



Laniakea Montessori School's Fundamental Code of Conduct

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Purpose

As a school founded on the Montessori ideals, we assume that every person deserves respect.

Laniakea Montessori School expects instructional personnel, administration, students, and parents, to demonstrate kindness, courtesy, and respect toward the school and fellow members of the community.

The goal of all Montessori education is:

- To establish safe, warm, and caring environments within which we teach students positive and appropriate ways to handle situations.
- To develop a strong sense of self-discipline, responsibility, and courtesy.
- To develop an atmosphere conducive to peaceful studies.

Non-Discrimination

Laniakea Montessori School is committed to providing equal opportunity in all our school practices, including employment, students and families, and collegiality. All reasonable efforts are made to assure each individual is protected from harassment or discrimination and that equal opportunities are provided without regard to age, race, religion, color, sex, national origin, marital status, citizenship status, gender identity expression, sexual orientation, disability, or any other protected status.

Non-Harassment

Laniakea Montessori School does not and will not tolerate any type of harassment of our employees, applicants, or customers. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex (including same-sex sexual harassment), religion, national origin, citizenship, age, genetic information, gender identity or expression, or sexual orientation, or disability. “Harassment” also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (e-mail) of a sexual nature involving either members of the opposite or the same sex.

No Smoking Policy

In accordance with the Florida law, our school buildings, playground and parking areas are a no smoking environment!

Code of Ethics

NAEYC Code of Ethics

Laniakea Montessori School pledges to conduct ourselves professionally and personally in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the rights of each child to have the freedom and opportunity to develop his or her fullest potential.

Laniakea Montessori School adopts the “Preamble, the Core Values, Principles and Ideals” of the *National Association for the Education of Young Children*.

A copy of the complete document will be given to all paid employees at the start of the official employment date. A [pdf copy](#) is available in the digital version of this handbook.

Standards of Ethical Conduct

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual

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orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

a. Shall maintain honesty in all professional dealings.

b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

Reporting Misconduct by Personnel and Administrators

It is never professional to discuss grievances with other staff members. The appropriate course of action is to discuss your concerns with the Head of School, Director, or Assistant Director. If you feel that you are being harassed in any way by a coworker, a parent, or a vendor, you should notify the Director or Assistant Director immediately. The matter will be thoroughly investigated and where appropriate disciplinary action will be taken. The Head of School, Director, and Assistant Director, and/or Administrative Staff are also covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no supervisor or other member of management has the authority to suggest to any employee or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the supervisor or member of management. Such conduct is a direct violation of this policy. Any person who feels that he or she is being harassed or discriminated against must immediately report the offensive conduct to the Administrator.

You will not be penalized in any way for reporting such improper conduct.

Please do not assume that the School is aware of your problem. Bring your complaints and concerns to our attention so that we can resolve them.

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Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at:

<http://www.dcf.state.fl.us/abuse/report/>.

Reporting Abuse and Neglect

Florida Statutes define Child Abuse and Neglect as: harm or threatened harm to a child's physical or mental health or welfare by the acts of omissions of a parent, adult household member, or other person responsible for the child's welfare, or for the purpose of reporting requirements, by any person. Under Florida Statutes, anyone who knows or has reasonable cause to suspect child abuse or neglect is required to report it. Any person failing to report, preventing another from doing so, or making a false report may be prosecuted under the law.

Suspicion of child abuse or neglect must be reported to the Florida Abuse Hotline, toll-free, 24 hours a day, 7 days a week: 1-800-962-2873 (1-800-96-ABUSE.)

If you suspect child abuse, and need help or support with reporting, please contact the Director.

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F. S. Chapter 760 (F.S.768.095).

Training Requirement

All instructional personnel and administrators are required as a condition of employment to complete training on the above standards of ethical conduct, to be conducted at the time of hire and annually thereafter during pre-planning days.