

**2011-2012**  
**Lower Elementary, Upper Elementary,**  
**Middle School**  
**OPERATIONAL HANDBOOK**



Peaceful Children Montessori School  
Lower Elementary and Upper Elementary

At

Divine Word  
8100 Eagle Road  
Kirtland, OH 44094  
(440) 256-1976

Peaceful Children Montessori School  
Middle School

At

Old South Church  
9802 Chillicothe Road  
Kirtland, OH 44094  
(440) 256-1977

[www.peacefulchildrenmontessori.org](http://www.peacefulchildrenmontessori.org)

**A Catholic Montessori School**

**Parent Agreement**

We the undersigned, the parents of \_\_\_\_\_ have read the  
Peaceful Children Montessori School Handbook and agree to comply with the school's  
Policies.

Please sign and return this page the office.

\_\_\_\_\_ Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Peaceful Children Montessori School**  
**Board of Trustees**

Sean McKiernan – President

Lisa Abood

Andrew Babic

Joe Fakult

Mary Kosir

Mary Beth Kotheimer

Cheryle Mandac

Tim Weaver

**All policies and procedures contained in this handbook are approved by the Peaceful Children Montessori School Board of Trustees.**

Licensing laws and rules are available upon request. License and certificates are posted in the classrooms. For a copy of the current inspection report, please contact Sylvia Gasser from the Ohio Office of Early Childhood Education at 330-343-8518.

**Peaceful Children Montessori School...**

A Catholic Montessori that instills a life-long love and respect for learning, creating and exploring, and prepares students to make an extraordinary difference in their world.

## **Our Philosophy...**

Peaceful Children Montessori School strives to provide a nurturing environment that supports academic, spiritual and physical growth in children preschool through 8<sup>th</sup> grade. Using the methods of Dr. Maria Montessori, we foster the intrinsic motivation within each child to promote a life-long love and respect for learning, creating and exploring. This approach also instills a deep sense of stewardship for our Earth and all life. Guided by the Catechesis of the Good Shepherd, a method of sharing the Roman Catholic faith, our students acquire a foundation for academic success and the confidence to act morally and responsibly.

## **At Peaceful Children Montessori School, we believe...**

- ❖ The purpose of Catholic education is to inspire a deep love for Jesus and His Church through knowledge and understanding of the essential elements of scripture, liturgy and doctrines and traditions of the Catholic Church.
- ❖ The sacramental life is essential to participate fully in God's grace.
- ❖ Regular and active participation in the mass and prayer services are an integral part of life in our school community.
- ❖ Jesus is the one true Teacher, and we must listen and journey with the child as we draw closer to God.
- ❖ The gift of God's great love is to be shared with others in acts of Christian service to those in need in the school and broader community are an integral part of helping children and young people develop into socially responsible individuals.
- ❖ Children will learn and grow given a prepared environment that includes a trained Montessori teacher and rich materials with which to work.
- ❖ Students learn best by "doing" and "learning how to learn".
- ❖ Students must be allowed to work at their own pace, following their interests, with the teacher as a guide in order for true learning to take place.
- ❖ Students who are given opportunities to make decisions and choices on a daily basis develop into young adults who are able to do so in a broader context, allowing for the development of confidence and independence.
- ❖ Instructional methods must be varied according to the needs of the individual child.

- ❖ The curriculum must create a solid foundation for continued academic achievement and provide opportunities for enrichment and application, thus promoting interest, curiosity and independence.
- ❖ Assessment should avoid normative judgments and comparisons and focus on movement along a continuum of achievement with the goal of individual mastery and fulfillment of academic potential.
- ❖ Assessment should be varied, authentic, and include a self-assessment component as well as observation of the child.
- ❖ Continuous improvement of classroom and administrative practices must be a continual process embraced by all staff members.
- ❖ Input from all stakeholders – students, parents, staff, board and community members is essential in the process of continuous improvement.
- ❖ Regular opportunities for community building are to be provided to encourage staff, student, parent, grandparent, and alumni involvement in the life of the school.
- ❖ Members of the broader community are vital in providing extended learning opportunities for the students of our school. These relationships are encouraged and further developed.
- ❖ In order for children to come to understand their place in the community and in history, they must be given the opportunity to grow in appreciation and gratitude for all that has come before them.
- ❖ It is our task to guide children to come to see that they can make a difference in the world, and that what they matters – that they are part of God’s plan.

## **PARENT INVOLVEMENT**

**“The work of the child is to construct the man he will become.”**

- Dr. Maria Montessori

As we embark on this important year in your child’s life, we are excited to work with you. We want to provide for your child an environment that is welcoming, with an atmosphere of concern, compassion and acceptance.

Research shows that parent understanding of Montessori philosophy and the child’s school experience directly relates to the success of the program for the child. We therefore expect full participation in school functions.

There are many formal scheduled events that provide **communication opportunities**. Some examples are as follows:

- New parent orientation
- Opening meeting for parents
- Parent conferences
- Parent Education evenings
- Grandparents Day/Parent Evening
- Parent volunteer organization activities
- Parent Dinner meeting
- Fundraising Committee events
- Parent observation days
- Montessori Chats

We encourage parents to contribute ideas regarding the program and the best ways to serve your child. Each parent can feel free to contact the administrator or teachers when assistance is needed with questions, concerns or to schedule a conference. Please call the school office at (440) 256-1976 during school hours. In the event your call is not answered, leave a message and we will return your call as soon as possible.

