

Employee Staff Handbook

2018-2019

1900 South Taft Hill Road
Fort Collins, Colorado 80526
(970) 311-8612

1.0 Welcome

1.1 Welcome

Welcome! You have just joined a dedicated team of educators. We hope that your employment with Fort Collins Montessori School will be rewarding and challenging. We take pride in our employees as well as the education and care we provide. We consider ourselves leaders in the field of Montessori Education.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Fort Collins Montessori School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. A digital copy of this manual is available online.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact the Office Manager. Likewise, if you have any suggestions related to Fort Collins Montessori School's policies or procedures, please let us know. We wish you success in your employment here at FCMS!

All the best,

Paul Vincent and Sharie Biermann
Head of School & Childcare Director

1.2 At-Will Employment

Your employment with Fort Collins Montessori School is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave at any time, with or without notice and with or without cause. We further recognize that schools operate in 10 month cycles, and that it creates difficulties if either the teacher or the school adjusts employment circumstances during the school year.

Nothing in the employee handbook or any other Fort Collins Montessori School document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment. Only the Head of School has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by both parties.

2.0 Introductory Language and Policies

2.1 About the School

We are a Public Charter Montessori School in the Poudre School District. This means that our K-6th grades are tuition-free and our preschool grades are tuition based. This is our fourth year of operation and we will be serving Preschool through sixth grade. Our expansion has taken us to two sites this year, splitting our Primary and Elementary programs onto their own sites.

Our program strives to be a Classic Montessori program, within the public environment of a charter school. Key elements of this model include:

- Full three-year cycles, beginning at age 3
- Uninterrupted work periods at all levels
- A fully integrated curriculum including art and music
- A full day program for the Primary level
- Minimal use of supplementary material at the Primary (ages 3-6) level
- Trained Montessori teachers (“Guides”) and assistants in every classroom
- A full complement of Montessori materials in all classrooms
- Montessori trained/experienced leadership

2.2 What is a Charter School?

What is a Charter School?

From the Colorado League of Charter Schools website:

“Charter schools are tuition-free, public schools that have the flexibility to be innovative, entrepreneurial, self-governing, and yet are held accountable for student and operational performance.

Charter schools are independent public schools with rigorous curriculum programs. Each charter school is different, thus offering parents a variety of choices so they can select the school that best fits their child's unique learning style.

In exchange for operational freedom and flexibility, charter schools are subject to higher levels of accountability. Charter schools, which are tuition-free and open to all students, offer quality and choice in the public education system.

The "charter" establishing each such school is a contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure success. The "charter" contract is between the charter school and the entity granting the charter ("the authorizer"). In Colorado, the authorizer is generally the local school district, but in some cases it is the state via the [Colorado Charter School Institute](#).

In Colorado, charters are granted for a period of time, generally five years. At the end of the term, the authorizer may renew the school's contract. Charter schools are accountable to their authorizer, as well as to the students and families they serve, to produce positive academic results and adhere to the charter contract. Charter schools must also follow state and federal public school laws.

Like traditional public schools, charters receive state funding based on a formula for each child enrolled in the school. This funding is called "Per-Pupil Operating Revenue," or "PPR".

School districts finance their facilities using property tax, mill levies, and taxpayer-backed bonds. Charter schools generally do not receive a proportionate share of these monies. As a result, money often comes out of the classroom to pay for buildings.

On average, charter schools in Colorado spend \$606 per student from designated per-pupil operating revenue on facilities costs.

Fort Collins Montessori School has a charter contract with Poudre School District. PSD is our authorizer and we are accountable to them. With that in mind, if you have any questions or would like to review our charter contract, please contact our Head of School."

2.3 Ethics Code

Fort Collins Montessori School will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our functions and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our administration and staff are expected to adhere to high standards of business and personal integrity as a representation of our school.

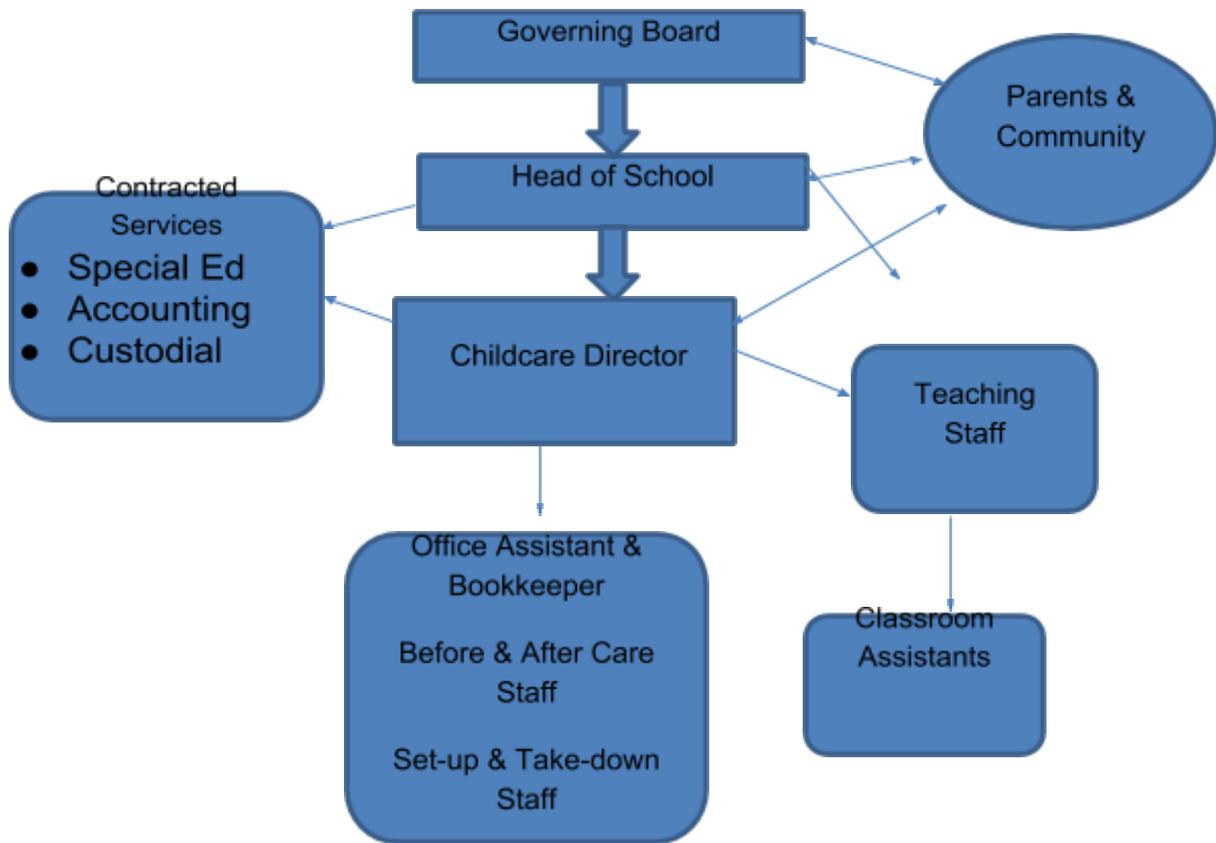
We expect that officers, administrators, and employees will not knowingly misrepresent the School and will not speak on behalf of the School unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about our School or operations, or that of our families or partners, is to be treated with discretion and only be disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.4 Mission Statement

The mission of Fort Collins Montessori School is to provide a classic pre/K-9th grade Montessori program that inspires and empowers children with an exceptional educational experience based on the principles and philosophy of Dr. Maria Montessori.

2.5 Organization



2.6 Revisions to Handbook

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including FCMS policies and procedures. The handbook is not a contract. FCMS reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

Throughout this handbook, Fort Collins Montessori School may be referred to as FCMS.

3.0 Hiring and Orientation Policies

3.1 EEO Statement and Non Harassment Policy

Equal Opportunity Statement

FCMS is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, sex (including pregnancy), race, national origin, disability, creed, religion, genetic information, military or veteran status, or any other status protected by federal, state, or local laws. FCMS is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

FCMS will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the its Equal Employment Opportunity Policy in a confidential manner. FCMS will take appropriate corrective action, if and where warranted. FCMS prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the its Equal Employment Opportunity Policy.

We are all responsible for upholding the FCMS's Equal Employment Opportunity Policy and any claimed violations of that policy should be brought to the attention of the Head of School and/or human resource personnel.

Policy Against Workplace Harassment

FCMS has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, sex (including pregnancy), race, national origin, disability, creed, religion, genetic information, military or veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to FCMS or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

B. Other Harassment

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, sex (including pregnancy), race, national origin, disability, creed, religion, genetic information, military or veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the Company's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify the Head of School, Childcare Director, or other administrator at the school.

FCMS prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may

include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the FCMS determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, FCMS may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, FCMS will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

3.2 Disability Accommodation

FCMS complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform FCMS of a physical or mental disability requiring accommodation in order for them to perform the essential functions of their jobs should inform the Office Manager of this so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises the Office Manager of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- The accommodation request will be discussed with the employee and the Head of School.
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

FCMS will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that FCMS will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation.

3.3 Conflicts of Interest

FCMS is concerned with conflicts of interest that create actual or potential job related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Please see the Conflict of Interest Policy for more information. Any actual or potential conflict of interest between an employee of FCMS and a competitor, supplier, distributor, or contractor to the school, must be disclosed by the employee on the Conflict of Interest Disclosure Statement. If an actual or potential conflict of interest is determined to exist, FCMS will take such steps as it deems necessary to reduce or eliminate this conflict.

3.4 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, and morale at FCMS. It is your obligation to inform FCMS of any such potential conflict so the Company can determine how best to respond to the particular situation.

3.5 Job Descriptions

FCMS attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your the Head of School. Job descriptions prepared by FCMS serve as an outline only. Due to the needs of the school, you may be required to perform job duties not within your written job description. Furthermore, FCMS may have to revise, add to, or delete from your job duties according to school needs. On occasion, FCMS may need to revise job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with the Head of School or Childcare Director.

3.6 Employment Authorization Verification

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

As an employee at FCMS, you will be required to undergo fingerprint background checks to check FBI criminal history records. You will have the opportunity to complete or challenge any information received from this background check. For procedures on obtaining a change, correction, or an update to your FBI identification record, please check in with the Office Manager.

4.0 Wage and Hour Policies

4.1 Pay Period

The standard pay period is the 16th of the month through the 15th of the following month for all employees. Pay dates are the last business day of each month. Should any pay period fall on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday or Sunday, paychecks will be issued on Friday. Special provisions may be required from time to time if holidays fall on paycheck dates.

4.2 Paycheck Deductions

FCMS is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and PERA and Medicare contributions as well as any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

Contact the Office Manager for any questions about your paycheck.

4.3 Recording Time

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. You should clock in no more than five minutes ahead of time and clock out no later than five minutes after your quitting time. Every nonexempt employee of the FCMS is required to enter his or her hours worked accurately, including all lunch periods and any rest periods of more than 15 minutes. Employees are required to notify FCMS of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntary missed meal or break periods.

Do not complete the sign-in or sign-out of any other employee or request that they do so for you. Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

4.4 Overtime Authorization for Nonexempt Employees

If you are a nonexempt employee, you may qualify for overtime pay. At certain times FCMS may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be

possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay as outlined in your contract is paid for any hours worked in excess of 40 hours in a workweek, 12 hours per workday, or 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

4.5 Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor. All planned absences must be approved by using the SDS request system. Employees may be required to provide documentation of any medical or other excuse for being absent or late.

FCMS reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

You are expected to keep updated substitute lesson plans available at all times.

4.6 Job Abandonment

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the school.

4.7 Rest and Meal Periods

FCMS strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal periods. Please check with the Office Manager regarding procedures and schedules for rest and meal breaks. FCMS requests that employees accurately observe and record meal and rest periods.

In Colorado, employees are entitled to a 30-minute, uninterrupted, unpaid meal period for all shifts exceeding five consecutive hours. If this is not possible or is impractical, you will be permitted to consume an "on duty" meal while performing your work duties, and this break will be paid. Additionally, employees will have a 10-minute paid rest period for each four-hour work period; insofar as practicable these rest periods will be in the middle of each four-hour work period.

4.8 Accommodations for Nursing Mothers

FCMS will provide nursing mothers reasonable unpaid break time to express milk for their infant children for up to two years following the child's birth.

To ensure privacy, nursing mothers will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Nursing mothers will also be provided a refrigerator to store their breast milk. Employees are responsible for labeling their milk with their name and the date on which the milk was expressed.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with the Head of School or Childcare Director.

Employees who have any questions or concerns regarding this policy should contact the Office Manager.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Standards of Conduct

FCMS wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, families, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this school, you agree to follow FCMS's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit FCMS's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the school retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on school property, or on school business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing knowingly inaccurate, incomplete or misleading information when speaking on behalf of the school or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-school communication or expense records.
- Taking or destroying school property.
- On-duty possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment (as defined in our EEO policies) of, any fellow employee, vendor, or family.
- Disclosure of FCMS trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) of the school or its families, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Unapproved tardiness or absences.
- Smoking in undesignated areas.
- Working unauthorized overtime.

- Solicitation of fellow employees on the school premises during working time (Refer to Non Solicitation/No Distribution Policy).
- Failure to dress according to school policy.
- Use of obscene or harassing (as defined by our EEO policies) language in the workplace.
- Outside employment which interferes with your ability to perform your job at FCMS.
- Gambling on school premises.
- Lending keys or keycards to school property to unauthorized persons.

Nothing in this policy is intended to limit employee rights under the National Labor Relations Act.

5.2 Criminal Activity/Arrests

Involvement in criminal activity, whether on or off school property, during employment may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as administration has reason to view the source as credible.

