



PALMYRA ELEMENTARY SCHOOL

Parent - Student Handbook

Mission Statement

In order for each student to continually strive to meet his/her maximum potential, we at Palmyra Elementary School aim to keep an open-line of communication with all stakeholders in the child's life to assure a safe and progressive learning environment with a quality on-going curriculum delivered by professional caring teachers, with the understanding that literacy and life experiences begun at home are critically important to school success.

“To ensure that students excel with intellect and virtue, inspired by innovative educators who engage and challenge each individual.”



The Palmyra-Eagle Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

School Start Time

School begins at 7:45 a.m. Students should not arrive at school before 7:35 a.m. Those arriving earlier than scheduled create a supervision problem when teachers are busy with classroom preparation.

Daily Schedule

EARLY CHILDHOOD

7:45-10:50.....A.M. Early Childhood

4-YEAR-OLD KINDERGARTEN

7:45-10:50.....A.M. 4-Year-Old Kindergarten

GRADES 5K-6

7:35.....Students allowed to enter building

7:45.....Instruction Begins

2:55.....Dismissal to buses

Student Fees

- ½ Day EC \$ 20.00
- 4K \$ 20.00
- K-6 Grade Students \$ 40.00

Home & School

The PES Home & School is a very active organization and is responsible for organizing fund raisers that purchase much needed playground equipment, computers, computer software, and all-school educational assemblies. The Home & School also pays for all of the classroom field trips. We encourage each parent to be an active member of the Home & School. Meetings are held the first Thursday of the month at 3:15 p.m. in the library. If you cannot attend these meetings, please volunteer to help at one of the many student activities the Home & School plans.

Volunteers

Within a typical school day there are a wide variety of tasks to be completed. We welcome volunteer help in our school. Please contact your child's classroom teacher if you have some time to share at school. It is important for a volunteer to be able to commit their time consistently so school personnel can plan, schedule, and depend on you to be there.

All parents, visitors, or volunteers must report to the school office upon entering the building. You will receive a visitor's pass to wear while in the building.

Student Pick-Up/Drop Off

We ask that when you pick-up or drop-off your children at school that you do so in the designated areas of the parking lot located on the west side of the building. Please do not drop off your children before 7:35 a.m. There is no adult supervision on the playground until this time.

Students Entering and Leaving the Building

All parents, visitors, and volunteers are required to sign in at the school main office. A visitor or volunteer badge will be issued to you. Parents are invited to visit classrooms to observe their children in a classroom situation. We ask that you call in advance to let us know of your visit, since there may be times, such as during testing or special programs when a visit may be less advantageous.

Parent Visitation

Parents and other adults picking up a student during the day are required to sign the student in and out at the office. Adults may be asked for identification if they are unknown to the office staff. A student may leave only with the custodial parent/guardian, unless the custodial parent/guardian has furnished the school with a signed permission slip granting authority for another named adult to pick up the student.

Electronic Devices

The School Board for the Palmyra-Eagle Area School District believes that student use and possession of personal electronic devices during the normal school day is disruptive to the educational environment. Therefore, students are prohibited from using or possessing personal radios, tape/CD/DVD players/recorders, or tapes/CD's, headphones, walkmen, televisions, hand-

held electronic planners, and other electronic entertainment equipment during the school day. Students who bring any of the above mentioned items to school do so at their own risk and must store the equipment in their backpack/locker during the school day.

Student use or possession of electronic pagers (beepers) or two-way communication devices other than cellular telephones on school premises, while riding the bus to and from school or to and from school sponsored co-curricular activities, or while at school sponsored co-curricular activities is prohibited.

Students are prohibited from possessing or bringing laser pointers onto school premises at all times.

Students are permitted to possess cellular telephones while riding school busses, during the school day on school premises, and at school-sponsored activities under the following conditions:

1. Students who bring cellular telephones to school must immediately turn them off upon entering the school building. Students' cellular telephones must be stored in their backpacks/lockers during the school day, which includes the full time period between entry into the building and the end of the last class or co-curricular activity of the day. Cellular phone use may not be resumed until the student exits the building for the last time each day.
2. Students shall not turn on or use cellular telephones while being transported to or from school, unless they receive permission from the bus driver or there is an emergency situation that jeopardizes the safety of students or the bus driver.
3. Students shall not turn on or use cellular telephones while being transported to or from school-sponsored co-curricular activities or field trips, unless they receive permission from the supervising teacher, coach, or bus driver or there is an emergency situation that jeopardizes the safety of students, staff, chaperones, or the bus driver.
4. Any parent/guardian who wants his/her students to use a cellular telephone at an unauthorized time may submit a request to the student's principal explaining the reasons for the unauthorized use. The principal's decision in such matters shall be final.
5. Student use of camera equipped cellular telephones to taking pictures or videos at any location within a school building, while on school grounds, while being transported to and from school, to and from school-sponsored co-curricular activities, or while at a school sponsored co-curricular activity is prohibited.
6. Student use of cellular telephones for text messaging, e mailing, and Internet use while at school, while being transported to and from school, while being transported to or from school sponsored co-curricular activities, or while at school sponsored co-curricular activities is prohibited.
7. The principal shall annually inform students of this policy.

