

Employee: _____

Date: _____



Employee Policies

2021-2022

Brookland Campus
3025 4th St. NE
Washington, DC 20017
(202) 779-9740

East End Campus
2345 R St. SE
Washington, DC 20020
(202) 996-6700

www.leemontessori.org

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. Over the past few months, we have endeavored to revise our mission statement and core values to be more reflective of what we have seen, learned, and accomplished since opening our doors in August 2014. We are confident that what is shared below represents the work that each of us came to Lee Montessori to do.

Community Mission Statement	Community Values
<p>Lee Montessori exists to create a more just, liberated world.</p> <p>We are a diverse and interconnected community that redefines high-quality education by pairing Montessori with Anti-Bias/Anti-Racist practices. We create a joyful learning environment where children and families flourish, and can show up authentically as their true selves.</p>	 <p>The diagram is a circular graphic with a light blue background. In the center is a smaller circle containing the text 'LEE MONTESSORI' with three green dots above it. Surrounding this central circle are four larger, overlapping segments, each containing a value: 'Joy' (top-left), 'Equity' (top), 'Bravery' (top-right), and 'Growth' (bottom-right). The segments are separated by thin white lines and are set against a larger, light blue circular backdrop.</p>

This year, given everything going on in our city and our world, it is just as important – if not more so – to do everything we can in pursuit of this shared vision.

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 and, to those of you returning, we look forward to working side-by-side to create positive learning environments for the children we serve.

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 guides, 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, guide, 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

2345 R St SE
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	Catharine Bellinger Katherine Wendel, Parent	Rob Pulciani Chris Pencikowski, Ex Officio

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 their 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 Talent & 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 Talent & 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.

Employee Complaints and Concerns

Many times, employees' concerns in the workplace come about due to 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 discuss it with the Human Resources Manager.

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.

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 Talent & Operations of your disability, and please suggest to either your supervisor or the Managing Director of Talent & 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.

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 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.

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 Talent & Operations. If circumstances prevent you from reporting the information to the Managing Director of Talent & 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.