5.3 Drug and Alcohol Policy

FCMS considers drug and alcohol abuse a serious matter which will not be tolerated. FCMS absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or controlled substance or prescription drug not medically authorized while at their job, on school property, or while on work time.

Therefore, it is FCMS's policy that:

1. Employees shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. Employees shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on school property or on school business.

FCMS also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his or her job safely or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication or medical marijuana used by employees while working for the school. Please inform your administrator prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If FCMS determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action up to and including termination of employment.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, FCMS must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

FCMS, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all FCMS work locations is prohibited.
- Any FCMS employee convicted of a criminal drug statute violation occurring in the workplace must notify his or her administrator of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, FCMS must inform contracting or granting agencies of such convictions within 10 days after receiving notification from the employee or otherwise receiving notice of a conviction.
- Upon receiving such notification, FCMS, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected employee to continue employment with FCMS, the employee

must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

If you have any questions, you may contact the Office.

5.4 Disciplinary Process

Violation of FCMS policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. FCMS encourages a system of progressive discipline depending on the type of prohibited conduct. However, FCMS is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

In appropriate circumstances, administration will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, forced leave, or termination of employment. Your administrator will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while FCMS is concerned with consistent enforcement of our policies, the school is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

5.5 Problem-Solving Procedure

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, Fort Collins Montessori School wants you to bring any problems, concerns, or grievances you have about the workplace to the attention of your administrator and, if necessary, to the Board of Directors. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of Fort Collins Montessori School, administration, its employees, vendors, families, or any other persons or entities related to the school, bring your concerns to the attention of your administrator at a time and place that will allow them to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate administrator. If you have discussed this matter with your administrator before and do not believe you have received a sufficient response, or if you believe your administrator is the source of the problem, we request you present your concerns to the Office Manager or the administrator from the opposite building. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.6 Staff Development Plan

Each year all childcare licensing staff must complete a minimum of fifteen (15) clock hours of training related to one or more of the following areas-child growth and development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

There will also be professional development days at different points during the school year when there will be no school for the students. Two days will be individual work days where the teacher may work in the office with a sub provided to cover the classroom. Teachers will be encouraged to attend workshops and conferences and conduct school visits in other schools. The professional development budget will annually include funds for such activities.

5.6 Exit Interview

You may be asked to participate in an exit interview when you leave Fort Collins Montessori School. The purpose of the exit interview is to provide administration with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process is appreciated.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Fort Collins Montessori School may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the school.

6.2 Employee Privacy and Right to Inspect

School property, including but not limited to, phones, computers, tablets, and workplace areas, remains under the control of Fort Collins Montessori School and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on school premises including that kept in classrooms.

6.3 Voicemail, Email, and Internet Policy

This Voicemail/Email/Internet Policy is intended to provide each employee of Fort Collins Montessori School with the guidelines associated with the use of the school's voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the school's system through onsite or remote terminals.

General Provisions

- The system, and all data transmitted or received through the system, are the exclusive property of Fort Collins Montessori School. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the school's system will be given a voicemail, email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- FCMS reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the school will exercise this right periodically, without prior notice and without the prior consent of the employee.
- The school's interests in monitoring and intercepting data include, but are not limited to: protection of school trade secrets, proprietary, and similar confidential financially-sensitive information; enacting Colorado's Sunshine Laws; protection of student and staff information in compliance

with FERPA; managing the use of the school's computer system; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the school's Voicemail/Email/Internet system.

Any employee who violates the policies in this handbook will be subject to corrective action, up to and including termination of employment. If necessary, FCMS will also advise law enforcement officials of any illegal conduct.

6.4 Social Media Policy

At Fort Collins Montessori School, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for Fort Collins Montessori School.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. **Social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with FCMS, as well as any other form of electronic communication.

The same principles and guidelines found in FCMS policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any student, family, administrator, or employee of the company. Before creating online content, you may want to consider some of the risks and rewards that are involved.

Know and Follow the Rules

Carefully read these guidelines, the FCMS Ethics Code, Standards of Conduct, and EEO Statement and Non Harassment Policy, Communication Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy),

and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

You Are Encouraged to Show Respect

FCMS cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or company policy.

Honesty and Accuracy

You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.

Posting Information

When posting information:

- Maintain the confidentiality of FCMS trade secrets and confidential school, staff, or student information.
- Do not create a link from your blog, website, or other social networking site to a school website that identifies you as speaking on behalf of FCMS.
- Never represent yourself as a spokesperson for FCMS. If the school is a subject of the content you are creating, do not represent yourself as speaking on the school's behalf.
- Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Refrain from using social media while on your work time, unless it is work related as authorized by your administrator or consistent with the Equipment Policy and Communication Policy.

Retaliation Is Prohibited

FCMS prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees should not speak to the media on the school's behalf without contacting the administration. All media inquiries for official school responses should be directed to them.

For More Information

If you have questions or need further guidance, please contact your administrator.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

6.5 Employee Suggestions/Open Door Policy

We welcome suggestions for continued improvement and welcome your ideas for better ways to do your job or provide a quality education for the families of our school. Discuss your ideas with your administrator or another member of the administration team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the school.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with school tools or property are considered to be the property of the school.

6.6 School Bulletin Boards

Fort Collins Montessori School maintains an official bulletin board located in the Immanuel site office for the purpose of providing employees with its official notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the school may also post information of

general interest to the employees on the bulletin board. Please keep informed about this material by periodically reviewing the bulletin board. Only authorized personnel are allowed to add and remove notices from the bulletin board.

6.7 Non Solicitation/No Distribution Policy

To avoid disruption of business operations or disturbance of employees, families, visitors, and others, FCMS has implemented a Non Solicitation Policy. For purposes of the Nonsolicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non Solicitation Policy.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized non working time, so long as they do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other nonwork related items in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots.

6.8 Personal Appearance

Your personal appearance reflects on the reputation and integrity of the company. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

If you come to work inappropriately dressed, you will be asked to go home and return to work dressed appropriately. If you have any questions regarding the dress code or dress code accommodations, please contact administration. Recurring problems will result in discipline up to and including termination of employment.

Workout attire (i.e. yoga pants, cut off shirts) is not appropriate for school.

6.9 Payroll Advances and Loans

Fort Collins Montessori School does not make payroll advances or loans.

6.10 Telephone Use

Our phones are principally for work-related communications. Unless there is an emergency, employees are required to limit long distance telephone calls to business purposes only. Employees should limit personal use of the telephone

to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

6.11 Personal Cell Phone/Mobile Device Use

While FCMS permits employees to bring personal cell phones and other mobile devices (i.e. smartphones, tablets, laptops) into the workplace, employees must not permit the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of employee productivity. As a result, employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, employees should use their device in a manner that is courteous to those around them. Outside of nonworking time, use of such devices should be kept at a minimum and limited to emergency use only. Employees with devices that have a camera and/or audio/video recording capability are restricted from using those functions to record employees or students unless authorized in advance by management or used in a manner consistent with the rights of employees or students to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA) and FERPA.

Employees are expected to comply with school policies regarding the protection of the employer's and student confidential and proprietary information when using personal devices. Remember that data downloaded from the school internet site is the property of the school and is subject to review on your phone.

While operating a vehicle on company time, the school requires that the driver's personal cell phone/mobile device be turned off. An employee that needs to make or receive a phone call should pull off the road to a safe location unless he or she has the correct hands-free equipment for the device that is in compliance with applicable state laws.

Employees may connect their personal devices to the Company network or to Company equipment (computers, printers, etc.).

Employees may have the opportunity to use their personal devices for work purposes. Before using a personal device for work-related purposes, an employee must obtain written authorization from the Office Manager. School information on your personal device may be subject to exposure under Colorado's Sunshine Law.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

6.12 Mail Use

Employees are required to limit usage of the school's mail service to business purposes only. You may not use the school address to receive personal mail. If you notice any suspicious packages or envelopes, please report this to administration immediately.

6.13 Off-Duty Use of Company Property or Premises

Employees may not use school property for personal use during working time. Employees are responsible for returning school property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes using copy machines, computers, or office supplies for personal use without prior authorization.

6.14 Security

Every employee is responsible for helping to make this a secure work environment. All classroom doors are to remain locked throughout every school day. Upon leaving work, lock all doors, windows, and cabinets protecting valuable or sensitive material in your work area and report any lost or stolen keys or other similar devices to your administrator immediately. You should refrain from discussing with nonemployees specifics regarding school security systems, passwords, etc.

We also request that you immediately advise your administrator of any known or potential security risks and/or suspicious conduct of employees, families, or guests of the school. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

6.15 Computer Security and Copying of Software

Software programs purchased and provided by the school are to be used only for creating, researching, and processing school-related materials. By using the school's hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable school policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of FCMS or developed by school employees or contract personnel on behalf of the school is and shall be deemed school property. It is the policy of FCMS to respect all computer software rights and to adhere to the terms of all software licenses to which the school is a party. The Office Manager is responsible for enforcing these guidelines.

FCMS users may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject users and/or the school to both civil and criminal penalties under the United States Copyright Act. To purchase software, users must obtain the approval of the

Office Manager. All software acquired by the school must be purchased through the office.

Users may not duplicate, copy, or give software to any outsiders including students, contractors, families, and others. FCMS users may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the school.

6.16 Third Party Disclosures

From time to time, FCMS may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the school and should refer any call requesting FCMS's position to the administrator. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact the administrator.

6.17 Personal Data Changes

It is your obligation to provide the office with all of your current contact information, including current mailing address and telephone number. Please inform the office of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

6.18 Purchasing Procedures

All purchases must be requested and approved BEFORE purchases can be made. Purchase orders must be placed in SDS where the Head of School and Office Manager will then approve them electronically.

- The Office Manager will order most items, unless designated to the requesting individual.
- If you are using a purchase order to pick up items directly from a store, remember to use the tax-exempt certificate, it is available in the office and in Google Drive. You are responsible for paying the tax if the tax exemption is not used. You must use the school's credit card by checking it out in the office. This requires a sign out and sign in with dates and times provided. When returning the card, place the receipt in the zipper pouch with the PO number written on the receipt.
- Do not purchase items unless approved, Fort Collins Montessori School will not reimburse employees for unapproved purchases or taxes paid on individually purchased items. Items without receipts will not be reimbursed.
- All receipts, invoices, and packing slips must be turned in to the office for every purchase.

6.19 Perjury Statement

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application process is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

6.20 Hiring Relatives/ Employee Relationships

FCMS is contractually obligated to follow the PSD policy number GBEA that states relatives should not directly or indirectly evaluate, supervise or be supervised by another family member. Hence, the Fort Collins Montessori School Board resolves that, to be in alignment with the letter and the spirit of the PSD policy GBEA and in order to avoid issues arising from actual or perceived bias for all stakeholders, there should be no differentiation in supervision of employees and staff holding the same roles.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. FCMS generally will attempt to identify other available positions, but if no alternate position is available, FCMS retains the right to decide which employee will remain with FCMS.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

6.21 Employment Records

Faculty and staff records are the property of FCMS and will be handled solely by the Administration. FCMS will only request, use and retain personal information about employees that is required for school business or legal reasons. No information will be released to outside sources without the employee's written consent. Exceptions may include employment verification and special litigation requirements. Administration will make a periodic review of each employee's personnel file. The employee has the right to inspect his/her personnel file with the Head, and may take notes or request single copies of any page in the files.

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file. Please keep your personnel file up to date by informing The Head of School of any changes. Also, please inform The Head of School of any specialized training or skills you may acquire in the future. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

7.0 Benefits

7.1 Regular Full-Time Employees

A regular full-time employee is an employee who is regularly scheduled to work in excess of 30 hours per week. Unless stated otherwise, all the benefits provided to employees are for regular full-time employees only. This includes paid time off, health insurance, and other benefits coverage.

7.2 Regular Part-Time Employees

Any employee who works less than 30 hours per week is considered a part-time employee. Part-time employees are not eligible for Company benefits unless specified otherwise in this handbook or in the benefit plan summaries.

7.3 Exempt Employees

If you are classified as an exempt employee at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are an exempt or nonexempt employee, contact your administrator for clarification.

7.4 Health Insurance

FCMS provides its regular full-time employees with health insurance. Employees have the option of dependent coverage at their own expense. Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description (SPD) prepared by the insurance carrier that is available to all eligible employees. These benefits may be canceled or changed at the discretion of the school, unless otherwise required by law.

If you or a dependent become eligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Colorado Continuation Act. The office will mail you information about your rights.

7.5 Paid Time Off (PTO)

Paid time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will be allotted hours of paid time off at the time of your hiring as outlined in your contract and it is up to you to allocate how you will use it — for vacation, illness, caring for children, school activities, medical/dental appointments, personal business or emergencies.

Eligibility

You are eligible to receive PTO if you are a regular status full-time employee scheduled to work at least 30 hours per week.

Termination

Your unused PTO is not paid out when you leave the Company.

Using Your PTO

The minimum amount of PTO you can use at one time is one hour.

Notice and Scheduling

You are required to provide the office with reasonable advance notice and obtain approval prior to using PTO through the SDS request system. This allows for you and your administrator to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your administrator in advance. In those situations, you must inform your administrator of your circumstances as soon as possible.

7.6 Family and Medical Leave of Absence Policy

A. General

We recognize that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, we will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA or applicable state law:

- **Parental Leave:** For the birth or placement of an adopted or foster child;
- **Personal Medical Leave:** When an employee is unable to work due to his or her own serious health condition;
- **Family Care Leave:** To care for a spouse, child, or parent with a serious health condition;
- **Military Exigency Leave:** When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and
- **Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty. **Note:** A leave of up to 26 weeks of leave per 12-month period may be taken to care for the injured/ill service member.

