Chippewa Valley Montessori Charter School

Family Handbook

**2023-2024**



400 Cameron Street

Cameron Street

Eau Claire, WI 54703

715-852-6950

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852

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6950

**Website:** [**https://www.ecasd.us/CV-Montessori-Charter-School/Home**](https://www.ecasd.us/CV-Montessori-Charter-School/Home)

Principal's Message

Pam Hermodson

Chippewa Valley Montessori Charter School

Welcome to Chippewa Valley Montessori Charter School. Our school is full of vibrant and enthusiastic learners. It is our expectation that when our students leave Chippewa Valley Montessori, they are well prepared for middle school. In addition, we prepare our students to be lifelong learners and knowledgeable, respectful, and responsible members of their community.

Our program serves 4K through 5th grade. The Montessori approach is used in all our classrooms. This approach incorporates hands-on activities, cultural experiences, peaceful environments, and builds a strong foundation for our children's future.

Our parents are very engaged with our school. They serve many hours volunteering in the classroom to help prepare our children to be successful. Our Parent Group holds many functions and fundraisers throughout the year. The proceeds contribute to many field trips and supplementary programs at Chippewa Valley Montessori. You are welcome to visit our school and see for yourself the rich and abundant learning going on at Chippewa Valley Montessori.

Best Wishes,

Pam Hermodson, Principal

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**Governance Board**

The Montessori Charter School Governance Board meets the first Tuesday of every month. They establish policy, oversee the budget, monitor expenditures, approve hires, determine admissions criteria, and evaluate the administrator.

Executive Team:

Sara Meeks—President Josh Christianson—Vice President Nick Foiles—Secretary

Jillian Gottsacker—Treasurer

Parent Representatives:

Sara Meeks

Josh Christianson

Jillian Gottsacker

Frank Fucile

Nick Foiles

Community Representatives:

Mindy Braun

Jef Whitfield

Amanda Palser

Becky Johnson

Staff Members:

Melissa Kleven

Rebekah Moua

Nichole Smith

Ex-Officio Member:

Pam Hermodson, Principal

# School Staff

Core Educators are certified by the Wisconsin Department of Public Instruction and must hold or be working toward Montessori certification in the courses they teach.

|  |  |
| --- | --- |
| **Principal:** Pam Hermodson  **Secretary:** Amy Daw |  |
| **Teachers:**  Julie Campbell  Caroline Irgens  Kirk Jansen  Jamie Johnson  Melissa Kleven  Jenny Kron  Kurt Lothe  Melissa Manor  Rebekah Moua  Leslie Perrenoud  Sara Schubert  Anna Sexton  Nichole Smith  Lisa Sylvester | **Specialists:**  Kelly House – Art  Carling McLaughlin—Media and Technology Integration Specialist.  Traci Ohlmann - Music  Bart Steffen - Physical Education  **Educational Assistants:**  Maria Auger  Michele Branco  Amber Drier  Sara Farber  Julie Fritzel  Anthony Frey  Ariana Giuliani  Leah Kelly  Carla Lothe  Hanah Peterson  Jesse Petke  Sage Sarona  Brittany Wiuff |
|  |  |

**Other staff at the Chippewa Valley Montessori Charter School include:**

|  |  |
| --- | --- |
| Tony Hehl, Custodian  John Neibauer , Custodian  Amanda Davis, Guidance Counselor  Heidi Sprouse, Social Worker  Tori Hugo, School Nurse  Peyton Thacker, Medical School Assistant  Leah Keiser, Psychologist  Gigi Parkins, Cook  Gin Winter, Partnership Coordinator | Andrea SchultzBorck, Special Ed Teacher  Sara Thacker, Special Ed Teacher  Emma Croft, Speech & Language  Elizabeth Carter, Literacy/SEL Coach  Kristie Marczak, Instructional/SEL Coach  Stephanie Whitmore, Literacy Interventionist  Jeremy Harrison, Instructional Interventionist |
|  |  |
|  |  |

# Mission and Vision Statements

## Mission

To provide an innovative learning environment to the Eau Claire community that promotes the social, intellectual, and emotional development of each child based on the foundations and methods of Maria Montessori.

## Vision

To inspire and nurture the human spirit—one child at a time.

