



Snake River Montessori School
nurturing potential

POL - 17 Rev. 04

Personnel Policy

Purpose

The purpose of this policy is to establish the school's employment related guidelines.

Responsibility

The Board of Directors and the Head of School

Description

This policy shall set the parameters for the code of ethics, drug and alcohol, non-harassment, hiring process, performance reviews, travel and training, termination of employment, and employment records.

Approval

Kari Lasco-Sanders
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

Date Approved: March 13, 2013
Revised Date: October 2019
Reviewed Date: October 2023
Next Review Date: October 2027

Personnel Procedure

Code of Ethics:

As an AMS (American Montessori Society) member school we agree to comply with the AMS Code of Ethics. See Code of Ethics of the American Montessori Society for a full description of each principle.

- Principle 1 – Commitment to the Student
- Principle 2 – Commitment to the Public
- Principle 3 – Commitment to the Profession

Intoxicants:

The abuse of drugs and alcohol is a serious threat to both the school and its employees.

The school's goal is to ensure that the workplace is alcohol and drug free. Alcohol or illegal drug use can pose a serious threat to employees and the people they work with, and can adversely affect an employee's job performance. The school prohibits the possession or use of alcohol or illegal drugs on the school's property or while on school business.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. They may also be referred to the appropriate law enforcement agency for criminal prosecution.

Any employee under the influence of alcohol or any substance (illegal or not) which impairs judgment, performance or behavior while on school premises or while on school business will be subject to discipline or immediate termination. Only exception is when attending alcohol approved SRMS events.

Any employee accused of being under the influence of alcohol or any substance (illegal or not) which impairs judgment, performance or behavior while on school premises or while on school business is entitled to provide results of a voluntary drug/alcohol test which absolves this accusation. This testing will be provided at the employee's expense.

Non-Harassment:

It is the responsibility of the Snake River Montessori School to provide all of its employees with a work environment that is free of discrimination and harassment.

Harassment, including sexual harassment, of employees by coworkers, supervisors and other members of the school community, is unlawful and will subject the offender to disciplinary action.

Retaliation for reporting harassment is also prohibited.

Harassment and reprisals for reporting harassment are serious offenses and will be subject to discipline up to and including termination.

Definitions:

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued

employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive

Sexual harassment includes any unwanted or unwelcome attention or action of a sexual nature when submission to such conduct is made a term or condition of employment or decisions affecting the employee, unreasonably interferes with an employee's job performance, or creates a hostile or offensive work environment.

Retaliation includes any behavior by any employee to threaten, harass, punish, embarrass, intimidate or otherwise interfere with any person who has reported possible harassment, and to behavior designed to prevent or deter such reporting.

Reporting Harassment:

Any employee experiencing or witnessing any type of harassment or inappropriate behavior should promptly report the incident to the Head of School, or any Board member. Reporting to a co-worker is not sufficient.

Employees who have information about incidents of Harassment and do not report this information, as required above, or do not cooperate in any investigation are subject to disciplinary action.

Supervisors either observing or receiving reports of harassment are required to treat the issue seriously and to take appropriate steps to ensure compliance with this policy. Investigations will be handled in a timely and confidential manner.

Resolution:

Employees accused of harassment should be given sufficient information about allegations to provide them a reasonable opportunity to respond before any corrective action or discipline is imposed. Accused employees should not be assumed to have violated this policy unless and until an investigation establishes that they have done so. Complaints will be investigated in such a way as to maintain confidentiality. Only those individuals directly involved or who are witnesses will be communicated with during the investigation.

In the event that an investigation determines that an employee has violated this procedure, the employee will receive from the School an explanation of the inappropriateness of the behavior. If the inappropriate behavior continues or if a specific incident is severe, the School shall take prompt disciplinary action up to and including termination of employment. A record of action taken will be retained.

The School does not permit retaliation against any employee who reports possible harassment or inappropriate behavior or who assists with an investigation. Retaliation shall be subject to disciplinary action up to and including termination.

Educator/Student Relationship: An SRMS employee maintains a professional relationship with all students, both inside and outside the physical classroom. Unethical conduct includes, but is not limited to:

- Committing any act of child abuse, including physical or emotional abuse;

- Committing any act of cruelty to children or any act of child endangerment;
- Committing or soliciting any sexual act from any minor or any student regardless of age;
- Committing any act of harassment;
- Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, virtual, or physical) with a student, regardless of age;
- Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);
- Taking or possessing images (digital, photographic, or video) of students of a harassing, confidential, or sexual nature;
- Inappropriate contact with any minor or any student regardless of age using electronic media;
- Furnishing alcohol or illegal or unauthorized drugs to any student or allowing or encouraging a student to consume alcohol or unauthorized drugs except in a medical emergency;
- Conduct that is detrimental to the health or welfare of students;
- Deliberately falsifying information presented to students; and
- Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status or income, and assessment or testing results with inappropriate individuals or entities.

Reporting:

All SRMS employees have a duty to report any unethical conduct to the Head of School and/or SRMS Board of Directors. A complaint must be written and signed by the complainant (person alleging the violation) stating the specific grounds for the allegation. Upon receiving the written complaint, an initial review of the complaint is conducted by the Board of Directors and the proper authorities will be notified. SRMS will defer to the Department of Health and Welfare and proper authorities' protocol and follow all rules and regulation set forth.

The Board of Directors will investigate and follow the procedures set forth in section 33-1209, Idaho Code, for any allegation of inappropriate conduct as defined in this section, by an SRMS employee. In those cases where it was found that inappropriate conduct occurred, the Board of Directors shall record such findings in the permanent record of the individual and shall deny any further employment.

