



**Adeline Montessori School, Inc.  
Early Childhood Center Family Handbook  
2026-2027**

**Revised 7/2026**

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## MISSION STATEMENT

Adeline Montessori School community of staff, faculty, and families strives to prepare children to become self-motivated by their innate sense of curiosity and encourage them to use critical thinking skills and diplomacy to overcome obstacles. The AMS community/team will guide students to problem-solve with empathy as they grow to become adults with integrity.

## OUR WORK

At AMS, 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. AMS is a progressive school for children ages 6 weeks to 14 years of age. Children are guided by degreed and certified teachers who embrace the Montessori Philosophy espoused by Maria Montessori and the American Montessori Society. AMS abides by the [AMS Code of Ethics](#) and [accreditation standards](#) in its administrative and teaching practices.

AMS 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 and Foreign Language, 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, Adeline 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." - <https://amshq.org/Educators/Community/Peace>

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 AMS will look, feel, and be different, each graduate 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 AMS 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. AMS 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 AMS emails do not go to a spam folder. Parents are also responsible for making sure that AMS 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, etc. Additionally, the AMS Community Portals, found on our website, lists activities and holidays on the school calendar. This is a Google calendar which you are welcome to sync with your family’s personal calendar.

In an effort to reduce the use of paper, the majority of necessary information for parents regarding the school is found on the Community Portals 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. However, teachers are only permitted to respond to emails during business hours, 7:00 am to 5:00 pm, Monday through Friday.

| Question                                                                                                           | Adeline Montessori School                                                                            |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Child’s classroom or progress in school                                                                            | First consult their specific classroom teachers                                                      |
| Admissions, enrollment, tuition, billing, payments, administrative issues or questions that haven’t been answered. | Contact the Office Admin at <a href="mailto:ecc@adelinemontessori.com">ecc@adelinemontessori.com</a> |

# FINANCIAL

## *Tuition*

Tuition may be paid in full, semesterly, or in monthly installments. Tuition deposits 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. Please be sure to select the plan you wish to maintain throughout the year. 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 for students who miss school due to illness, vacation, or other absences.

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 any school within the AMS district. Requests for refunds must be accompanied by a letter of confirmation from the employer and subsequently approved by the Principal, 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, AMS must close its programs until danger has passed or the governmental directives are lifted.**

## **26-27 Tuition Rates**

| <b>Program</b> | <b>Annual (1 Payment)</b> | <b>Semester (2 Payments)</b> | <b>Monthly (9 Payments)</b> |
|----------------|---------------------------|------------------------------|-----------------------------|
| I/T 4 Half     | \$6,760.03                | \$3,511.27                   | \$848.88                    |
| I/T 4 Full     | \$12,613.26               | \$6,551.52                   | \$1,583.89                  |
| I/T 5 Half     | \$8,037.85                | \$4,175.57                   | \$1,009.35                  |
| I/T 5 Full     | \$15,004.00               | \$7,793.31                   | \$1,884.11                  |
| 3K 4 Half      | \$7,357.00                | \$3,934.85                   | \$951.50                    |
| 3K 4 Full      | \$11,318.73               | \$5,842.44                   | \$1,383.40                  |
| 3K 5 Half      | \$9,259.08                | \$4,918.56                   | \$1,189.38                  |
| 3K 5 Full      | \$14,148.41               | \$7,303.05                   | \$1,729.36                  |

## ***Wrap-Around Care***

Wrap-around care is available to school aged students for the hours of 7-8am and 3-5pm, Monday - Friday. Wrap-around care must be requested in writing on our wrap-around care request form that is sent out during the enrollment process. Billing will be based on usage and billed at the end of each month.

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 you are in need of drop-in wrap-around care, please communicate with the front office immediately to see if we are able to accommodate your request.

For more information on Wrap-Around Care, please see the Wrap-Around Care Handbook and page on the website.

## **WI SHARES**

Adeline Montessori School, Inc. accepts WI SHARES.

FIS Provider ID E282851

## **Payment Questions or Disputes**

Please contact us at [ecc@adelinemontessori.com](mailto:ecc@adelinemontessori.com).

## **Parent Procedure for Termination of Care**

Contact [ecc@adelinemontessori.com](mailto:ecc@adelinemontessori.com) to inform us of the termination of services. Tuition reimbursement policies are listed above.

