

MERTON PRIMARY SCHOOL STUDENT AND FAMILY HANDBOOK

2025-2026



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ABOUT YOUR STUDENT HANDBOOK

The Merton Community School District's mission is set on providing the best possible learning environment for each and every student who is entrusted to our care. We believe that a positive learning atmosphere depends on everyone doing his or her job.

Why do we have rules? Rules are made to help ensure a safe and orderly environment. By having rules in a written format, you, your parents, and the school staff members have a better idea about what the rules mean, what each of our responsibilities are, and how we are expected to act. These rules are in addition to the policies and laws that are set by our Board, Community, and the State Legislature. Please take some time to review these rules so you clearly understand the expectations for students and families at our school.

MERTON SCHOOL MISSION STATEMENT

The Merton Community School District will foster academic excellence while inspiring curiosity and personal growth.

SCHOOL DAY SCHEDULE

4K - AM	8:50 am – 11:50 am
4K– PM	12:55 pm – 3:55 pm
Grades 5K – 4th	8:50 am – 3:55 pm

THE MERTON WAY

It is our desire and goal to have a quality school. To that end, we have established three simple and clear rules for behavior at school:

1. **Be respectful**
2. **Be responsible**
3. **Be safe**

These rules exist throughout our school grounds and on the buses, all of the time. When the student does not abide by our rules, a behavior referral may be written and parents will be notified. The principal or designee will decide on consequences associated with the behavior. In an effort to boost appropriate behavior and recognize children for their efforts students earn mustangs for demonstrating and behaving in ways that support these rules.

Merton Primary Behavior Matrix - "The Merton Way"

"THE MERTON WAY"	HALLWAYS & TRANSITIONS	LUNCH ROOM	PLAYGROUND & RECESS	BATHROOMS	BUS	ASSEMBLIES	VOICE/VOLUME LEVELS
Be Respectful	0 Voice/Volume Level while others are learning 1 or 2 Voice/Volume while arriving at school and leaving school. Keep hands, feet, and body to self Be respectful of learning in classrooms and large group areas	1 or 2 Voice/Volume Level Use good manners ("Please" & "Thank You") Raise your hand when you need something Hallway expectations when entering & exiting the lunchroom Keep hands, feet, and body to self in lunch line	0 Voice/Volume level on the way out of the building and when entering the building Show good sportsmanship Follow the direction of the supervisors Include others in games and activities	0 or 1 Voice/Volume Level Wait your turn Give privacy to others Leave when finished	1 or 2 Voice/Volume Level Use kind words Keep hands, feet and body to self Be kind to everyone on the bus Eating & drinking is not allowed	0 Voice/Volume Level when presenter is talking/presenting Focus attention on the presenter and presentation Keep hands, feet, and body to self Applause is the only acceptable expression, unless asked otherwise	0 - Silent (0 people can hear me) 1 - Whisper (1 person can hear me) 2 - Table Talk (2 people can hear me) 3 - Presenter (Speaker Voice) 4 - Outside (Recess & Playground)
Be Responsible	Keep your cubby organized Help keep hallways clean Go straight to your destination and back Use trash cans & recycle bins	Take everything you need from the lunch line before sitting down Eat your own food with good manners Use time wisely Clean up your area Place all of the trash and/or trays as directed	Take care of equipment and return when finished Line up quickly at the whistle Ask permission to enter building during recess	Flush when finished Wash hands with 1 pump of soap and 1-2 paper towels Keep it clean Be quick Report problems	Follow the bus driver's directions Take all belongings with you when leaving the bus Clean up garbage Take care of the bus Windows can only be opened halfway and should be closed when leaving	Follow directions of teachers and/or presenters Participate appropriately when asked Stay seated & keep body still Applaud when appropriate	
Be Safe	Walk in a straight line Face forward Stay to the right Stay together with class Use pathways when allowed	Face forward in lunch line Stay seated while eating Use walking feet	Report unsafe behavior Use equipment appropriately Stay within playground boundaries Dress for the weather	Use bathrooms as intended Keep water in the sink Keep feet on floor if you are not sitting Use walking feet	Stay seated and facing forward Keep all body parts and other objects inside the bus Walk on and off the bus one at a time Stay behind the yellow line Wait for the bus to come to a complete stop Keep your distance from the curb, the buses, and the bus wheels Be aware of your surroundings Always look both ways even if you are told to cross Keep aisles clear Report unsafe behavior	Walk in and out of assembly in a single file line following teacher's directions Use aisles and be careful of others Stay with class Leave the space as you found it	

Line Basics = 0 Voice/Volume Level — Hands, Feet, & Body to Self — Facing Forward in Straight Line — Quiet Walking Feet — Stay to the Right

SCOPE OF THE SCHOOL ENVIRONMENT

Rights, responsibilities, behavior expectations, consequences and suspensions are in effect for all school activities. These include, but are not limited to: the regular school day, before and after school activities, summer school, riding the school bus, field trips, and representing the school during various school activities.