B. Key Policy Definitions

- **Eligible employees** under this policy are those who have been

employed by our school for at least 12 months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin.

- **Leave year** for the purposes of this policy shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- A **spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage arose.
- A **son or daughter** for the purposes of parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood in loco parentis to, who is (1) under 18 years of age or, (2) 18 years of age or older and incapable of self-care because of physical or mental disability. A son or daughter for the purposes of military exigency or military care leave can be of any age.
- A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.
- A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions which may qualify, contact Human Resources.
- A **health care provider** is a medical doctor or doctor of osteopathy, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
 - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
 - Attending official ceremonies, programs, or military events;
 - Special child care needs created by a military call-up including

- o making alternative child care arrangements, handling urgent and nonroutine child care situations, arranging for school transfers, or attending school or daycare meetings;
 - o Making financial and legal arrangements;
 - o Attending counseling sessions for the military service member, the employee, or the military service members' son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because a mental or physical disability;
 - o Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event);
 - o Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events is available during a period of 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
 - o Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g. arranging for alternative care or transfer to a care facility); and
 - o Other exigencies that arise that are agreed to by both the Company and employee.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

C. Notice and Leave Request Process

Foreseeable Need for Leave: If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. **Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.**

Unforeseeable Need for Leave: If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. **Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.**

Leave Request Process: To request leave under this policy, employees must obtain and complete a leave request form from their administrator and return the completed form to the Office Manager. If the need for leave is

unforeseeable and employees will be absent more than three days, employees should contact the Office manager by telephone and request that a leave form be mailed to their home. If the need for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

Call-in Procedures: In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

D. Leave Increments

Parental Leave: Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

E. Paid Leave Utilization During FMLA Leave

Employees taking parental, family care, military exigency and/or military care leave must utilize available PTO, personal days, and/or family illness days during this leave. Employees on personal medical leave must utilize available sick, personal, and vacation/PTO days during this leave. Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to utilize these benefits. However, employees may elect to utilize accrued benefits to supplement these benefits.

F. Certification and Fitness for Duty Requirements

Employees requesting family care, personal medical, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. In the school's discretion, employees may also be required to obtain a second and third certification from another health care provider at school expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active duty orders and subsequent information concerning particular

qualifying exigencies involved.

Employees requesting personal medical leave will also be required to provide a fitness for duty certification from their health care provider prior to returning to work.

G. Scheduling Leave and Temporary Transfers

Where possible, employees should attempt to schedule leave so as not to unduly disrupt operations. Employees requesting leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave.

H. Health Insurance

The Company will maintain an employee's health insurance coverage during leave on the same basis as if he or she were still working. Employees must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. In this event, the school will notify the employee 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made. Alternatively, at the school's option, the school may pay the employee's share of the premiums during the leave and recover the costs of this insurance upon the employee's return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if an employee does not return to work at the end of leave, the school may require the employee to reimburse the school for the health insurance premiums paid during the leave.

I. Return to Work

Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken.

J. Spouse Aggregation

In the case where an employee and his or her spouse are both employed by the school, the total number of weeks to which both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, a husband and wife employed by the school will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

K. General Provisions

Failure to Return: Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment.

Alternative Employment: No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by the school. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated.

False Reason for Leave: Termination will occur if an employee gives a false reason for a leave.

7.7 Military Leave (USERRA)

FCMS complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to the office. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact the Office Manager.

7.8 Jury Duty and Witness Leave

If you are summoned for jury duty, please make scheduling arrangements with your administrator as soon as you receive your summons or subpoena. All regularly employed trial or grand jurors will be paid regular wages for the first three days of juror service or any part thereof up to \$50 per day. You may use PTO pay during the unpaid jury leave.

7.9 Voting Leave

Upon prior request (before election day), you will be provided up to two hours of paid time off to vote if you do not have three or more nonwork hours in which to vote during the hours the polls are open. The time when you can go to vote will be at the discretion of your administrator, consistent with applicable legal requirements.

7.10 Bereavement Leave

FCMS recognizes the importance of taking leave on the occasion of a death in the family. Employees are entitled to up to five days off with pay for the funeral of an immediate relative (mother, father, sister, brother, spouse, child,

mother-in-law, grandparent, or grandchild). Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Employees taking bereavement leave must notify the Office Manager of their intention to do so. The school may request documentation to support absences for bereavement leave.

7.11 Worker's Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow FCMS procedures may affect your ability to receive Workers Compensation benefits. This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence.

7.12 Tuition Benefit

All full time salaried employees who have children in any FCMS program will receive a discounted tuition rate. The discount will equal 1/2 the total tuition for the program in which the child is enrolled. It will be limited to one child at a time per staff member.

8.0 Safety and Loss Prevention

8.1 Policy Against Violence

The safety and security of our employees, students, families, vendors, contractors, and the general public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on school property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on school property, except as required in the lawful course of business or as authorized by state law.

The following are prohibited:

1. Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
2. Any act or threat of violence, which endangers the safety of employees, students, families, vendors, contractors, or the general public.
3. Any act or threat of violence made directly or indirectly by words, gestures, symbols, or email.
4. Use or possession of a weapon on the school's premises managed by FCMS as permitted by state law.

It is a requirement that employees report to administration, in accordance with this policy, any behavior that compromises the school's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.

9.0 Health and Safety

The health and safety of employees and others on FCMS property are of critical concern to Fort Collins Montessori School. FCMS intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to administration immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on FCMS's premises, or in a product, facility, piece of equipment, process or business practice for which FCMS is responsible should be brought to the attention of management immediately.

Periodically, FCMS may issue rules and guidelines governing workplace safety and health. FCMS may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

9.1 Exposure Control

It is the policy of the Fort Collins School to provide a safe environment for our employees and visitors, and to comply with all state and federal regulations as they apply to our facility.

In accordance with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1030 entitled Occupational Exposure to Blood Borne Pathogens, an exposure control plan is written and will be implemented by the Fort Collins Montessori School as outlined in this document.

This exposure control plan will be reviewed annually by designated personnel who will assess compliance with these regulations, institute changes where necessary, and ensure that all equipment, supplies and training materials are available to all employees.

Responsible Persons

Head of School
Childcare Licensing Director
Board of Directors

Critical Definitions

BLOOD means human blood, human blood components, and products made from human blood.

BLOOD BORNE PATHOGENS means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not

limited to hepatitis B viruses (HBV) and human immunodeficiency viruses (HIV).

CONTAMINATED means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

DECONTAMINATION means the use of physical or chemical means to remove, inactivate or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

EMPLOYEE means someone who is being paid wages to perform service to the Fort Collins Montessori School.

ENGINEERING CONTROLS means controls (e.g. sharps disposal containers, self sheathing needles) that isolate or remove the blood borne pathogens hazard from the workplace.

EXPOSURE INCIDENT means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

OCCUPATIONAL EXPOSURE means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

PARENTERAL means piercing mucous membranes or the skin barrier through such events as needle stick, human bites, cuts, and abrasions.

PERSONAL PROTECTIVE EQUIPMENT is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

REGULATED WASTE means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

STERILIZE means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

UNIVERSAL PRECAUTIONS is an approach to infection control. According to the

concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

WORK PRACTICE CONTROLS means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Exposure Control Plan Matrix

Job Title	First Aid	CPR	Handling Exposed Trash Bags	Clean up Body Fluid Spill
Head of School	X	X		
Childcare Director	X	X	X	X
Custodial			X	X

Exposure Determination

Job Classification	Regular Exposure	Some Exposure	Rare Exposure	No Exposure
Administrator		X		
Guides		X		
Assistants		X		

Universal Precautions

ALL BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS WILL BE HANDLED AS IF CONTAMINATED BY A BLOOD BORNE PATHOGEN. UNDER CIRCUMSTANCES IN WHICH DIFFERENTIATION BETWEEN BODY FLUID TYPES IS DIFFICULT OR IMPOSSIBLE, ALL BODY FLUIDS WILL BE CONSIDERED POTENTIALLY INFECTIOUS MATERIALS.

Engineering and Work Practice Controls

Engineering and work practice controls will be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment will also be used. The following engineering controls will be utilized:

- ◆ Appropriately sized, protective gloves will be readily accessible at the work site to be used when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin.
- ◆ Hand washing facilities will be readily accessible to all employees; and when hand washing is not feasible, an appropriate antiseptic hand cleanser will be provided
- ◆ Any open cuts or sores on children or staff are kept covered.

- ◆ Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
- ◆ All surfaces in contact with body fluids are cleaned immediately with detergent and water, rinsed, and disinfected with an agent such as bleach in the concentration used for disinfecting body fluids (1/4 cup bleach per gallon of water or 1 tablespoon/quart).
- ◆ Gloves and paper towels or other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed with detergent, rinsed, and soaked in a disinfecting solution for at least 2 minutes and air dried. Machine washable items, such as mop heads, are washed with hot water and detergent in the washing machine. All items are hung off the floor or ground to dry. Equipment used for cleaning is stored safely out of children's reach in an area ventilated to the outside.
- ◆ A child's clothes soiled with body fluids are put into a closed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
- ◆ Hands are always washed after handling soiled laundry or equipment, and after removing gloves.
- ◆ Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure
- ◆ All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances
- ◆ It will be ensured that the work site is maintained in a clean and sanitary condition an appropriate written schedule for cleaning and method of decontamination will be posted; all equipment and environmental and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials
- ◆ Following a report of an exposure incident a confidential medical evaluation and follow up will be made available; there will be documentation of the route of exposure and the circumstances under which the exposure incident occurred; the source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, documentation of this declination will be obtained.

An accurate record for each employee with occupational exposure will be established the record will include the following:

- o Name and social security number of the employee
- o A copy of the employee's hepatitis B vaccination status with dates and any medical records relative to the employee's ability to receive vaccination.
- o A copy of examination results, medical testing, and follow-up procedures.
- o A copy of the healthcare professional's written opinion.
- o A copy of the information provided to the healthcare professional who evaluates the employee for suitability to receive Hepatitis B vaccination

- o prophylactically and/or after an exposure incident.
- o Training records with the dates of the training sessions, the names and qualifications of the trainer and the contents of the training sessions will be maintained for three years.
- o All records will be confidential, maintained, and made available to the appropriate persons upon request.

9.2 Blood Contact or Exposure

When a staff person or child comes into contact with blood (e.g. staff provides first aid for a child who is bleeding) or is exposed to blood (e.g. blood from one person enters the cut or mucous membrane of another person), the staff person informs the Director immediately.

When staff report blood contact or exposure, we follow current guidelines in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

9.3 Student Transportation Policy

The safe operation of motor vehicles is very important at FCMS. The following shall apply to all persons operating school vehicles or operating their own vehicles to transport students for any reason or for school business:

1. Fort Collins Montessori School reserves the right to order and review employee and volunteer MVRs as part of their standard background check policy. These reports are subject to Fort Collins Montessori's commercial auto policy underwriting guidelines, established by the insurance carrier during the applicable coverage period.
2. Employees or volunteers must have a valid driver's license at all times when operating a school vehicle, or their own personal vehicle when used for student transportation or school business.
3. All employees or volunteers must provide Fort Collins Montessori with a copy of their current Automobile Liability insurance showing proof of compliance with the minimum statutory limits required by Colorado, a copy of their current driver's license, and the attached waiver signed and dated.
4. Seatbelts are an essential element of our driver safety policy/procedures. All employees and volunteers must wear seatbelts while transporting students and must make sure that students are wearing seatbelts. All vehicles are subject to a visual inspection for safety.
5. Only authorized employees are allowed to operate school vehicles and they are for school business use only, unless management has granted prior verbal approval.
6. If an employee or volunteer is driving their own personal automobile for business use on behalf of the school, their personal automobile insurance will act as the primary insurance for damages related to an accident. If the employee or volunteer's own personal insurance limits have been exhausted, the schools automobile insurance

would respond on an Excess basis for damages related to a 3rd party. Fort Collins Montessori School is not liable for collision damage on an employee or volunteer's vehicle. Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report must be kept on file and updated upon insurance and license renewals.

7. When not in the driver's seat, the drivers shall place the vehicle in park, set the parking brake, turn off the engine, and remove the ignition key.

8. Drivers will not leave students unattended in or out of the vehicle for any length of time.

9. Drivers will only use their cell phones when the car is parked.

9.4 Operations of Vehicles/Cellular Phones

Any change in license status or driving record must be reported to management immediately.

It is the responsibility of every employee or volunteer to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Employees or volunteers with cell phones must refrain from using their phones while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Employees or volunteers who do not drive FCMS cars but use a cell phone for business use also must abide by the above regulations.

Under no circumstances should employees or volunteers feel that they need to place themselves at risk to fulfill school needs.

Since this policy does not require any employee or volunteer to use a cell phone while driving, employees or volunteers who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions.

Due to liability concerns, only under limited circumstances (i.e. when the emergency contact and alternatives listed cannot be reached) staff may transport program participants, volunteers or other staff members for emergency medical reasons. Staff members who use their personal vehicles in an emergency will maintain personal automobile insurance, a current driver's license, and use seatbelts. All children will only be transported in appropriate car seats.

9.5 Field Trips and Going Out

Field Trip: A trip off of school grounds planned by the teacher or the children for the

whole class to participate in for the purpose of extending knowledge, information, or experience in relation to classroom studies and/or community building.

Going Out: A trip off of school grounds planned, organized, and carried out by 2-5 students, supervised by the teacher and parents, for the direct purpose of extending knowledge, information, or experience in relation to classroom studies, which establishes and invigorates the children's responsibility for their own safety and helps ensure their ability to think clearly and make sound choices in taking care of themselves as they are deemed ready and able for this task.

