

Palmyra-Eagle Montessori School

Family Handbook 2023-2024

PALMYRA-EAGLE MONTESSORI SCHOOL

Welcome to the Palmyra-Eagle Montessori School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

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Ms. Elizabeth Milam, Administrative Assistant	262-594-4330 x3300
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Board of Education Approval:

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Palmyra-Eagle Area School Board and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective.

Because the handbook also contains information about student rights and responsibilities, each family is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Dr. Ryan Krohn, District Administrator.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the Palmyra-Eagle Area School District's website.

MISSION STATEMENT

The Palmyra-Eagle Montessori School strives to ensure that students excel with intellect and virtue, inspired by innovative educators who engage and challenge each individual.

OUR WORK

At Palmyra-Eagle Montessori School, we work in a collaborative partnership with parents, faculty and children, to combine the innovative Montessori philosophy and its resulting pedagogy with experiential learning. This transformational approach to education allows our students to become joyful learners of high academic prowess, and encourages their development into caring, respectful, responsible, curious and compassionate individuals. Children are guided by degreed and certified teachers who embrace the Montessori Philosophy espoused by Maria Montessori and the American Montessori Society.

Palmyra-Eagle Montessori School is committed to individualized instruction, appealing to each child's unique traits, and focusing first on what Maria Montessori recognized as a child's natural tendency to be a curious, self-motivated, and eager learner. Students are provided a rich and diverse curriculum, steeped in intercultural experiences, and grounded in developmentally appropriate practices.

By providing a Montessori curriculum that includes English, Literature, Math (including Geometry and Algebra), political and cultural Geography, Physical and Life Sciences, Music and Movement, Art, and Physical Education, Environmental Studies, as well as Peace and Conflict Resolution, and mindfulness practice, students tackle work that ultimately stretches them

beyond that which is typically supported in a conventional classroom by Common Core Standards.

It is important to note that, in compliance with the American Montessori Society standards, Palmyra-Eagle Montessori School is committed “to basic human rights such as freedom, dignity, safety, equitable treatment, and a standard of living adequate for health and well-being drive the Montessori commitment to education for peace and social justice. By creating respectful, inclusive classrooms, celebrating diversity in all its forms, crossing cultural boundaries, and modeling engaged citizenry, Montessori educators nurture students who will transform the world and make it a better place for their generation and the generations that follow.”

Our teaching faculty, administrative team and support staff provide a safe, secure environment that feels like an extension of home. Focusing on core values of respect, courtesy, compassion, curiosity, tolerance and appreciation for differences, the collaborative triad of parents, faculty and child creates an environment where emotional intelligence and interpersonal skills are recognized as equal in value to academic accomplishment.

While every child's path at Palmyra-Eagle Montessori will look, feel, and be different, each child will be prepared:

- For a life full of learning opportunities, both in and out of school
- With a solid academic and executive function skills foundation,
- With the social/emotional experiences and knowledge to navigate age-appropriate peer relationships,
- To contribute to their community and the lives of others.

STANDARDS

Our Scope and Sequence

Throughout the year, children will develop skills while learning about themes meaningful to their lives. We also conduct ongoing curriculum-based assessment to inform both our individual and group instruction. Anecdotal notes and checklists are two of the tools we use. We will share our results with you three times a year, twice in our parent teacher conference reports and in our end of year reports. If at any other time of the year you would like to talk about your child's growth and development, we would be more than happy to schedule an informal conference time as well.

Developmental Needs

If your child enrolls at Palmyra-Eagle Montessori School from another program with an IEP in place, please share the results of that with us so that we may incorporate your child's developmental goals into our daily curriculum.

COMMUNICATION

In a partnership, communication must be two-way. Palmyra-Eagle Montessori School makes every effort to be effective in our communication with parents, and electronic communication seems to be the most effective form of communication for parents and staff. **It is a parent's responsibility to make sure that administration has the most updated email and contact information, and that the emails do not go to a spam folder. Parents are also responsible for making sure that the Palmyra-Eagle Montessori School has accurate emergency contact information, and parental authority information.** It is the responsibility of the parents/ guardians to enroll all school communication platforms such as Transparent Classroom and whichever communication method is being used by their child(s) classroom, ex. Remind, Class Dojo, Bloomz etc. Additionally, the calendar on our website, www.peasd.org/district/calendar, lists activities and holidays.