Students who violate this policy shall be subject to disciplinary action in accordance with established school rules and procedures including confiscation of the electronic device.

The Palmyra-Eagle Area School District shall not be responsible for the safety or security of personal electronic devices that a student chooses to bring to school.

Teachers employed by the Palmyra-Eagle Area School District are prohibited from using personal cellular telephones in their classrooms while students are present.

This prohibition may be modified by the building principal or his/her designee if the student provides evidence that such a device is required for a medical, educational, vocational, or other legitimate use. (School Board Policy 443.8)

Personal Belongings

Please mark each student's outer clothing, lunch box, and book bag with his/her name. This will help facilitate the return of lost items. All items left in the lost and found at the end of the school year will be donated to a local charity. Please keep electronic items, valuables and toys at home. The school will not take responsibility for lost or stolen items.

Dress Code

Dress and grooming are personal matters but should be appropriate for the occasion. How you dress has an affect on you, your school and your community. Students must dress appropriately for school. If in doubt about what to wear, be conservative.

Hats and jackets are not permitted to be worn in school at any time. Shorts are acceptable except for short shorts. Spaghetti strap shirts are not permitted and tops should not reveal bare backs or midriffs. Stomachs must be completely covered. No tube tops are allowed. Pants and tops must completely cover undergarments. Low cut tops are not permitted. Clothing with suggestive or illegal designs and wording may not be worn. This includes logos for tobacco and/or alcoholic products. Flip-flops are not permitted for safety reasons. You may be asked to change or be sent home if in the judgment of an adult your clothing is disruptive to the educational process.

Outdoor Clothing Guidelines

We ask that all students come to school dressed appropriately for the weather. During cold weather, we suggest that students wear outerwear that includes hat/cap, jacket/coat, gloves/mittens, and boots. In winter only, students wearing boots and snow pants will be allowed to play in the snow. Students without proper "snow attire" will play on designated areas of the blacktop. Students will be reminded of proper cold weather apparel, and, in some cases, will be asked to spend recess inside if it is found that they are not dressed appropriately.

Building Security

Our goal at Palmyra Elementary School is to ensure the safety of all students while allowing for an open atmosphere that welcomes and encourages the participation and support of parents and community.

- **Safety drills** are scheduled frequently throughout the year. Fire drills are held each month and the route and exit procedures are posted in each room. Teachers review these procedures with their students on the first day of school. Tornado drills are held in the spring. Each classroom is assigned a designated safe location within the building. Proper procedures and safety positions are also practiced.
- Teachers have been instructed to introduce themselves to **strangers in the building** and will request that the visitor return to the office to obtain a visitor pass.
- **All doors will be locked after the start of school.**
- **Playground or classroom injuries and illness** are handled by health a room personnel, which is staffed throughout the day.

- The district safety plan is used when any **threat or danger to staff or students** is evident.
- **The crisis response team** is in place to handle any emergencies that arise.

Inclement Weather Days

On days when inclement weather necessitates the closing of school, delayed starts, or early release, please listen to the following radio and TV stations:

Radio:

WTMJ-AM 620 WMIL-FM106
 WOKY-AM920 WJJO-FM94.1
 WFAW-AM94 WSLD-FM104
 WSJY-FM107

Television:

WISN-TV12
 WTMJ-TV4
 WITI-TV6
 WMTV-15

Unpredictable weather sometimes necessitates closing school early during the day to ensure that buses are able to transport children home safely. If the decision is made to close the schools during the day, this will be announced on the previously stated radio stations. **Parents, please plan with your children where they would go in case school is dismissed early and no one is home.**

Crossing Guard



The school district has a crossing guards located on the corners of Northwest and Maple Streets and also on the corner of Burr Oak and Main Streets. This person is on duty from 7:30-8:00 a.m. and from 3:00-3:30 p.m. to help the students cross this very busy intersection.

Attendance

In accordance with Jefferson, Waukesha, and Walworth County ordinances and state laws, all children between six (6) and eighteen (18) years of age must attend school fulltime until the end of the term, quarter or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

Student Absences and Excuses

THE RESPONSIBILITY FOR REGULAR SCHOOL ATTENDANCE OF A STUDENT RESTS UPON THE STUDENT’S PARENT(S) OR GUARDIAN(S).