FIELD TRIP & GOING OUT POLICY

- A school permission form must be signed by the parent or guardian of a student before the student may participate in any field trip or other activity away from school.
- Determinations regarding the appropriateness of a field trip/activity, supervision requirements, necessary accommodations and/or modifications, and other matters concerning students with disabilities or special needs shall be made by the students' IEP, § 504 team, or appropriate FCMS staff.
- Adult chaperones shall be either FCMS employees or authorized volunteers that are qualified under FCMS Volunteer Policy and have attended a volunteer training.
- FCMS reserves the right to deny any request for a field trip/activity, to cancel any previously approved field trip/activity up to the time of departure, and to terminate or redirect any field trip/activity in progress for any reason deemed necessary or appropriate, including but not limited to health/safety concerns or misconduct.
- District vehicles, private vehicles or commercial transportation may be used for student transportation in connection with any field trip/activity. In order to transport students in private vehicles, FCMS employees and authorized volunteers must be approved by FCMS through the FCMS Auto Policy and its application process.
- All personal vehicles are subject to a visual inspection by an FCMS employee before escorting students.
- All chaperones shall bring a safety backpack on the trip including first aid kit, wipes, medications, permission slips, emergency procedures, and emergency contact information.
- Students, FCMS employees and volunteers are subject to FCMS policies and regulations, including but not limited to policies and regulations included in the Code of Conduct, Student Transportation Policy, Auto Policy, and Health Department & Licensing regulations on every field trip/activity.
- Each field trip/activity, including the mode(s) of transportation to be used, shall be approved in advance on the appropriate school form by the Head of School after considering any information and recommendations provided by the insurance company.
- The Head of School shall approve an FCMS employee to serve as the sponsor for each field trip/activity. The sponsor shall have primary responsibility for the field trip/activity and all participating students, FCMS employees and volunteers. The Head of School shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity.

- In the case of an emergency, the sponsor and/or chaperone will contact emergency personnel as necessary and the school. The school will reach out to parents of participating students. In the case that a student has special needs, all instructions listed on IHPs, IEPs, or any other plan filed with the school will supersede.
- If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form for that student and a completed FCMS Incident Report to the office.

9.6 Injury Prevention on School Grounds

1. Proper supervision is maintained at all times, both indoors and outdoors. Staff position themselves to observe the entire play area.
2. The site is inspected daily for safety hazards by the Head of School and Director. Staff review their rooms daily and remove any broken or damaged equipment.

Hazards include, but are not limited to:

- Security issues (unsecured doors, inadequate supervision, etc.)
- General safety hazards (broken toys & equipment, standing water, chokable & sharp objects, etc.)
- Strangulation hazards
- Trip/fall hazards (rugs, cords, etc.)
- Poisoning hazards (plants, chemicals, etc.)
- Burn hazards (hot coffee in child-accessible areas, unanchored or too-hot crock pots, etc.)
- Outlets covered
- Closets locked
- Medications locked up and cleaning supplies away safely

3. The playground is inspected daily for broken equipment, environmental hazards, garbage, animal contamination, and required depth of cushion material under and around equipment by the Head of School and Director. It is free from entrapments, entanglements, and protrusions.
4. Toys are age appropriate, safe, and in good repair. Broken toys are discarded. Mirrors are shatterproof.
5. Cords from window blinds/treatments are inaccessible to children.
6. Hazards are reported immediately to the Director. The assigned person will insure that they are removed, made inaccessible or repaired immediately to prevent injury.
7. The Injury Log is monitored by the Director, monthly, to identify accident trends and implement a plan of correction.

We routinely get updates on recalled items and other safety hazards on the Consumer Products Safety Commission website: www.cpsc.gov

9.7 Procedures for Injuries and Medical Emergencies

1. Child is assessed and appropriate supplies are obtained.
2. First aid is administered by staff trained in first aid. Non-porous gloves (nitrile, vinyl or latex*) are used if blood is present. If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911. If only one staff member is present, person assesses for breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
3. Staff call parent/guardian or designated emergency contact if necessary. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital.
4. Staff record the injury/medical emergency on Incident/Accident/Illness Report.

The report includes:

- Date, time, place and cause of the injury/medical emergency (if known)
- Treatment provided
- Name(s) of staff providing treatment
- Persons contacted

A copy is given to the parent/guardian the same day and a copy is placed in the child's file. For major injuries/medical emergencies, parent/guardian signs for receipt of the report and a copy is sent to the licensor no later than the day after the incident.

5. The child care licensor is called immediately for serious injuries/incidents which require medical attention.

9.8 First Aid

At least one staff person with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid is present with each group or classroom **at all times**. Training includes: instruction, demonstration of skills, and test or assessment. Documentation of staff training is kept in personnel files.

Our first aid kits are inaccessible to children and located in main adult restrooms in each wing of the building. Minimal first aid supplies are also located in the upper cabinets and emergency kits in each classroom. First aid kits are identified by a Red Cross logo on the outside of cabinet.

Each of our first aid kits contain all of the following:

- First aid guide
- Sterile gauze pads (different sizes)

- Small scissors
- Adhesive tape
- Band-Aids (different sizes)
- Roller bandages (gauze)
- Large triangular bandage
- Gloves (nitrile, vinyl, or latex)
- Tweezers for surface splinters
- CPR mouth barrier
- Cold pack
- Plastic bags
- Hand sanitizer

Our first aid kits do not contain medications, medicated wipes, or medical treatments/equipment which would require written permission from parent/guardian or special training to administer.

Travel First Aid Kit(s)

A fully stocked first aid kit is taken on all field trips and playground trips and is kept in each vehicle used to transport children. These travel first aid kits **also** contain:

- Water and paper towels
- Cell phone, walkie-talkies, and/or change for phone calls.
- Copies of completed **Consent for Emergency Treatment** and **Emergency Contact** forms

All first aid kits are checked by the Director and restocked monthly or sooner if necessary.

First Aid for Accidental Poisoning

In cases of poisonings, **contact the regional Poison Center:**

ROCKY MOUNTAIN POISON CONTROL: 1-800-222-1222

The poison center's nurses will assess the situation, determine if there is any risk to the individual, and recommend appropriate care. They can also advise the first aid provider on the need for the individual to be seen by a physician. **Most** cases of accidental poisoning can be managed without referral to a health care facility.

INGESTED/SWALLOWED

NOTE: Ingested poisoning can occur from drug overdoses, medication errors, household and industrial chemicals, and improperly prepared foods. **Call Poison Center.**

TREATMENT

1. If individual is unconscious, in severe respiratory distress, or if

directed by **Poison Center**, call **911**.

2. Wear gloves. Use Standard Precautions (see **Standard Precautions**).

3. If necessary, certified personnel start CPR. Avoid direct mouth-to-mouth contact (see **CPR**).

4. If necessary, treat for Shock (see **Shock**).

5. If a potentially caustic or corrosive liquid chemical has been swallowed and individual is not vomiting blood, have individual rinse mouth with water and spit it out several times before giving **only 4** ounces (1/2 cup) of water to drink. This is the **only** situation in which an individual can have something to drink before calling **Poison Center**.

6. If individual is in no apparent life threatening distress, allow individual to rest.

7. **Do not** give any medication, food, or liquid until told to do so by the **Poison Center**.

8. Call **Poison Center** for additional treatment. Provide following information:

- ◆ Substance ingested
- ◆ When ingested
- ◆ Quantity ingested
- ◆ Individual's estimated weight
- ◆ Current symptoms (nausea, vomiting, abdominal pain, etc.)

9. When medical personnel are notified provide them with:

- ◆ All containers, food, drinking glasses, bottles, etc. found near the individual.
- ◆ Container of known poison.
- ◆ Any information known regarding prescription medicine the individual is taking.

10. Call parent.

9.9 Policy and Procedure for Excluding Ill Children

Children with any of the following symptoms are not permitted to remain in care:

1. Fever of 100 degrees (axillary).

No rectal or ear temperatures are taken. Digital thermometers are used.

(Oral temperatures may be taken for preschool through school age children if single use covers are used over the thermometer. Glass thermometers contain mercury, a toxic substance, and are therefore should not be used. Temperature strips should not be used because they are frequently inaccurate.)

2. **Diarrhea or Vomiting**

3. **Earache** with fever

4. Profuse green **nasal discharge**

5. **Headache** that affects activity level

6. **Rash**, undiagnosed or quickly spreading

7. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment.

8. **Sick appearance, not feeling well, and/or not able to keep up with program activities.**

9. **Open or oozing sores**, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.

10. **Lice or scabies:**

Head lice: until no nits are present.

Scabies: until after treatment is begun.

Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms, she/he has been free of all fever, vomiting, diarrhea or other symptoms of illness for 24 hours, has been on antibiotics for 24 hours, or there is a verifiable doctor's note stating the child is not contagious to those around them. This policy is required by the Health Department and is in effect for the health and safety of your child as well as that of other children and staff. The director reserves the right to determine whether or not a child will be allowed to stay.

Children with any of the above symptoms/conditions are separated from the group and

cared for in the ill child room. The parent/guardian or emergency contact is then notified to pick up the child.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by posting a notice on parent information board. Individual child confidentiality is maintained.

In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. This is located in the director's office.

Staff members follow the same exclusion criteria as children.

9.10 Communicable Disease Reporting

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Colorado are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed below. **In addition, providers should also notify their Public Health Nurse when an unusual number of children and/or staff are ill (for example, >10% of children in a center), even if the disease is not on this list or has not yet been identified.**

To report any of the following conditions, call Public Health at (303) 692-2700.

- [Acinetobacter](#)
- [Animal-related \(zoonotic\) diseases](#)
- [Bed Bugs](#)
- [Botulism](#)
- [Campylobacter](#)
- [Carbapenem-resistant Enterobacteriaceae \(CRE\)](#)
- [Chickenpox \(varicella\)](#)
- [Cholera and other Vibrio Illnesses](#)
- [Clostridium difficile \(C.diff\)](#)
- [Colorado Tick Fever](#)
- [Cryptosporidium](#)
- [E.Coli O157:H7 and Shiga Toxin-Producing E.coli \(STEC\)](#)
- [Flu \(influenza\)](#)
- [Foodborne Illness Outbreaks](#)
- [Giardia](#)
- [Haemophilus influenzae type b \(Hib\)](#)
- [Hand Hygiene](#)
- [Hansen's Disease \(Leprosy\)](#)
- [Hantavirus](#)
- [Healthcare Associated Infections](#)
- [Hepatitis](#)
- [Hepatitis A](#)
- [What is Hepatitis?](#)
 - [Data & Disease Monitoring](#)
 - [Living with Hepatitis](#)
 - [Hepatitis Resources](#)
 - [Resources for Health Care Professionals and Labs](#)
 - [About the Hepatitis Program](#)
 - [Preventing Transmission](#)
- [Influenza \(flu\)](#)
- [Injection Safety](#)
- [Invasive Pneumococcal Disease \(IPD\)](#)
- [Legionnaire's Disease \(Legionellosis\)](#)
- [Leprosy \(Hansen's Disease\)](#)
- [Listeria](#)
- [Lyme Disease](#)
- [Measles](#)
- [Meningitis](#)
- [Meningococcal Disease](#)
- [Methicillin-resistant Staphylococcus aureus \(MRSA\)](#)
- [Multi-drug Resistant Organisms \(MDROs\)](#)
- [Mumps](#)
- [Norovirus and Viral Gastroenteritis](#)
- [Outbreaks of Foodborne Illness](#)
- [Pertussis](#)
- [Plague](#)
- [Pneumococcal Disease \(Invasive\)](#)
- [Relapsing Fever](#)
- [Rabies](#)
- [Rocky Mountain Spotted Fever](#)
- [Salmonella](#)
- [Sexually Transmitted Infections/HIV](#)
 - [General Information about Sexually Transmitted Infections](#)
 - [FAQs About Sexually Transmitted Infections](#)
 - [STI/HIV Reports and References](#)
 - [Resources for Health Professionals and Local Health Departments](#)
 - [Resources for Current and Potential Contractors](#)
 - [Services for People with HIV](#)
 - [Community Involvement for STI/HIV](#)
 - [STI/HIV Prevention Training Centers](#)
 - [Announcements](#)
 - [STI/HIV Program Contacts](#)
- [Shigella](#)
- [Staph infections, Methicillin-resistant](#)
- [Shiga-toxin producing E.coli \(STEC\)](#)
- [Streptococcus pneumoniae](#)
- [Tick-Borne Diseases](#)
- [Tuberculosis](#)
 - [General TB information](#)
 - [Data & Disease Monitoring](#)
 - [Resources for Health Professionals and Local Public Health](#)
 - [Testing Guidelines and Recommendations](#)
 - [Get Involved with TB Prevention](#)
 - [TB Program Contacts](#)
- [Tularemia](#)
- [Typhoid Fever \(Salmonella typhi\)](#)
- [Vancomycin-Intermediate/Resistant Staphylococcus aureus \(VISA/VRSA\)](#)
- [Varicella \(chickenpox\)](#)
- [Vibrio](#)
- [Viral Gastroenteritis](#)
- [West Nile Virus](#)
- [Whooping Cough \(pertussis\)](#)

When children have been diagnosed with a communicable illness FCMS will immediately notify the local health department, all staff members, and all parents and guardians of children in care. Children's confidentiality will be maintained.

Parents need to report exposure of a child to communicable illness outside of FCMS, and, at the discretion of the Head of School, the child should be excluded from the center for the period of time prescribed by the child's physician or by the local health department.

Staff members with a communicable illness are not permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.

9.11 Administration of Routine Medications at FCMS

To ensure safe and accurate administration of routine medications to all children in school, child care or camp settings. The RN consultant or staff Registered Nurse will delegate and supervise the task of medication administration only to those care providers and staff members who have completed the approved Medication Administration Training.

