

Community/School Service

Employees are encouraged to participate in community activities related to education. Administration will attempt to accommodate employees whenever possible, if such meetings occur during the school day.

Compensation for Staff Development Activities

If a Bluffview Montessori School employee attends an approved seminar, lecture, conference, business related meeting, training program, etc., at the request of school administration, Bluffview will cover the following expenses: registration fees, travel costs, hotel accommodations and a per diem food expense.

If a Bluffview Montessori School employee requests to attend other seminars, lectures, conferences, business related meetings, training programs, etc. the Head of School will discuss expenses with the employee, and may cover the following: registration fees, either travel or hotel, and a per diem food expense. Our budget dictates the ability of the school to contribute toward self-chosen staff development activities.

If an employee is paid a per diem for food expenses, accurate accounting of expenses is not necessary and the per diem amount constitutes the whole and complete reimbursement for expenses. Bluffview uses the federal per diem rate of \$59 for meals and incidental expenses as outlined by the U.S. General Services Administration. The amount on the first and last day of travel is equal to 75% of the total per diem rate, which is \$44.25. Bluffview uses the federal mileage reimbursement rate of 67 cents per mile.

For more information, see Policy 412, “Expense Reimbursement”, on the Bluffview [website](#).

Complaints

The normal channel for complaints concerning Bluffview Montessori School shall be made from parent, guardian or student to the person directly involved, then to the administration, then to the Board of Directors, and finally to the Authorizer, Volunteers of America – Minnesota (VOA). Every effort will be made to satisfy the complainant at the *lowest level*. An *Incident Report Form* (See Appendix D) should be used to file official complaints.

Confidentiality

Bluffview Montessori School employees must respect both student and school confidentiality. A student’s academic performance and/or problems should be discussed in private only with those staff members serving that student. We must maintain confidentiality about all personal information and educational records concerning students and their families.

School policies and decisions should not be questioned or discussed in the presence of parents, students or outside of the school. Instead, employees are encouraged to bring their concerns and inquiries to the Head of School and/or the Board of Directors.