## **Fundraising**

AMS relies on its families to help keep tuition affordable. By participating in fundraising events, volunteering time, donating goods and services, or making monetary donations, parents enable AMS to keep tuition competitive while providing an outstanding educational environment for children.

## **ANNUAL STUDENT RECORDS NOTICE**

The Adeline Montessori School maintains student records for each student attending school. These records include: (1) student progress records – courses taken, grades, immunization records, extracurricular activities and attendance; and, (2) student behavioral records – psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization records, law enforcement agency records obtained by the school and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. The school has also adopted a student records policy and procedures. This notice is subject to state and federal laws and the District's policy and procedures. Accordingly, the following shall apply in the District:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The school will respond to such requests without unnecessary delay. Copies of the school's student records procedures are available upon request at the office during normal school hours.
2. An adult student, or the parent(s) or guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established school's procedures. Copies of the school's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the school who is required by the Department of Public Instruction to hold a license; a law enforcement officer(s) who is individually designated by the School Board and assigned to the school; a person employed by or working on behalf of the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison

personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or school responsibility. The school also, upon request, forwards a student's records to another school without consent in accordance with state law for purposes related to the student's enrollment or transfer. School procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## **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.

## **OBSERVATION AND CONFERENCES**

Observation is one of the pillars of Montessori education. Every Montessori teacher incorporates daily observation to give a scientific foundation to her/his work. He steps back and observes without judgment, to follow the child, to recognize the child's needs and assist the child in finding their strengths and capabilities. Under normal circumstances, parents are invited to observe their children in the classroom throughout the year. Observations can be scheduled with the child's classroom teacher with the Program Director CC'd in communication. 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 can be held virtually or in person.

## **ADMISSIONS**

Adeline 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.

AMS 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 AMS's 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, except for those families who choose to send their children to AMS for only one or two years of the three-year cycle. In this situation, sibling status is forfeited. 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.

## **IMMUNIZATION POLICY**

AMS 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 ways 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 Head of School or designee. Please refer to the WI Immunization Record Form as we will be following these guidelines to comply with state and federal law.

[Student Immunization Record](#)

## **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 Infant/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.

A transition plan will be created and followed for each child transitioning to a new classroom space and communicated with parents prior to the transition. The plan is utilized to help the child become familiar with their new environment and staff, reducing anxiety that is typically associated with change.

## **TOILETING POLICY**

Children enrolled in the Infant/ Toddler program may enter AMS 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>

## **ALLERGY AWARE ENVIRONMENT**

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 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 AMS takes every precaution to ensure that AMS is a nut safe school. However, AMS cannot guarantee that a student will never experience an allergy-related event while at school. Parents are encouraged to contact the Principal 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 cot, blanket, pillow with case, and “fitted” sheet that will be washed weekly. 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**

Adeline Montessori believes that the responsibility for the dress and grooming of a student rests primarily with the student and his, her, or their parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, Adeline Montessori School expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. School-directed changes to a student’s attire or grooming should be the least restrictive and disruptive to the student’s school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender-neutral and consistent.

**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.

For a variety of reasons, AMS has instituted an indoor shoe policy. The children wear slippers in the classroom to eliminate noise and to create a quiet, clean environment where working on the floor is common practice. Soft-soled slippers are worn by all children in the building. These must meet the following criteria:

- no puppet heads
- rubber soles required
- slip-on, but stay-on required (closed backs)
- no outdoor usage
- slippers stay at school

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.

## **PERSONAL BELONGINGS**

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.

Students may not store anything that is illegal or dangerous, such as drugs or weapons, in their cubby/ hook/ locker. Personal belongings may be subject to random searches by school officials if there is reasonable suspicion of illegal activity or if there is a threat to the safety of students and staff. Students who violate this policy will be subject to the consequences outlined in the DIsciplinary Matrix included in this document.

**ATTENDANCE**

Each day of attendance, classroom staff utilize the school’s data management software, Transparent Classroom, to record student arrival/dismissal as well as instances of tardiness and absence. School attendance is routinely monitored by administration.