According to Wisconsin Statute 118.15(3)(c), any child may be excused from school, for no more than 10 days, for any reason by his/her parent/guardian provided a written excuse is submitted to the school attendance officer, or designee, two days in advance of the absence. After these 10 days of absence, the school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- 1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

- 2) An illness/emergency in the immediate family, which requires the absence of the student because of family responsibilities.
- 3) Medical, dental, chiropractic, optometrical, or other valid professional appointments. Parent/guardians are requested to make those appointments during non-school hours. (Verification of such appointments may be required.)
- 4) A death in the immediate family or funerals of close friends.
- 5) Religious holidays.
- 6) A court appearance or other legal procedure, which requires the attendance of the student.
- 7) A quarantine as imposed by a public health officer.
- 8) Out of school suspensions.
- 9) Any other reason as approved by the attendance officer.

Make-up Work for Excused Absences

- 1) It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an excused absence from school.
- 2) Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.
- 3) Teachers will be asked to grant the number of days absent for make-up time. This provision applies to all work assigned during excused absence(s).
- 4) Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.
- 5) All "grading period" work must be completed, made-up, before the first scheduled final exam day of that "grading period."

Unexcused Absences

- 1) Students who are absent from school with the consent of their parent(s)/guardian(s), but whose absence does not fall "within the guidelines above" shall be considered unexcused.
- 2) Students who are absent from school with no particular reason or are truant will also be considered unexcused.
- 3) While students have the obligation to understand, retain for future reference, and use all materials presented during their unexcused absences, no credit will be given for class work missed during such absence.

Tardiness

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s)/guardians(s). If it appears that the student is negligent, appropriate disciplinary action will be taken. Students who come to school 30 minutes or more after the start of the school day are considered "absent" rather than "tardy".

Attendance Monitoring Procedures

Parents/guardians will be required to notify the child's school early in the morning, or as soon as possible, of the reason of their child's absence. (The special answering machines at the schools accept calls 24 hours every day. Palmyra-Eagle High School/MS absence line #: 495-7101; Palmyra-Elementary School absence line #: 495-7103; Eagle Elementary School absence line #: 594-2148).

If the school is not notified, the school shall make appropriate efforts to contact the parent(s)/guardian(s) first by telephone, or if such attempts fail, by written notice through the mail. The school shall then determine if the absence is excused or unexcused.

1) After part or all of 10 school days of absence, a letter of concern shall be sent to the parents/guardians.

Additionally, a meeting may be requested by the student's parents/guardians, the attendance officer, or a student services representative. (During this meeting, each absence will be reviewed to determine if a truancy pattern is developing. The parent(s)/guardian(s) shall be made aware of public and private agencies available to help the family if there are possible problems causing truancy. The student's educational program will also be reviewed and modified if appropriate.)

2) After part or all of 15 school days of absence, a meeting as outlines in "1" above may again be requested.

3) After part or all of 25 school days of absence, a letter of concern shall once again be sent to the parent(s)/guardian(s). A meeting as outlined in "1" above must be attended by the parent(s)/guardian(s) in an attempt to improve the student's attendance. Failure to attend said meeting may result in a truancy referral to the appropriate agency for students under the age of 18. Any future absences due to illness will be excused only if a written statement from a physician or licensed practitioner is presented to the attendance officer within 24 hours of the absence. This statement must indicate the period of time for which it is valid. Additionally, it will be necessary to verify all absences due to appointments of any kind.

Responsibilities for Attendance

Parent(s)/Guardian(s)

1) Parents/guardians will be required to notify the child's school early in the morning, or as soon as possible, of the reasons of their child's absence. Failure to contact the school will result in a telephone call to the home or work place of the parent(s)/guardian(s)

2) Parents/guardians are required to provide a written explanation of absences at the time the student returns to school, or in case of anticipated absences, prior to the absence. Anticipated absences must receive prior approval of the school attendance officer, or designee.

Students

1) Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parent/guardian permission and a pass approved by the school attendance officer, or designee.

2) Students who have been absent, or are anticipating to be absent, shall be expected to provide a written explanation of the absence signed by their parent(s)/guardian(s).

3) Students should always check in and out of the school building when they leave and return to school.

Teachers

- 1) Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion, and examinations in grading students.
- 2) Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of that attendance.

Principals

- 1) Principals shall request from each teacher the procedures used for grading students. All grading systems throughout the school district should reflect the importance of daily assignments and classroom discussion.
- 2) Principals shall maintain office records for all excused and unexcused absences that occur in their school building.

District Administrator

- 1) The District Administrator shall present student withdrawal requests to the Board for approval. High school equivalency or high school graduation program proposals shall be presented along with such request.