In an effort to reduce the use of paper, the majority of necessary information for parents regarding the school is found on our website. If you have specific questions please feel free to call the school office. During the weeks school is in session, all email and voicemail messages will be returned within 24 hours whenever possible.

- For questions related to your child's classroom or progress in school, first consult their specific classroom teachers.
- For questions related to tuition, billing and payments, contact the Office Administrative Assistant, Elizabeth Milam at 262-594-4330 x3300.
- For questions related to any administrative issue, or questions that have not been answered to your satisfaction, please contact the Administrative contact, Joel Tortomasi, at (262) 495-7101 x2217, or by email at: jtortomasi@peasd.org.
- For general questions or comments related to attendance, please contact the school office at 262-594-4330.
- If you ever have any questions about something that your child reports to you, please call us.

FINANCIAL

Tuition

This section does not pertain to students in grades 4K through 3rd.

Tuition may be paid in weekly installments. Tuition deposits of one week of tuition for the upcoming school year are required to hold a student's spot. A current Fee Schedule is posted on the school website. Families are required to make tuition payments in a timely manner. Tuition is reviewed each year to ensure fiscal responsibility and good management policy.

Changing tuition plans during the school year is disruptive to budgets and accounting. If an account becomes delinquent and parents have not contacted the school within 2

weeks to discuss it, children will not be permitted to attend and will be disenrolled from the program at 30 days delinquency. Signed contracts represent a financial obligation.

Tuition is not refundable except when the guardian/parent is transferred by his/her current employer and/or a new employer to a city beyond a 50-mile radius of Palmyra-Eagle Montessori School. Requests for refunds must be accompanied by a letter of confirmation from the employer and subsequently approved by the PEASD Business Manager, at which time a prorated check will be forwarded to the parent. Signed contracts represent a financial obligation.

At times, primarily due to weather or widespread health-related challenges, often accompanied by official directives from governmental agencies, PEASD must close its programs until danger has passed or the governmental directives are lifted.

Wrap-Around Care

These policies apply to all families utilizing Wrap-Around Care, even if they are in the 4K through 3rd grade.

Wrap-Around care is provided 6:00 am - 8:00 am and 3:00 pm - 5:30 pm at the rate posted on our website. Care is billed by the block. Care that is reserved and not used will still be billed since we need to staff those hours even if a family doesn't use the care they intended to use.

Advance sign-up is required for Wrap-Around Care so we can adequately staff the rooms. We realize that occasional drop-in care may be needed if a parent is running late for pick up, needs to drop-off early, or other circumstances, and will honor the posted Wrap-Around Care rate in those instances. After the second drop-in Wrap-Around care provided, a Drop-In Fee may be added to additional drop-in care.

MANDATORY ATTENDANCE BY PARENTS

One parent of each family is required to attend Back to School Orientation/New Parent Conferences and the fall Parent/Teacher conference.

CONFERENCES

Conferences are held in the fall and spring. Conference reports are sent to all parents. Additional meetings may be requested by the parent or teacher and will be held virtually until such time as they can resume in person.

ADMISSIONS

Palmyra-Eagle Montessori School does not discriminate on the basis of race, color, religion, national or ethnic origin, or sexual orientation, in the administration of its educational programs, admission policies, financial assistance program, and staff hiring.

Palmyra-Eagle Montessori School accepts children starting at 6 weeks of age into our Infant/Toddler Program. Children in this program are not required to be toilet-trained. Children must be at or nearing their third birthday, to be considered for enrollment in the Primary classrooms.

Montessori classrooms are composed of mixed age groups. The Montessori curriculum consists of three-year cycles, and parents should plan for a minimum of three-year attendance once their child is enrolled. Children should be toilet trained to enroll in the Primary program. Children need to acquire the self-help skills to remove their own clothing, and wash their hands afterwards (given child-size equipment or stools for aid).