***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)
- Unusual rash (with or without fever) or drainage from a sore that cannot be contained, until discussed with healthcare provider
- Diagnosed with contagious illness such as strep throat, impetigo, bacterial bronchitis, COVID-19, influenza, etc
- Any symptoms that prevent the child from active participation in usual school activities OR your child is requiring more care than school can safely provide.
- To view our detailed illness guidelines, visit the [Illness Guidelines page](#) on our website.

***Excused Absences***

A parent or guardian can request that their child be excused from school for:

- Personal illness
- Death in the family
- Severe illness of family member
- Religious observation
- Required court appearance
- Health appointments

*NOTE: medical excuses may be requested for excessive illnesses or appointments.*

***Pre-Planned Absences***

We encourage families to plan vacations and other activities when school is not in session, but we know that isn’t always possible. For coordinating a pre-planned absence, please complete the School Vacation Request Form on our website.

| Drop Off and Pick Up Times |                   |
|----------------------------|-------------------|
| Drop-Off/ Arrival          | 7:00 am - 8:00 am |

|                         |                                                         |
|-------------------------|---------------------------------------------------------|
| Half-Day Dismissal      | 12:00 pm                                                |
| School Day Dismissal    | 3:00 pm - 3:15 pm                                       |
| Full Day Pick-up Window | 3:00 pm - 5:00 pm (available only to full day students) |

***All absences must be reported to the school office by 8:45 am. Arrival and Pick-up times are detailed above.***

## **LATE PICKUPS**

### ***Midday Pick Up Infants/Toddlers***

Midday pick up for Infants and Toddlers is at 12:00 PM. If you are going to pick up late, you must inform the office. If a student is picked up later than 12:00 PM more than three times, parents will be charged for a full day of care on the days that this occurs as well as a \$25 drop in care fee. If we have not heard from you and the student is not picked up by 12:15, we will first attempt to contact you to establish a pick-up time. If we have not heard from you, and the student(s) is not picked up by 3:00 PM, we may notify the authorities.

### ***End of Day Pick Up***

After 5:00 pm, we will first attempt to contact you to establish a pick-up time. For every 5 minutes after our closing time of 5:00 pm your child is in our care, you will be charged a \$25 late pick-up fee. After 5:15 pm if no one has been reached, authorities may be notified.

## **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.

## **MEDICATIONS**

- A child needing medication during the school day needs a [Medication Authorization Form](#) completed by the parent/guardian for each medication, including over-the-counter products. Paper copies are also available in the office.
- 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).  
School personnel are not allowed to administer any type of OTC or prescription medication without parental consent or a doctor's order.
- Medications will be kept in the office, or in the classroom, in some cases.
- All medications dispensed will be documented by a staff member.

## **ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel who are authorized to do so in writing by the Principal may administer

medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of school personnel and adopted by the Board.

Trained school personnel will be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with AMS procedures. Administration will be responsible for ensuring that the written medication administration instructions that are on file in the school are periodically reviewed.

No school personnel, other than a healthcare professional, will be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube will complete all state-mandated training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., Epipen®) with the written approval of the student's physician and parent or guardian.

No school policy or procedure will be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

Any staff member or volunteer, authorized in writing by the HOS, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

### ***Authorization for School Personnel to Administer Medication to Students***

The Principal may make a general designation of authority (1) for any registered nurse serving AMS 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.

All school personnel authorized to administer medication to students will receive a copy of the AMS administering medication to students policy and a copy of these procedures.

### ***Administration of Prescription Medication***

Except for the specific emergency situations identified below, authorized school personnel will administer a prescription drug to a student only if all of the following conditions are met:

The school has received written consent from the student's parent(s) or guardian(s) for designated school personnel to administer medication to the student in the dosage prescribed by the healthcare practitioner. "Healthcare practitioner" is defined as any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.

The school has received written instructions from the student's healthcare practitioner regarding the administration of the prescribed medication. These instructions will include the medication name, dose, route, frequency, time/conditions, duration and the healthcare practitioner's name and contact information. Where applicable or where requested by school personnel, such instructions may also include relevant precautions, information about possible reactions and/or interventions, and the circumstances under which the healthcare practitioner should be contacted.

The prescription medication is supplied to the school in the original pharmacy-labeled package and it specifies the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.

If the prescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the medication to the student has completed all state-mandated training required for administering medication through that particular means prior to administering the medication to the student. Such additional training is not required for healthcare professionals (e.g., registered nurses).