School District

- 1) The school district has a responsibility to stress, on a routine basis, the importance of regular school attendance to students, parents/guardians, employers, and the community.
- 2) The school district shall promote activities within the school that enhance attendance. This may be done by:

Displaying the attendance policy, state compulsory attendance laws, and county or village ordinances within each classroom; recognizing students for good attendance; and/or reviewing the attendance/truancy plan and procedures during faculty in-services and student assemblies or homerooms at the beginning of the school year.

- 3) The student district shall promote activities that increase the community awareness of school attendance issues and regulations. This may be done by: Annually publishing the district's attendance policy and state attendance law in the local newspaper prior to the start of the school year; Providing speaking opportunities for local service club programs and public service radio programming; and/or Encouraging employers to establish work schedules which reduce interference with school attendance and scheduled detentions.

- 4) The school district shall promote home-school cooperation in the implementation of the district's attendance policy and procedures by providing information relative to this policy, along with the rationale, to parents/guardians and students each year.

Habitual Truancy

Definition: A "habitually truant" student is one who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

Notification of Truancy

- 1) The school attendance officer, or designee, shall notify the parent/guardian of a student who is known to be truant or suspected of being truant. The notice must be given before the end of the second school day following the absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept. Notice by mail may be given only after personal contact or telephone call is attempted.
- 2) When a student first becomes a “habitual truant”, notice must be given by certified or registered mail (return receipt requested) and shall include the following information:
 - Statement of the parent(s)/guardian(s) responsibility to cause the student to attend school regularly;
 - Statement that the parent(s)/guardian(s) or student may request program or curriculum modifications for the student and the student may be eligible for enrollment in program for children at risk;
 - Request that the parent(s)/guardian(s) meet with appropriate school personnel, “within 5 school days of the notice,” to discuss the student’s truancy; and
 - Statement of the penalties that may be imposed on the parent(s)/guardian(s) for failure to cause the student to attend school regularly.

Steps For the Documentation of Truancy

- 1) Meet, or attempt to meet, with student’s parent(s)/guardian(s) to discuss the student’s truancy.
- 2) Provide an opportunity for educational counseling to the student to determine whether a change in the student’s curriculum would resolve the student’s truancy and consider curriculum modifications.
- 3) Evaluate the student to determine whether learning problems may be the cause of the student’s truancy and, if so, take appropriate steps to overcome the learning problems.
- 4) Conduct an evaluation to determine whether social problems may be the cause of the student’s truancy and, if so, take appropriate action or make appropriate referrals.

Legal Referrals for Truancy

- 1) The truancy referral form must be submitted by the school attendance officer, or designee, to the appropriate agency. (When and where municipal ordinances have been enacted, school officials will also involve the local law enforcement agency in filing formal truancy charges.
- 2) The appropriate County Human Services shall determine the disposition of truancy cases within 40 days of the receipt of truancy referral. (Usually this determination is made within 2 weeks.)
- 3) In cases where the County Human Services requests truancy petition, the County District Attorney shall act within 20 days of its receipt unless the petition requires further investigation. Requests for criminal complaint charging the responsible adult shall be considered within the three year statute of limitations. (Generally, upon submission of fully investigated request, the charging decision is made within three weeks.)

(School Board Policy 431.5)

Physical Education Exclusion

Physical education is required by state law. A doctor's excuse is required for any student needing to be excused from physical education for more than two consecutive physical education classes. Note: All KG-6 grade students are to wear tennis shoes (not hiking boots) for physical education class for health and safety reasons.

Medication Policy

A ruling by the State of Wisconsin Medical Examining Board has made an impact upon present school policies regarding the dispensing of medication to the students.

No student may have any medication in their possession while in school. **ALL MEDICATION, PRESCRIPTION OR OVER-THE-COUNTER, MUST BE KEPT IN THE HEALTH ROOM DURING THE SCHOOL DAY.**

As a result of this ruling, we can no longer dispense prescription medicine to your child unless we have the permission form filled out by your physician. **THE PHYSICIAN MUST SIGN THE PERMISSION FORM.** If you, as a parent/guardian, wish to have non-prescription (over the counter) medicine dispensed to your child(ren), **YOU MUST ALSO SIGN A PERMISSION FORM.**

NEW FORMS MUST BE FILLED OUT AT THE BEGINNING OF EACH SCHOOL YEAR BEFORE ANY MEDS WILL BE DISPENSED. ALL FORMS FROM PREVIOUS YEARS ARE VOID REGARDLESS OF THE DATE ISSUED.