## **PARENT VOLUNTEERS**

Parents are encouraged and expected to volunteer. Sign-up sheets are posted at the beginning of each school year. Suggested opportunities include:

- Volunteer coordinator
- Material making, either at home or at school
- Computer graphics/artwork
- School website design/maintenance
- Building and grounds/ repairs and maintenance
- Fundraising/special events
- Research and grant writing
- Computer technical support
- Hospitality
- Assisting staff with special projects with students
- Sharing a skill, interest, cultural artifact or family story
- Reading to small groups of students at scheduled times
- Working in the classroom under the guidance of staff
- Room parent
- Drivers for field trips
- Advent wreath making

## **PARENT OBSERVATIONS AND CONFERENCES**

While the Peaceful Children Montessori School has an “Open Door” policy for parents or guardians to visit the school or their child at any time, we ask that the parents call to schedule observations in advance when possible (unless there is an emergency or great need). This avoids over-scheduling and is a courtesy to the staff and students.

Parents are encouraged to observe the classroom and their child at least once per year. The first month of school is a transition period, so we allow students time to settle in to the routines and procedures of their environment before posting the sign-up sheets for formal observations.

**CONFERENCES ARE HELD IN NOVEMBER AND MARCH.**

**MIDDLE SCHOOL STUDENTS AND THEIR PARENTS ALSO HAVE A GOAL SETTING CONFERENCE AT THE BEGINNING OF THE SCHOOL YEAR.**

## **Recommended Reading**

These materials are available from the Peaceful Children Montessori School Parent Lending Library located in the school office.

1. Babin, Pierre: The Gospel in Cyberspace
2. Cavalletti, Sofia: The Good Shepherd and the Child
3. Cavalletti, Sofia: History's Golden Thread – The History of Salvation
4. Cavalletti, Sofia: Living Liturgies – Elementary Reflections
5. Cavalletti, Sofia: The Religious Potential of the Child
6. Cavalletti, Sofia: The Religious Potential of the Child 6-12 Years
7. Eissler, Trevor: Montessori Madness
8. Gobbi, Gianna: Listening to God with Children
9. Hainstock, Elizabeth: Teaching Montessori in the Home
10. Hodges, Di: 501 TV-Free Activities for Kids
11. Lillard, Angeline Stoll: Montessori: The Science Behind the Genius
12. Lillard, Paula Polk: Montessori Today
13. Montessori, Maria: The Child in the Church
14. Montessori, Maria: The Clio Montessori Series,
  - The Formation of Man
  - Education for Human Development
  - To Educate the Human Potential
  - From Childhood to Adolescence
  - Education for a New World
  - The Discovery of the Child
  - The Advanced Montessori Method I
  - The Advanced Montessori Method II
15. Montessori, Maria: From Childhood to Adolescence
16. Montessori, Maria: The Montessori Method
17. Nelson, Gertrud Mueller: To Dance with God
18. Pottebaum, Gerard: A Child Shall Lead Them
19. Pottebaum, Gerard: To Walk with a Child
20. Stephenson, Deede: Pink Tower
21. Wolf, Aline: Peaceful Children, Peaceful World

Miscellaneous:

VHS:

1. Mustard Seed – Documentary of the Catechesis of the Good Shepherd (no author)

DVD:

2. Montessori: The Science Behind the Genius (author: Lillard, Angelina Stoll)

Magazine:

3. M: the folios (no author)

## **BIRTHDAYS IN EARLY ELEMENTARY**

The birth of your child is a special event in history for all of us. He or she helps make our community complete. Our celebrations are just that – a celebration! We ask that you

provide a simple history of your child's life, using one photo for each year of age. During the celebration, the child carries a globe and walks around a representation of the sun, as the class sings, "The earth goes around the sun, fa, la, la, the earth goes around the sun. The earth goes around the sun, fa, la, la, and then (name) was one." At this time, something is shared related to the photo of your child at this age. The song repeats in a similar fashion for each year of life. After the birthday history, your child chooses a helper to pass out the ready-to-serve birthday treat, with paper products/flatware that you provide. Your child should be involved in the preparation and planning of the treat. We ask that you do not send additional treat bags for the children to take home.

## **BIRTHDAYS IN ELEMENTARY AND MIDDLE SCHOOL**

Students in these classrooms have chosen how to celebrate their birthdays. Students celebrate by sharing a ready-to-serve treat, including paper products/flatware, which they bring on or close to their birthday. The Middle School students also decorate the room or space in the room in celebration.

## **SCHOOL POLICIES**

### **SAFETY**

The staff of Peaceful Children Montessori School works to maintain a safe environment for all children. Children are supervised at all times. Children are never left alone. At least one teacher is present at the door when children arrive and depart. The staff has access to a working phone and walkie-talkies are used outdoors.

## **RELEASE OF CHILDREN FROM SCHOOL**

No child will be released from the school to adults other than parents unless the adult is listed on the release form on file, signed by the parents. If there is a change in the child's normal riding procedure, the office needs written confirmation of the altered arrangement.

## **INCIDENT REPORTS**

Incident reports are completed when a child is involved in an accident or incident involving injury to himself or another individual. The teacher, administrator and a parent will sign the form. A copy of the completed form will be given to the parent and a copy will be placed in the office files.

## **STORING OF CLEANING SUPPLIES**

Toxic materials are stored in locked cabinets out of reach of children. Spray aerosols shall not be used at any time when children are present at the school.

## **FIRST AID ADMINISTRATION**

A first aid kit is located in each classroom. Staff trained in first aid are on the premises at all times. Members of the teaching staff are trained in first aid, recognition of communicable diseases and recognition of child abuse. The administrator and each employee are required to report suspected child abuse or neglect.

