Chippewa Valley Montessori Charter School

Family Handbook

2026-2027

CHIPPEWA VALLEY MONTESSORI

400 W. Cameron
Eau Claire, WI
715-852-6950

Website: Home - Chippewa Valley Montessori Charter School

Principal's Message
Pam Hermodson
Chippewa Valley Montessori Charter School

Welcome to Chippewa Valley Montessori Charter School, where our school is filled with vibrant, enthusiastic learners. Our mission is to ensure that students leave Chippewa Valley Montessori well prepared for middle school while developing the skills and mindset to become lifelong learners, as well as knowledgeable, respectful, and responsible members of their communities.

Our program serves students from 4K through 5th grade and incorporates the Montessori approach in every classroom. Through hands-on learning experiences, cultural exploration, thoughtfully prepared environments, and individualized instruction, we build a strong foundation for each child's future success.

Family involvement is an important part of our school community. Our parents generously volunteer in classrooms and support student learning in many ways. The Parent Group organizes events and fundraisers throughout the year, with proceeds helping to provide enriching field trips and supplementary educational programs for our students.

We invite you to visit our school and experience firsthand the rich, engaging, and abundant learning opportunities that make Chippewa Valley Montessori such a special place for children to grow and thrive.

Best Wishes,

Pam Hermodson, Principal

Table of Contents

Governance Board and School Staff 4-5
Mission Statement, Goals, and History 6
General Information 6
•Website....6
•School Hours....6
•Arrival and Dismissal Procedures 6-7
•School Closure/Delay Due to Inclement Weather or High Peak Energy Alert....7
•Field Trips 7
•Lunch Program 7-8
•Grievance Policy 9
•Separated/Divorced Parents 9
•Attendance Policy 9
•Truancy....9-10
•Visitors 10
•Access to Pupil Records 10
•Guidelines for Animal Visits to School 10-11
•Registration Procedures 11
Montessori Philosophy of Creating a Peaceful Climate 11
•Academic Standards 11
Student and Parent Expectations 11
•General Guidelines of Student Behavior 11-12
•Clothing 12
•Cold Weather Reminders 12
•School Telephone Use 12
•Use of Personal Electronic Devices 12
•Lost and Found 13
•Parent Participation 13
•Volunteers 13
•Take-Home (Transport) Folders 13
Learning Environment 13-14
•Technology 14
•Evaluating Student Progress and Parent Conference 14
•Non-discrimination Policy 14-15
Health Issues 15
•Child Abuse/Neglect 15
•Insurance 15
•Hearing and Vision Screening 15
•Immunizations 16
•Medications 16
•Accidents/Emergency Procedures 16
•Student Health 16-17

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:
Nick Foiles—President Amanda Palser—Vice President Ricky Smith—Secretary Beth Crotty--Treasurer

Parent Representatives:
Beth Crotty
Gin Winter
Nick Foiles

Community Representatives:
Ali Hamblin
Amanda Palser
Brit Heymans
Mindy Murkley
Sandi Ritchey
Ricky Smith

Staff Members:
Brittany Ohms
Jamie Minot
Kurt Lothe

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 levels/courses they teach.

Principal: Pam Hermodson

Secretary: Amy Daw

Teachers:
Kurt Lothe—4CH
Lisa Sylvester—4CH
Julie Campbell—5CH
Melissa Kleven—5CH
Anna Sexton—5CH
Caroline Irgens—E1
Jamie Johnson—E1
Sara Johnson—E1
Megan Jungbluth—E1
Jenny Kron—E1
Rebekah Moua—E1
Kirk Jansen—E2
Melissa Manor—E2
Nicole Wasieleski—E2

Special Education:
Becca Hendrickson—Teacher
Andrea SchultzBortz—Teacher
Sara Thacker—Teacher
Emma Croft—Speech and Language

Specialists:
Emily Seipel/Wanda Miller—Music
Kelly House – Art
Carling McLaughlin—Media and Technology Integration Specialist (Library)
Bart Steffen—Physical Education

Educational Assistants:
Michele Branco—SEA (Special Ed Assistant)
Alex Christenson—SEA
Amber Drier—SEA
Anthony Frey—SEA
Leah Kelly—SEA
Brittany Ohms—SEA
Natalia Sexton—SEA
Jamie White—SEA
Hanah Peterson—Associate
Ariana Giuliani—Associate
Sara Farber—Associate
Jesse Petke—Associate

Other staff at Chippewa Valley Montessori Charter School include:
Tony Hehl—Custodian
John Neibauer—Custodian
Lisa Froehlich—Guidance Counselor
Heidi Sprouse—Social Worker
Tori Hugo—School Nurse
Peyton Thacker—Medical School Assistant
Cayden Wenzel—Psychologist
Gigi Parkins—Food Service
Elizabeth Carter—Literacy/SEL Coach
Jeremy Harrison—0.5 Instructional/SEL Coach
Stephanie Whitmore—Reading Interventionist
Jeremy Harrison—0.5 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.