As of June 1, 1995 **NO MEDICATION,** prescription or over-the -counter, **WILL BE DISPENSED WITHOUT WRITTEN PERMISSION ON FILE.**

All medication, prescription or over-the-counter, **MUST BE IN ITS ORIGINAL CONTAINER AND CORRECTLY LABELED** (NO BAGS, ENVELOPES, ETC.) or it will not be dispensed to the student.

Any leftover medication or incorrectly labeled medication will be held in the health room until picked up by a parent. No medicine will be sent home with a student. If you are unable to pick up the medication, you must make other arrangements and notify us in writing. Any unclaimed medicine will be disposed of at the end of the school year. If necessary, ask your pharmacist for a separate container for any medication needed at school. (Unless specified otherwise, any med taken 3 times per day does not have to be taken at school. Check with your doctor.)

THERE WILL BE NO EXCEPTIONS TO ANY OF THE ABOVE REQUIREMENTS

The Palmyra-Eagle Area School District is not responsible for the self-administration of medication by pupils who do not have active parental and physician consent forms on file with the school administration.

Head Lice No Nit Policy

Head lice outbreaks have become common in schools and do not reflect upon a person's living conditions. Head lice do not care if they are on a clean head or a dirty one; they do not discriminate between classes. All lice care about is finding a warm head on which to live. They spread easily among school children as they may transfer from head to head or from clothes or personal items such as combs, brushes and hats. The Palmyra-Eagle Area School District practices a **no nit policy** to control the spread of head lice.

When head lice is identified on children in school, the school will take preventative measures to ensure school facilities are lice free.

When a student has been screened for head lice and lice and/or nits (eggs) are found, the student's parent is called and is asked to pick his/her child up.

The parent is instructed as to the procedure for lice and nit removal. The parent is informed at this time that his/her child is excluded from school until all the nits have been removed.

The student will be checked by the school nurse, or her designees, before the child can return to the classroom. If nits or lice are found, the student will again be sent home.

Bus Policy

School Board Policy - Student Conduct on School Buses



While Wisconsin law requires school districts to provide transportation to and from school for all pupils residing in the district who are two or more miles from the nearest public school they attend, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and bus conduct rules.

In cases when a child does not conduct himself properly on a bus, such instances are brought to the attention of the bus company officials.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

REVISED: 09/24/93

It is the policy of the Palmyra-Eagle Area Schools to provide safe, courteous and regular transportation service over routes established by the School Board as required or permitted in the statutes to all pupils living two or more miles from the schools. For the safety of those pupils receiving bus service, certain bus rules and regulations have been set forth in Board Policy:

Previous to Loading (at home and at school)

1. Be on time at the designated school bus stops. Help to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching bus stops.
5. Bus riders should not be permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the Bus

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident. Use of profane language or smoking will result in expulsion from the bus.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of aisles.
8. Do not throw anything out of the bus window.
9. Bus riders are not permitted to leave their seat while the bus is in motion.
10. Horseplay is not permitted around or on the school bus.
11. Bus riders are expected to be courteous to fellow pupils, the driver and the patrol officers or driver's assistants.
12. Absolute quiet is essential when approaching a railroad crossing stop.
13. In case of a road emergency, children are to remain in the bus.
14. Any student whose behavior results in a formal written discipline notice to the principal will be warned initially. Subsequent discipline reports will result in suspension from the bus for a time determined by the seriousness of the offense and the discretion of the principal and the bus company.
15. Notify the bus driver and school office personnel in writing if your child will not ride the bus to or from school.

After Leaving the Bus

1. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction. Look for the signal from the driver.
2. Be alert to the danger signal from the driver.

3. The driver will not discharge riders at any other places than the regular bus stop at the home or at school unless by a written note from his/her parent and initialed by a school official. No stops for refreshments.

Please Note: A student may ride the bus home with another student provided that he/she has the written permission of his/her parent and there is room on the bus.

Discipline

Discipline is something that must go along with everything we do. In every group, there will be some who need discipline and some who do not. Each individual teacher has classroom expectations that students are expected to meet. Those not meeting these expectations will be given a discipline notice. The discipline notice will be sent to the parent with an explanation of the offense and the discipline administered or recommended. "Common forms" of discipline include written explanations, apologizing, or staying after school. "Extreme forms" include suspension and/or expulsion.

All students will:

Respect and obey all adults.

Respect the rights of others.

Respect school property.