Termination:

The Board of Directors shall terminate any SRMS Employee who pleads guilty to or is found guilty of, notwithstanding the form of the judgment or withheld judgment, any of the following felony offenses against a child:

- The aggravated assault of a child, section 18-905, Idaho Code, or the assault with intent to commit a serious felony against a child, section 18-909, Idaho Code.
- The aggravated battery of a child, section 18-907, Idaho Code, or the battery with intent to commit a serious felony against a child, section 18-911, Idaho Code.
- The injury or death of a child, section 18-1501, Idaho Code.
- The sexual abuse of a child under sixteen (16) years of age, section 18-1506, Idaho Code.

- The ritualized abuse of a child under eighteen (18) years of age, section 18- 1506A, Idaho Code.
- The sexual exploitation of a child, section 18-1507, Idaho Code. g. Lewd conduct with a child under the age of sixteen (16) years, section 18- 1508, Idaho Code.
- The sexual battery of a minor child sixteen (16) or seventeen (17) years of age, section 18-1508A, Idaho Code.
- The sale or barter of a child for adoption or other purposes, section 18-1511, Idaho Code.
- The murder of a child, section 18-4003, Idaho Code, or the voluntary manslaughter of a child, section 18-4006 1., Idaho Code.
- The kidnapping of a child, section 18-4502, Idaho Code.
- The importation or exportation of a juvenile for immoral purposes, section 18- 5601, Idaho Code.
- The abduction of a person under eighteen (18) years of age for prostitution, section 18- 5610, Idaho Code.
- The rape of a child, section 18-6101, Idaho Code

Hiring Process:

Hiring of teachers will be carried out by the Head of School. The hiring of Substitute Teachers and Aides will be coordinated by the Head of School and the teacher or Program Director to whom the position reports.

Hiring of the Head of School will be carried out by a Board-appointed hiring committee consisting of one or more board members and other individuals as deemed appropriate in consideration of the position being recruited.

Prospective candidates are required to:

- Submit a resume and/or application.
- Undergo an interview with the committee or Head of School, and review a job description before an offer of employment will be made.
- All new employees are required to obtain and pass a state background check, and obtain First Aid/CPR Certification. New employees under the age of 18, working directly with children are required to obtain and pass a state background check, and obtain First Aid/CPR Certification.

Candidate Requirements:

The employee is responsible for providing additional information before or on the first day of employment to complete the personnel file, including W-4, I-9, Social Security Card and/or other documents establishing employment eligibility, and Qualified Plan election form (if applicable).

Continuation of employment is contingent on the outcome of the background check and completion of the First Aid/CPR Certification. The School office will assist the employee in arranging for their background check and First Aid/CPR certification.

Offers of Employment:

All contracts or offers of employment will be made by the Head of School or Board of Directors to prospective employees.

Teaching and administrative positions will be covered by annual contract. (Full Time Contractual)

Hourly positions are “at-will” positions, and will be covered by an employment agreement. (Part time contractual or Hourly agreement)

Contracts and employment agreements will address all pertinent aspects of the employment offer including, but not limited to, position description, starting date of employment, the terms and length of the employment (e.g. at-will, annually renewed contract, etc.), the duration of the probation period, benefits, wages or salary, and any other terms specific to the employee’s position. The prospective employee must sign and return the agreement/contract to indicate acceptance of the terms of employment within the time limit provided in the cover letter.

Probationary Period:

New employees will undergo a 90-day probationary period. An evaluation will be performed at the end of that period, and confirmation of employment is contingent on the prospective employee receiving, at minimum, an average rating on their evaluation.

Performance Review:

Supervision and evaluation of employees is a cooperative process between staff member and administrator for the purpose of identifying and documenting the performance of individual staff members.

- Performance reviews will be performed at the end of the probationary period, and a minimum of once a year thereafter on or before June 10th. This is a requirement for support staff and contractual staff that are in their first three years of employment.
- Contractual staff beyond their first three years of employment shall have a performance review on a periodic schedule and at the discretion of the Head of School.
- The primary purpose of evaluation is to improve the quality of instructional performance. Specific goals of evaluation are as follows:
 1. To ensure each employee knows how he or she is performing in his or her assignment.
 2. To ensure each employee will be aware of both his/her strong points and weak points and areas where improvement, if any, is needed.
 3. To provide an opportunity for the supervisor and the employee to discuss objectively the employee's job performance and mutually agree upon goals and objectives.

4. To provide the following information to an employee whose performance necessitates the imposition of probation:
 - a. Written notice of the specific areas of unsatisfactory performance.
 - b. A reasonable period in which to make corrections.
 - c. Adequate supervision, assistance, and evaluation during the period of probation.

Remediation Process:

When a supervisor feels that an employee needs assistance to improve job performance, prior to the recommendation that the employee be placed on probation, the supervisor or Head of School will work informally with the employee and identify concerns about the employee's performance. When applicable, the following process will be utilized:

- Conduct classroom observations, including pre and post observation conferences.
- Recommend observations of other classrooms.
- Hold a meeting between the employee, Head of School and immediate supervisor to discuss concerns, identify further strategies for assistance and improvement, and develop a mutually agreed upon timeline.
- Upon completion of the remediation period, the performance of the employee will be reviewed by the Head of School and/or the supervisor involved, at which time a decision will be made to place the employee on probation subject to specific terms and conditions, or to recommend termination.

Each step of the remediation process, including observations, identification of concerns, and pre-post conference notes shall be documented and initialed by both the employee and the Head of School.

Related Documents:

- **Employee Handbook**
- **Employee Contract**