RIGHTS AND RESPONSIBILITIES

People have certain “rights” by being at Merton Primary School. In order to protect those “rights” we have a number of “responsibilities”.

RIGHTS of Members of the Merton School Family:

1. A school environment which supports quality education. Our students and visitors deserve a place where learning is first.
2. Respect. The students and staff at Merton Primary practice The Merton Way. The best respect, however, is earned. We earn it by giving it!
3. Safe Environment. The school should be free from hazards. Everyone has a right to expect their property will be safe and that others will not do them harm.
4. Everyone must try hard to do the best they can.

FULFILLMENT OF SCHOOL WORK REQUIREMENTS

Merton Primary School students are expected to complete assigned work as given by the teachers. Reading, writing, and math knowledge will be the cornerstones of the curriculum. All other areas of study will grow from these key subjects. **Math and reading practice should be in place on a regular basis.**

HOMEWORK - POLICY 345.3

Homework is an important part of the Merton program. It is an extension of schoolwork, which students do on their own time after school. These assignments ordinarily should not require teaching by the parent/guardian though this does not preclude the need for help, which can be given by the parent/guardian. Homework turned in must be quality work, i.e. students must meet acceptable standards set by teachers for required work.

Homework Time Guidelines:

It is suggested that a designated time and quiet place be set aside each evening for the purpose of doing homework. Some evenings students will not have homework. Our recommendation is that this time still be used for activities such as leisure reading or writing. This regular schedule helps students learn time management and self-discipline. Homework time allotments may vary from class to class.

These are suggested times only: **Kindergarten – 4th grade: 15-45 minutes (includes 20 minutes of reading per night)**

CARE OF BOOKS, COMPUTER DEVICES AND MATERIALS

Students are expected to care for books, computers and materials, which are loaned to them by the school. Damages beyond normal wear, or loss of materials, will result in assessment of a fine to cover costs.

SIGNING IN & SIGNING OUT

Students, who arrive tardy or later in the day, **MUST** report to the office to sign in before reporting to the classroom. (Student must be signed in by their parent or guardian or designee)

Students who leave school early **MUST** sign out in the office. Students should have their parent/guardian's permission slip with them, or on file in the office. (Student must be signed out by their parent or guardian or designee)

COMING TO SCHOOL & LEAVING SCHOOL

Below are the expectations for coming and leaving school:

- The school provides student supervision from 8:30 a.m. to 4:00 p.m.
- All Playground climbing/swinging equipment is off limits before school.
- Soft Start: Students will be allowed to enter the building starting at 8:30 am. Parents/Guardians dropping off 5K- 4th graders will be at the parking lot in the back of the school in the designated drop off zone
- If you need extra time to drop off your child, please park and walk your child to door D.
- Students are required to stay on school grounds once they arrive at school. Students who need to leave school during the day are required to sign-out in the office prior to leaving. The parent/designee is required to sign the child out. A note from the parent/guardian indicating the student's reason for leaving is necessary.
- A change in the student's normal departure procedure requires written parental permission and approval from the office.
- Students WILL NOT be allowed to attend a sibling's performance (i.e. rehearsal, play, speech, award ceremony, concert, or similar event) if the event is held during academic time.
- Parents of 5K-grade 4th graders are reminded to pick up their child(ren) at the back of the Primary School building. Please avoid the area in the front of the building, especially during morning and afternoon bus time and mid-day kindergarten departure and arrival. The bus lane is not available for parking.
- Parents driving their 4K children to school may park in the front of school in visitor's spots. Parents should escort their children to the designated area 4K entrance near the 4K playground.
- Students are to exit the building immediately to either a family ride or bus.

BIKERS AND WALKERS

Students are encouraged to secure their bike. Locked bikes must remain at the bike rack for the duration of the day. Bikers may not ride their bikes on school property. Please walk your bike on school grounds. Scooters, rollerblading, and skateboarding are not to be used on school grounds.