### The History

Chippewa Valley Montessori Charter School was developed at the request of the community and the Eau Claire Area School District Board of Education. It opened in 2002.

# General Information

## Website

At the Chippewa Valley Montessori Charter School website <https://www.ecasd.us/CV-Montessori-Charter-School/Home> you can find the following information: News, Announcements, Events, Quick Links to the Breakfast/Lunch menu, Skyward access, and Staff directory all on the **Home Page**. Under the **About** tab, you can find Back to School information, Parent Group information including members, meeting dates & minutes, and newsletters, as well as CV Montessori Governance Board information including members, meeting dates & minutes, newsletters, and committees. Under the **Main Office** tab, you will find our contract, application information, Pupil Services, and our Partnership Connection.

[\\coa-fs-03\adaw$\My Documents\Montessori\2016-2017 School Year\FAMILY HANDBOOK\Twitter Icon.png](https://twitter.com/cvmontessori)The Chippewa Valley Montessori Charter School is on Facebook & Twitter! Click [\\coa-fs-03\adaw$\My Documents\Montessori\2016-2017 School Year\FAMILY HANDBOOK\Facebook Icon.png](https://www.facebook.com/Chippewa-Valley-Montessori-Charter-School-150219128365289/) to like us on Facebook and Click to follow us on Twitter!

School Hours

|  |  |
| --- | --- |
| Breakfast: | 8:10 a.m. – 8:35 a.m. |
| Playground drop off: | 8:10 a.m. – 8:35 a.m. |
| Building open for students: | 8:35 a.m. |
| Regular Program: | 8:35 a.m. – 3:35 p.m. |
| 4-year-old Kindergarten: | 8:35 a.m. – 11:25 a.m. OR  12:45 p.m. – 3:35 p.m. |

Please do not bring your child to school before 8:10 a.m., as there is no supervision on the playground before that time. Students are not allowed in the building until 8:35 a.m. unless they are attending the breakfast program or accompanied by an adult. If special arrangements need to be made, please contact the school secretary.

## Arrival and Dismissal Procedures

Our students use our “Hug and Drop” car line or buses for both arrival and dismissals. All children not using the school bus during arrival should be dropped off at Door 6 on Maxon Street. Our staff will be standing “curbside” to help your child out of the car each morning between 8:10 and 8:32 a.m. on Maxon Street. If you arrive after 8:32, your child may come directly into the school through the main door (Door 2) on Cameron Street. All students being picked up at the end of the day on Babcock Street. Buses unload and load on Cameron Street so please don’t park there during arrival or dismissal.

At dismissal time, children go to their designated pick-up area and staff will assist each child into their family/caregivers’ vehicle or to their buses. Please display your student’s name card inside your car window. This allows staff members to identify specific vehicles more easily and assures the safety of our students. If everyone is alert, cautious, and courteous during drop off and pick up, the procedure goes quite quickly.

If you would like to walk your child into the building at 8:35 am or pick them up at 3:35 pm, please park in our parking lot or on a side street. 4K children are ready for pick up between 11:20-11:30 or dropped off at 12:40. If picking up your child after 11:30, please do so in the school office.

**Please don’t park in the Senior Center’s parking lot.**

## School Closure/Delay Due to Inclement Weather or High Peak Energy Alert

Chippewa Valley Montessori Charter School will be closed if Eau Claire Public Schools are closed. The announcement will be on the following local radio and television stations: WBIZ, WAXX/WAYY, WWIB, WXRB, WQOW-TV 18 and WEAU-TV 13. No announcement means that the schools are open. The district’s websites will also note if schools are closed, closing early, or starting late.  [http://www.ecasd.us](http://www.ecasd.us/)

The decision to close schools because of bad weather is made by the superintendent after consulting with the National Weather Service, city, county, and other sources. If the schools are closed because of bad weather, all athletic, after-school, and evening events are also canceled.

Many of our families live in different areas in the Chippewa Valley. Although your family may have no difficulty arriving to and from our school, some families may choose to not put themselves at risk while driving under inclement weather conditions. Remember that the safety of the children comes first. The school respects your decision in this matter. Please inform the school your child will be absent.