## **NONDISCRIMINATION**

Peaceful Children Montessori School recruits and admits students of any race, religion, national origin, gender or disability to all its rights, privileges, programs and activities generally accorded or made available to its students at the school. It does not discriminate on the basis of race, religion, national origin, gender or disability in the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs. It is not intended to be an alternative to court or administrative agency ordered, or public school initiated, desegregation. The school will not discriminate on the basis of race, religion, national origin, gender or disability in the hiring of its certified or non-certified personnel.

## **ADMISSION**

The admission procedure begins with an observation of the classroom by the parent/caregiver and a short conference with the administrator. After this meeting, the

parent/caregiver is invited to complete an application, along with a non-refundable remittance of \$50.00. This application will be dated and filed in the school office. The parent/caregiver is encouraged to schedule a “Child Visit” as the next step.

As availability is determined in the classrooms after the re-enrollment of current families and siblings, calls are made to families according to the dates on the applications for the purpose of scheduling “Child Visits” if such visits have not yet occurred. These visits typically take place in April and May.

“Child Visits” at the Early Elementary, Elementary and Middle School levels typically occur over two or three days spent in the classroom. During this time, teachers have the opportunity to observe the child in a variety of situations to be sure that the Montessori environment is a good fit. Complete records from any previous schools will also be requested. An additional conference with the parent/caregiver may also occur in order to clarify expectations and answer questions. The school will follow up within one to two weeks to determine the next step in the process.

## **STUDENT RECORDS**

Medical Statements and Immunization Data forms must be updated annually, as required by state law. These and all other forms are to be returned to the school office by the first day of school. It is the expectation that parents will turn in all required forms in a timely manner.

Emergency Medical Authorization forms are to be updated each year. This form must be on file by the first day of school. Student records are confidential and kept in a locked file. Access to these records is available to parents/guardians and to those with appropriate release forms signed by a parent/guardian. It is the policy of Peaceful Children Montessori School to hold all records unless and until all fees are current and payments are up to date.

## **TUITION PAYMENT PROCEDURES**

1. Full payment by August 1<sup>st</sup> (3% discount).
2. Two payments by August 1<sup>st</sup> and January 1<sup>st</sup>.
3. Ten monthly payments by the 1<sup>st</sup> of each month, August through May.

The specific amount due is outlined in the Tuition Understanding letter mailed in the summer prior to the school year.

## **REFUND POLICY/PROCEDURE FOR WITHDRAWAL**

All students are enrolled for the entire school year, for the hours listed below, except when special arrangements are made with the administrator with board approval. No

refunds are given for common illness or extended absence from school.

If for any reason a family wishes to withdraw from Peaceful Children Montessori School, a conference is to be set up with the administrator to discuss issues and procedures.

## **PROGRAM HOURS**

Early Elementary Students: 8:45 a.m. – 3:00 p.m. Monday through Friday.

Elementary Students: 8:45 a.m. – 3:00 p.m. Monday through Friday.

Middle School Students: 8:45 a.m. – 3:00 p.m. Monday through Friday.

## **EXTENDED CARE**

**Morning Care** is available from 7:30 – 8:30 each morning. Students will be invited to bring their breakfast to eat at school.

The **After School Program** is offered daily. Parents may sign up for one or both sessions, Option A: 3:00 – 4:30; Option B: 4:30 – 6:00. Many activities will be offered including outdoor play, crafts, story time, cooking and gardening. Older children will have the opportunity to work on projects and schoolwork as well.

**New this year: Last minute/same day after care needs will be accommodated if spaces are available** at a cost of \$25 per day for preschool extended care (11:30 – 3 PM) and \$8.00/hour for after school care (figures will be rounded up to the nearest hour). Contact the PCM office if and when such a need arises. There is no need to complete a registration form in advance but please keep in mind that we will accommodate if at all possible **if spaces are available**.

**Registration Fee for *Almost Home*: \$25 per family**

<b>Program</b>	<b>Hours</b>	<b>Number of days</b>	<b>Yearly Cost</b>
<b>Morning Care</b>			
	7:30 – 8:30 AM	5	\$534
	8:15 – 8:30 AM	5	\$125
<b>After School Care</b>			
<b>Option A</b>	3:00 – 4:30 PM	1 day/week	\$360
		2 days/week	\$720
		3days/week	\$1080
		4 days/week	\$1440
		5 days/week	\$1780
<b>Option B</b>	3:00 – 6:00 PM	1 day/week	\$648
		2 days/week	\$1296
		3days/week	\$1944
		4 days/week	\$2592
		5 days/week	\$3204

***Almost Home* Payment Options:**

**One payment plan (Due August 1) 3% discount**

**Two-payment plan (Due August 1 and January 1)**

**Ten monthly payments (Due the first of each month August through May)**

You will be invoiced for your aftercare needs according to the plan you choose for your family.

**What to expect from Peaceful Children Montessori School's  
*Almost Home***

- Consistent, quality care for your child in the same spirit as the Peaceful Children Montessori School day program.
- An adult: student ratio not to exceed 1:12.
- Activities planned according to the developmental needs of the child.
- Both outdoor and indoor activities.
- A healthy snack will be served daily.
- Students enrolled in the after school program will be provided with extended care (11:30 – 3:00) on early dismissal days at no extra cost.