ABSENCES/ATTENDANCE REQUIREMENTS - POLICY 431

Attendance laws are described in Wisconsin Statutes Section 118.15. A child is compelled by law to attend school full time between the ages of 5 (if enrolled in 5K - not mandatory until age 6) and 18.

One of the major goals of the Merton Community School District is to teach students to assume responsibility. Requiring students to be regular in attendance, and punctual to class, is an excellent way to develop responsibility. Research shows that attendance is a key factor in student achievement. Our District Mission Statement includes academic excellence and personal growth with school attendance influencing both those areas. One of the factors in determining our rating on the State Report Card is student attendance.

All students in the Merton Community School District are subject to all attendance laws of the State of Wisconsin. The school is legally required to enforce these. The State of Wisconsin only allows students to be excused a total of ten (10) partial or full days (not counting medically approved days by a doctor) of school each year. The principal will contact parents/guardians in writing with a copy into students file when poor attendance (tardy or absence) is occurring for **ANY** reason. We expect a change as a result.

That communication from the principal will be as follows:

- After five (5) non-medically approved excused absences (doctor's note excusing the student from school), parents will be notified by an email and a phone call.
- After eight (8) non-medically approved excused absences (doctor's note excusing the student from school), parents will be notified by an email, letter home sent via the mail, and a phone call home. An attendance meeting may be scheduled depending on the reasons for absences.
- After ten (10) non-medically approved excused absences (doctor's note excusing the student from school), parents will be notified by an email, letter home sent via the mail, and a phone call home. An attendance meeting may be required.
- After ten (10) partial or full days absent, per state statute, all absences will be recorded unexcused without a doctor's note/letter excusing the absence. This may also trigger a Truancy Referral to Waukesha County.

In the event of any absence from school (including illness, appointments, vacation, funeral, etc.) parents/guardians are asked to **notify the office at 262-538-2227** at their earliest convenience. Attendance records are kept in the office, not in the classroom. Please do not assume that absence related notes to the classroom successfully arrive in the office for record keeping. Voice mail is available prior to school hours.

If a telephone call is not made, parents/guardians are asked to send a written and signed note along with the student upon his/her return to school.

Absences will be recorded as follows:

Leaving school between 10:30 am -2:30 pm	½ day absence
Arrival after 10:30 am	½ day absence
Leaving after 2:30 pm	Present all day

Vacations

Vacations taken during the school year prohibits a consistent and continuous flow of learning by the students. We encourage families to use regularly scheduled breaks in the school year in order to maintain a high quality program.

Parents must weigh the consequences of taking a child out of school during class time. The school discourages parents removing children from school for reasons other than illness or emergency.

Missing School

In the event that a child does miss school for any reason, the following applies:

1. All assigned work must be turned in. It is the parent/guardian's responsibility to make certain that their child's assigned work is completed.
2. Assignments will be given to the student **after** he/she returns to class.
3. There is no substitute for a student being in school receiving instruction.

UNEXCUSED ABSENCES

When a student is absent from school with the knowledge or consent (stated or implied) of his parents or guardian, for other than legal reasons, it is unlawful detention.

A student sent to school by parents or guardians expect him/her to be in school, but who does not attend for other than lawful reasons, is truant. Truancy will have been established after the school has made efforts to contact the home, to ascertain the reasons for absence, and has failed to obtain satisfactory results from the district home/school relationship. When the home response is unsatisfactory and non-attendance continues or is repeated without apparent legitimate reason, it may be assumed that the non-attendance is in violation of the compulsory attendance law or any amendments to this law. (Wisconsin Statutes, Sec. 118.16 Truancy). The school district will follow the guidelines as described in the statutes.

TARDINESS

Students are expected to be at school before the start of the school day. This will enable them to begin the day with their classmates and to be prepared for a successful day. Being a successful student includes starting school on time, and fulfills one of our school rules, “being responsible.” Our school day begins with the opening bell at **8:50am**. **Students must be in their rooms before 8:50 am** to avoid being marked tardy.

Students arriving late to school must sign-in at the school office before going to the classroom. When a student is consistently tardy, a letter or phone call to the parent/guardian from the principal will be forthcoming.

PETS/ANIMALS AT SCHOOL (Non-Service Animals)

Safety, health, and liability issues require the district to evaluate potentially hazardous situations as they may affect all students and staff. This includes pets, animals, and exotic plants that may be brought to the school. Parents, students, and guests who are interested in sharing their experiences with these items must receive permission from the building principal prior to actually bringing them to school. Pets should not be brought onto the playground, into or near the entrances of the school buildings when picking up or dropping off students.