The staff at Montessori is trained in emergency procedures and drills are held regularly for the students. Evacuation plans are posted in every classroom for tornadoes or dangers inside the building. If it is necessary to evacuate the building, we will use the Senior Center (corner of Bellinger and Madison) or Kessler Park (corner of Maple and Walnut).

## Field Trips

Teachers will give parents a permission slip for each scheduled outing that involves transporting your child. These are for acceptance or rejection of your child’s participation. Please promptly decide, sign, and return permission slips to facilitate any needed adjustments in travel arrangements. Permission denied and slips returned after the posted deadline may necessitate excluding your child from the trip. In addition, a general permission form is given to the parents at the start of the school year. This will cover students on any walking field trips during the school day throughout the school year.

## Lunch Program

|  |  |
| --- | --- |
| Lunch Schedule Start Times | |
| Children’s House | 10:55 a.m. |
| Grades 1, 2, & 3 | Between 11:25 a.m. and 11:55 a.m. |
| Grades 4 & 5 | Between 12:05 and  12:15 p.m. |

The Food and Nutrition Program uses a computerized meal system at Chippewa Valley Montessori Charter School. Using a computerized meal system requires parents/guardians to **PREPAY** money into an account. Cash or checks made out to the **Food and Nutrition Program** are accepted. You should use the meal/milk prepayment envelopes provided by your child’s teacher to send payments on Mondays. Your child should have money in his/her account prior to taking a meal or milk each day. We encourage everyone to use the online system, “My School Bucks” information on this program can be found at <https://www.myschoolbucks.com>.

Each student will be assigned a four- or five-digit PIN (Personal Identification Number). This number is used in the cafeteria whenever the student participates in the meal/noon milk program. The student will enter their PIN into a keypad and their account will be debited for the meal or milk. Each child will have a PIN and will use it when participating in the meal/noon milk program even though they may qualify for free or reduced-price meals.

If you have questions about your child’s account balance, please call the school and ask to speak with the cook. You can request at any time an Account Activity Report showing the account activity for your child as well as the current account balance.

The menu for the coming week is found on the School District’s website [http://www.ecasd.us](http://www.ecasd.us/) and is printed in the Leader-Telegram. Menus are also sent home with the students toward the end of each month, so you can plan.

If you think your household may qualify for free or reduced-price meals, please fill out an application and return it to the school office. The Food and Nutrition Office will determine your qualification and notify you by letter. For more information, see this link: [free-reduced-meals-parent-guardian-letter-FAQ.pdf (ecasd.us)](https://www.ecasd.us/ECASD/media/Start-Page-Media/free-reduced-meals-parent-guardian-letter-FAQ.pdf)

Lunch/Milk Prices 2023-2024

Breakfast - $1.00 per meal (includes milk)

Reduced Breakfast - $0.30 per meal (includes milk)

Milk (with cold lunch) - $0.50 per half pint

Lunch - $2.65 per meal (includes milk)

Reduced Lunch - $0.40 per meal (includes milk)

Adult Lunches - $4.10 per meal (includes milk)

Adult Breakfast - $2.10 per meal (includes milk)

Parents/Guests are invited to have lunch with their child/ren **starting in October**. Please call the office by 9:30 a.m., at 715-852-6951, to reserve a spot and indicate whether you will bring your own lunch or buy one through the cafeteria. Please keep in mind that you need the exact amount because the cook cannot make change.

## Grievance Policy

Communication between parents and their child’s teacher is very important. If you have a classroom concern, please contact your child’s teacher to discuss it. If your concerns are not satisfactorily resolved, please contact the school principal. She will then facilitate any necessary meetings to reach resolution of any concerns.

## Separated/Divorced Parents

Chippewa Valley Montessori Charter School will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order. Prior to the beginning of each school year, each parent enrolling a student is requested to provide the school principal with current information regarding any Court Order which provides specific rights to the child’s parents. In the absence of a Court Order, neither parent shall be deemed to have rights superior to the other parent. Either parent may provide the principal with a certified copy of the most recent Court Order. Unless directed in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments.

## Attendance Policy

If your child will be absent from school, please call **715-852-6950** before school begins in the morning and select Auto Attendant. You can also enter an absence through Skyward.