Because the administration of medication requires extra staff time and safety considerations, parents should check with their healthcare provider to see if a dosage schedule can be arranged that does not involve the hours the child is in school or child care setting.

9.12 Medication Administration Policy

The following requirements must be met before administering medications.

- Written Authorization from the Health Care Provider
- Parent Written Authorization
- Medication in the original labeled container
- Proper care and storage of medication
- Documentation of medication administration

Nebulized medications and emergency injections (Epi-Pen®) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider. Parents are responsible for providing all medications and supplies to the school/child care program. In most situations, children should not transport medications to and from school/childcare; this includes medication placed in a diaper bag or backpack. Special arrangements must be considered regarding the safe transport of medications for children attending camp programs.

Program staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Program staff must count and record the quantity of controlled substances (e.g., Ritalin®) received from the parent, in the presence of the parent.

Medications that have expired or are no longer being used at the center should be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of by a medication trained person or the RN, according to established procedures.

9.13 Medication Administration Procedure

Care and Storage:

Medications administered in school or child care settings should be stored in a secure, locked, clean container and under conditions as directed by the health care provider or pharmacist. Medications that require refrigeration should be stored in a leak-proof container (locked box) in a designated area of the refrigerator separated from food OR in a separate and locked refrigerator used only for medication.

Once all requirements are met, the care provider will administer the medications utilizing the 5 Rights of Medication Administration:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

Documentation:

Any medications routinely administered must be documented on the Medication Log by the person administering the medication.

9.14 Medication Incidents

A medication incident is any situation that involves any of the following:

- Forgetting to give a dose of medication
- Giving more than one dose of the medication
- Giving the medication at the wrong time
- Giving the wrong dose
- Giving the wrong medication
- Giving the wrong medication to the wrong child
- Giving the medication by the wrong route
- Forgetting to document the medication

Medication incidents are documented on a Medication Incident Report and reported to the RN nurse consultant, child's parents, program administrator and health care provider (as appropriate). Medication incidents that involve medication given to the wrong child or an overdose of medication require consult with Poison Control.

DO NOT INDUCE VOMITING UNLESS INSTRUCTED BY POISON CONTROL.
POISON CONTROL NUMBER IS: 1-800-222-1222

9.15 Disposal of Medications

Medications that have not been picked up by the parent, once notified by program staff, must be disposed of by:

- Take unused, unneeded, or expired prescription drugs out of their original containers
- Mix the prescription drugs with an undesirable substance, like used coffee grounds or kitty litter, and put them in impermeable, non-descript containers, such as empty cans or sealable bags, further ensuring that the drugs are not diverted or accidentally ingested by children or pets
- Wrap these containers so that the content cannot be easily seen
- Throw these containers in the trash
- It is the responsibility of the RN consultant or designated staff person to dispose of medications with one witness present.
- Document on the Medication Log or Disposal Log the, date, time, child's name, name of the medicine(s), signature of staff person or RN and witness.

9.16 Self-Carry Medications/Independent Care

In Colorado, children may be allowed to self-carry asthma and anaphylaxis medications or independently care for diabetes in school as well as some group care settings. Self-administration in these settings refers to situation in which students carry their medication on their person and administer the medication to themselves while in these settings as ordered by their healthcare provider, authorized by the parent and the school district or program policy. Typically this medication is not handled by school or child care personnel nor stored in the program's medication storage area.

According to Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act Guidelines a variety of "factors should be assessed by the school nurse in determining when a student should self-carry and self-administer life-saving medications." These factors include, but are not limited to:

Student Factors:

- Desire to carry and self-administer
- Appropriate age, maturity and/or developmental level
- Ability to use correct technique in administering the medication
- Willingness to comply with school/program rules about the use of the medication while in the setting

Parent/Guardian Factors:

- Desire for student to self-carry and self-administer
- Awareness of program policies and parent responsibilities
- Commitment to ensuring that the child has the medication, medications are refilled when needed, medications are not expired
- Provision of back-up medication for emergencies.

School/Program Factors:

- Availability of trained staff while children are in the program setting

- Availability of trained staff in case of loss or inability to administer medication
- Ability to disseminate information about medication use to all staff who need to know
- Communication system to contact appropriate staff in case of a medical emergency
- Opportunity for school nurse to assess child's status and technique
- Availability of the school nurse to provide oversight and support

Open communication is the key and this communication should include healthcare providers, families, and school personnel especially the school nurse. In addition, a contract with all students who self-carry or independently monitor is required along with the individual health plan so that the proper safeguards can be in place.

9.17 Sunscreen

FCMS obtains the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outside play on the topical product permission form. A doctor's permission is not needed to use sunscreen. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name. Children over 4 years of age may apply sunscreen to themselves under the direct supervision of a staff member. Please follow instructions for non-prescription medication if you would like sunscreen to be applied during the school day. (The parent must provide the sunscreen).

9.18 Children with Special Medical Needs

FCMS is committed to meeting the needs of all children. This includes children with special health care needs such as asthma and allergies, as well as children with emotional or behavior issues or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit.

1. Confidentiality is assured with all families and staff in our program.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
4. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with our public health nurse consultant and other agencies/organizations as needed.

5. An individual plan of care is developed for each child with a special health care need.

The plan of care includes information and instructions for:

- daily care
- potential emergency situations
- care during and after a disaster

Completed plans are requested from the child's health care provider annually or more often as needed for changes. Plans are reviewed, initialed, and dated annually by parent/guardian. The Director is responsible for ensuring care plans are kept updated. Children with special needs are not present without plan on site.

6. All staff receive general training on working with children with special needs and updated training on specific special needs that are encountered in their classrooms.

7. Teachers, cooks, and other staff will be oriented to any special needs or diet restrictions by the Director.

9.19 Emergency Records

It is mandatory that all health forms be kept current for both students and staff (Required by Colorado State Department of Education as well as Childcare Licensing: Registration Form, Emergency Card, Medical Statement, and Immunization Form). If you go to the doctor during the school year, please update your immunization record as needed. All health forms **MUST** be on file within thirty days of employment.

Please keep the school informed of any changes in your contact information on your Emergency Card. The school must have accurate phone numbers for home, work and emergency contacts. Kindly indicate on the form which number should be used first.

According to licensing regulations, if a non-immunized child is admitted to the center, all parents must be notified while protecting the child's confidentiality.

9.20 Handwashing

Soap, warm water (between 85 and 120 degrees F), **and individual towels are available for staff and children at all sinks, at all times.**

All **staff** wash hands with soap and water:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after handling foods, cooking activities, eating or serving food
- (c) After toileting self or children
- (d) Before, during (with wet wipe - this step only), and after diaper changing
- (e) After handling or coming in contact with body fluids such as mucus, blood, saliva, or urine
- (f) Before and after giving medication
- (g) After attending to an ill child
- (h) After smoking
- (i) After being outdoors
- (j) After feeding, cleaning, or touching pets/animals
- (k) After giving first aid

Children are assisted or supervised in handwashing:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after meals and snacks or cooking activities (in handwashing, not in food prep sink)
- (c) After toileting or diapering
- (d) After handling or coming in contact with body fluids such as mucus, blood, saliva or urine
- (e) After outdoor play
- (f) After touching animals
- (g) Before and after water table play

Handwashing Procedure

The following handwashing procedure is followed:

1. Turn on water and adjust temperature.
2. Wet hands and apply a liberal amount of soap.
3. Rub hands in a wringing motion from wrists to fingertips for a period of not less than 20 seconds.
4. Rinse hands thoroughly.
5. Dry hands using an individual paper towel.
6. Use hand-drying towel to turn off water faucet(s) and open any door knob/latch before discarding.
7. Apply lotion, if desired, to protect the integrity of skin.

Handwashing procedures are posted at each sink used for handwashing. The use of hand sanitizers in lieu of handwashing is not allowed.

9.21 Cleaning, Sanitizing/Disinfecting, and Laundering

Cleaning, rinsing, and sanitizing/disinfecting are required on most surfaces in child care facilities, including tables, counters, toys, diaper changing areas, etc. This 3-step method helps maintain a more sanitary child care environment and healthier children and staff.

1. **Cleaning** removes a large portion of germs, along with organic materials - food, saliva, dirt, etc. – which decrease the effectiveness of sanitizers/disinfectants.
2. **Rinsing** further removes the above, along with any excess detergent/soap.
3. **Sanitizing/disinfecting** kills the vast majority of remaining germs.

Storage

Our cleaning and sanitizing/disinfecting supplies are stored in a safe manner in the custodial closet. All such chemicals are:

- inaccessible to children,
- in their original container and clearly labeled,
- separate from food and food areas,
- in a place which is ventilated to the outside,
- kept apart from other incompatible chemicals (e.g., bleach and ammonia create a toxic gas when mixed), **and**
- in a secured cabinet, to avoid a potential chemical spill in an earthquake

Our science and art supplies are stored in a safe manner in the classrooms. All such chemicals are:

- inaccessible to children,
- in their original container and clearly labeled,
- art supplies are all non-toxic and approved for school use
- science supplies prohibited: strong acids and bases, carcinogenic materials, toxic organic solvents, materials that produce toxic dusts, and materials with heavy metals such as lead, mercury, or cadmium

Cleaning

We use the following product for cleaning surfaces a few drops of liquid dish soap mixed with water, then wipe surface with a clean rag.

Rinsing

We use the following method for rinsing: spray bottle with clear water.

Sanitizing/Disinfecting

We use the following product for sanitizing/disinfecting surfaces: Sanidate hard surface sanitizer, Oxivir TB disinfectant. When these products are not available, a bleach and water solution is used. Cleaning and sanitizing spray bottles for diaper changing areas are prepared in the health room. (To prevent contamination from occurring, these spray bottles should not be prepared **or used** in kitchen or other food-contact area.) Bleach solutions*, as needed, are prepared and used as outlined below:

Body fluids (BF) solution for disinfecting:	Amount of Bleach	Amount of Water	Contact Time
Diapering areas, body fluids, bathrooms and	1 tablespoon ¼ cup	1 quart 1 gallon	2 minutes

bathroom equipment.			
General purpose (GP) solution for sanitizing:	Amount of Bleach	Amount of Water	Contact Time
Table tops, counters, toys, dishes, mats, etc.	¼ teaspoon (6%, less if 8%) 1 teaspoon (6%, less if 8%)	1 quart 1 gallon	2 minutes

- Bleach solution/sanitizer is applied to surfaces that have been cleaned and sanitized.
- Bleach solution/sanitizer is allowed to remain on surface for at least 2 minutes or air dry.
- Bleach solutions/sanitizer are made up daily by the Director and tested, using measuring equipment. For those handling full strength bleach, we supply protective gear, including gloves and eye protection, as per manufacturer's instructions.
- Mats are washed, rinsed, and sanitized (GP) weekly, before use by a different child, after a child has been ill, **and** as needed. Mats must be stored so bedding and sleep surfaces do not have contact between uses.
- Door handles are cleaned, rinsed, and sanitized (GP) daily, or more often when children or staff members are ill.
- Any drinking fountains are cleaned, rinsed, and sanitized (GP) daily or as needed.
- Solid-surface floors are swept, washed, rinsed, and sanitized (GP) daily.
- Carpets and rugs in all areas are vacuumed daily and steam cleaned every 6 months or as necessary. Carpets are not vacuumed when children are present (due to noise and dust).
- Painted furniture is kept free of paint chips. No bare wood is exposed; paint is touched up as necessary. (Bare wood cannot be adequately cleaned and sanitized.)
- Garbage cans are lined with disposable bags and are emptied when full. Outside surfaces of garbage cans are cleaned, rinsed, and sanitized daily. Inside surfaces of garbage cans are cleaned, rinsed, and sanitized as needed. (Diaper and food-waste cans must have tight-fitting lids and be hands-free. Garbage cans for paper towels must be hands-free; that is, lid-free or with a pedal-operated lid.)
- Tables are cleaned, rinsed, and sanitized (GP) before and after snacks or meals.
- Only washable toys are used. Mouthed toys are placed in a plastic "mouthed toy" container after use by each child. Mouthed toys are then cleaned, rinsed, and sanitized (GP) before use by a different child. Toys are washed, rinsed, and sanitized either in a full wash and dry cycle in the dishwasher or by the use of buckets, sinks, or spray bottles containing liquid detergent and water, rinse water, and bleach solution. Cloth toys and dress-up clothes are washed weekly (or as necessary) with 140°F water. Dress-up clothes are laundered and stored during an outbreak of lice or scabies. Other toys are washed, rinsed, and

sanitized (GP) weekly (or more often, as necessary) as described above for “mouthed toys.”

- Water tables are emptied and cleaned, rinsed, and sanitized (GP) after each use, or more often as necessary. Children wash hands before and after water table play.

Laundering

Towels and washcloths, and other linens, where provided, shall be laundered to insure exposure to a water temperature of at least one hundred-thirty degrees (130 degrees F) for a combined wash and rinse period of at least twenty-five (25) minutes or an equally effective washing procedure. Such linens, towels, and washcloths shall be issued clean, used by only one person and shall be laundered after each use.

9.22 Diapering/Changing

It is strongly encouraged for students to be out of diapers to attend our school. In the case that that is not possible, the following diapering/changing procedure is posted and followed at our center:

1. Wash hands.
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
3. Put on disposable gloves.
4. Coach child in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).
5. Put soiled diaper/pull-up/underpants in plastic bag (or assist child in doing so).
6. Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).
7. Put soiled wipes in plastic bag (or assist child in doing so).
8. Close and dispose of plastic bag into hands-free covered trash can lined with a plastic garbage bag.
9. If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.
10. Wash hands (in sink or with wipe) and coach child in doing the same.
11. Coach child in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/handwashing sink).
13. Close and put any bag of soiled clothing or underpants out of child’s reach to be sent home.