VALUABLES / TOYS

The Merton Community School District is not responsible for lost personal items. Students are asked to leave valuables at home, such as toys, electronic items, precious jewelry, etc.

TELEPHONE USE

The telephone is in the school office and is for business use only. Phone calls may be made on an emergency basis with teacher permission.

HEALTH ROOM

The Health Room at Merton Primary School is available to students who become ill or injured during the school day. Students who become ill or who are injured are to report first to the supervisor/teacher in charge, prior to reporting to the health room. School personnel will not take responsibility for any diagnosis beyond a basic, common sense assessment of a child's condition.

STUDENT MEDICATIONS - POLICY 453.4 and 453R

If a student is required to take oral medication during school hours, the principal or secretary shall administer the medication only upon the complete fulfillment of the following requirements:

Prescription Drugs

1. The prescribing physician and parent/guardian **must** complete a “Medications Permission Form” for each medication for the student, once a year, whenever the medication or dosage is changed, or if the student is required to take a particular medication on a short-term basis.
 - a. No medication will be administered without a “Medication Permission Form” on file
2. The administrator shall provide a locked place for safekeeping of medications, keep a record of medication dispensed/administered, and proper supervision of student medication.

Non-Prescription Drugs

1. No over-the-counter medication, or other non-prescription drugs will be administered to students unless the parent/guardian provides the school with the “Medications Permission Form” that is signed by the parent/guardian. Non-prescription drugs include (but are not limited to) aspirin/non-aspirin medications, over-the-counter cold remedies, cough drops, lozenges, drops, creams, salves, etc. All of these must remain in the Health Room. Any conditions which would cause deviations from the above policy must be approved by the administrator

LUNCH POLICY

Chartwells, the food service that runs our lunch program, offers a computerized ticket system to eliminate paper tickets, get a more accurate lunch count, and provide parents with a way to keep track of their children's purchases.

Students are issued a 4-digit P.I.N. number that is entered into the computer when purchasing lunch or milk. The appropriate charge is automatically deducted from that family's account. All children in the same family use the same family account, but each child is given his or her own lunch I.D. (p.i.n. number) to use when making purchases.

Payment into the family account can be made any day of the week, by any one of the children on the account. Since payments are collected in the classroom and then forwarded to the food service, it is VERY IMPORTANT THAT PAYMENTS ARE CLEARLY MARKED WITH YOUR CHILD(REN'S) NAME(S), FAMILY NAME, AND FAMILY ACCOUNT NUMBER.

Account statements are sent home with the youngest or only child on the account at the end of each quarter. These are general statements telling you the current balance in your account, the total deposits made, the number of lunches and milks purchased by your child(ren). If you would like a more detailed statement at any time please call the school office at 262-538-2227 and ask to speak to the lunch director.

Our school lunch program is based on sound nutritional guidelines surrounding the National School Lunch Program. Lunches brought in from outside vendors do not adhere to these standards. If you plan to join your child for lunch please enjoy our hot lunch with them or bring a nutritious lunch made at home.

BUS RULES (per Dousman Transport Company)

1. Students must remain in their seats while the bus is in motion.
2. Students are not to shout, throw objects about the bus, put their hands, feet, etc. outside the bus window, or do anything that could distract the driver, possibly contributing to an accident.
3. Students are to ride, board, and depart from their buses according to official schedules received at the beginning of the year. Students are to obey the driver as if he or she were a school staff member in charge of the bus.
4. Students are to walk, not run, to and from their buses. They are to proceed to the playground on the east sidewalk. In case of rain or severe cold students will be dropped off at the main entrance.
5. School rules concerning respect of others and their property apply to busing. Remember that giving respect to the driver will result in a friendlier driver.
6. **A change in departure requires written parent/guardian permission and needs approval and a signature from the school office**
7. When it is necessary for more than one rider to be in a seat, siblings/common household members should sit together, or students within the same class(es) for cohorting purposes.
8. Eating, drinking, and chewing gum are prohibited in the vehicle, unless medically necessary and written notification is provided from a physician.
9. The driver of the vehicle has the right to determine assigned seats, and/or specific entry/exit procedures.
10. There will be no guest riders on buses.