School is in session from 8:35 am-3:35pm. If you need to take your child out of school during that time, the child *must be signed out in the office by a parent or guardian.*  Students will only be released to individuals who have been designated as *persons authorized to pick-up the student with original parental signatures on file with the office.* You should also contact the school secretary if you need to request early dismissal. The secretary will notify teachers. Please allow enough time for students to clean up their work and get down to the office. Other than emergency situations, you should not ask to have a class interrupted and a student taken from class.

If regular attendance becomes a concern for your child, Eau Claire Area School District policy and procedures will be followed. This policy was developed to align with Wisconsin state law as it pertains to school attendance and includes notification of parents by mail informing them of excessive tardiness and absences. Parent meetings to address the issue may be required.

## Visitors – Raptor system

Any visitor (including parents) visiting Chippewa Valley Montessori Charter School must register at the office using the Raptor system before going elsewhere in the building. You will be given a sticker to wear during your stay, and you must log out before you leave. You need a valid form of ID to enter our building beyond the office.

## Access To Pupil Records

Parents of minor students may examine their child/ren’s school records. Access may be requested through the school principal.

## Guidelines for Animal Visits to School

It is important that animals brought to school be clean, healthy, and free of fleas, ticks or mites. Visiting animals should be restricted to an area designated by the teacher.

***Verified Rabies Vaccination****:* A current rabies vaccination is required for all dogs, cats, and ferrets being brought to school. Dogs and cats under three months of age and not vaccinated against rabies should NOT be handled by children.

***Proper Restraints of Animals:*** Because animals may react strangely to classroom situations, it is important to have an effective way to control them.

***Collars and Leashes:*** All dogs, cats, and ferrets should be wearing a proper collar, harness, and/or leash when on school grounds. The owner or person responsible for the animal should be able to restrain the animal at all times during the visit. No animal should be allowed to roam unrestrained in the school.

***Pet Birds:*** Pet birds should not be allowed to fly free in a classroom.

***All sponsors of visiting animals must complete the Pet Visiting Form.*** Ask your child’s teacher for the form. It should be completed and turned in at least 24 hours before the visit.

## Registration Procedures

During Second Semester you will receive an *Intent to Enroll* form for the next school year. If you plan to have your child/ren continue at Chippewa Valley Montessori School, please fill out and return the form to the school office by the stated deadline. Once admitted, students remain admitted on an ongoing basis, year-to-year. Siblings must register separately. Refer to the Admittance Policy on the website for details.

# Montessori Philosophy of Creating a Peaceful Climate

The Montessori philosophy focuses on creating a peaceful climate in the learning space. Respect for people and for the learning environment, listening skills, and acceptance of others are important goals. Children learn to work together, to collaborate, and to help each other on tasks and projects.

Children in a Montessori school may freely (within limits) choose to work from materials that they have been shown how to use. They are expected to use materials properly, return them when finished, and always consider the rights of others. Thus, the child develops his/her individuality and self-confidence. He/she becomes independent, responsible, and self-reliant.

The Montessori classroom is a quiet, respectful, orderly place where children can concentrate, work with others or alone, repeat activities, and work for the internal rewards of accomplishment and creativity.

## Academic Standards

Through his/her work at the Chippewa Valley Montessori Charter School, a child is expected to develop the responsibilities that accompany the freedom to choose his/her own learning style. A child will be expected to achieve the highest academic standards that match his/her ability level.

# Student and Parent Expectations

## General Guidelines of Student Behavior

1. Under no circumstances may a student bring a weapon to school. Any item that could be used as or construed to be a weapon should not be brought to school.
2. Students must respect each other and each other’s property. School property must also be respected and treated with care.
3. Any action between students that makes a student feel threatened or uncomfortable should be reported to a faculty or staff member immediately. Students should not take matters into their own hands.
4. Faculty and staff members are to be treated with respect. Students may not show disrespect to their teachers or other staff in their attitudes or actions. Reasonable instructions given to students by faculty and/or staff must be followed. Any conflict between students and faculty/staff will be reported to the school principal.
5. Appropriate language, tone of voice, and vocal volume will be used throughout the school. Any use of language or gestures by students that is generally considered obscene and/or profane is not allowed.
6. No drugs of any type (to include alcohol and/or tobacco) may be possessed or used by students at any time while at school. These include any illegal or controlled substances, prescription drugs, or over-the-counter medications. All medications the student must use for health purposes while at school are to be brought by the parent or guardian, in original containers for the medication, to the school office for distribution by authorized school personnel.
7. Students will conduct themselves at all times in a manner that does not threaten the safety and welfare of other students or school personnel.
8. Students will promote the physical safety and personal security of all others. Students will conduct themselves with a high degree of self-discipline and will not engage in assaultive behavior, which includes fighting or arguing with other students or school personnel.
9. Students will not engage in any behavior that discriminates against others on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability.
10. Students will practice and encourage honesty in academic work and all other behaviors.