### ***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.

### ***Administration of Nonprescription (Over-the-Counter) Medication***

Authorized school personnel will administer nonprescription drug products to a student only if all of the following conditions are met:

1. The parent or guardian has provided the appropriate school personnel with written consent and instructions.
2. If the nonprescription medication is supplied by the student's parent or guardian, it is supplied in the original manufacturer's package, and the package lists the ingredients and recommended therapeutic dose in a legible format. School personnel may administer nonprescription medication to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

3. If the nonprescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the nonprescription medication to the student has completed any Wisconsin Department of Public Instruction-approved training that is required for administering medication through that particular means prior to administering the medication to the student. Such training is not required for healthcare professionals (e.g., registered nurses).

### ***Medication Storage and Disposal***

All prescription and nonprescription student medication in the school's possession will be kept in a safe and secure location(s). Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions. Medication which needs to be accessible to the student will be stored in an appropriate location per student need.

For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.

For all field trips, the coordinating teacher, advisor, or administrator will notify necessary personnel of the trip no fewer than seven (7) calendar days prior to the trip to ensure the proper preparation of plans, medication, and trained staff for the field trip.

Parents and guardians will be asked to pick up any unused portions of prescription and nonprescription medications within ten (10) days after completion of the school year or when the student's medications have been discontinued. Unused medications will not be sent home with students.

Student medications that have reached their expiration date and medications that have not been picked up by the student's parent or guardian will be disposed of in a safe and proper manner in accordance with Wisconsin Department of Public Instruction's Guidelines for Disposal of Medications in the Schools and the School of Waukesha's Guidelines for Disposal of Medications.

### ***Recordkeeping***

Administration is responsible for maintaining written records of the school personnel who have been authorized to administer medication to students and of documentation of staff completion of all required training courses (including the dates on which such training occurred).

Upon receipt of a student's medication at the school, school personnel will document the date of receipt, the type of medication, and verify the amount of medication supplied to the school. The person receiving the medication will ensure that the student's name is affixed to the package of any nonprescription drug product.

The written consents and instructions from the student's parent or guardian and from the health care practitioner, the medication supply receipt documentation, and the staff training documentation required above will be kept on file in the school. Administration will review the medication administration instructions received from the health care practitioner and/or parent or guardian prior to school personnel administering medications to help ensure the safety of students.

School personnel designated to administer medication to students, whether at school or during co-curricular or extracurricular activities, will do the following:

- Record each dose of prescription or nonprescription medication administered to a student on

the medication administration log, including the date and time given. If the medication is not administered to the student as scheduled, the reason will be noted on the log (e.g., student was absent from school, the student refused to take the medication, lack of supply of the medication from the student's parent or guardian).

- Document any medication administration that deviates from the instructions of the health care practitioner and parent or guardian (medication administration error) on the medication administration log. Some examples of medication errors include: administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the wrong dosage of medication to the student, administering the medication via the wrong route, administration of the medication at the wrong time, and failure to administer a medication in accordance with the appropriate health care practitioner and parent or guardian instructions. An incident report should be completed and submitted to administration. The student's parent or guardian and health care practitioner (if applicable) should also be notified of the incident.

The above documentation should occur immediately after the medication is administered to the student to assure accuracy and safety.

School personnel will maintain the confidentiality of student health and medication administration-related records in accordance with applicable state and federal laws and regulations and the school's student records policy and procedures.

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.

## **REPORTING ABSENCES, TARDINESS, AND ILLNESS TO THE SCHOOL OFFICE**

Please contact AMS's office to report absences, tardiness, illnesses. You may copy your child's teachers and pertinent staff on these emails, but we appreciate you sending them directly via Bright Wheel, which handles daily attendance for all classrooms. **It is our policy that absences or tardiness are reported by 8:45 AM. If we do not hear from you by 8:45 AM, we are required to call and determine the location of the child in compliance with DCFS Licensing Regulation 251.04(6)(b).**

| <b>Adeline Montessori Absence Contact Information</b>                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Main Number:</b> 262-201-4492<br><b>Office Email:</b> <a href="mailto:ecc@adelinmontessori.com">ecc@adelinmontessori.com</a> |

## **SEVERE WEATHER OR SCHOOL EMERGENCIES**

In the event of severe weather or other school emergency closings, the following protocol will be implemented:

- Parents will receive a text alert via the 'Google Chat' app
- A message will be posted to our Facebook page
- A message will be posted on Transparent Classroom

In instances of widespread power outages, it is wise to assume that school is closed unless you have received confirmation that it is not. The safety of your children and the staff of AMS are of utmost importance. Please be prepared with backup child care if your work schedule will be disrupted by a school closing. Because we have children attending AMS from several different communities, we do not follow the closing decision of any one school or school district. 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.**

## **LICE POLICY**

Head lice are occasionally a problem in any school. AMS has a no-nit policy regarding head lice. If your child has contracted head lice, they may not return to school until they are nit-free. We recommend a local expert when needed. <https://liceclinicsmilwaukee.com>

## **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. In consideration of nutrition, allergies, and unique family needs, we will not be allowing food as a birthday treat. Students are welcome to bring in non-food items such as pencils, fidgets, small toys, etc.

## **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 manner by the staff. Conflict resolution, emotional vocabulary and empathy development are used as tools with the children. Should biting occur in the classroom, parents of both children involved will be notified by teachers with strategies to support the children involved. A biting incident report is filed for each occurrence. After 3 biting incidents, a parent teacher conference is held to create a supportive plan of action for the student who is demonstrating this behavior.

If a child is bitten and the skin is broken, a phone call will be made to parents of the child who was bitten following the incident to determine any necessary next steps.

## **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.

## **PARENT CODE OF CONDUCT**

Adeline Montessori School always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Adeline Montessori School is to

provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Adeline Montessori School but is the responsibility of every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on AMS property thereafter.

Please refer to the Parent Code of Conduct for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

### ***Swearing/Cursing***

No parent or guardian is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or guardian feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

### ***Threatening of Employees, Children of Other Parents or Adults Associated with Adeline Montessori School***

Threats of any kind will not be tolerated. In today's society, Adeline Montessori School cannot afford to sit by idly while threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, AMS will not assume the risk of a second chance made.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

### ***Communication***

Respectful communication between parents/ guardians and Adeline Montessori School staff members is crucial for the success of all students. For this reason AMS requires all communication to be respectful, and collaborative. Parents or guardians who are found to be obstructive, rude, combative, harassing, or inappropriate may be barred from communicating with school personnel. Continued or persistent communication of this nature may result in dismissal from Adeline Montessori School at the discretion of the Board of Directors.

### ***Physical/Verbal Punishment of Your Child or Other Children at Adeline Montessori School***

Adeline Montessori School does not support nor condone corporal punishment of children, such acts are not permitted in the childcare or school facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Administrator. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Administrator's attention. At that point, the teacher and/or Administrator will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Administrators are strictly prohibited from

discussing anything about another child with you.

All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### ***Smoking/ Vaping***

For the health of all AMS employees, children and associates, smoking and vaping is prohibited anywhere on agency property.

- Parents are prohibited from smoking and vaping in the building, on the grounds, and in the parking lot of Adeline Montessori School .
- Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### ***Entry Door Safety***

For the safety of all the children, we have secured doors. Only people who are authorized can enter the building while children are present. Please do not hold the door open for unauthorized individuals. In addition, do not follow another family in, but instead press the button to buzz the office. These procedures are designed to protect the welfare and best interest of the employees, children, and families of AMS. Be alert and immediately report any breaches or concerns to the office.

### ***Confrontational Interactions with Employees, other Parents or Associates of Adeline Montessori School***

While it is understood that parents will not always agree with the employees of Adeline Montessori School or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### ***Policy for Handling Parent Concerns***

If a parent has a concern, he/she should first discuss it with the lead teacher of the child's class. If the lead teacher and parent cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of Administration. A three-way conference may be arranged at this time. If a resolution is not reached, the matter will then be brought to the attention of the Principal and/or the Board of Directors for their consideration

### ***Social Media***

This social media policy applies to parents, employees, students, and The Board of Directors of Adeline Montessori School. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, SnapChat, Instagram)
- Blogs • Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families and employees.

We therefore require that:

- No photographs taken within Adeline Montessori's settings or at AMS special events and

outings with the children, are to be posted for public viewing, except those of your own child.

- Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's Transparent Classroom Portfolio, which with parent permission are sometimes used for display in the setting, for use on Adeline Montessori School website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding Adeline Montessori Schools children, staff or Administrators (except appropriate use for marketing fundraising events) or that could be construed to have any impact on Adeline Montessori's reputation or that would offend any member of staff or parent using the school.
- If a parent names Adeline Montessori School on any social media platform, they must do so in a way that is not detrimental or derogatory to the school.
- Parents are not permitted to set-up private or public social media (i.e. Facebook, Instagram, Twitter) accounts/groups related to Adeline Montessori School without expressed written consent from the Principal.

### ***Violation of Social Media Policy***

Any parent found to be in violation of the above or by posting remarks or comments that breach confidentiality, bring Adeline Montessori School into disrepute or that are deemed to be of a detrimental nature to Adeline Montessori School, its employees, or other children could result in immediate dismissal from the school.

### **WITHDRAWAL**

One month written notice, as of the end of a month, is required when withdrawing a child for any reason. If the proper notice is given, the Advance Tuition Deposit on file will apply to the last month's tuition. Advanced Tuition Deposits will not be refunded; any overages will be credited to your account. The parents and child, following their last day of enrollment, are not permitted to re-enter AMS property without prior permission of the Administration. A withdrawn child and his/her parents are required to call and request an appointment with the Administration if they wish to return to AMS property following the last day of enrollment at Adeline Montessori School. Appointments are made at the discretion of the Administration and are not a right of the withdrawn child or parent.

If applicable, an invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the withdrawal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

### **DISMISSAL**

Ultimately, continued enrollment will be at the sole discretion of Administration. A parent who wishes to appeal a dismissal from school may do so by arranging a meeting with the Board of Directors at which the lead teacher and Administration will outline attempted modifications and discuss their effectiveness. The parent may request further or alternative modifications. However, the Board will not overturn the decision of the Administration unless it is shown that she/he has acted in a biased or unprofessional manner during the dismissal process.

Adeline Montessori School or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave AMS property in a calm and respectful manner, immediately. Adeline Montessori School will request assistance from local police should any parent

become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Administration if they wish to return to AMS property following a dismissal. Appointments are made at the discretion of the Administration and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with AMS by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Adeline Montessori School.

An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the withdrawal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

## **WEAPONS ON SCHOOL PREMISES**

The Adeline Montessori School District is committed to providing a safe and healthy working environment for all of its employees, students and visitors. As part of that commitment, and subject to state and federal law, the District has established a policy prohibiting all firearms or other weapons of any type, concealed or unconcealed, on District property.

This weapons policy applies to all District employees, students, visitors, contractors and all other persons on District property, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are law enforcement officers acting in their official capacity, and where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon on District property.

For purposes of this policy, "weapons" include, but are limited to, firearms (whether loaded or unloaded), knives, billy clubs, tasers or similar electronic control devices, ammunition, explosives and any other device, instrument or substance which, in the manner it is used or intended to be used, could cause death or great bodily harm. "District property" covered in this policy includes, without limitation, all District-owned or leased space and vehicles.

In addition to this policy's general prohibition on weapons, District employees are also specifically prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and to the extent permissible by law, when they are performing their jobs while away from District property. Employees who violate this policy may be subject to discipline, up to and including discharge from employment.

Students are specifically prohibited from possessing weapons on school property, school provided transportation, or at any school-related event.

Any student who violates this policy shall be subject to disciplinary action and may be referred to local law enforcement authorities. Student possession of a firearm or other weapon at school or under the supervision of a school authority shall result in suspension. In addition, the School Board shall commence an expulsion hearing, and expel a student from school for not less than one year if it finds a student, while at school or while under the supervision of a school authority, is in possession of a firearm or other weapon. The School Board may modify this requirement on a case by case basis.

If an employee or student has reason to believe that an employee, student, visitor or other person has a

weapon (whether concealed or not concealed) on District property in violation of this policy, that individual is required to report such belief to a member of the District's administration. There will be no retaliation against any individual who in good faith makes a report of a violation of this policy or who assists in an investigation of such a report.

**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.**

## **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 Principal.
3. If the problem is not classroom related, the parents may contact the Principal.
4. The other party will be notified in advance if such persons are present.
5. The Principal 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 AMS EEC Family Handbook. Please turn this acknowledgement into the office to be kept in your file.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date