CONSEQUENCES OF IMPROPER BUS BEHAVIOR

The bus company files a Bus Misconduct Report for serious improper bus behavior. Upon receipt of the first Misconduct Report on a student from the bus company, the principal will warn the student and notify the parent/guardian. The second offense in a given semester may warrant suspension from the bus for not more than three (3) days. A third Misconduct Report on a student in a semester could bring suspension from the bus for the remainder of the year. When a student is suspended from the bus, the parent/guardian becomes responsible for all transportation to and from school.

DRESS AND GROOMING

In accordance with the state law for student safety:

- All students are required to wear shoes at all times. Due to safety and health concerns, flip-flops, open-toed sandals, and similar footwear are discouraged and are recommended not be worn. The best footwear for the students to wear are tied or Velcro shoes.
- Student attire will not disrupt the learning environment.

STUDENT BEHAVIOR GUIDELINES

Expectations for Conduct

Students have the right to a safe and orderly environment where they have a positive school experience. Students are responsible to contribute to this environment by adhering to school and classroom rules and to behave in the classroom in a manner that allows teachers to create an appropriate learning environment and to carry out their lesson plans.

Student conduct that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. -See POLICY 443 and 448 for additional information.

Fire Alarm/Intruder Alarm Engaged by a Student

Any student that engages an alarm to be set off, will result in an out of school suspension. Parents/Guardians will be notified of the out of school suspension.

ISOLATION/QUARANTINE PERIOD IF REQUIRED

All students will be required to follow all isolation or quarantine procedures set forth by the Federal, State, or local government order or advice of a healthcare provider. Students who are in isolation or quarantine shall remain off district grounds and move into the District's virtual learning platform.

IN-SCHOOL SUSPENSIONS

This is an alternative to out-of-school suspension. In-school suspension provides supervision and continued education to students who find themselves in conflict with school policies and regulations. It removes the student from the social and class mainstream of the school day. The student is responsible for completing assignments for credit. In-school suspension will be given at the discretion of the school administration.

All students' due process rights will be observed. Criminal acts such as vandalism, stealing or use of controlled substances will be referred to law enforcement.

ILLEGAL OR DANGEROUS SUBSTANCES AND/OR OBJECTS - POLICY 443.4

In the best interest of the student's safety and well-being, the following items are prohibited from school property:

1. All tobacco products, matches, and lighters. Wisconsin Act 209 Prohibition of Tobacco: Under this law the school board shall prohibit the use of all tobacco products on premises owned or rented by, or under the control of a school board, except that the school board may allow the use of tobacco products on premises owned by the school district and rented to another person for non-educational purposes. Tobacco products are not allowed on school property and are banned within a radius of 500 feet from all schools.
2. Weapons or any sort of items that could be construed as a weapon that could cause great or substantial bodily harm (Wis. State Statute 939.22 (14) (38))
3. Illegal drugs
4. Fireworks of all kinds
5. Any other dangerous or disruptive devices.

VANDALISM AND THEFT

To insure all students' rights to be free from the threat of force, theft, and vandalism, no student may:

- Use force or threat of force to obtain something from another student.
- Take, destroy, or deface school property or personal property of others.

Damage to Property and Personal Injury: Parents/guardians shall be liable for damages to property and for personal injury attributable to a willful act by their child. In addition, parents/guardians may be subject to a civil suit. The school will refer such incidents to the appropriate local police agency.

STUDENT INTERVIEWS - POLICY 445

The Merton Community School District recognizes that cooperation with law enforcement agencies is necessary for the education and protection of students, for maintaining a safe environment in the district schools and for safeguarding all school property. At the same time, the district recognizes its responsibility to protect the educational process and to provide for the concerns of parents/guardians regarding the welfare of their children.

Law enforcement officials will be called to the school when laws may have been violated and in situations that threaten the safety of students and/or employees. In these situations, students may be interviewed by law enforcement officials in accordance with Board policy and established procedures. Law enforcement-initiated student interviews that are not school related shall not be conducted on school premises, except in emergencies or as specifically required by law.

All student interviews with law enforcement officials conducted on school premises shall receive prior approval of the building principal or designee. If a request for a student interview is denied, the building principal or designee shall state the reason for such denial. Law enforcement officials may appeal decisions made by the building principal or designee to the District Administrator.

Consistent interview procedures shall be applied to all students.