Respect school rules including:

- a. honoring playground boundaries
- b. displaying good conduct
- c. playing safely
- d. using appropriate language
- e. walking bicycles on school property
- f. reserving candy/gum for special events
- g. obtaining passes when outside of classroom

Student Expulsion and Suspension

The administration may suspend any pupil for noncompliance with established rules and regulations of the school or the teacher. Such suspension shall not exceed 3 days. (120.13(1))

The Board may expel any pupil for persistent refusal or neglect to obey the rules, or that the best interests of the school demand his expulsion. (120.13(1))

Any one of the following reasons is considered sufficient to cause the expulsion of a student from the Palmyra-Eagle Area School District:

- (1) Failure to comply with the rules and regulations outlined in the student handbook and issued in special bulletins during the year.
- (2) Insubordination or failure to comply with instruction or directions given by a member or members of the school staff.
- (3) The use of indecent or abusive language to any staff member or student.
- (4) The willful or malicious destruction of school property.

- (5) Behavior that deteriorates the morals of other students or of the school staff.
- (6) Conduct at school or at school functions, home or away, that adversely affects the status of the school or causes unfavorable criticism of the community it serves.

Handicapped students enrolled in special education programs are subject to suspension and expulsion procedures and infractions of the school district discipline policy that are unrelated to their handicap.

Prior to recommendation for expulsion, the administration will convene an I.E.P. conference. The student's special education teacher, a regular education teacher, building principal, director of special education, and parents will be invited to participate in the I.E.P. conference. Conference participants will review the most recent M-team evaluation and the existing I.E.P. document to determine if the infraction that initiated the recommendation for expulsion is related to the student's handicap.

If it is determined that the infraction is related to the student's handicap, recommendations for program revision will be made by the I.E.P. Committee. If it is determined that there is no relationship between the student's handicap and the infraction, the student will be recommended for expulsion.

Suspension from school is intended to ameliorate the behavior problems of students. Suspension from school may not be an effective intervention to help handicapped students improve their school behavior. An I.E.P. conference will be conducted to review the appropriateness of behavioral interventions employed with handicapped students that are suspended from school for more than a total of ten days during any one semester. The same participants identified for an expulsion I.E.P. conference will be asked to participate.

Drugs and Alcohol

Board of Education Policy: 443.4

The Palmyra-Eagle Area School District is committed to maintaining a safe, disciplined, and drug free school environment. Therefore, the school district will not condone the possession, use, purchase, or sale of alcohol and other drugs, including tobacco products by students, on school premises, whether owned or rented, on school busses, or at school related activities. Likewise the district will not condone students attending school or school related activities, including transportation to and from school or school related activities, while under the influence of alcohol or other drugs. Immediate action, in accord with this policy, will be taken when violations occur.

In addition, the district is committed to helping students overcome alcohol or other drug problems. Students who want help should request assistance from the building principal and/or guidance counselor. However, students seeking assistance continue to remain subject to the disciplinary provisions outlined in this policy.

This policy applies to all students enrolled in the Palmyra-Eagle Area School District. In addition, any student who owns or operates a vehicle for attendance at school or school related activities or allows other students to operate his/her vehicle is subject to the provisions of this

policy. Students signing the “Parking Permit Application” form agree to possible vehicle searches.

The school board expects the administration to take into consideration the age and maturity of elementary school students when implementing this policy.

I. Definition:

The Palmyra-Eagle Area School District defines “drugs” as:

- * All controlled substances including tobacco products.
- * All alcoholic beverages.
- * Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to school board policy. (Policy 453.1)
- * Inhalants, drug paraphernalia, and look alike drugs.

II. Investigatory Action:

Palmyra-Eagle Area School District staff members who suspect any student enrolled in the district or any guest of an enrolled student of selling, purchasing, possessing, distributing, or using alcohol or drugs (as defined above) while on school premises, whether rented or owned, on school busses, or at school related activities shall immediately report their concerns to the building principal or designee who will perform one or more of the following listed tasks. * Determines if a medical emergency exists, and if so, follow appropriate board policies covering such emergencies.

- * Confiscate alcohol or drugs.
- * Conduct an investigation and interview the student(s) and/or guest(s) involved in the incident.
 - The investigation may include:
 - √ A locker search.
 - √ A search of backpacks, purses, and luggage.
 - √ Asking students/guests to turn out the pockets of their clothing.
 - √ Contacting the police and requesting them to conduct an interview and/or perform a breathalyzer or other drug detection test, a person search, or an automobile search.
 - √ Contacting the parent/legal guardian of the student/guest.
 - √ Discuss the incident and review and provide copies of appropriate school board policies with the parent/legal guardian.

III. Disciplinary Action:

Any student enrolled in the Palmyra-Eagle Area School District who violates the Student Alcohol and Drug Policy shall automatically be subject to one or more of the following disciplinary actions by the building principal or his/her designee at their discretion.