**Almost Home Extended Care Program Policies**

- The Extended Care program follows the school calendar and will begin on August 29 (the first full week of school). There is no

- before or after care on vacation days or snow days.
- Parents must give a written notice for withdrawal from the program.
  - Parents are responsible for notifying the school in writing if the child's before care or aftercare pattern is altered.
  - Children will only be released to responsible adults identified in writing by the parent.
  - If your child is absent for an extended period of time due to illness, credit may be given at the discretion of the program director and the principal.
  - Last minute/same day after care needs will be accommodated if spaces are available at a cost of \$25 per day for preschool extended care (11:30 – 3 PM) and \$8.00 an hr for after school care (figures will be rounded up to the nearest hour). Contact the PCM office if and when such a need arises.
  - When you arrive to pick up your child, you will be asked to sign him/her out at that time and the child will be dismissed to the parent immediately.
  - We understand that emergencies and the unexpected can happen. One late pick-up will be allowed at no cost. Any additional late pick-ups will result in the daily charge for that day. Three late pick-ups before 6PM will result in a meeting with the director to discuss extending the plan to Option B.
  - Late pick-up fee past 6:00 PM: Families will be charged \$10 for every 15 minutes past 6:00 PM. Three pick-ups after 6:00 PM will require a reconsideration of the program meeting the needs of the family.
  - Early morning drop off before, scheduled time will be \$10.00 for every 15 minutes you are early.

## **FAMILY/CUSTODIAL SITUATIONS**

experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations. In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. PCM personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, progress reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the administrator and teacher of this fact so that appropriate support can be given to the child. PCM personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the administrator is to be informed by the residential parent of this fact. A copy of the **entire** decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the administrator. Unless the decree indicates otherwise, school communications will be sent home to the residential parent. Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access to records, the non-residential parent has a right to the same access as the residential parent. We will, unless instructed by a Court Order, release such records upon request to the non-residential parent. "Records" includes official transcripts, progress reports, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by a Court Order, any non-residential parent has the right to attend any school activity of their child, including special programs, observation days and parent evenings. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that *one* conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that

both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretation. In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Peaceful Children Montessori School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

## **ATTENDANCE POLICY**

Regular attendance and punctuality are expected from all students so that continuity in 17

the educational process can take place. Children who arrive after the outside door is locked must be brought to the office and signed in. A staff member will take the child to the classroom.

If a child needs to leave school early for an appointment, a note is to be given to the teacher upon arrival stating the time the child needs to leave. The note should also indicate if and when the child will return to school.

A child that displays symptoms of contagious illnesses should not come to school. A child will be sent home when the child is not able to participate adequately in the classroom or poses a threat to the health of others.

In order to ensure the safety of all children, the office must be informed as to each child's regular method of transportation home.

**Note: If the mode of transportation is to change for your child, it is essential that your child's teacher and the office be notified of such change in writing. A note is to be sent with your child and given to the teacher upon arrival.**

## **ABSENCES**

Notify the school by calling the office at (440) 256-1976 by 9:00 a.m. on the day of the child's absence. Written notes explaining your child's illness are not necessary; however, all contagious diseases should be reported.

## **VACATIONS AND ABSENCES**

While Peaceful Children Montessori School values family time and encourages families to carve out time together on a consistent basis, we ask that parents try to limit vacations to scheduled days off if at all possible. Extended absences make it difficult for the child to get the most out of his/her Montessori education. Much of what we do in the classroom is material based and cannot be done outside of the classroom. If you do find it necessary to take your child out of school for an extended period of time (one or more weeks) we ask that you give staff 2 weeks notice prior to our departure. We ask that you put your intent in writing and send it to the office in addition to communicating directly with the teacher in writing or via e-mail.

## **TARDINESS/HALF-DAY ABSENCES**

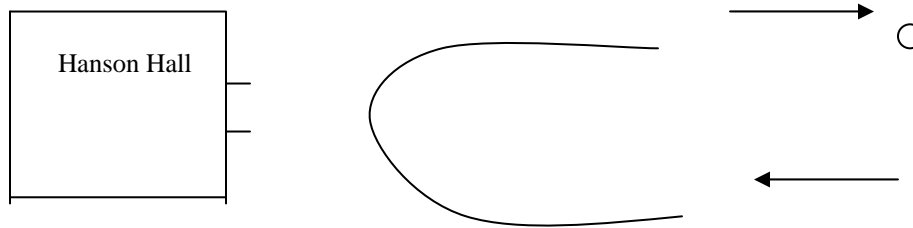
The particular way we begin each morning will have an effect on the rest of the day. All transition times are important for children. With this understanding in mind...A student is considered tardy if he or she arrives between 8:46 a.m. and 10:00 a.m. The parent is to bring the child to the office and sign their child in. A staff member will take the child to the classroom. A student arriving between 10:01 a.m. and 1:00 p.m. will be marked ½ day absent. A student will also be marked ½ day absent if the child leaves school before 1:00 p.m., which is equivalent to 2 hours before the end of the school day.

**Recurrent tardiness** will result in a meeting with the principal and the family to come up with a plan to remedy the situation. It is imperative to the integrity of the program and in the best interests of the child that each child arrives on time each day to start the day with their classmates.

## **ARRIVAL AND DISMISSAL**

Arrival and Dismissal for Car Riders at Divine Word:

Car riders and Bass Lake Bus Riders are to be dropped off on the **west** side of the building at the lower Hanson Hall door between **8:25 a.m. and 8:40 a.m.** Staff will be there to greet each child as he/she exits the vehicle. See diagram below:



**If you arrive after 8:40 a.m., you are to come to the east entrance and sign your child in at the office. A staff person will escort your child to class.**

**On Mass days (Wednesdays) arrival begins at 8:10 a.m. We ask that all children arrive by 8:20 a.m. to ensure that they are not late for Mass.**

At 3:00 p.m., children will be dismissed from school from the **east** side of the building. Please line up in your car as for arrival, and a teacher will escort your child to the car. Dismissal ends at 3:15 p.m.