Full disclosure of a medical impairment, psychological diagnosis, severe food allergies, and/or learning disability is required of parents when making an application to the school. The school will then assess whether the teaching faculty and learning environments can best meet the needs of the student. All admissions will be limited to the maximum number of children allowed by the Wisconsin Department of Child and Family Services, or less.

Currently enrolled children and siblings of currently enrolled children are given first priority for available openings. The three-year cycle is a crucial and culminating experience for a child in a Montessori program.

A signed tuition contract is required to guarantee a position for a child in the Infant/Preschool program.

IMMUNIZATION POLICY

Palmyra-Eagle Montessori School follows the standards and recommendations of The Centers for Disease Control and Prevention (CDC), and the American Academy of Pediatrics. These organizations recommend vaccinations from birth through adulthood to provide a lifetime of protection against many diseases and infections. Immunizations have had an enormous impact on improving the health of children in the United States. Vaccination is one of the best way's parents can protect infants, children, and teens from potentially harmful diseases.

Vaccine-preventable diseases can be very serious, may require hospitalization, and can even be deadly – especially in infants and young children, particularly those with compromised immune systems.

Properly documented medical exemptions will be allowed. Those requiring medical exemption must provide current documentation, signed by a family physician or a pediatrician, prior to the child's start date.

If seeking religious exemptions, a request form must be completed and approved by the District Administrator. Please refer to the WI Immunization Record Form as we will be following these guidelines to comply with state and federal law. (Board Policy 5320 - Immunization)

<https://www.dhs.wisconsin.gov/forms/f0/f04020l.pdf>

CLASSROOM PLACEMENT POLICY

Though we value the opinion of parents and guardians regarding classroom placement, those decisions will be made by administration and teaching staff. There are legal parameters that we must consider with placing children, as well as individual needs and group dynamics. We take this task very seriously as we have the best interest of each of our students in mind.

TRANSITION POLICY

The toddler program is developmentally appropriate for children ages 6 weeks to 36+ months. Transitions from the Infant/Toddler Program to the Primary Classroom will take place when the Infant/Toddler guide and the Primary guide have determined the child is ready to move into the Primary classroom. A list of requirements will be utilized to determine readiness. Children will not be moved solely on parent request, or age. They must meet developmental requirements and teacher approval before transitioning.

TOILETING POLICY

Children enrolled in the Infant/Toddler program may enter Palmyra-Eagle Montessori School while still in diapers. In the Primary, 3 to 6 Program, occasional toileting accidents are part of the learning experience. We handle these situations casually and without shame or blame. We ask that you make independent toileting as easy as possible by not dressing your child in clothing that requires maneuvering and extra time. For instance; buttons, snaps, zippers, belts, and tights. Elastic waistbands are the easiest clothing route for a child learning toileting independence.

BREAST MILK POLICY

To reduce the risk of any error, breast milk bottles will need to be brought to the classroom ready to feed. The bottle must be labeled with the child's initials, date, and time it was prepared. Following the Center for Disease Control and Prevention recommendations breast milk will be stored on a shelf in the back of the fridge to reduce temperature fluctuations. Breast milk will be warmed in the bottle warmer and used within one hour. After the bottle has been warmed for an hour, if the infant does not consume it, the breast milk will be discarded. Any breast milk that remains at the end of the feeding will be discarded to reduce the risk of Cronobacter growth.

FORMULA POLICY

To reduce the risk of any error, it is recommended by the CDC that formula bottles be brought to the classroom ready to feed. However, we will follow the guidance of the parents/guardians regarding formula bottles. The bottle must be labeled with the child's initials and date. Following the Center for Disease Control and Prevention recommendations once made the bottle can be stored in the fridge for up to 24 hours. When the feeding is complete any remaining formula in the bottle will be discarded to reduce the risk of Cronobacter growth.

FOOD SAFETY

Parents are encouraged to send food for the child as it would be prepared at home. Due to a high choking risk, children under the age of three will need the following foods to be cut to an appropriate size:

- Blueberries
- Grapes
- Apples
- Raw Vegetables
- Hotdogs

The link below offers suggestions on how to reduce choking risks in young children.

