

Updates and Additions to Parent/Student Handbook for 2015-16

Updates:

CFEP and PTLG Information	Pages 3, 4
Staff Updates	Pages 5-11
Calendar	Page 13
Lunch Schedules for AP	Page 15

Additions:

Head Lice Procedure

Page 23

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the office staff, as soon as possible. The principal or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School's health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice. School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the principal, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the principal as appropriate to ensure that re-infestation has not occurred.

Requirements for Administration or Assistance: Some children may need to have prescription medications immediately available for conditions such as severe asthma or allergies to stings. Please contact the Principal to make the appropriate arrangements. Before the School will allow a student to carry and self-administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- **A written statement executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;**
- A written statement by the student's parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student's self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.
- New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the front office to either the attendance clerk or principal.

Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process.

- ❖ EPMS does not allow t-shirts, backpacks, or lunch boxes with violent themes, or depictions of television, movie or cartoon characters. Musical groups may be allowed, so long as they do not contain violent or profane images or phrases. (Profane being defined as subject matter, which would be found in movies or songs with ratings over "G".)
- ❖ Clothing that promotes negative or offensive messages including those that are in opposition to the school's philosophy.
- ❖ Dress, accessories and jewelry which contain obscene, symbols, signs or slogans, and /or which slur or degrade on the basis of race, religion, ethnicity, gender, disability, sexual orientation, or gender identity and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
- ❖ Dress that contains language or symbols supporting sex, drugs, alcohol, tobacco or weapons shall not be worn.
- ❖ Clothing should be comfortable, washable, and suitable for the weather conditions and school activities.
- ❖ Shirts should extend past the waistband, including when sitting or working on the floor.
- ❖ Pants, shorts, and skirts must reach the mid-thigh of the student.
- ❖ Clothing should not allow for undergarments to be visible.
- ❖ Clothing that is very loose or long may cause children to trip, especially during games, dancing, and physical education.
- ❖ Shoes should not cause a disruption in the classroom and also be comfortable and safe for sports, gardening, and walking excursions, no flip flops, no 'light up" shoes, "heelies" or zories.

Cell phones, tablet computers (unless specifically called for with classroom permission), electronic games, music players or other such devices should not be brought to school by the elementary students.

Adolescent students may bring cell phones if they take full risk of the item being lost or damaged. The cell phones for adolescents must not be in the back pack but will be placed in a cell phone locker in the classroom.

If a school staff member finds it necessary to confiscate a device, parent/guardian will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parents/guardians to contact the school office when attempting to reach them during the school day.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyber-bullying /cyber-threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non- instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the district's progressive discipline as follows:

1. Initial violation - electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic signaling device will be returned to student at the conclusion of the staff workday;
2. Second violation - electronic signaling device will be confiscated and secured in a safe location. The electronic signaling device will not be returned to the student unless and until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
3. Third violation - the electronic signaling device will be confiscated and secured in a safe location. The electronic signaling device will not be returned to the student unless and until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic signaling device during the instructional day;
4. Fourth violation - the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension;
5. Fifth violation - the electronic signaling device will be confiscated and secured in a safe location. The student will be subjected to loss of school privileges such as suspension or expulsion;

Eagle Peak Montessori School advocates mutual respect among all members of the school community. The school is committed to creating an environment for its students, employees, parents, and volunteers that is free from harassment of any kind.

Any person who feels harassed will be encouraged to immediately inform the Principal who will investigate the matter. Information concerning the procedures for reporting charges of harassment and for pursuing available remedies may be obtained in the school office.

Any complaint of harassment will be investigated thoroughly in a confidential manner. Any person found to have engaged in sexual harassment of anyone in the school will be subject to disciplinary action which may include expulsion (for students) or discharge (for employees). Any Upper Elementary student or adult found to have caused, attempted or threatened to cause, or participated in any act of hate violence harassment of anyone in the school will be subject to disciplinary action which may include expulsion (for students) or discharge (for employees).

1. Sexual Harassment

Under California law, sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature which, among other things, creates an intimidating, offensive, or hostile environment. Examples of sexual harassment include unwelcome flirtations; graphic comments about a person's body; sexual jokes, drawings, gestures, slurs, touches, or pictures; and spreading sexual rumors.

Teachers will discuss this policy with their students in an age-appropriate manner and will assure students that they need not endure sexual harassment.

2. Hate Violence Harassment

Hate violence harassment includes using force or threat of force to willfully injure, intimidate, or interfere with any person's rights secured through the constitution or laws of California or the United States because of their ethnic group, religion, gender, color, race, national origin, sexual orientation, gender identification and physical or mental disability. Additionally, damaging, defacing, or destroying a person's real or personal property as part of such hate violence is specifically prohibited.

Teachers will discuss this policy with students in an age-appropriate manner and will assure students that they need not endure hate violence harassment.