14. Use 3-step method on mat and floor where change has occurred:
 - a. Clean with detergent and water.
 - b. Rinse with water.
 - c. Disinfect with bleach solution (1 T. bleach in 1 quart water). Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
15. Wash hands (in bathroom/handwashing sink).

9.23 Emergencies, Drills and Evacuations

FCMS will conduct regular drills for all crisis plans listed in the Crisis Management Plan of the school. Drills will be scheduled and done randomly. We will use the Crisis Response and Management manual as a guideline for best practice. This manual has been developed with cooperation from the police, fire, emergency responders of Fort Collins. A copy of this manual is available in each classroom.

9.24 Chemical Storage, Handling, Disposal, and Spills Procedures

1. Chemical Inventory

A reagent chemical inventory should be conducted at least once a year. The chemical inventory record should -

- Contain the date the inventory was conducted.
- Identify chemical reagents by name and formula.
- Specify the amount of each reagent present.
- Indicate the storage location of each reagent.
- Indicate the hazard of each reagent, using information from the Material Data Safety Sheet (MSDS) for each substance and the appropriate National Fire Protection Association hazard code.

2. Chemical Storage

General Guidelines

- Secure storage areas against unauthorized removal of chemicals by students or others.
- Protect the school environment by restricting emissions from stored reagent chemicals. Vents should be ducted to the outside.
- Where possible, storage areas should have two separate exits.
- Maintain clear access to and from the storage areas.
- Do not store chemicals in aisles or stairwells, on desks or laboratory benches, on floors or in hallways, or in fume hoods.
- Use NFPA- or OSHA-approved storage cabinets for flammable chemicals.
- Use an appropriate "Acid Cabinet" for any acid solutions of 6 M concentration or higher. Nitric acid needs to be isolated.
- Use refrigerators of explosion-proof or explosion-safe design only. Do not use standard refrigerators to store flammable chemicals. Place NO FOOD labels on refrigerators used to store chemicals.
- Label storage areas with a general hazard symbol to identify hazardous chemicals and indicate correct fire fighting procedures.

- File a Material Safety Data Sheet (MSDS) for every chemical stored in the laboratory.
- Store all reagent chemicals in compatible family groups. Do not alphabetize.
- Store all chemicals at eye level and below. The preferred shelving material is wood treated with polyurethane or a similar impervious material. All shelving should have a two-inch lip. If you use shelving with metal brackets, inspect the clips and brackets annually for

corrosion and replace as needed.

- Store chemical reagents prepared in the laboratory in plastic bottles (if possible and appropriate to the chemical) to minimize the risk of breakage.
- Date containers upon receipt and again when opened.
- Attach chemical labels with all necessary information to all containers.
- When opening newly received reagent chemicals, immediately read the warning labels to be aware of any special storage precautions such as refrigeration or inert atmosphere storage.
- Test peroxide-forming substances periodically for peroxide levels; dispose of these substances after three months unless the MSDS for the substance indicates a longer shelf life.
- Check chemical containers periodically for rust, corrosion, and leakage.
- Store bottles of especially hazardous and moisture-absorbing chemicals in chemical-safe bags.
- Maintain a complete inventory in the room where the chemicals are stored, and make a copy available to firefighters.
- Keep storage areas clean and orderly at all times.
- Have spill cleanup supplies (absorbents, neutralizers) in any room where chemicals are stored or used.

b. Storage of Flammable and Combustible Liquids

- Limit the amount of flammable and combustible materials stored to that required for one year of laboratory work.
- Use only NFPA- or OSHA-approved metal flammables cabinets to store flammable and combustible liquids. Label the cabinets FLAMMABLE - KEEP AWAY FROM FIRE.
- When possible, store flammable and combustible liquids in their original containers or safety cans. A safety can is an approved container of not more than 5 gallons (18.9 L) capacity. The container should have a spring-closed spout cover and an integral flame-arrestor and be designed to relieve internal pressure safely when exposed to fire.

2. Handling Reagent Chemicals/Dispensing Reagent Chemicals

The MSDS for an individual substance should always be consulted before a chemical is used for any reason. It is the best source of information about possible hazards, spill procedures, handling procedures and first aid for any substance. Teachers are responsible for instructing their students about safe methods for working with chemicals.

a. Safety Guidelines for Dispensing Reagent Chemicals

- Use the smallest amount of the chemical possible in any experiment. Microscale experiments should be considered.
- Consider distributing the amount of chemical for an experiment into vials for each student. This minimizes waste and can save time during the class period.
- Use proper containers for dispensing solids and liquids. Solids should be contained in wide-mouthed bottles and liquids in containers that have drip-proof lips.

- Label all containers properly.
- Never return dispensed chemicals to stock bottle, as it inevitably results in contamination despite your best precautions.

b. **Dispensing Flammable Liquids**

When a liquid flows from one container to another, static electricity can build up in one of the containers. If this charge becomes large enough, a spark will be produced between the containers, and a flammable liquid may be ignited. This is particularly a danger when the liquid is stored in a large container and distributed to smaller containers. Such containers should be bonded and grounded:

3. **Spill Cleanup**

a. **General Notes on Chemical Spills**

- Spills should be contained, the area cleared of students, and the spill cleaned up immediately.
- Waste from spill cleanup should be disposed of appropriately.
- After floor spill has been thoroughly cleaned up in the appropriate manner, the area should be mopped dry to minimize the risk of slipping and falling.

b. **Spills that Constitute Fire Hazard**

- Extinguish all flames immediately.
- Shut down all experiments.
- Vacate the room until the situation has been corrected.

c. **Other Spills**

- Use an absorbent material to neutralize the liquids. Materials include:
 - for acids, powdered sodium bicarbonate
 - for bromine, sodium thiosulfate solution (5-10%) or limewater
 - for organic acids, halides, nonmetallic compounds, or inorganic acids, use slaked lime and soda ash
 - or general spills, use commercial absorbents or spill kits, small particles of clay absorbents (kitty litter), or vermiculite
- Wear rubber gloves and use a dustpan and brush. Clean the area thoroughly with soap and water, then mop dry.
- Aromatic amine, carbon disulfide, ether, nitrile, nitro compound, and organic halide spills should be absorbed with cloths, paper towels, or vermiculite and disposed of in suitably closed containers.

4. **Disposing of Waste**

Teachers should be aware of the appropriate method of disposal for any chemical used in the school laboratory. When in doubt, refer to the MSDS, a disposal manual, or the source of the chemical.

9.25 Procedure for Identifying Where Children are at all Times

Teachers are responsible for knowing where all children are at all times. Teachers do periodically “count heads” throughout the day, making sure that every child who is signed in is present in the room. These head counts should take place every fifteen

minutes throughout the day in Primary. Teachers keep the sign-in/out sheet with them at all times.

Teachers are expected to ensure the safety of all children at all times, especially when taking the children away from the classrooms. Duties include:

1. Counting the children in attendance that day
2. Comparing the number of children in attendance with the daily sign-in by the parents
3. Counting the children when they line up to return from the outing
4. Counting the children when they arrive back in the Primary or Elementary rooms
5. There will be one teacher designated as the safety person for each excursion. That person will be the additional head counter, sign-in sheet and first aid pack carrier, responsible for checking off the names of each child present that day on the sign-in sheet.
6. Teachers are aware of what is happening in the environment. Never simply assume you know where the children are or what they are doing. Teachers must exhibit effective communication between team members and other teacher(s). When communicating with each other, provide specific details about: who, what, where and why.
7. While at Recess, students are allowed to go to the bathroom one at a time using the bathroom pass to the nearest classroom. Students may not leave the playground except through the main playground entrance. One teacher will monitor the exit gate, and the others will disperse around the playground to supervise the children. Children will be counted before leaving the playground and matched to the attendance count.

9.26 Student Discipline, Suspension and Expulsion

1. Fort Collins Montessori School Code of Conduct

Fort Collins Montessori School's goal is to help each student attain the independence and self-confidence needed to become self-disciplined. In so doing, the school will provide a community with structure and order that aids students in the development of self-discipline. Behavior is based on cooperation, logical and natural consequences, fairness, consistency and the belief that all people have the ability to look at themselves honestly, and to change and grow. Fort Collins Montessori School's common goal is the creation of a supportive educational environment where an enthusiasm for learning is fostered. There are certain rights, responsibilities, and consequences that contribute to that environment.

2. Philosophy and Understanding

Behavior at Fort Collins Montessori School is based on a positive attitude

toward children, awareness of the developmental psychology of children, and the unique ability to view and address each child's needs as an individual. Students are taught that Fort Collins Montessori School is a peaceful school based upon mutual respect and care for the community. Teachers model appropriate behaviors, and teach students problem-solving skills and conflict resolution strategies. The goal is to help children arrive at inner discipline through concentrated work, and the child is assisted in developing the skills necessary to control his/her own actions to develop self-discipline. Natural and/or logical consequences are used as a means of helping the child to develop inner limits. Teachers explain the reasons for limits or rules to be sure children understand the need for them, and strive to create an environment to promote learning, where children feel safe and secure.

Peaceful resolution is inherent within the Montessori pedagogy and philosophy and the goal is to teach students to be skilled peacemakers. Students are taught that their behavior and interactions with others will demonstrate compassion, affirmation of others, active listening, respectfulness and peaceful conflict resolution.

Fort Collins Montessori School encourages students to show respect for differences. This is done while fostering a school environment free from all forms of bullying and intimidation whether physical, social, emotional or verbal. The school's focus, based on Montessori Pedagogy, is on preventative measures for such behaviors, by teaching children how to:

- Be caring and courteous
- Cooperate with others
- Deal with angry feelings
- Stand up for themselves without being aggressive
- Respect and celebrate the unique qualities of every person
- Make appropriate behavioral and academic choices

Fort Collins Montessori School will take a progressive educational approach for a safe and peaceful learning environment. Starting at the earliest ages and whenever a student first enters the school, FCMS will provide the skills necessary not only to learn basic safety rules but to interact with classmates, teachers, families and the larger school community in positive and constructive ways. The intention of this education is to foster the development of inner discipline in the child.

Inner discipline consists of four components:

- Distinct knowledge of safety rules;
- Clear awareness of responsibility;

- Respectful attitude towards the members of the school community and the larger global learning environment;
- An understanding and preparedness of the proper way of acting under different circumstances in different places.

Teachers at all age levels will provide lessons in suitable class, school, and community behaviors through direct instruction, modeling and reminders. Teachers will support children in solving difficulties amongst themselves. Clear guidelines, based on three major propositions, are communicated in each room:

- Respect for self
- Respect for others
- Respect for environment

Staff at Fort Collins Montessori School will model appropriate behavior to further provide examples of how people act in social settings. Older children will also model proper behaviors for the younger children, providing even more examples of appropriate behaviors.

Because of the open and respectful nature of this approach, students will understand that mutual respect, care and consideration for others and an empathetic interest in the environment are important in school and all other places. Any issues that arise will be handled individually (or by group) with that person first. If further discussion is necessary, students in the elementary classes can bring up the matter in a regularly scheduled class meeting for arbitration. Fort Collins Montessori School will not use parents or family as a threat, but rather as partners in this growth process. Our school will strongly encourage families to support this method and support their child in his/her total growth, not just in being “good for the teacher”. Fort Collins Montessori School will care very much about each child and will encourage this partnership to be useful with continuous dialogue. On minor incidents, it will not be uncommon for staff members to request that a student talk to his/her family about a decision or action so that they can brainstorm other ways to handle a situation.

The staff of Fort Collins Montessori School will have the responsibility to:

- Work with the children to develop reasonable classroom ground rules consistent with the mission and beliefs of the school.
- Post ground rules in each classroom and keep them on file in the office; make rules clear to all students.
- Explain through regular class meetings, modeling and dialogue what the standards for behavior are for both the classroom and the school.
- Maintain appropriate behavior in the classroom and the school through redirection and dialogue with the student and his/her family.

Report and record school discipline problems to the Head of the School

and family using a communication form (in development).

“Making good choices, even when others are not watching” will be an important standard at Fort Collins Montessori School. The school will strongly suggest that families keep an open dialogue with their children about “making choices” which directly influences moral development. Fort Collins Montessori School students will not get “in trouble” and teachers will not recognize a “bad day” as an excuse for inappropriate behavior. However, teachers will be very empathetic to children’s issues and concerns, and will validate them whenever appropriate. Fort Collins Montessori School will remind and encourage all learners that “only you make your choices” and will initiate problem solving whenever possible.

When situations do arise, each incident will be assessed individually. Fort Collins Montessori School recognizes that all children are different and have different needs. Fort Collins Montessori School will encourage all students to “use their words” when a situation arises. A child may use firm language to redirect an unwanted behavior, walk away or get help. Retaliation will not be an option and the adult supporting the situation will not be concerned with “who started it”. Instead Fort Collins Montessori School will support each child in peaceful conflict resolution and taking responsibility for their actions.

3. Legal Basis for Fort Collins Montessori School Discipline Procedures

While Fort Collins Montessori School hopes that unwanted behaviors will be uncommon at the school, there may be occasions where children need more formal direction. Therefore, Fort Collins Montessori School will provide consequences based on C.R.S. §22-33-106, “Grounds for suspension, dismissal and denial of admittance,” as outlined below. Parents and students will receive a copy of both the Montessori approach to discipline discussed above along with this discipline policy at the beginning of each school year as part of the parent/student handbook.

Grounds for suspension or expulsion from Fort Collins Montessori School:

- Continued willful disobedience
- Open and persistent defiance of proper authority
- Willful destruction or defacing of school property
- Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including

behavior which creates a threat of physical harm to the child or children.