## Clothing

Students must wear clothing that is suitable for both indoor study and outdoor play. Students may not wear any items that disrupt the educational environment or become a distraction from schoolwork. Students must dress sensibly, neatly, cleanly, and comfortably. Shoes appropriate for outdoor play should be worn.

Children’s House students should have a full set of labeled clothing including socks, underwear, pants/shorts, and shirt in a zip lock bag to be kept in your child’s locker. All students need to have a pair of indoor shoes available every day. Tennis shoes need to be worn in the gym.

## Cold Weather Reminders

Children should be adequately dressed to go outdoors for recess. During snowy weather, students must wear boots and snow pants. If they do not, they will need to play on the blacktop that has been plowed. **We have a limited supply of extra clothes, so being prepared is extremely important.**

We will have outdoor recess unless it is raining, or the temperature is lower than 0 degrees Fahrenheit or the wind chill factor is below -10 degrees Fahrenheit. The school principal or other designated persons will consider other factors to determine whether students will go outside for recess. Please remember, if your child is too ill to go outside for recess, he/she should remain at home.

## School Telephone Use

Parents, please make all after school arrangements with your child before he/she comes to school for the day. If you need to get a message to your child, please leave the message in the office so that instruction is not interrupted. Also, if you need to speak with your child’s classroom teacher, please call before or after school so that, once again, instruction is not interrupted. Students are allowed to use the school telephone only in cases of emergency and with the permission of their lead teacher or the main office.

## Use of personal electronic devices

Personal cellular telephones or other electronic devices are not to be used by students during school hours without their teacher’s permission. Any personal cellular telephone and other electronic devices possessed by a student must be kept with the student’s personal possessions and turned off during the school day. Any student not adhering to this policy may have a cellular phone confiscated by a faculty or staff member to be returned to the parent or guardian. The school or its employees cannot be responsible for any personally owned electronic device.

## Lost and Found

All lost and found items are to be turned in to Lost and Found in the school dining room or on their designated floor. You may find it advantageous to clearly label your child’s clothing. At varying times during the school year unclaimed articles are displayed and, if unclaimed, are donated to charitable organizations. Please ensure your student is advised to assume responsibility for his/her articles.

## Parent Participation

Parent participation is highly encouraged and critically important to the success of Chippewa Valley Montessori Charter School, and to the educational experience of its students. Research shows that strong parent participation has lasting and beneficial effects on a child’s education and correlates with student achievement as well. We have had outstanding parent participation at the Chippewa Valley Montessori Charter School, and we look forward to your continued interest and support. Becoming significantly involved in your child’s school can produce effective results and adds to the strength of our community. Many opportunities are available to volunteer. On the first day of school, you will be able to sign up for various volunteer opportunities.

Parents are encouraged to become involved in the school at many levels. Every parent belongs to the Parent

Group. Every year officers are elected as part of the Parent Group. They include President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Fundraising Coordinator Co-Chair, Volunteer Coordinator, Volunteer Coordinator Co-Chair, Family Events Coordinator, Family Events Coordinator Co-Chair, Garden Coordinator, Garden Coordinator Co-Chair, and two Family Advisory Council Representatives

## Volunteers

Volunteers are an important part of our student’s success. Family and community members are welcome to fill out a volunteer information form and talk to the Partnership Coordinator or the Parent Group’s Volunteer Coordinator.

All volunteers need to take the Montessori Volunteer Orientation as well as other pertinent training. Volunteers will be asked to sign a Volunteer Agreement and submit to a background check.

## Take Home (Transport) Folders

“Take Home” Folders should go back and forth between your home and school every day. This folder will contain all pertinent school information, notices, and field trip signups, etc. The “take home” folder should also be used by you, to get information to your child’s teacher. Please check your child’s folder every day.