General Requirements Regarding Student/Law Enforcement Interviews on School Premises

Except as otherwise specifically provided, all student interviews with law enforcement officers on school premises shall be governed by the following guidelines:

1. Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance, emergencies or as specifically required by law.
2. All student interviews with law enforcement officers on school premises shall be conducted in such a way as to minimize school disruptions.
 - Interviews should be coordinated with the student's schedule if at all possible.
 - Interviews should not be allowed during an assessment, except in an emergency.
 - The principal, or his/her designee, should summon the student from his/her class rather than the law enforcement officer, unless the police department and the school administration feel the situation warrants personal contact by the officer.
 - Interviews should be conducted in a closed setting so as to promote confidentiality.

3. While there is no legal requirement that parents/guardians be notified prior to police contact with a student, for student victims, witnesses or suspect interviews, the following will apply:
 - A. School officials shall attempt to notify a student's parent/guardian prior to allowing a student suspect and/or student victim interview. If efforts to contact parent/guardian are unsuccessful, the law enforcement interview will proceed according to policy.
 - B. Student witness interviews with law enforcement officials will be allowed without parent/guardian permission.
 - C. Parents will be notified by the principal/designee whenever a law enforcement interview has occurred.
 - D. This does not apply to investigations involving neglect or child abuse.
4. If the student is asked to leave the building and accompany the officer to the police station, the police department is responsible for contacting the student's parent or guardian. If there are any complaints regarding the removal of a student from school, or notification, they should be directed to the district attorney or the appropriate police department.
5. A school official shall be present during any student interview with law enforcement officers on school premises.

The Merton Community School District shall not discriminate in standards and rules of behavior including student interviews, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

NON-DISCRIMINATION POLICY 113

The Merton Community School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally-protected status or classification (e.g., race, national origin, sex, disability, religion, etc.). Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination.

Please review Policy 113 for the entire policy of nondiscrimination in District Programs, Activities, and Operations.

PARENT COMPLAINT PROCEDURE - POLICY 870

The Board believes that the Board and school staff should welcome and respond to concerns and complaints from the public. A concern is defined as "a cause of anxiety or worry." A complaint is defined as "a statement that a situation is unsatisfactory or unacceptable." For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

The Board relies on its teachers, staff, and administrators to resolve such concerns or complaints of the public. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner,

whenever possible. Further, if such resolution cannot be accomplished, procedures shall be available for review at the highest administrative level with an ultimate opportunity for appeal to the Board.

Nothing in this policy or its implementing procedures is intended to supersede timelines or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes.

While staff members are expected to respond to verbally-presented complaints and concerns in a respectful, timely, and otherwise appropriate manner, the primary purpose of this rule is to provide procedures for the handling of public complaints that have been submitted in writing. These procedures are not intended to address complaints of misconduct by the District Administrator, which should instead be submitted in writing to the School Board President.

A. **Submitting a Complaint** – To ensure that District staff will respond to the issue as a formal complaint under these procedures and to avoid miscommunication, the District strongly encourages all complaints under these procedures to be submitted in writing. Complaints should be first made to the school employee most closely involved in the situation or issue. In particular:

1. Complaints about matters relating to individual employees, if they have not been resolved informally via direct communication with the employee, should be made to the employee's immediate supervisor.
2. Complaints about a school-level matter should be made to the building principal.
3. Complaints about a support service (such as transportation or food service), District finances or policies, or other District-level matters should be made to the building principal, the District Administrator, or another supervisor or administrator who is responsible for the function in question.
4. Complainants not sure whom to contact should contact the office of the District Administrator to obtain further direction.

Staff have discretion to notify a complainant that a verbal complaint is being treated and processed in the same manner as a formal, written complaint under these procedures.

Anonymous complaints are strongly discouraged. The District Administrator will determine what follow-up, if any, is made in response to an anonymous complaint. The further procedures described in this rule will not be applied to anonymous complaints.

There is no absolute deadline for the initial filing of a complaint under this policy. The District always has an interest in being made aware of potential concern. However, any person who has a complaint or concern involving such a matter is encouraged to notify the District or pursue a complaint as soon as reasonably possible after the occurrence of the relevant events. A material/time gap in pursuing a complaint can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of remedies and resolutions that are reasonably available. Timeliness may be considered in the response to any complaint or appeal. Only the District Administrator, acting in consultation as needed with District legal counsel, may authorize the dismissal of the complaint due to a lack of timeliness if the date of incident or concern is over ninety (90) calendar days.

B. **District Response to a Public Complaint** – Upon receipt of a complaint under these procedures, District staff will first determine how to route and process the complaint. In particular, District staff are expected to choose the most appropriate of the following options:

1. Staff will respond to complaints more appropriately handled by another employee by referring the complaint to the school employee most closely involved in the situation or issue.