An exception to this rule is if the child who creates such a threat is a disabled child pursuant to C.R.S. § 22-20-103 (5). The child may not be dismissed if the actions creating the threat are a manifestation of the child's disability.

- a. In such instances, the child may be removed to an appropriate alternative setting within the District in which the child is enrolled for a length of time that is consistent with federal law.
 - b. During this time, the school may reexamine the child's Individual Education Plan (IEP) to ensure that the needs of the child are addressed in a more appropriate manner or setting that is less disruptive to other students in the classroom.
- Declaration as an "habitually disruptive student" as defined in C.R.S. § 22-33-106 (c.5) (I) to (III).
 - Serious violations in a school building or in or on school property for which suspension or dismissal (expulsion) shall be mandatory, except that **dismissal shall be mandatory for the following violations:**
 - a. Carrying, bringing, using or possessing a deadly weapon as defined in C.R.S. § 22-33- 106 (d) (II); except in situations as defined in C.R.S. § 22-33-106 (d) (III);
 - b. The sale of a drug or controlled substances as defined in C.R.S. § 12-22-303;
 - c. The commission of an act which, if committed by an adult, would be robbery pursuant to part 3 of Article 4 of Title 18, C.R.S.; or
 - d. Assault pursuant to Part 2 of Article 3 of Title 18, other than the commission of an act that would be third degree assault under C.R.S. § 18-3-204, if committed by an adult.
 - Repeated interference with the school's ability to provide educational opportunities to other students.
 - Failure to comply with the provisions of Part 9 of Article 4 of Title 25, C.R.S. Any suspension, dismissal or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
 - According to C.R.S. § 22-33-106 (2), subject to the District's responsibilities under Article 20 of that Title (Exceptional Children's

Education Act), the following shall be grounds for dismissal from or denial of admission to a public school or diversion to an appropriate alternate program.

- a. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
- b. Physical or mental disability or disease causing the attendance of the child suffering from it to be detrimental to the welfare of other students.

Procedures for Expulsion:

- The Head of School may suspend a student from one day to up to 10 days and may require the suspension to be in school or out of school.
- Oral or written notification will be given to the parent(s)/guardian(s), and must include:
 - a. A statement of charges against the student;
 - b. A statement of the basis of the allegation.
- Informal Hearing: The student will be given an opportunity to have an informal hearing before the Head of School to admit or deny the allegations. In some instances, witnesses may be presented in order to allow the Head of School to make a more informed decision. The notice and informal hearing should precede the student's removal from school, but there does not need to be a delay between the time notice is given and the time of the hearing.
- A suspended student must leave school immediately, and will not be allowed to attend any school activities on or off campus from the time the suspension is issued to when the student is reinstated in the school.
 - a. Under C.R.S. § 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e), the Head of School may suspend a student for a period not to exceed five (5) days.
 - b. Under C.R.S. § 22-33-106 (1) (d), the Head of School may suspend a student for a period of up to ten (10) days for serious violations.
- To be readmitted to the school, the student and a parent/guardian must meet with the Head of School for a reinstatement meeting.

4. Procedures for Dismissal from Fort Collins Montessori School

In instances where the Head of School is considering dismissal of a student, the following procedures will be followed:

- Written Notice:
 - a. The Head of School will give written notice to the parents(s)/legal

guardian(s) of a student threatened with dismissal five (5) days prior to the contemplated action.

- b. The written notice will be mailed to the last known address of the student or the parent(s)/guardian(s).
 - c. In the event that an emergency exists which requires a shorter period of notice, the period of notice may be shortened provided that the student and his/her parent(s)/legal guardian(s) have actual notice (written or verbal) of the hearing prior to the time it is held.
- Contents of Notice: The notice must contain the following basic information:
 - a. A statement of the basic allegations leading to the contemplated dismissal.
 - b. A statement that a hearing on the dismissal will be held if requested by the student or his/her parent(s)/legal guardian(s) within five (5) days after the date of notice.
 - c. A statement of the time, date and place of the hearing.
 - d. A statement that the student may be present at the hearing and hear all information against him or her; that the student will have an opportunity to present such information as is relevant; and that he/she may be accompanied and represented by his/her parents(s)/legal guardian(s) and an attorney.
 - e. A statement that failure to participate in such a hearing constitutes a waiver of further rights in the matter.
 - Conduct of Hearing:
 - a. The hearing will be conducted by an ad hoc discipline committee consisting of the Head of School and two other staff. The members of the ad hoc discipline committee shall not discuss the details of the hearing with anyone outside of the discipline committee.
 - b. The hearing will be conducted in a closed session except to those deemed necessary by the Discipline Committee; but shall include the student, the parent(s)/legal guardian(s) and the student's attorney. Such additional individuals as may have pertinent information will be admitted to the closed hearing but only to the extent necessary to provide such information and to answer questions related to such information as permitted by 3 c. below. Following such testimony, the additional individuals shall remove themselves from the hearing.

- c. Testimony and information will be presented under oath if requested by either party. However, technical rules of evidence will not be applicable, and the discipline committee may consider and give appropriate weight to such information or evidence deemed appropriate. The student or his representative may question individuals presenting information.
 - d. A sufficient record of the proceedings will be kept so by a third party unaffiliated with either of the parties and unrelated to the hearing's participants as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.
 - e. The discipline committee will render a written decision no later than five (5) school days after the hearing. The decision will be delivered only to the student or his/her parent(s)/legal guardians and the Fort Collins Montessori School Governing Board in the manner described above. The discipline committee may establish reasonable conditions for readmission, as well as the duration of the dismissal, which may not extend beyond one calendar year.
- Appeal to the Fort Collins Montessori School Governing Board:
 - a. An appeal of the decision of the discipline committee may be made to the FCMS Governing Board. New evidence must be presented in writing to the Fort Collins Montessori School Governing Board. No appeal may come more than 10 days after a decision is rendered.
 - b. In case of an appeal, it will consist of a review of the facts that were presented and that were determined at the dismissal hearing conducted by the Discipline Committee, introduction of new facts, arguments relating to the decision, and questions of clarification from the Fort Collins Montessori School Governing Board.
 - c. Upon conclusion of the hearing, the Board may vote to affirm, reverse or modify the decision. The Board's decision will be communicated orally and entered in the minutes of the meeting.
 - d. Upon written request, the Board's decision will be reduced to writing for purposed of further judicial review pursuant to state law.
 - Re-admittance:
 - a. No student shall be readmitted to school after dismissal until after a meeting between the Head of School and the parents(s)/legal guardian(s) has taken place, except that if the Head of School cannot contact the parent(s)/legal guardian(s) or if the parent(s)/legal guardians(s) repeatedly fails to appear for

scheduled meetings, the Head of School may readmit the student.

- b. If the student is dismissed, he/she may only be permitted to reapply for the following school year and enter through the lottery system.
- Notice to School District:
 - a. Fort Collins Montessori School will notify the Poudre School District Charter School Liaison and the Poudre School District Expulsion Officer of any dismissal within two (2) school days.
 - b. A copy of all written discipline reports, suspensions, and dismissal proceedings will be sent when requested by the Poudre School District Governing Board or Superintendent.
 - c. Upon dismissal from Fort Collins Montessori School, the Poudre School District Governing Board may consider each instance on a case-by-case basis and may reinstate the student in another school.
 - d. The Fort Collins Montessori School Governing Board has the final authority in determining a dismissal from Fort Collins Montessori School consistent with state and federal laws.

5. Discipline of Students with Disabilities

Students with disabilities are neither immune from the Fort Collins Montessori School disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Fort Collins Montessori School will comply with the Individuals with Disabilities Education Act (IDEA) in disciplining these students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, and behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

All students, including students with disabilities, may be suspended for up to 10 days in any given school year for violations of the student code of conduct. The procedure for suspension is the same as outlined above.

For suspension of a student with disabilities, a team including Special Education staff members and the Head of School, will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the

impact or consequences of the behavior.

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to non-disabled students.

A student with disabilities whose behavior is determined to be a manifestation of his or her disability may not be dismissed but will be disciplined in accordance with his or her IEP, any behavioral interventions and this policy.

6. Discipline Protocol

Procedure for Re-directable Behaviors (All grade levels):

Inappropriate behaviors that are considered re-directable or “teachable moments” by staff (and do not involve physical contact with another student, but can still develop into disruptive situations for the classroom community) will be addressed as follows:

1. The teacher will start by redirecting the student and helping him/her get engaged in work. The teacher will continue with this step if positive progress is being made. (At this step verbal communication with parents is recommended.)
2. If the student is not responding positively to redirection by the teacher, the teacher will help the student find a place in the classroom to calm his/her body and observe the rest of the class.
3. If the student is not responding positively to sitting alone in the classroom, the teacher will refer the child to the office. The child will remain at the office for an appropriate amount of time based on his/her age. (Written documentation to parents required at this step.)
4. If the student reaches step 3 twice in one day, the child may be excused from school for the remainder of the day. (Written documentation to parents required at this step.)
5. If step 4 is reached for five consecutive days, the student may be excused from school until a meeting can be held between the lead teacher, the parents and the Head of School. At this time a behavioral action plan will be presented and discussed. (Written documentation to parents required at this step.)

Pre-K Program:

Hitting, Kicking and Spitting

- 1st Offense in a Day: Student will stand with a teacher or

sit by himself/herself. The teacher will discuss appropriate conflict resolution strategies.

- 2nd Offense in a Day: Student may be excused from school for the remainder of the day.

Biting:

- 1st Offense in a Day: Parents of both students will be called.
- 2nd Offense in a Day: Student maybe excused from school for the remainder of the day. Written documentation required.

Misuse of Materials:

- 1st Offense in a Day: Teacher will review appropriate use of materials in the classroom with student, and model correct behavior.
- 2nd Offense in a Day: Student may be asked to put the specific material or work away for the day.
- 3rd Offense in a Day: The specific material or work may be closed to the student for a week. The teacher will lead a discussion with student and parents.

Inappropriate Language: swearing, using taunting or bullying language, speaking disrespectfully to others (students and adults):

- 1st Offense in a Day: Student will stand with a teacher or sit by himself/herself. The teacher and student will discuss what was inappropriate. Written documentation required.
- 2nd Offense in a Day: Student may be sent to the office for an appropriate amount of time based on his/her age. Written documentation required.
- 3rd Offense in a Day: Student may be excused from school for the remainder of the day. Written documentation required.

If a maximum number of offenses is reached by a student for three consecutive school days for any of the aggressive behaviors outlined above, the student may be excused from school until a meeting can be held between the teacher, the parents and the Head of School. At this time a behavior

action plan mayh be presented and discussed.

Elementary Program:

Spitting, Hitting, Kicking, Bullying and Pushing:

- 1st Offense in a Day: Appropriate conflict-resolution strategies will be discussed with the student. The student may spend the remainder of the day working at a solo workspace, or a space directly next to a teacher. Written documentation required.
- 2nd Offense in a Day: Student may be excused from school for the remainder of the day. Written documentation required.

Biting:

- 1st Offense in a Day: Appropriate conflict-resolution strategies will be discussed and practiced with the student. Student may be excused from school for the remainder of the day. Parents of both students will be called. Written documentation required.

Inappropriate Language: swearing, using taunting or bullying language, speaking disrespectfully to others (students and adults):

- 1st Offense in a Day: Student will stand with a teacher or sit by himself/herself. The teacher and student will discuss what were inappropriate and alternate appropriate behaviors. Written documentation required.
- 2nd Offense in a Day: Student may be sent to the office for an appropriate amount of time based on his/her age. Written documentation required.
- 3rd Offense in a Day: Student may be excused from school for the remainder of the day. Written documentation required.

Intentional Destruction of Materials or Possessions of Others:

- 1st Offense in a Day: Student will stand with a teacher or sit by himself/herself to complete work. . The teacher and student will discuss what was inappropriate. Student's family will be responsible for funding the replacement of destroyed materials in the classroom.

Written documentation required.

- 2nd Offense in a Day: Student may be excused from school for the remainder of the day. Written documentation required.

If a maximum number of offenses is reached by a student for two consecutive school days for any of the aggressive behaviors outlined above, the student may be excused from school until a meeting can be held between the lead teacher, the parents and the Head of School. At this time a behavioral action plan will be presented and discussed.

6. Behavior Action Plans:

If a student has a documented history of reaching the maximum number of offenses (for either re-directable or aggressive behaviors) for five consecutive school days it is the responsibility of the teacher to write and implement a behavior action plan to share with parents before the student returns to class. The Head of School must also be present at this meeting. The goal of the behavioral action plan is to observe, explore and document accommodations/modifications in the current classroom environment to help the student be a positive and contributing member of the class. Behavior action plans may be given a four-week period of implementation. (During this period of implementation the normal behavioral consequences as outlined above will continue to be followed.) If at the conclusion of the four week period the teacher observes positive change being made, s/he may choose to adjust the current behavioral sanction plan and allow for another four week period of implementation. If minimal or no positive change is being observed, the teacher and Head of School will meet with the parents and discuss appropriate alternatives. At this point a referral for a formal hearing of dismissal or suspension may also be considered as outlined in Sections 3 and 4.

The discipline protocol will be expanded as middle school and high school are added to Fort Collins Montessori School.

9.27 Referral Process for Special Needs

FCMS encourages all teachers and assistants to solicit advice from others concerning classroom situations or learning needs that present special challenges, with special emphasis on using the RTI meetings and processes. In the event that a child is exhibiting learning discrepancies or behavior patterns that interfere with a normal learning pattern, the teacher should document the patterns seen and begin the Referral Process.