Parents who arrive after dismissal are to come into the school office to sign out their child. We count on your promptness for both arrival and dismissal. It is important for the children to be here on time to begin their day in a peaceful manner. While we understand that emergencies arise, we expect that all children will be picked up on time. If you arrive after 3:15, your child will be brought by a staff member to our aftercare program. **You will be charged a \$10 fee per child, at 15 minute intervals.**

Students participating in **Before Care and Early Arrival** at the Divine Word campus are to be walked to the glass doors by Children's House on the west side of the building. Please ring the bell and an adult will greet your child and escort them into the building. Middle School students participating in Early Arrival should be dropped off at Old South.

**From the time you enter the parking lot until you exit the parking lot, there is absolutely no cell phone use while in the car line. This is for the safety of all the children.**

Arrival and Dismissal for Bus Riders at Divine Word:

Bus riders will be dropped off on the **east** side of the building where a teacher will greet them at 8:25 a.m. Bus riders will be dismissed between 3:00 p.m. and 3:15 p.m. from the same door.

Arrival and Dismissal for Car and Bus Riders at Old South:

Students are to be dropped off and picked up at the main door at the Eagle Road entrance to Old South. Arrival is between 8:25 a.m. and 8:40 a.m. Dismissal for car riders

begins at 3:00 p.m. Bus riders will be dismissed when buses arrive – dismissal ends by 3:15 p.m.

## **HEALTH POLICY**

### **MANAGEMENT OF COMMUNICABLE DISEASES**

The Peaceful Children Montessori School's Health and Accident Policy abides by Chapter 5104 of the Ohio Revised Code.

A teacher will complete a health check on each child arriving at the school. Teachers will check to see that the child is free from symptoms of communicable illness including excessive nasal discharge, fever, eyes that are red or containing discharge, skin rashes or the presence of nits or lice.

The teaching staff has completed the Red Cross Communicable Disease Course. The Communicable Disease Chart is located in the office.

If your child becomes ill during school, he or she will be isolated from the other children. Parents (or the emergency contact persons) will be notified and **must pick up their child immediately**. We ask all parents to sign an Emergency Transportation Authorization for each child in case of serious accident or illness.

Teaching staff who are ill are asked to leave the school.

Notices are provided concerning communicable diseases to which the children have been exposed. If your child is exposed to a communicable disease outside the school, please notify the office.

## **ILLNESS**

Parents should keep children home if they have any of the following:

- Fever with temperature of over 100 degrees F taken by auxiliary method
- Undiagnosed skin rash
- Earache, sore throat, frequent cough, red or watery eyes, excessive nasal discharge, yellowish skin or eyes, or evidence of lice
- Diarrhea or vomiting

Parents (or the emergency contact persons) must pick up their child from school in the following cases:

- **Evidence of diarrhea** – Diarrhea is potentially contagious and requires the child to be isolated from the group and removed from school until 24 hours after the last incidence. If there is evidence of diarrhea while the child is at school, the child must be removed from school.
- **Vomiting** – After a single incidence of vomiting, the child must be removed from school.
- **Fever** – A child may not be in school with a fever over 100 degrees F taken by auxiliary method, or if the child would have a fever had medication not been given. The child **MAY NOT** be in school until 24 hours after the fever has subsided. (To identify a fever, the child's temperature should be taken twice within a half hour.)
- **Severe coughing** – This refers to coughing which causes the child to become

- red or blue in the face or which makes a whooping sound.
- **Strep throat** – A child may return to school after being on an antibiotic for 24 hours and **NO FEVER**.
  - **Bronchitis** – A child diagnosed with bronchitis must be on an antibiotic for at least 24 hours before returning to school and show evidence of decreasing symptoms of the bronchitis.
  - **Difficult or rapid breathing**
  - **Yellowish skin or eyes**
  - **Conjunctivitis (Pink Eye)** – A child with conjunctivitis must be on an antibiotic for at least 24 hours before returning to school.
  - **Untreated infected skin patch(es)**
  - **Unusually dark urine and/or gray or white stool**
  - **Presence of lice or nits**
  - **Excessive nasal discharge**

## **MILDLY ILL CHILDREN**

Children experiencing minor common cold symptoms are not excluded from school. Children who may not feel well, but do not exhibit any of the symptoms specified in paragraph (B) of Rule 5101:2-12-50, will be monitored but not excluded from school.

## **RE-ADMITTANCE AFTER ILLNESS**

Your child will be re-admitted to class after a 24-hour period free of symptoms, including fever. If a child has been absent for a period of five days because of a communicable illness, a letter from the child's pediatrician will be required before a re-admittance to school.

## **MEDICATION**

No medication, vitamins or special diets are administered unless instructions to do so are written, signed and dated by a licensed physician and prescribed for a specific child. Forms are available. Prescription medication will not be administered after the expiration date stated by the physician or six months, which ever comes first.

## **ADMINISTRATION OF MEDICATION**

Since we do not have a nurse on staff, we ask that, if at all possible, medications are administered at home. If your child must have medication during school hours, we ask that you follow these guidelines:

- All medications must be in original packaging with proper instructions attached.
- **No medications will be administered to a child unless it is in the manufacturer's or pharmacy's packaging and the parent/guardian has filled out, signed and dated the "Administration of Medication Authorization" form.**

## **SERIOUS INJURY**

In case of a serious illness or injury, 911 will be called and a parent will be contacted immediately. If a parent cannot be reached, the administrator will continue to call individuals noted on the Emergency Medical Release form. If the child needs to be transported by Emergency Medical Services, a staff member trained in first aid will travel with the child.