<https://www.mottchildren.org/posts/your-child/choking-prevention>

NUT-FREE POLICY

Anaphylaxis is a serious and potentially deadly allergic reaction, which is most frequently associated with severe nut allergies. To protect those children in our school community who are in danger of an anaphylactic reaction, foods such as peanut butter, Nutella, and any other foods that contain nuts, are currently not permitted in birthday treats or communal snacks. Children are not permitted to trade or share food, utensils or food containers. All children in danger of suffering an anaphylactic event may only eat lunches that have been prepared or provided from home. Parents of these children are required to provide documentation upon application to the school. Medication, including Epi-pens, must be prescribed by the physician and kept current by the parents. Proper documentation and a current Epi-pen must be kept at school at all times. This requires that families obtain duplicate Epi-pens; one is kept at school at all times. Staff are trained in the administration of such medication. Parents of students in danger of suffering an anaphylactic event should understand that Palmyra Eagle Montessori School takes every precaution to ensure that Palmyra Eagle Montessori is a nut safe school. However, Palmyra Eagle Montessori cannot guarantee that a student will never experience an allergy-related event while at school. Parents are encouraged to contact the Administrative contact with any questions or concerns.

NAPPING

The Wisconsin Department of Child and Family Services requires children ages 4 and under have a daily rest time. Those who do not sleep after 30 minutes will be invited to rest or return to work in the classroom. Because of communicable disease precautions, and regulations students will be provided with a designated mat or crib, blanket, pillow with case, and “fitted” sheet that will be washed daily. Nap aged students are allowed to bring one “lovey” (blanket, stuffed animal, etc.) from home. This item can stay at school or travel between school and home.

DRESS CODE & PERSONAL BELONGINGS

School wide: While we take every precaution to keep children clean and tidy, children should come to school in play clothes that can get dirty and wet. Play shoes, not dress shoes should be worn.

Toys and high valued jewelry are not permitted by any age group. Clothing or accessories of sentimental or high monetary value are not permitted. Children elementary age and younger are not mature enough to manage the responsibility or distraction of bringing or wearing valuables to school. If they do, the school will not be held responsible for loss, misplacement, damage or breakage.

Umbrellas are a safety hazard and are not permitted.

Please label all clothing and bags with your child's full name.

Parents will be provided with instructions from their child's teachers regarding sending and storage of extra clothing to be kept at school.

Elementary children are encouraged to wear shorts, slacks, or jeans. Elementary children, like their pre-school counterparts, often work on the floor and engage in activities that require lots of body movement. Slacks, shorts and jeans make this easier and more comfortable for the child. (Board Policy 5511 – Dress and Grooming)

ATTENDANCE

Each day of attendance, classroom staff utilize the school's data management software, such as Transparent Classroom or Skyward, to record student arrival as well as instances of tardiness and absence. Administration has access to this information.

Students are expected to attend school unless there is an applicable illness. If your child is ill, please keep them home. In the event of extended illness, a specific plan must be addressed with your child's teachers. Illnesses are designated as:

- Fever above 100.4F or the use of fever reducing medications
- Productive or barking cough
- Vomiting or 3+ loose stools
- Eye redness, irritation, or discharge (Blocked Tear Ducts do not apply)

All absences must be reported to the school office. Parents will be contacted by 9:00 am to confirm absent children. Children will not be considered tardy until 8:15 am. Drop-off and Pick-up times are as follows:

Morning Wrap-Around Care	6:00 am until 8:00 am
Drop-Off Arrival	7:45 am - 8:00 am – Infant/Toddler and Primary Students
Half-Day Dismissal	11:45 am
Full-Day Dismissal	3:00 pm - 3:15 pm – Infant/Toddler and Primary Students
Afternoon Wrap-Around Care	3:00 pm - 5:30 pm (available only to full day students)

Students should not miss more than 10 days of school for the entire school year. After 10 absences, a Truancy letter may be sent to families according to the Compulsory School Attendance, Wis. Stat. sec. 118.15, and School Attendance Enforcement, Wis. Stat. sec. 118.16. (Board Policy 5200 – Attendance)

REPORTING ABSENCES, TARDINESS, AND ILLNESS TO THE SCHOOL OFFICE

Please contact the school office to report absences, tardiness, illnesses. We can be reached at our main number: 262-594-4330. It is our policy that absences or tardiness are reported by 8:45 AM.

