit interview will afford you an opportunity to discuss such issues as employee benefits.

All property belonging to Lee Montessori, including, but not limited to, credit cards, parking passes, office/facility keys, records/files, office supplies, computers or other technology, and software must be returned on or before your final day of work at Lee Montessori. Failure to return any Lee Montessori property shall result in a deduction from your final paycheck equal to the value of the unreturned or missing property. All items created for Lee Montessori or purchased with organization money while working here are considered Lee Montessori property and must stay with Lee Montessori, with the exception of teacher-made classroom materials created at an employee's expense.

Post-Employment Reference Checks

Lee Montessori adheres to a policy of strict confidentiality regarding employee records and files. The organization will release only your job title and dates of employment to third parties unless you sign a written authorization to disclose further information about your employment. All outside inquiries regarding employment of former employees must be directed to The Executive Director or Managing Director of Operations, unless you have otherwise provided prior written authorization. "Off the record" comments are strictly prohibited.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received a copy of the Lee Montessori Employee Handbook. I will read the Handbook within five business days of the date my employment begins and I will ask any questions that I might have concerning it. I acknowledge that I have access to and can obtain a copy of the Handbook for review at any time. I understand and agree that it is my responsibility to familiarize myself with and abide by the policies set forth in the Handbook, and I consent to the provisions and policies described in the Handbook. Furthermore, I understand, in accordance with the Handbook policies, that if I should have questions or concerns regarding my terms of employment or working conditions with Lee Montessori, I should contact the Managing Director of Operations, the Executive Director, or the Head of School.

I understand and agree that my employment with Lee Montessori is at will and is not guaranteed; that my employment and compensation can be terminated or changed, with or without notice and with or without cause, at any time, by either me or Lee Montessori; that the provisions of any employee handbooks, manuals, and any and all other written statements of or regarding personnel policies, practices, or procedures that are or may be issued by Lee Montessori do not and shall not constitute an express or implied contract of employment, and they create no vested rights; and that any such provisions may be changed, revised, modified, suspended, canceled, or rescinded by Lee Montessori at any time without notice, as they constitute guidelines only and may be modified in the sole and absolute discretion of Lee Montessori. I also understand that any amendment of the Handbook will always govern and supersede prior versions.

I give consent to Lee Montessori to photograph, videotape, and use my name in connection with its activities and to reproduce such images or make available such names to promote, publicize, or explain Lee Montessori, its schools, and its activities. This includes the right, without limitation, to make available or to publish such images and names in newsletters or in public relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other Lee Montessori-related publications. This also includes external publications and other media not under the control of Lee Montessori. These images and names may appear in any of a variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/online media.

I acknowledge and understand that I am required, as a condition of employment, to immediately report to the Managing Director of Operations or Executive Director any criminal conviction, guilty plea, no contest/*nolo contendere* plea, probation before judgment disposition, and/or not criminally responsible disposition in connection with criminal charges brought against me. I am also required, as a condition of employment, to immediately report to the Managing Director of Operations or Executive Director any pending charges against me that have not yet reached a final disposition.

I understand and agree to the above.

Employee's Signature

Date

Employee's Name