The initial part of the process is done before the parents are notified to verify our observations. The Head of School also does an observation, then a meeting is called between the teacher and the Head of School to evaluate the data. If it is determined that outside intervention is necessary for further testing, parents will be brought in for a conference to discuss the concerns. We do not diagnose or label children. After outside testing is completed, the school must have a copy, kept on file and in confidence, and a plan for addressing the child's needs is determined in a conference with the parent. If support services are required to improve the child's situation, those services must be ongoing until the professional releases the child and school assesses the child's progress. Ongoing enrollment in the School may be dependent upon continuation of the services.

9.28 Special Needs

FCMS acknowledges and understands that it is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, including the Individuals with Disabilities Education Act (IDEA), the Colorado Exceptional Children's Educational Act (ECEA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). Fort Collins Montessori School will be accountable to the Board of Education of Poudre School District for purposes of assuring compliance with federal and state special education and disability laws.

FCMS will educate its special education students to the maximum extent appropriate in our mixed age, Montessori classrooms with needed accommodations, instructional/curricular modifications and other supports. The District will make available to Fort Collins Montessori School its continuum of alternative placements if a Fort Collins Montessori School student is unable to be involved in and progress in our classrooms with such accommodations, instructional/curricular modifications and supports

9.29 Staff-Student Ratios

Licensing rules state the following ratios for Primary classrooms:

Ages of Students	Number of Staff
3 years to 4 years	1 staff member to 10 children
4 years to 5 years	1 staff member to 12 children
5 years and older	1 staff member to 15 children
Mixed age group 2 ½ to 6 years	1 staff member to 10 children

In other preschool age combinations, the staff ratio for the youngest child must be utilized if more than 20% of the group is composed of younger children.

Preschool age and school-age groups of children must be separated into age-appropriate activities. Groups are not required to be separated from each other by permanent or portable dividers or walls.

9.30 Storage

Each child is assigned a space in the classroom to keep their belongings. Depending on the age, the space may be a cubby, hook, or basket. The child's belongs that he/she would be using during the day are stored in this area (hat, gloves, coat, backpack, bottles, extra shoes, personal items). Teachers encourage children and parents to keep their assigned spaces neat and organized. Some items are not allowed to be stored in these spaces, i.e. money and/or any item that states "keep out of reach of child".

9.31 Meals and Snacks

Parents/caregivers will need to provide all snacks, lunches, and drinks for their own students this year at Fort Collins Montessori School. All water bottles should have the student's name on them. Families are responsible for keeping water bottles and any other dishes sent clean and sanitary. **YOU ARE RESPONSIBLE TO REVIEW FCMS' ALLERGEN PROCEDURE AND IMPLEMENT THIS PROCEDURE IN YOUR CLASSROOM AND ALL ACTIONS AT WORK.**

FCMS strives to be a peanut-free environment, and we therefore insist that you do not send any foods containing peanuts in your child's lunch. This includes all foods prepared with peanut oil as well as peanut butter! Along with peanuts, there are other allergens in our school. If your student has tree-nuts or sesame (hummus) in their lunch or snack, your student's teacher must be notified. Instead of banning these foods, we intend to create a culture of safety and caring for our community members through notification of allergens, hand washing, and thorough clean up practices. If this does not create a safe environment, we will be forced to ban these foods in the future.

9.32 Conferences

Parents may schedule a conference with their child's guides at any time by contacting them through the School office, either by note, e-mail, or phone call.

For Primary and elementary children, conferences are formally scheduled two times a year, in the late fall and early spring. School is closed to accommodate these events and parents arrange individual appointments through the office.

9.33 Progress Reports

All students receive formal progress reports twice yearly. These documents are notable for the level of detail they provide; they will tell parents not only how their

child is doing, but also what their child is doing. Normally, Progress Reports are

distributed at scheduled conferences.

9.34 Television or Video

All television or video viewing must be approved by the Director and the Head of School. Parents will also be given information in advance. Teachers need to explain to the Director how the video is a developmentally-appropriate and curriculum related in order to show it.

9.35 Special Activities

Parents will be informed of special activities/events prior to occurring. The school will receive written permission from the parents in advance.

9.36 Arrival Procedures

**Please note: All students between the ages of 3 and 5 are required to be signed in and out by their parent or guardian when they arrive. Brothers or Sisters are not allowed to sign siblings into or out of any FCMS program.

Before School Care Arrival

Students will be accepted to the early morning program, based on registration with the Office between 7:30 and 8:15 a.m.

Elementary School Day Arrival

Students are dropped off in front of the school between 8:00 a.m. and 8:15 a.m. **Members of our staff will open car doors as needed, greet children and supervise them as they go to their classrooms.**

Please:

- Arrive at school between 8:00 and 8:15 a.m. each day.
- Observe the circular, counter-clockwise traffic pattern in the parking lot.
- Keep to the right side of the parking lot and circle to the left to pull up into the drop off lane near the building.
- Drive slowly into the drop-off lane.
- Come to a complete stop and wait for one of our FCMS staff members to open your car door and accompany your child inside.

Primary Sign-in Procedures

Parents bring the children to your child's teacher or assistant in the parking lot or hallway for sign in. Kinderlime assigns each parent a PIN for ease of

sign-in and out. No one should use your PIN but you as it is part of your

electronic signature.

Late Arrivals

If your elementary student arrives between 8:15 and 8:30, they will be marked tardy. If your elementary or primary student arrives after 8:30 a.m., you will need to bring her/him to the school office downstairs and a staff member will escort your child to the classroom. Please call the office if you will be arriving after 8:30.

If a child arrives at school late and the class is on a field trip, the parent may take the child to join the group or the child will be placed in another classroom until his/her class returns.

9.37 Transitional Items

A key to independence is the ability to transition from home to school in a calm manner. We have found the process to run most smoothly when drop-off is swift, confident, and focused on school. Dolls, stuffed animals, pacifiers, trucks and trains actually delay this process and do little to assist. Kindly help your child separate from you by leaving favorite items at home or, at the very least, in the car. A struggle at the school entryway is difficult for everyone involved. We will be glad to offer suggestions if necessary. Please also refrain from giving your child food to ease the transition.

9.38 Dismissal Procedures

As with morning drop-off, faculty will escort children to the car, open car doors as needed but cannot buckle or unbuckle students into car seats, so you will be asked to buckle quickly and help keep the line moving.

Please Ask Parents to:

- Enter the pull-through lane and line-up behind the other cars waiting to pick-up children.
- Pull up as far forward as possible to allow the maximum number of cars. This will speed up the line for everyone.

Please note that the City of Fort Collins will not allow us to line up on South Taft Hill Road and wait to enter the parking lot. If the line is long, please consider parking in the large parking lot in the center of the drop off lane.

For a child to be authorized to walk home (only grade 1 and older), the classroom teacher and main office must be notified in writing.

9.39 Authorized Student Release

FCMS will only release a child to:

- The enrolling parent(s)
- Persons listed on the child's Emergency Form when a parent does not arrive by FCMS closing time (5:10 p.m.). FCMS prefers verbal confirmation from the parent for changes in pick-up.

For all other instances, a written notice or email will be required, in advance if possible. Picture ID's will always be required. If someone arrives to pick up your child who is not on the list of those authorized to do so, your child will not be released to them until we can verify with you that we are allowed to do so.

9.40 Visitors

All visitors are required to sign in on the visitor log at the front door with their name, date, signature, and reason for visiting. Each visitor must show a valid form of identification, and get a visitor's badge.

9.41 Closing Procedure

Before the last staff leave for the day, all sign in/out sheets must be checked to be sure all children have been signed out and all rooms must be visually checked for any children. Elementary teachers must check their classrooms before returning their clipboard to the office at the end of the day. Closing staff must record these actions on the Daily Visual Check of Center form. All doors must be locked.

9.42 Inclement Weather

Our outdoor policy states that students may be kept inside, with appropriate activities, if the temperature falls below 20°F or rises above 90°F, unless a specific activity is authorized. Please be sure outdoor clothing is sent each day that is appropriate when the weather permits. If the temperature is questionable and your child does not come to school with appropriate clothing, we reserve the right to keep them indoors during recess or other outdoor activities as we see fit. In the case that the weather is bad enough to cancel classes, we will follow the lead of the Poudre School District. Listen and watch local radio and t.v. channels for information.

9.43 Animals on Site

1. Animals at or visiting our center are carefully chosen in regards to care, temperament, health risks, and appropriateness for young children. We do not have birds of the parrot family that may carry psittacosis, a respiratory illness. We do not have reptiles and amphibians that typically carry salmonella, bacteria that can cause serious diarrhea disease in humans, with more severe illness and complications in children. Children under 5 are not allowed to be a part of cleaning animal housing.
2. Parents are notified in writing when animals will be on the premises. Children with an allergic response to animals are accommodated.
3. Animals, their cages, and any other animal equipment are never allowed in kitchen or food preparation areas.
4. Children and adults wash hands after feeding animals or touching/handling animals

or animal homes or equipment.

5. Any equipment needed for the animal will be appropriately accessible to the children and safe.

9.44 Complaints & Reporting

Parents and staff who are concerned about specific unresolved issues related to the preschool or Before Care and After Care could file a complaint at The Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., Denver, CO 80203-1714 or call (303) 866-5958 or 1-800-799-5876.

School personnel are required, by law, to report any incident of suspected child abuse or neglect to the Head of School and County Department of Social Services. Parents should report to the Head of School any inappropriate behavior or action taken by staff toward children. To report suspected child abuse, call the Larimer County Child Abuse Hotline at 1-844-CO4KIDS.

9.45 Grievance Process

The Grievance Process provides a means by which conflicts can be resolved. Parents, students or teachers may initiate this process. Such a request must be in writing and submitted to the Head of School for further action. The Head of School will then communicate with those involved in the conflict within two working days. A meeting will take place within five working days at the end of which a plan for resolution will be agreed upon. If, after completion of this meeting, the conflict has not been resolved to the satisfaction of the parties involved, it may then be taken to the Fort Collins Montessori School Governing Board of Directors for a final ruling. The procedure for filing concerns is as follows:

1. The parties will make every attempt to communicate the concern directly to the teacher, the Head of School, or the parent(s) for resolution. An appointment should be set up where the concern can be expressed in private. Care should be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist. In addition, care should be taken to not discuss the issues with others not involved in the dispute.
2. If the parties are unable to come to a resolution, they may use the Dispute Resolution Form to file their concern, in writing, with the Head of School.
3. In cases where the concern has been addressed with the Head of School, and any party remains dissatisfied with the decisions made to resolve the conflict at this level, that party may take their concerns to the Fort Collins Montessori School Governing Board. Such a complaint will be made in a written statement using the Complaint Form, which details the violation, procedures taken and requested remedy, and the complaint shall be submitted to the Fort Collins Montessori School Governing Board at least one week prior to the next Board of Directors meeting. Disputes submitted later will be addressed at the subsequent meeting of the Board of Directors. Emergency issues will be dealt with on an as-needed basis, with the Board of Directors responding at or prior

to its next regular public meeting.

4. The Board of Directors may hear arguments from the parties, review prior decisions and evidence, and make inquiries as it deems necessary. The Board of Directors shall render a written decision within ten business days after the meeting unless additional time is needed. The Board of Director's decision shall be final.

9.46 Mandatory Reporting in CO

If a mandated reporter has:

- Reasonable cause to know or suspect that a child has been subjected to abuse or neglect or
- Observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandated reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system.

What is a mandatory reporter? Some professionals are required by law to report suspected child abuse and neglect. It is a class 3 misdemeanor in Colorado for a mandated reporter to fail to report suspected child abuse or neglect or knowingly makes a false report and is punishable under law. To report suspected child abuse, call the Larimer County Child Abuse Hotline at 1-844-CO4KIDS.

9.47 Confidentiality

Fort Collins Montessori School (FCMS) is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. FCMS will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

9.48 FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327).

9.49 Volunteer Policy

FCMS has a talented and involved parent body. Because we are a charter school, we depend greatly on the support of these parent volunteers throughout the year. When you donate your time and talents you make a valuable contribution to the children of FCMS, you help to keep our school running efficiently, and you get the opportunity to meet other parents. Parent volunteers help to build community spirit and provide needed (and appreciated!) help to our faculty and staff.

There are four categories of Parent Volunteers at Fort Collins Montessori School. Each category may volunteer in any other category under their level of approval.

1. Task Oriented Volunteer

- These volunteers help with tasks around the classroom, school, or office that do not require contact with children.
- No background check required.

2. Classroom Volunteer

- These volunteers may help within the classroom and on campus with

special activities and/or events. They may be in the classroom with children but may not be alone with children.

- Background check required: CO Child Abuse Record check.
- Requires Volunteer training attendance.

3. Escort Volunteer

- These volunteers may help within the classroom and on campus with special activities and/or events and may escort children around campus to help keep them safe.
- Background check required: CO Child Abuse Record check & CBI/FBI fingerprint background check.
- Requires Volunteer training attendance.
- In the case that a child with special needs is participating, other trainings may be required.

4. Driver Volunteer

- These volunteers may provide rides to approved students on a “Going Out” activity off campus.
- Background check required: CO Child Abuse Record check, CBI/FBI fingerprint background check, driver’s record check, insurance check, transportation waiver signed.
- Requires Volunteer training attendance.
- In the case that a child with special needs is participating, other trainings may be required.

10.0 Closing Statement

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Thank you for reading our employee handbook. We hope it has provided you with an understanding of the FCMS's mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful company and a safe, productive, and pleasant workplace.

Paul Vincent, Head of School

Fort Collins Montessori School

11.0 Acknowledgment of Receipt and Review

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By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of the Fort Collins Montessori School. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing school will require changes from time to time. I understand that FCMS retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and school. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the Board of Directors in a written and signed document, FCMS reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by the school and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my administrator or the Office Manager.

Date

Signature of Employee

Print Name