LATE PICKUPS

At 3:35 pm, children who have not been picked up as usual will be sent to Wrap-around. If a pick-up is not arranged by 3:40 pm, and/or the child is not picked up by 3:45 pm, a \$25 surcharge may be charged in addition to the posted Wrap-Around Care rate after the 3rd incident.

After 5:30 pm, we will first attempt to contact you to establish a pick-up time. For every 5 minutes after our closing time of 5:30 pm your child is in our care, you will be charged a \$25 late pick-up fee. After 6:00 pm if no one has been reached, authorities may be notified.

***As noted in the Financial, Wrap-Around Care section above, we realize that occasional drop-in care may be needed if a parent is running late for pick up, needs to drop-off early, or other circumstances, and will honor the posted Wrap-Around Care rate in those instances. After the third drop-in Wrap-Around care provided, a \$25 Drop-In Fee may be added to additional drop-in care.*

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons)

RELEASE OF STUDENTS TO AUTHORIZED PERSONS

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

MEDICATION

Medication given at school must be documented by your child's physician and administered by school personnel. Children are not permitted to bring medication (prescription or OTC), sunscreens, bug spray, and skin lotions or topicals, without written documentation from a doctor or a parent (DCFS Requirement). Additionally, school personnel are not allowed to administer any type of OTC or prescription medication without parental consent or a doctor's order. Medication forms must accompany the medication and are available in the school office. Please request a medication form from the Office of Administration.

ADMINISTRATION OF MEDICATION/EMERGENCY CARE

Medications should be administered to school children at home, rather than at school, whenever possible. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from their educational program.

Authorization for School Personnel to Administer Medication to Students

The Administrative contact may make a general designation of authority (1) for any registered nurse serving Palmyra-Eagle Area School District to administer any medication by any means permitted within the scope of the individual's nursing license; and (2) for other school personnel to administer medication via ingestion, eye drops, ear drops, topical application, an inhaler, and/or an epinephrine auto-injector, provided that the individual has completed any applicable state-mandated training. Nothing in this paragraph prevents, in certain cases, an administrator or registered nurse serving the schools from expressly limiting the personnel who will have authority to administer particular medication to a particular student.

Any staff member or volunteer, authorized in writing by the District Administrator or an administrative contact, is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after

administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care are to be observed.

1. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form must be filed with the School Nurse before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
3. All medications to be administered during school hours must be registered with the school office.
4. Medication that is brought to the school office will be properly secured. Medication may be conveyed to school directly by the parent.
5. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - a. student's name;
 - b. practitioner's name;
 - c. date;
 - d. pharmacy name and telephone;
 - e. name of medication;
 - f. prescribed dosage and frequency; and
 - g. special handling and storage directions.
6. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
7. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 – Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine

auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Administrative contact.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Administrative contact, consistent with the approved plan adopted by the District and updated annually, as necessary.

Administration of Glucagon or Epinephrine by School Personnel in Emergency Situations

School personnel who have been authorized to do so in writing and who have received all state-mandated training may administer glucagon or epinephrine to a student in an emergency situation if all of the requirements for the administration of a prescription medication, as defined in the previous section, have been met, or under the following additional special circumstances:

With respect to epinephrine, such school personnel may use an epinephrine auto-injector to administer epinephrine to any student who appears to be experiencing a severe allergic reaction if, as soon as practicable, the person administering the drug reports the allergic reaction by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

With respect to glucagon, such school personnel may administer glucagon to any student who the employee, or volunteer knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the person administering the drug reports the event by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

USE OF NONPRESCRIBED DRUG PRODUCTS

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent via the Nonprescription Drug Product Request and Authorization Form. Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Parents may authorize the school to administer a nonprescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed

Medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CBD PRODUCTS

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at school.