Parents are encouraged to communicate informally with all members of the staff. During a busy school day, please feel free to leave a voice mail through the main office for teachers or correspond via email. We ask parents to be courteous of class time. Interruptions are highly discouraged during the work period.

## Learning Environment

The Montessori program places children within learning environments that span multiple years of academic and social development, creating a more natural learning community for students. Montessori teachers are trained to accommodate a wide range of abilities and needs within the multi-age classroom, and students further benefit from interaction with a more diverse group of peers.

Each of the classrooms at Chippewa Valley Montessori Charter School is specially prepared to meet the intellectual, physical, emotional, and social needs of each child as an individual. Specially designed and sequenced manipulative materials, especially at the lower grade levels, help isolate skills to be learned and direct the child through the curriculum from mastery to mastery, building self-confidence along the way. Although there are both large and small group activities throughout the day, the child’s academic instruction is most often individually presented, especially in the Children’s House. As a student progresses through the curriculum, he/she is presented academic skills and knowledge from an increasingly vast array of reference materials. Each classroom will have its own classroom library and computer(s), as well as resource materials areas.

The classrooms provide learning areas that include practical life, sensorial, language, mathematics, geometry, geography, history, science, and the arts. To foster self-motivation and self-discipline, students are expected to choose any material for work that has been introduced to them by their teacher. They may repeatedly work with the material on their own, so that they can discover the underlying concepts and to attain mastery of skills contained in the work.

Chippewa Valley Montessori welcomes learners of all abilities and learning styles.

## Technology

We are committed to providing our students with the most exciting, innovative technology to support students’ learning and academic success. All students must adhere to the ECASD Internet Acceptable Use Policy.

**Evaluating Students Progress and Parent Conferences**

Ongoing evaluation and assessment assists teachers in determining the educational needs of individual students. Teachers monitor student progress on a continuous basis and convey information to parents on both a regular and “as needed” basis.

Parents are expected to attend formal conferences twice a year. The dates are on the school calendar. These conferences are approximately 15 minutes in duration, allowing teachers and parents time to discuss the progress of their children.

## Non-Discrimination Policy

If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Stats., the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability, he/she can bring or send a complaint to Kay Marks, Executive Director of Human Resources, 500 Main Street, Eau Claire, WI 54701. Ms. Marks can be contacted at 715-852-3051.

Complaints relating to the identification, evaluation, placement, or provision of a free appropriate education of a child with a disability shall be resolved by procedures authorized in state and federal law. Also, complaints under federal law commonly referred to as EDGAR complaints (i.e., that the state or a subgrantee is violating a federal statute or regulation that applies to a program) shall be referred directly to the State Superintendent of Schools.

Other complaints will follow the steps identified below:

**Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator (principal). The building administrator shall forward a copy of the complaint to the appropriate administrator. For complaints related to school personnel, Kay Marks, Executive Director of Human Resources, should be contacted. For complaints related to the identification/placement/other issues of a special education student, Mandy VanVleet, Director of Special Education/Student Services, should be contacted. The building administrator shall also send a written acknowledgment of receipt of the complaint to the complainant within 15 working days.

**Step 2** The appropriate administrator as identified in Step 1, along with the building administrator and other staff where appropriate, shall be responsible for the investigation of all formal complaints. Following the completion of the investigation, a written report shall be prepared. Unless the parties agree to an extension of time, the findings from the investigation shall be delivered, in writing, to the complainant within 45 days of the receipt of the complaint.

**Step 3** If a complainant wishes to appeal a determination by the Executive Director of Human Resources or the

Director of Special Education/Student Services, he/she may appeal, in writing, to the Board of Education within 30 days of receipt of the written findings. Within 15 days, the Board shall send a written acknowledgment of receipt of the appeal to the complainant. The Board shall consider all appeals and render a written decision within 45 days of receipt of the appeal.

**Step 4** If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board’s decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 15 days of receipt of the complaint or made a determination within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P. O. Box 7841, Madison, WI 53707.

**Step 5** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Room 1053, Chicago, Illinois 60606.

# Health Issues

## Child Abuse/Neglect

Any teacher, school administrator, or other school staff member who suspects that a child has been abused or

neglected is required by law to immediately report such suspicions. Reports are made directly to the Department of Human Services intake worker.