- A) First Violation - Buying, possession, or use of inhalants, alcohol, drugs, or drug paraphernalia
 - * Smoking cessation counseling at school.
 - * Revocation of parking privileges.
 - * A suspension from school and school related activities including attendance and participation in after school activities.
 - * Referral to the appropriate county Human Services Agency.
 - * Written evidence of an ATODA assessment or ATODA counseling.

- * Referral to the appropriate police department for legal action.
- * Referral to the District Administrator for an expulsion hearing.

B) First Violation - Under the Influence

Students who are under the influence of alcohol or drugs while at school, as determined by a standard, legally accepted tests (examples: Breathalyzer/Urinalysis) which have been administered by law enforcement officials, are subject to the disciplinary actions listed under heading (A) above. In addition, these students must also provide either:

- * Written evidence of public or private ATODA assessment from a hospital or similar clinic or agency.

OR

- Written evidence of ATODA counseling from a state certified alcohol/drug counselor, state certified clinical social worker, psychologist, or marriage and family counselor. Written evidence of an ATODA assessment or ATODA counseling must be presented to the building principal or his/her designee within a period of forty-five (45) school days.

Non-compliance with this requirement will be considered a second violation and will result in a recommendation to the school board for expulsion from the Palmyra-Eagle Area School District pursuant to Section 120.12(1) (c) of Wisconsin Statutes.

C) Second & Subsequent Violations - Buying, possession, or use/under the influence of alcohol or drugs

- * Any student found to be in violation of the Student Alcohol and Drug Policy a second time or more during his/her tenure as a student of the Palmyra-Eagle Area School District will be recommended to the school board for expulsion from the Palmyra-Eagle Area School District pursuant to Section 120.13(1) (c) of Wisconsin Statutes.

D) Violation for exchanging, distributing, selling, or giving away alcohol or drugs

- * Any student found to be exchanging, distributing, selling, or giving away alcohol or drugs will be recommended to the school board for expulsion from the Palmyra-Eagle Area School District pursuant to Section 120.13(1) (c) of Wisconsin Statutes.

IV. Non-Discrimination Statement

The Palmyra-Eagle Area School District does not discriminate against any person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Dangerous Weapons in School

No one may have any kind of weapon on school grounds, on school buses, or at any school sponsored activity, except for approved educational purposes which will be supervised by the instructor in charge.

A weapon is defined as any object or substance that by its design and/or use can cause bodily injury or property damage. No look-alike weapons will be permitted on school grounds as well. Students in violation of the provisions of this section shall be subject to disciplinary actions in accordance with school regulations and legal statutes.

Homework

The PEASD Board Homework Policy (345.3) states:

Homework is any learning activity assigned for completion outside of regular class time and is a valuable component of the educational process when assignments are meaningful, relevant, and appropriate to instructional objectives. Students at each grade level (K-12) shall be assigned homework on a regular basis. Assignments will vary in length and intensity according to the age level and ability of the student.

Homework shall be used:

- To extend the opportunities for formalized learning experiences beyond the school day including:
 - Optional enrichment activities for those who wish to pursue special interests
 - Assign tasks that cannot be completed during school time.
 - Activities that reinforces school learning by providing necessary practice, integration and application to maintain or improve skills.
- To increase self-reliance and to provide for independent thought and action
- To assist students in developing good study and work habits and responsibility toward learning.
- To strengthen the school-home, teacher-child-parent relationship and foster cooperative support for the student's education.

PES Homework Guidelines

The PES staff believes that students, teachers, and parents share in the responsibilities concerning homework.

In the primary grades: Parents and teachers should work together to establish good homework routines. Daily home reading, studying spelling, and practicing math facts should be the main focus of homework at this level.

In the upper grades: Home reading, studying spelling, and practicing math facts are expected habits that are not considered homework. We feel that the student, teacher, and parents have a responsibility concerning homework. In addition to these expected habits we feel:

It is the student's responsibility to:

- Be aware of and complete all assignments.
- Turn in assignments promptly when they are due.
- Do their best job on their own and only ask for help when they have given it their best try.
- Keep a log of assigned homework. (Grades 3-6)

It is the teacher's responsibility to:

- Make sure students can perform the assignments with a degree of independence appropriate to their age and ability.
- Communicate assignments and time limits.
- Communicate how the homework will be evaluated.
- Communicate the purpose of the assignment.

It is the parent's responsibility to:

- Check assignment log on a daily basis and sign if required. (Grades 3-6)
- Provide a quiet homework environment and time for homework completion.
- Assist your child as need arises or when requested by the teacher.
- Communicate questions or concerns regarding homework to their child's teacher.