ESSENTIAL OILS

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding the use of essential oils on District property or at school activities: All students wishing to use essential oils in the school must seek prior approval from administrators.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness/ Concussion & Sudden Cardiac Arrest)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The Palmyra-Eagle Area School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

ILLNESS

It is our goal to reduce the number of student absences throughout the year and prevent the spread of illnesses. Therefore, any child who displays any of the following symptoms will need to stay home:

- Fever above 100.4F or the use of fever reducing medications
- Productive or barking cough
- Vomiting or 3+ loose stools
- Eye redness, irritation, or discharge (Blocked Tear Ducts do not apply)

Children may not attend school with a fever controlled by medication. Children diagnosed with an infection requiring medication must have permission from a doctor to return, if they are returning in less than 72 hours following administration of medication. Any contagious disease or illness, or communicable condition.

HEAD LICE

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick up the student immediately. After treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by the school health staff or administrative contact. The District practices a policy of no nits as a criteria for return to school. (Board Policy 8451 - Pediculosis)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with Board Policy 8450 – Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Administrative contact may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 – Direct Contact Communicable Diseases)

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

BIRTHDAY POLICY

Children's birthdays are celebrated with a special ceremony in the Montessori classroom. We encourage students to bring in a favorite book to share. Birthday treats are welcomed however we require that they follow the Nut-Free Policy listed above.

DISCIPLINARY CONSEQUENCES FOR STUDENT MISCONDUCT

The goal in a Montessori classroom is to elicit self-discipline in children. By consistent reinforcement of ground rules, within a structured environment that allows for free choice, children learn to monitor and regulate their own behaviors. This freedom within limits is of long-lasting benefit to children, who in more conventional settings, may be given little opportunity to learn self-regulation.

If the school is to function effectively and students are to be free to pursue their education, then all students must accept responsibilities and meet certain expectations. Student behavior that interferes with the educational process or violates the rights or safety of others will not be tolerated. Students are expected to comply with school and classroom rules, school board policies and state and federal laws at all times.

Students with an up-to-date IEP and/or 504 will follow disciplinary policies in place by [IDEA](https://sites.ed.gov/idea/). (<https://sites.ed.gov/idea/>)

Disciplinary Consequences

Students will be disciplined for unacceptable conduct. The exact nature of disciplinary action depends on the circumstances of each individual case. Such conduct includes but is not limited to the following action:

Level I

Administrative contact/Administrative discretion, but could involve Level II or Level III discipline:

- Repeated tardiness
- Unauthorized use of mobile devices

- Any behavior listed above, when transmitted via electronic means (including, but not limited to the Internet, blogs, e-mails or social networking sites) or any interactive and digital electronics or cell phones used as a delivery mechanism
- Defiance of authority
- Disorderly or disruptive conduct, including fighting and foul or abusive language or gestures
- Harassing, threatening or intimidating others; or sexual harassment
- Misuse or destruction of any school equipment, technology, data, or facilities
- Theft, robbery or extortion
- Vandalism
- Willful disobedience, non-compliance and insubordination
- Hazing – This policy defines hazing as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Examples of physical and mental health shall include, but not be limited to, whipping, forced calisthenics, other forced physical activity, or forced conduct which could result in extreme embarrassment. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.
- Bullying – This policy defines bullying as any deliberate or intentional behavior (words or actions) that involves an imbalance of power, intent to harm, threaten, intimidate, or humiliate. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status. Each school shall provide for a process of reporting bullying and keeping records of instances and consequences for bullying that resulted in serious discipline.
- Addressing a teacher, administrator, or other staff member with foul or abusive language through verbal, written or electronic media
- Being under the influence of alcohol or any other illegal controlled substance, including unauthorized use of any over-the-counter mood-altering drug

Level II

Serious violations or repeated violations of the above-mentioned behaviors will result in suspension or pre-expulsion review. As a general rule, the following progressive discipline will be used:

- 1st Offense = 1-3 day suspension
- 2nd Offense = 5 day suspension
- 3rd offense = move to pre-expulsion review

Level III

Proceed directly to pre-expulsion review:

- Endangering the health and safety of others
- Possession of weapons or dangerous articles
- Setting false fire alarms or setting fires
- Chronic insubordination and/or refusal to follow school rules
- Criminal charge of battery and/or assault; or sexual assault
- Use, possession, sale, or distribution of alcohol or any other illegal controlled substance, including unauthorized use of any over-the-counter mood-altering drugs

Disciplinary action should promote individual student growth, and foster future acceptance of responsibility. Its goal is to eliminate behaviors and situations which interfere with the educational process. It should take place whenever possible at the most appropriate level, i.e. when or where the problem arises or occurs.