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 Home - Chippewa Valley Montessori Charter School, you can find links to the following information: news about our school, how to apply, news and events, academics, activities, students and families, Governance Board and Staff Directory. There are also district buttons, for, among other things, breakfast and lunch menus and district calendars.

The Chippewa Valley Montessori Charter School is on Facebook. Click to like us on Facebook.

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 drop your child off at school before 8:10 a.m. 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 eating breakfast 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 who do not use 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 1) on Cameron

Street. All students will be 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/caregiver's 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 ensures 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 walk your child into the building at 8:35 am or pick them up at 3:45 pm, please park in our parking lot or on a side street and enter Door 1. 4K children are ready to pick up between 11:20-11:30 or drop off at 12:45. After 11:30, please pick up 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

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 athletics, after-school, and evening events are also canceled.

Many of our families live in different areas in the Chippewa Valley. We know some families may choose not to put themselves at risk and drive under inclement weather conditions. The school respects your decision in this matter. Please inform the school your child will be absent.

Field Trips

Teachers will give parents/caregivers a permission slip for each scheduled outing that involves leaving school property. 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.

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. Students 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. Please note, an individual milk will cost money, even if you are on free or reduced lunch.

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 and is printed in the Leader-Telegram.

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)

2026-27 Meal Prices

	Breakfast	Lunch
Elementary Schools	$1.25	$2.70
Middle Schools	$1.50	$2.80
High Schools	$1.50	$2.90
Reduced Price Meals	$.00	$.00
Adult Meals	$3.00	$5.00
Student Second Meals	$1.85	$3.70

A la Carte 1/2-pint milk $.50

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 who enrolls 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 Infinite Campus.

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 checked 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.

Truancy

Parents/Guardians are expected to report an absence by contacting the attendance office, documenting in Infinite Campus, or providing school with a written verification of the absence. This is expected for an absence of either a **portion of** or a **full** day. If after 48 hours no excuse is provided, the absence will be considered unexcused.

The school attendance officer shall have the authority to initiate any of the following actions to secure student or family compliance with the compulsory attendance law:

1. Provide family notification of absences or truancies/habitual truancy as required by law.
2. Request family conferences regarding truancies or attendance problems, i.e., AIMS meetings.
3. Assign in school detention for truancy.
4. Make referrals for evaluation.
5. Make referrals to the district attorney and/or courts provided each of the following actions have been complied with prior to initiating legal proceedings:
    a. When part or all of 5 days have been unexcused, a letter will be sent to schedule an Attendance Improvement Meeting (AIM). At this meeting the DHS Truancy Program will be offered to the

student/family. If the family does not attend the meeting, the student may be issued a citation by the Eau Claire County Juvenile Intake Worker, pursuant to the Eau Claire County Code of Ordinances, Section 9.95.
b. Upon the seventh occurrence of truancy, the school may make a referral to the Eau Claire County Juvenile Intake Worker.
c. The Eau Claire County Juvenile Intake Worker may issue a citation to the student.
d. The Eau Claire County Juvenile Intake Worker may also issue a citation to a parent or parents for contributing to the truancy pursuant to Eau Claire County Code Section 9.95.020. If a citation is issued to a parent, it shall include court costs.
e. There may be other sanctions associated with a truancy citation. See Eau Claire County Code of Ordinances Sec. 9.95.040 & 9.95.050.

The School District works closely with the Department of Human Services (DHS) and the Assistant District Attorney's office to support students/families with truancy concerns. The Systems of Care program may be utilized to support students and families in need of additional school and community support, with the goal of improving school attendance and preventing Court involvement. Students can earn incentives, such as gift cards for regular attendance and passing grades. In addition, students will work with a mentor who can coach them in meeting their goals. Please talk to your school attendance officer with any questions regarding these programs or attendance concerns.

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.

The staff at Montessori are 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).

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 always restrain the animal 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 with 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 always conduct themselves 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 based on 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 a 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 people 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 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, two Fundraising Coordinators, two Volunteer Coordinators, two Family Events Coordinators, two Garden Coordinators, and two Family Advisory Council Representatives.

Volunteers

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

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 with academic skills and knowledge from an increasingly vast array of reference materials. Each classroom will have its own classroom library and 1:1 student devices.

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 Michelle Golden, Executive Director of Human Resources, 500 Main Street, Eau Claire, WI 54701. Ms. Golden 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, Michelle Golden, Executive Director of Human Resources, should be contacted. For complaints related to the identification/placement/other issues of a special education student, Dana McConnell, Director of Special Education, 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 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, 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 decided 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 the fall, 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, 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/caregiver 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 are not considered a communicable illness.

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