Teacher Qualifications

Federal law requires that we share with you the qualifications of teachers at Palmyra-Eagle Schools. There are questions that you may ask which include:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was my child's teacher's major in college?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers have at least a bachelor's degree in all Palmyra-Eagle Schools, and many have advanced degrees. In addition, all of the teachers in the Palmyra-Eagle Area School District are fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us, or find it on the DPI website at:

<http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html>

In addition, we have several instructional aides working in our schools. They all are considered qualified for this work. If you would like more information about Palmyra-Eagle Area School District, please call 495-7101.

For more information on teacher qualifications or the reporting requirements for teachers and paraprofessionals under the *No Child Left Behind* legislations, contact:

Teacher Education, Professional Development and Licensing
Wisconsin Department of Public Instruction
(608) 266-1788

CIPA Internet Safety and Acceptable Use Policy

PALMYRA-EAGLE AREA SCHOOL DISTRICT BOARD POLICY 363.4-R1

PEASD CIPA INTERNET SAFETY AND ACCEPTABLE USE POLICY (AUP)

The Palmyra-Eagle Area School District (PEASD) Network and the Internet represent powerful educational resources, which allow users (students, district employees, and guests) to find, use, and place information on the worldwide electronic network. The term Palmyra-Eagle Area School District Network will be used to refer to all wiring, equipment, software, computers, connections, and services owned or leased by the district to support educational and/or administrative functions. The PEASD Network, with its Internet access, computers, and software is an educational tool provided by the district for use by district staff and students.

General AUP Guidelines:

Use of these resources is a privilege and not a right. The district reserves the right to restrict or terminate PEASD District Network or Internet access at any time. The district has the obligation to monitor network activity and ensure adherence to district policies.

The Palmyra-Eagle Area School District declares unethical and unacceptable behavior a reason for taking disciplinary action, revoking district network and Internet privileges, and/or initiating legal action for any activity through which an individual:

- Uses the PEASD Network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of district policies, or uses inconsistent with educational or professional purposes. Obscene activities shall be defined as a violation of generally accepted social standards for use of a community owned and operated communication system;
- Uses the PEASD Network in a manner which violates contractual or license agreements, copyright, or other intellectual property rights;
- Disrupts or disables the PEASD Network;
- Degrades or disrupts equipment, software, or system performance;
- Uses PEASD Network technology resources for commercial or financial gain or fraud;
- Expends district resources for personal use;
- Steals data, equipment, or intellectual property;
- Attempts to gain unauthorized access to files and/or vandalizes the data of another user;
- Attempts to gain unauthorized access to resources;
- Uses an account assigned to another user, forges electronic mail messages, or posts anonymous messages;
- Sends messages that may be discriminatory, harassing, (including cyberbullying), or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization;
- Invades the privacy of individuals;
- Saves information in unauthorized areas;
- Modifies Palmyra-Eagle Area School District (PEASD) equipment by downloading or installing unauthorized software;
- Modifies PEASD equipment by changing hardware, software, or control panel settings without authorization; or

- Possesses any data, which might be considered a violation of these rules in paper, disk, or any other electronic form.
- Posts any inappropriate images or materials to social networking sites.

Consequences of Acceptable Use Policy (AUP) Violations

Consequences of violation by students include, but are not limited to:

- Suspension or revocation of Internet access, network privileges, and/or computer access;
- School suspension
- School expulsion; or
- Legal action and prosecution by the authorities.

Consequences of violation by district employees and guests include, but are not limited to:

- Suspension or revocation of Internet access, network privileges, and/or computer access;
- Disciplinary action;
- Legal action and prosecution by the authorities.

Network and Acceptable Use Guidelines:

Users will be able to connect to major universities, national libraries, other schools around the world and businesses. They will use these resources to communicate with others in those settings. Just as there are social codes and behaviors, which are acceptable at school, there are correct procedures and rules for use of the PEASD. It is the intention of the district that these guidelines will apply to all student and district employees, as well as guests using the PEASD Network.

Palmyra-Eagle Area School District Network:

Palmyra-Eagle Area School District Network supports activities that have educational and administrative value for district staff and students. The PEASD network makes sharing of information, resources and communication among school buildings possible. It also serves as the district's connection to the Internet.

Educational Purpose and Access:

PEASD provides access to district computer systems and the Internet which allow users to find, use, and place information on the worldwide electronic network.

Access to Electronic-Mail (E-Mail) and the Internet enables the exploration of thousands of libraries, databases, and other resources while exchanging messages with Internet users throughout the world. The intent of the PEASD is to make Internet access available to further educational goals and objectives. However, student users and their parent/guardian should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some individuals. It is the responsibility of the parent or guardian of a student to notify the school building principal if they do not want their student to have access to school networks and the Internet.

Rules and conditions apply to any one who uses a computer system within the district or brings a personal computer or any other electronic or data storage devices into the district.