Consequences of actions which interfere with the educational process, violate the rights or safety of others, violate school or classroom rules, Board policies or State or Federal laws may include, but are not limited to, any of the following:

- Teacher or staff conference with student
- Teacher-parent contact by phone or letter
- Referral to a counselor, social worker
- Administrator-parent contact by phone or letter
- Restricted privileges including suspension from co-curricular, field trips, etc.
- Parental conferences at school with a teacher and/or a counselor and/or Administrative contact
- Suspension, in-school and out-of-school
- Recommendations for expulsion by the Administrative contact

In addition, those offenses that are violations of local ordinances or state law will be referred to law enforcement. Any student who is determined to have brought a gun or weapon to school will be expelled.

If a student engages in inappropriate behavior not specifically cited in this document, the behavior shall be dealt with in a manner that reflects the spirit of this document.

Students who refer themselves to the proper school authorities for alcohol and other drug infractions prior to disciplinary actions shall be given special consideration if a prescribed educational/treatment program is sought and completed.

Due Process and Disciplinary Procedures

Procedures for disciplining students will be consistent with state and federal laws. Administrative contacts may establish other procedures to govern the school not specifically mentioned in the state and federal laws so long as they are not in conflict with those laws and rules.

Certain standards and procedures should be observed if there is to be a fair consideration of the application of rules and regulations. Rules, regulations and penalties should be made readily available, in writing, to the student body, when appropriate.

The student has a right to be informed of specific reasons for an action.

School authorities have an obligation to apply rules, regulations and discipline without prejudice and in a nondiscriminatory manner. If a teacher or administrator does not feel that s/he can handle a case on its merit, s/he shall pass the case to a suitable substitute or the next highest person in authority. Any student who believes that s/he has been discriminated against may file a complaint with the Administrative contact.

Students have the right to full and impartial review of disciplinary action resulting in out of school suspension or expulsion from school in accordance with state law.

When children are having difficulty, communication and cooperation from parents is crucial. Parents are required to be available for conferences and to seek professional assistance for their child when requested by the Administrative contact. In extreme cases of behaviors that infringe upon the rights and safety of other children and adults in the classroom, parents will be required to remove their child from the Palmyra Eagle Montessori School.

BITING POLICY

Biting does occur occasionally, particularly with the younger children. Biting in the Infant/ Toddler classroom can be a form of behavioral expression. It is handled in a developmentally appropriate way by the staff. Conflict resolution, emotional vocabulary and empathy development are used as tools with the children. Should biting occur in this classroom, parents will be notified by teachers with strategies to support the children involved. However, in the primary (3K to 5K) classroom, we treat biting as a more serious offense, and in order to reinforce this safety standard for the children involved, parents are telephoned and required to take the child home for the day. This has proven to be an effective and impactful deterrent.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction to the learning environment and vulnerable to theft. Students are not allowed to carry cell phones at the Palmyra-Eagle Montessori School.

ABUSE & NEGLECT POLICY

As required by the Wisconsin Department of Health and Family Services, any suspected case of child abuse or neglect will be reported immediately to the proper authorities. Such reports may be made anonymously and school personnel are not required to disclose such a report to parents.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity) of the Palmyra-Eagle Area School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact KayLeigh Sockrider at 262-495-7101 x2214.

It is also the policy (Board Policy 5517 – Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the Palmyra-Eagle Montessori School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Kari Timm
Middle/High School Principal
PO Box 901

Brad Warner
Business Manager
PO Box 901

123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2215
ktimm@peasd.org

123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2602
bwarner@peasd.org

The complaint procedure is described in Board Policies 2260 - Nondiscrimination and Access to Equal Educational Opportunity and 5517 – Student Anti-Harassment. The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517 – Student Anti-Harassment, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics" which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; of
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Palmyra-Eagle Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Kari Timm
Middle/High School Principal
PO Box 901
123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2215
ktimm@peasd.org