Children's files are located in the school office. These files contain emergency medical information and emergency names and phone numbers. Additional copies are located in each classroom, in each crisis "To Go" bag, in the rectory office and at the administrator's home.

Emergency phone numbers are posted in each classroom and in the office.

## **FIRE, WEATHER AND OTHER CRISIS SITUATIONS**

Fire drills, tornado drills and other safety drills are conducted throughout the year. Fire, emergency and weather alert procedures with emergency phone numbers are posted in each classroom. These plans include a diagram showing evacuation routes. In addition, crisis "To Go" bags are located in each classroom in case of emergency in accordance with the PCM Crisis Plan.

## **SCHOOL CLOSINGS**

Parents will be notified of scheduled school closings through the school calendar and newsletters. In case of emergency closings due to extreme weather or other unusual circumstances, your primary phone number will receive an automated call. If you wish to add a phone number to the automated system, please contact the PCM office for instructions. Local radio and television stations will also broadcast emergency closings. PCM is in the Kirtland Public School District. When Kirtland schools are closed because of inclement weather conditions, Peaceful Children Montessori School will also be closed.

## **UNIFORM POLICY**

Daily school uniforms must be purchased from Land's End, Schoolbelles, or other vendors in styles that have been carefully chosen. See below for specific styles and

colors. Gym wear t-shirts and sweatshirts must be purchased from Weaver Sportswear or Land's End and must be worn on days when students attend Physical Education class. Catalogs/order forms are included in this packet. PCM sportswear in good condition from previous years is also an option. PCM sportswear sweatshirts may be worn daily with the exception of Mass days. Mass days are uniform days; ties for boys are optional.

Children's House students are exempt from school uniforms. Please refer to the Children's House Handbook for guidelines on attire.

Students must have an overall neat and orderly appearance appropriate for the school environment. Male students must wear their hair above the collar and above the eyebrows. Female students must wear their hair above the eyebrows. No fad hairstyles will be permitted. Compliance with this policy is determined by the principal and her decision is final.

### **GIRLS:**

#### **Skirts:**

Skirts must be navy, khaki or the preselected plaid pattern. Skirts must be of appropriate length, not to be more than 2 inches above the knee.

#### **Pants/Shorts:**

Pants must be navy or khaki. Pants must be worn at the waist and secured with a black, brown or navy belt. No jeans, colored denims, corduroys or cargo pants will be allowed. No split, cut or torn bottoms or frayed hems will be allowed. Uniform shorts in the same colors may be worn during August, September, May and June. Shorts must be worn at the waist and secured with a black, brown or navy belt. Exception: Belts are not required for Early Elementary students.

#### **Shirts:**

Oxford cloth, turtlenecks and polo shirts with either long or short sleeves must be worn. Shirts must be white, light blue or navy solid colors. Shirts must be tucked in at all times, except for polos with banded hems. Plain white undershirts, tucked at the waist, may be worn under shirts. Layering of t-shirts is not permitted.

#### **Sweaters:**

Solid color sweaters must be navy or white, plain or cable, crewneck or cardigan. Navy knit vests may also be worn. Sweatshirts of any kind are not to be worn on Mass days. PCM sweatshirts may be worn on other days.

#### **Jumpers:**

Solid navy or khaki jumpers may be worn. Styles may be purchased from the Land's End catalogue or other vendors.

#### **Socks:**

White, navy or khaki solid colored socks must be worn at all times. White, navy or khaki solid colored tights may also be worn.

Shoes:

Dress shoes in brown, navy or black, with heels no more than 2 inches tall are to be worn. Saddle shoes may also be worn. No athletic shoes, sandals, open toe, flip-flops, clogs, Birkenstocks or boots may be worn. On days with Physical Education, athletic shoes must be worn.

Hats:

Hats and caps must not be worn in the building.

PCM Sportswear:

PCM T-shirts and/or sweatshirts from Weaver Sportswear or Land's End must be worn on days when students attend Physical Education class. Shorts may be worn in August, September, May, and June. Navy pants and shorts of appropriate length must be worn on Physical Education days. These can be purchased from any vendor including Weaver Sportswear. Crewneck or hoodie sweatshirts may also be worn. PCM sportswear in good condition from previous years is also an option. White cotton athletic socks and athletic shoes must be worn. Other sportswear, including but not limited to other schools, professional sports teams, etc. is not permitted.

Jewelry and Cosmetics:

One simple necklace may be worn. One set of post or modest earrings may be worn. A wristwatch may be worn. Middle School students may wear mascara and/or neutral lip gloss only. Compliance with this policy is determined by the principal and her decision is final.

**BOYS:**

Pants/Shorts:

Pants must be navy or khaki. Pants must be worn at the waist and secured with a black, brown or navy belt. No jeans, colored denims, corduroys or cargo pants will be allowed. No split, cut or torn bottoms or frayed hems will be allowed. Uniform shorts in the same colors may be worn during the warm weather months. Shorts must be worn at the waist and secured with a black, brown or navy belt. Exception: Belts are not required for Early Elementary students.

Shirts:

Oxford cloth, turtlenecks and polo shirts with either long or short sleeves must be worn. Shirts must be white, light blue or navy solid colors. Shirts must be tucked in at all times. Plain white undershirts, tucked at the waist, may be worn under shirts. Layering of t-shirts is not permitted.

Sweaters:

Solid color sweaters must be navy or white, plain or cable, crewneck or cardigan. Navy knit vests may also be worn.