## Insurance

The school district does not carry insurance to cover medical, dental, etc. costs should your child have an accident at school. If insurance needs exist, families should consider the low-cost insurance, for which information is provided at the beginning of each school year.

## Hearing and Vision Screening

In October, 5K, 1st & 3rd grade students will be given a vision screening test to students who do not wear glasses. This screening test will be given under the direction of the City-County Health Department. Also, in November, a hearing-screening test will be given to students in grade 5K and 1st grade. Should either test indicate a problem, a re-test is given. If the child does not pass the re-test, the parents will be notified in writing by the Health Department; the recommendation being to consult a doctor for further examination.

All vision and hearing testing we conduct are simply screening measures, they are in no way meant to be absolute. It is very possible a student could pass our screening devices and still have a condition that would affect classroom performance. It is because of this that we encourage parents to maintain regular and specialized medical appointments for their children.

## Immunizations

Wisconsin State Statute 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for personal, religious, or medical reasons. It is the parent’s responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child’s cumulative file. If immunizations are not up to date, your child may be excluded from school until the proper immunizations are received. Requirements may be waived for two reasons: 1) certification of a physician that the immunization required may be detrimental to the health of a child, or 2) objection to immunization on personal, religious or medical conviction grounds.

## Medications

Whenever possible, all medications should be administered at home; however, under certain circumstances it may be necessary for a student to take medication while in school. No prescription or over-the counter (OTC) medication shall be given to a student by an employee of the District unless written instructions for administering medication, signed by the prescribing/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel.

For school personnel to administer the medication, parent(s)/guardian(s) must complete and submit the approved child/student medication management forms. School personnel authorized to administer medications must complete the district-approved medication management training.

The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within the medication administration policy. For questions about medications, contact the school nurse.

## Accidents/Emergency Procedures

In the event of a serious accident or emergency, every effort will be made to contact the parent at home or at work as soon as possible. If the parent cannot be reached, emergency contacts listed on the Student Information Form will be called. The facts of the accident or emergency will be given and the parent or contact person will determine if a doctor is needed. In the event of an extreme emergency, an ambulance will be called.

In the event of an accident or emergency which causes school to be closed and students to leave at other than the normally scheduled time, no child will be released to any person other than his/her parent or emergency contact person as named on the Student Information Form (SIF)/student transportation plan which we asked you to complete on Signing Day.

## Student Health

***Emergency Card Information*:** Please keep your child’s emergency card information up to date. In case of emergency, we must be able to contact you as quickly as possible. If any home, business or cellular telephone is changed it needs to be reported to the office, 715-852-6951, immediately. Changes in address should also be reported to the office in a timely manner.

***Health:*** The school’s sick bay is available to those students who become ill or injured at school, or who require medication during the school day.If a child runs a temperature or requires medical treatment, the parent or guardian will be called to pick up the child as soon as possible. If a parent or guardian cannot be reached, the next person listed as an emergency contact will be called.

***Illnesses:*** Although we encourage and expect regular attendance, to maintain the good health of all our students, please refrain from bringing your child to school if they are sick. This will reduce the overall number of illnesses among the students.

If a child exhibits any of the following symptoms at school, a parent/guardian/emergency contact will be notified to come and pick the student:

|  |  |
| --- | --- |
|  | Temperature of 100.5 Fahrenheit or more |
|  | Diarrhea |
|  | Vomiting |
|  | Persistent coughing |
|  | Draining or spreading rash |

***Contagious Illness:*** A child’s exposure to, or treatment of, a contagious disease must be reported to the school that day. The school will notify parents of the situation, so that they can take the necessary precautions for their child’s health. Please follow the procedures for contagious illness so that exposure can be kept to a minimum.

***Communicable Illnesses:*** The diagnosis of a child with a communicable illness must be reported to the school immediately. The school will then notify the State Department of Public Health or the local Health Department, all staff members and all parents or guardians of the children in the care of the school. Illnesses such as measles, mumps, hepatitis, diphtheria, rubella, salmonella, tuberculosis, meningitis, and guard or shigella are considered communicable and should be reported immediately. Lice is not considered a communicable illness.

***Document update: August 2023***