Joel Tortomasi
District Wide Vice Principal
PO Box 901
123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2217
jtortomasi@peasd.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 – Student Anti-Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the school that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Compliance Officers listed below:

Kari Timm
Middle/High School Principal
PO Box 901
123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2215
ktimm@peasd.org

Brad Warner
Business Manager
PO Box 901
123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2602
bwarner@peasd.org

Any person may report sexual discrimination, including sexual harassment, to the District's Compliance Officer listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the

school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01 - Bullying)

Weapons of any kind, or toy replicas of weapons, must never be brought to school and doing so will be considered a serious offense, subject to suspension or expulsion of the student. Threats of violence are also considered a serious offense. Because of the unfortunate climate of violence in schools nationally, parents should discuss the consequences of this in advance with their children, so that the expectation is understood. In addition, children in elementary school sign an agreement as a member of the school community. Parents sign the Family Handbook.

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Administrative contact or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516 – Student Hazing]

SECTION 504/ADA COMPLAINT

Any person who believes that the Palmyra-Eagle Montessori School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Kari Timm
Middle/High School Principal
PO Box 901
123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2215
ktimm@peasd.org

Brad Warner
Business Manager
PO Box 901
123 Burr Oak Street
Palmyra, WI 53156
262-495-7101 Ext. 2602
bwarner@peasd.org

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the District's website.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact KayLeigh Sockrider at 262-495-7101 x2214. (Board Policy 2460 – Programs for Students with Disabilities)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 – Animals on District Property.

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the administrative contact.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Policy 8390 – Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the administrative contact.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the District's required curriculum. (Board Policy 2260.02 – Services for Bilingual Students/English Learners)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Diane Strehlow at 262-495-7101 x2408.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 – Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Policy 8330 – Student Records and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Ryan Krohn or consult the Board Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;

- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the administrative contact to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building administrative contact.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

- Direct emails, text messages, or phones calls to families
- A message will be posted to our Facebook page & website
- A message will be posted in Transparent Classroom
- please also listen to the following radio and TV stations:

Radio:

WTMJ-AM 620 WMIL-FM106

WOKY-AM920 WJJO-FM94.1

WFAW-AM94 WSLD-FM104

WSJY-FM107

Television:

WISN-TV12

WTMJ-TV4

WITI-TV6

WMTV-15

Please be prepared with backup child care if your work schedule will be disrupted by a school closing. It is the sole responsibility of the parent to check for school closings through one of the above-mentioned methods. Providing the school with the most updated email address and telephone number is the sole responsibility of the parent. **Remember that grandparents and babysitters must also be informed if they are providing transportation; it is the parents' responsibility to inform transportation contacts.** Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. (Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

VISITORS AND VOLUNTEERS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Registration will require the visitor to present a valid driver's license or State Identification to be checked using the Raptor System. Failure to produce a valid form of ID will result in a visitor being denied entry into the school. Any visitor found in the building without a pass shall be reported to the Administrative contact and/or law enforcement.

Parents/guardians who wish to volunteer must contact their child's teacher(s) to set up this visit. All volunteers must have an approved background check on file.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Administrative contact regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Administrative contact. (Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. (po 9150 – School Visitors)

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

GRIEVANCE PROCEDURE

Parents questioning actions taken by the school may do the following:

1. In classroom matters, contact the teacher to discuss the problem.
2. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the Administrative contact.
3. If the problem is not classroom related, the parents may contact the Administrative contact.
4. The other party will be notified in advance if such persons are present.
5. The Administrative contact will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.

Social Media like Facebook, Instagram, Twitter and others are powerful communication tools. However, they can also be used in inappropriate ways to malign or judge circumstances out of context, and thus becoming a weapon against individuals and organizations. Therefore, Social Media should never be used as a way to air grievances. We require that parents follow the Grievance Procedure above. These procedures will assist parents in addressing concerns in a way that preserves their signed agreement with the school, and the integrity of all parties.

Please sign and date this page to acknowledge that you have read and understand the contents of the Palmyra-Eagle Montessori School Family Handbook for the 2023-2024 School Year. Please turn this acknowledgement in to the office to be kept in your file by September 1st 2023.

Parent Name

Parent Signature

Date