Socks:

White, navy or khaki solid colored socks must be worn at all times.

Shoes:

Shoes must be loafers or tie shoes in brown, navy or black. No athletic shoes, sandals, flip-flops, open toe, clogs, Birkenstocks or boots may be worn. On days with Physical Education, athletic shoes must be worn.

Hats:

Hats and caps must not be worn in the building.

PCM Sportswear:

PCM t-shirts and sweatshirts from Weaver Sportswear or Land's End must be worn on days when students attend Physical Education class. T-shirts with cotton or nylon sweatpants must be worn. Cotton shorts may be worn during August, September, May and June. Crewneck or hoodie sweatshirts may also be worn. PCM sportswear in good condition from previous years is also an option. Other sportswear, including but not limited to other schools, professional sports teams, etc. is not permitted.

Jewelry:

One simple necklace may be worn. A wristwatch may be worn.

## **DISCIPLINE POLICY**

**“Ever treat the child with the best of good manners and offer him the best you have in yourself and at your disposal.”**

-Dr. Maria Montessori

The environment is prepared in such a way as to foster and encourage self-discipline. Discipline is always handled in a positive manner, with dialogue, choices and redirection.

We believe the goal of discipline in a school setting is to support children as they are developing self-control and appropriate social skills such as cooperation, mediation and positive problem solving.

Clear and realistic limits are set based on individual and developmental needs.

The environment is developmentally appropriate and encourages children to develop responsibility and independence.

Adults, children and the environment are treated with respect.

In the event that a more direct method is required in a particular situation, a behavior contract may be enacted with the input from the teachers, parents, child and administrator. The conditions of the contract are to be met in order to ensure a safe environment for staff and children.

Peaceful Children Montessori School follows the Diocesan Discipline Policy for suspension and expulsion in extreme cases as determined by the administration.

## **DIOCESAN DISCIPLINE POLICY**

1. The purpose of discipline is to promote mature self-control.
2. Classroom discipline implies such control on the part of the teacher and such conformity on the part of the pupil as will secure and maintain an atmosphere most favorable to concentration, attention, reflective thinking and creativity.
3. Assertive discipline techniques are one recommended and accepted method of promoting classroom discipline. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of Catholic education.
4. It is the duty of the teacher to help direct and stimulate proper pupil behavior in the following ways:
  - a. By recognizing the worth of each individual.
  - b. By inculcating in the children a desire for Christ-like living, both personally and socially.
  - c. By encouraging pupils to share classroom responsibilities.
  - d. By providing for individual differences.
  - e. By preparing creative and challenging lessons.

### **Acceptable Corrective Measures**

The Code of Conduct should be posted in the school and clearly stated in the individual school/parent operational handbooks.

Some acceptable measures the teacher may use when self-discipline is lacking include:

1. Personal interview with the pupil.
2. Conference with the parents.
3. Consultation with the principal.
4. Loss of minor privileges.
5. Detention after school (with communication and cooperation to/from parents).
6. Behavior contract.

### **Suspension**

If strong corrective measures are needed, the principal or chief administrator with the approval of the pastor/ecclesiastical liaison may employ suspension following these guidelines:

1. Suspension should be used only in extreme cases.
2. The pupil will be removed from the classroom setting until a conference is held with the parents and arrangements are made regarding the type of suspension.
3. The pupil will be given the opportunity to present the facts related to the case as he or she sees them.
4. A conference with the parents should be arranged prior to the suspension and after the time of suspension.
5. The child may be required to do regular school work while at home.
6. The suspension should not exceed three school days.
7. In-school suspension may have to be considered in certain cases.

### **Expulsion**

The expulsion of a child is a serious matter and is ordinarily preceded by suspension until all facts are reviewed.

1. The pastor/ecclesiastical liaison must approve all expulsions.
2. Contact will be made with the designated diocesan person when contemplating expulsion.
3. Notification of the event will be made to the parents and pastor by the principal.
4. A conference shall be held with the parents, teachers, principal and pastor before expulsion.
5. After consultation, the principal and pastor will be the persons responsible for the decision to expel a student.
6. Documentation regarding the expulsion (notes from parents, dates of

phone calls and conferences, suspension data, etc.) will be filed in the principal's office.

## **BULLYING, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

Peaceful Children Montessori School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance. Peaceful Children Montessori School (PCM) is firmly committed to providing a safe, positive learning environment for everyone in the school. The main goals of this policy are to define and prevent bullying, harassment, sexual harassment and sexual violence, and to implement procedures by which a victim may receive help without retaliation and by which an offender will be held responsible. For this reason, and in keeping with the goals and objectives of Catholic education, Peaceful Children Montessori School expressly prohibits bullying, harassment, sexual harassment and sexual violence in the school environment. This policy emphasizes positive sexual attitudes and respect for others. This policy is gender-neutral and shall apply to all students, school employees and volunteers in the school. This policy complements the existing "Anti-Harassment, Intimidation, and Bullying Policy, 2008" and "Sexual Harassment Policy Statement" in the Diocese of Cleveland's *Handbook for Catholic Schools*.

This policy applies but is not limited to the following locations: in the school building, in the classroom, in the hall, in the common area known as Hanson Hall, in the rest rooms, on school grounds outside the school, in the school parking lot, on school- provided transportation on the way to school/on the way home/on the way to a field trip/ on the way back to school from a field trip, and/or at a field trip location, including another school. This policy applies but is not limited to the following times: before school, between classes, in class, during study hall, during lunch, during recess, during school transportation, during field trips, during special projects, and/or after school.