2. If the District staff determines that a general complaint brought forward under these procedures should be processed under another District policy or procedure, staff will inform the complainant of that assessment and route the complaint to that more-applicable process.
3. In relatively rare circumstances, staff may determine that a complaint is not amenable to processing under any District-established procedure, or that it should be rejected or dismissed for some other reason. If the District Administrator agrees with this assessment, the District Administrator or his/her designee will notify the complainant of the determination and offer the complainant an opportunity to request reconsideration of the dismissal/rejection from the District Administrator.
4. Staff may determine that the complaint will be further processed under these procedures.

Staff and administration have primary responsibility for responding to public complaints. Board members receiving public complaints should refer the complainant to the District Administrator or other appropriate staff person. This is not intended to prevent the Board from discussing the subjects of public complaints or overseeing the proper management of the complaints, but rather to allow the most appropriate “source” for answers or resolution to the complaints to be able to investigate them and respond to them first.

C. **Appeals and Requests for Reconsideration** – Complaints not resolved following communication with the employee(s) most closely involved in the situation or issue may be appealed or brought forward for reconsideration using the following procedure:

1. The complainant shall notify (as he/she determines is most appropriate in light of the specific issue or after consulting with the office of the District Administrator) either the building principal, a support service supervisor or director, or the office of the District Administrator, of his/her desire to appeal an unresolved complaint. Where an administrative employee provided the initial response to the complaint, such notification will automatically be treated as a request for reconsideration.
2. The District will assign an administrative employee to further investigate the complaint and to issue an administrative response to the complainant.
3. If the complainant remains dissatisfied with the administrative response on appeal/reconsideration, the complainant may request a final administrative review/reconsideration of the complaint from the District Administrator. The District Administrator will then provide the final administrative response to the complaint.

Complaints not resolved at the District Administrator level may be appealed to the Board. Appeals to the Board shall be made in writing and presented to the Board through the District Administrator. The District Administrator shall in conjunction with other staff prepare a report with information about the complaint, the District’s response(s) and recommendations to the Board. The Board shall base its decision on this report unless it desires to meet with the complainant, meet with any staff member, order further investigation, or otherwise supplement the record. The Board reserves the right to summarily affirm or reverse the final administrative response with or without further comment or explanation.

RESPONSIBLE, ACCEPTABLE AND SAFE USE OF TECHNOLOGY RESOURCES - POLICY 363.2

The Merton Community School District recognizes the importance of computer technology as an integral part of the teaching/learning process. The purpose of this document is to provide guidelines for acceptable and appropriate use of the computer system. The computer system will include access to a menu of appropriate software related to specific subjects in the school curriculum, word/data processing, research tools, problem solving, etc. The system will also allow access to the vast resources available on the Internet World Wide Web. Electronic mail (email) is also an integral part of the schools’ computer network.

Student Responsible and Acceptable Use

Students are responsible for appropriate behavior on the District's technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the technology that is not authorized by, or conducted strictly in compliance with, this policy and its accompanying rule.

Users who disregard this policy and its accompanying rule(s) may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the District's education technology are personally responsible and liable, both civilly and criminally, for uses of the education technology not authorized by this Board policy and its accompanying rule(s).

The network that is provided by the Merton Community School District is intended for research, to create documents, and enable communication. Independent access to the network is provided to those students that agree to act in a considerate and responsible manner. Parents may deny access to minors by contacting the Computer Department in writing as to their wishes.

The Merton Community School District makes no warranties of any kind that the function or services provided through the district's computer system will be error free or without defect. The district and its employees will not be held responsible for loss of data or disruption of service. The district will not be responsible for financial obligations arising through the unauthorized use of the district's system.

Access is a privilege, not a right. Access entails responsibility.

Users of the Merton Community School District computer network have a limited privacy expectation in the contents of their personal files. The district may conduct a search of an individual's files if there is reason to believe that the user may have violated the law or the district's user guidelines. Parents will also have the right to investigate the contents of their child's personal files. Should occasion require, the district will fully cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's system.