The principal will promote acceptance and understanding in all students, school employees and volunteers to build each school's capacity to maintain a safe and healthy learning environment. The principal will provide training in bullying prevention and harassment, sexual harassment and sexual violence prevention. All school employees and volunteers of Peaceful Children Montessori School are required participate in the prevention of bullying, harassment, sexual harassment and sexual violence through diligent supervision and participation in continuing education seminars scheduled by Peaceful Children Montessori School. All school employees and volunteers are required to intervene and report bullying, harassment, sexual harassment and sexual violence that they may witness or may learn about to the principal (or his/her designee in case of the principal's absence). Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, sexual harassment, or sexual violence of any kind.

Harassment, intimidation, and bullying behavior by any student/school personnel in Peaceful Children Montessori School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, and bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic, or physical acts including electronically transmitted acts i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Peaceful Children Montessori School will not tolerate behavior that infringes on the safety of any student, school employee or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school employee, or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer.

## **HARASSMENT, INTIMIDATION, BULLYING**

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibited toward another particular student, school employee, or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other.

Harassment of a member of the school community by another member of the community is a violation of school policy. This includes but is not limited to harassment based on race, religion, national origin, marital status, sex, sexual orientation, gender identity or disability. Such behaviors include overt intent to ridicule, humiliate, or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/ or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  - Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries); and

- Sending abusive or threatening instant messages; and
- Using camera phones to take embarrassing photographs of students and posting them online; and
- Using Websites to circulate gossip and rumors to other students; and
- Excluding others from an online group falsely reporting them for inappropriate language to Internet service providers.

## **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcomed sexual behavior (including verbal behavior) which has the purpose or effect of unreasonably interfering with student, school employee or volunteer performance or creating an intimidating, hostile or offensive school environment. Sexual harassment violates school policy and some acts of sexual harassment may also be criminal. For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse, disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds; continuing unwanted written, oral or electronic communications directed to another of a sexual nature; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans spreading sexual rumors/innuendoes; obscene T-shirts, hats, buttons or other clothing; or offends the recipient. Sexual harassment also includes requests for special favors, preferential treatment and any other conduct of a sexual nature when the submission or rejection of such conduct is used as a factor in decisions affecting a student's ability to learn or participate in school activities. The above list is not meant to be all-inclusive, but is intended to provide a guide as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the Peaceful Children Montessori School Discipline Policy. The ultimate test to determine what constitutes sexual harassment will be the recipient's perception of the behavior.

## **SEXUAL VIOLENCE**

Generally, sexual harassment becomes sexual violence when: the victim is physically touched, pinched, patted, grabbed, poked, or is brushed up against by the body of a student, school employee or volunteer, in a sexual manner without his/her consent; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. Physical assaults of a sexual nature, such as molestation, sexual battery and rape or attempts to commit these assaults, are also included. Sexual violence is handled separately because of its potential criminal nature. If there is any knowledge or suspicion that an incident of sexual violence occurred involving a child less than eighteen years of age, the principal or other school authority is required under state law (O.R.C.2151.421) to report the incident. In these cases, the Department of Human Services, the police and the Diocese of Cleveland will be contacted immediately.

### *Procedure for the Victim*

1. Communicate to the offender that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the offender, the individual should ask a teacher, counselor, or principal to help.
2. If the bullying and/or harassment does not stop, or the individual does not feel comfortable confronting the offender, the individual should:
  - Tell a teacher, counselor, or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - ⇒ What, when and where it happened;
    - ⇒ Who was involved;
    - ⇒ Exactly what was said or what the offender did;
    - ⇒ Witnesses to the bullying and/or harassment;
    - ⇒ What the victim said or did, either at the time or later;
    - ⇒ How the victim felt; and
    - ⇒ How the offender responded

### *Complaint Procedure*

Peaceful Children Montessori School expects and requires all school employees and volunteers to immediately intervene and immediately report incidents of bullying, harassment, sexual harassment and sexual violence to the principal or his/her designee, that they may witness or may learn about. The attached Anti-Harassment/Bullying Witness Disclosure Form and the Anti-Harassment/Bullying Complaint Form are recommended for initial documentation. "A student, school employee, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of bullying, harassment, sexual harassment and sexual violence promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 5/14/07 #2.2.11)

The principal, upon receiving a complaint, must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

The principal may appoint an investigator. The victim may complete an *Anti-Harassment/Bullying Complaint Form* (see attachment). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete a *Harassment/Bullying Witness Disclosure Form* (see attachment). Information received during the investigation is kept confidential to the extent possible.

Peaceful Children Montessori School prohibits retaliatory behavior against any victim, witness, or any participant in the complaint process. Any person who engages in bullying, harassment, sexual harassment and sexual violence may be subject to disciplinary action up to and including expulsion.

#### *Investigation Procedure*

It is imperative that bullying, harassment, sexual harassment and sexual violence be identified only when the specific elements of the definitions are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the offender.

In evaluating whether conduct constitutes bullying, harassment, sexual harassment and sexual violence, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others, or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator or principal will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator or principal will interview the victim and the offender. The offender may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. A written report of findings will be completed.

#### *Resolution of the Complaint*

If an investigator is involved, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the victim and the offender. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The victim, the victim and the investigator, if involved, will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

#### *Points to Remember in the Investigation*

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### *Discipline*

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the harassment, the ages of the offender and victim, the history of similar actions by this offender and the circumstances in which

the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim
- Conference including offender, parent and principal
- Written warning/reprimand and parent notification, entered in offender's file
- Removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

The goal of any investigation or disciplinary proceedings will be a fair resolution, which includes appropriate and corrective action, with the safety of all of paramount concern.