Use of the district's computer network system is considered a privilege and not a right. All users of the system are expected to abide by guidelines to help insure that the system is not used for illegal, illicit, immoral or other inappropriate uses. Unacceptable uses of the network will result in revocation of privileges, suspension, or other disciplinary actions depending on the severity of the violation.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Computer Network:

- Use of the Merton Community School District's Computer Network must be in support of the educational development and instruction of the students.
- Students MUST receive permission to use the computers from the staff member responsible for supervising a room containing computers. In addition, computer use is to stop IMMEDIATELY if the staff member in the room can no longer supervise the use of those computers.
- ANY use of the computers for illegal activity is strictly prohibited.
- The illegal installation of software for use on district computers is strictly prohibited.
- Use of another student's user identification code is strictly prohibited.
- Users will not attempt to gain unauthorized access to the district's system or to any other computer system through the district's system. Network accounts, user names, and passwords are to be used only by the authorized person for authorized purposes.

- Purposely attempting to disrupt the use of the network/computers or attempting to modify, damage, or destroy hardware or software is prohibited.
- Downloading or adding executable programs is prohibited.
- Intentionally wasting limited resources is prohibited.
- Unauthorized use of an outside email account is prohibited.
- Using or accessing programs that are not licensed by Merton Community School District is prohibited.
- Changing wallpaper, screen savers or other functions of the pre set computer settings is prohibited.

Internet Access:

During school, teachers of younger students will guide them toward appropriate materials.

- No electronic mail messages may be sent out of the district network without the permission of the supervising staff member.
- Use of the Network to engage in illegal activities is prohibited.
- Use of the Network to access chat rooms, BBS systems, and other networks without the direct supervision of a staff member is prohibited.
- Use of the Merton Network to access obscene material is prohibited.
- No Merton Network user may subscribe to List servers without the permission of the Technology Coordinator.
- Use of the Internet to obtain information intended for malicious activity is prohibited.
- Use of the Internet for activities that go outside of the direct guidance of the classroom teacher must be pre-approved by the supervising staff member.

The following behaviors are examples not permitted on district networks:

- Sending or displaying offensive messages or pictures.
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- Using obscene language.
- Harassing, insulting, or attacking others
- Engaging in practices that threaten the integrity of the network (e.g. loading files that may introduce a virus).
- Violating copyright laws or plagiarism laws.
- Trespassing in others' folders, documents, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Violating regulations prescribed by the network provider.
- Other behaviors in violation of district policy or regulations.

This is by no means a complete list of the activities that may fall in the category of inappropriate use.

Violations will result in disciplinary actions and the proper authorities will be contacted whenever appropriate.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES (Policy 443.5 and 443.5R)

"Personal electronic devices" ("PEDs") as used in this policy include, but are not limited to cell phones, computers, I-Pads, I-Pods, tablet devices, etc...

Students may use PEDs before, after school, and passing time/in between classes (Intermediate School only). PED's will not be allowed during lunch, recess, or study hall. During school hours PEDs should be stored with personal belongings unless a teacher has approved the use of the PED as part of a school activity. PEDs may be used during after-school activities (e.g., extra-curricular activities) with the permission of a staff member.

Students may not use PEDs on school property or at a school-sponsored activity to access and/or view Internet websites or apps that are otherwise blocked to students at school. Students who choose to use the data plan associated with their PED while at school rather than the school's network are in violation of the District's safety requirement to provide only filtered content suitable for student use.

Students may use PEDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PEDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PED to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and held until the end of the school day or a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PED may be turned over to law enforcement.

PEDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrators and principals are authorized to determine other specific locations and situations where the use of a PED is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PEDs on school premises/property.

Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 6020 – Student Harassment, Intimidation, and Bullying. In particular, students are prohibited from using PEDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PED to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PEDs to receive such information.

Possession of a PED by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PED. The principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PED is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PED may be

turned over to law enforcement. A confiscated device will be held in a secure location in the building's office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PEDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PED in violation of this policy is required to report the violation to the principal.

Students are personally and solely responsible for the care and security of their PEDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PEDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

PARENT CONSENT (Done through online registration)

Our family has reviewed the 2025-2026 Merton Primary School handbook. We are aware of the handbook's content. We understand that the rules and procedures are intended to create a positive and safe learning environment for all students.

Please return this page (if not completed at time of online registration) to the school office by October 1, 2025.

Student name (first and last) _____,
understands the rules and procedures explained in the Merton Primary Handbook.

Parent signature: _____ Date: _____

Telephone number: Work _____ Home _____

STUDENT COMMITMENT

I understand the rules and regulations of my school, including the Computer Network Acceptable Use and Internet Regulations and Personal Electronic Device Policy.

Student signature: _____ Date: _____ Grade: _____

Student signature: _____ Date: _____ Grade: _____

Student signature: _____ Date: _____ Grade: _____