



EAGLE ELEMENTARY

**810 East Main Street
P.O. Box 550
Eagle, WI 53119**

**Phone: 262-594-2148
Fax: 262-594-2820**

<http://www.peasd.org/eagle-elem/>

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The Palmyra-Eagle Area School District Mission is:

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

**We pledge to strive toward meeting this mission daily by adhering to
THE PANTHER WAY**

As a Teacher:

**I Will Challenge each students' Intellectual capabilities
I Will Inspire each student to live a life of Virtue
I Will Engage each student through Innovative lessons**

As a Student:

**I Will Challenge myself to reach new levels of Intellect
I Will live a life of Virtue
I Will actively Engage in my classroom lessons**

As a Parent:

**I Will Challenge my child/children to push the boundaries of their Intellect
I Will Inspire my child/children to live a life of Virtue
I Will Engage myself in the many ways PEASD is using Innovation to communicate and instruct**

As an Administrator:

**I Will Challenge each teacher to create a rigorous curriculum built to push each student to new levels of Intellect
I Will Inspire each teacher/ student to live a life of Virtue
I Will Engage each teacher through Innovative professional development**

As a School Board Member:

**I Will Challenge myself and fellow board members to employ Intellect when making decisions that will serve to advance our District Mission Statement
I Will be Inspired by the work done in our district classrooms.
I will recognize Virtue in the examples set for our students by all adults in the larger school community
I Will Engage the public in seeking Innovative solutions to issues, concerns and problems that seek to detract from our District Mission Statement**

Staff Information

If you wish to communicate with any school personnel, please call the school directly or send that staff member an email. Please note that teaching students always comes first and often teachers do not have time to look at or respond to email until the end of the day. However you should expect a reply within 24 hours. If you do not receive a response within 1-2 days of your initial contact, please call the school.

Principal

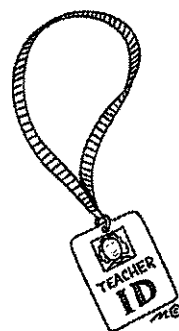
Mr. Stich mstich@peasd.org

Secretary

Mrs. Scheel sscheel@peasd.org

Classroom Teachers

4K	Mrs. Schmidt	mschmidt@peasd.org
5K	Mrs. Gunst	cgunst@peasd.org
1 st	Ms. Clark	mclark@peasd.org
2 nd	Mrs. Blaedow	jblaedow@peasd.org
3 rd	Mrs. Mueller	tmueller@peasd.org
4 th	Miss Severson	kseverson@peasd.org
5 th	Mr. Ketterhagen	cketterhagen@peasd.org
6 th	Mr. Abshire	mabshire@peasd.org



School Counselor

Mrs. Hemmer bhemmer@peasd.org

School Psychologist

Ms. Kies pkies@peasd.org

Special Education Teachers and Aides

Special Education Teacher	Mr. Deets	gdeets@peasd.org
Speech and Language	Mrs. Stroh	jstroh@peasd.org
Occupational Therapy	Mrs. Richardson	arichardson@peasd.org
School Psychologist	Ms. Kies	pkies@peasd.org
Aides	Mrs. Kannard	Mrs. Rosenow

Specialists

Art	Mrs. King	dking@peasd.org
Band	Ms. Pfaff	bpfaff@peasd.org
General Music	Ms. Mickelson	smickelson@peasd.org
Phy Ed	Mr. Hauser	jhauser@peasd.org
Librarian	Mrs. Retzke	kretzke@peasd.org
Library Aide	Mrs. Gordhamer	dgordhamer@peasd.org
Reading	Mrs. Haima	jhaima@peasd.org
Learning Support	Ms. Fehrm	tfehrm@peasd.org

Classroom Aides

Mrs. Hetcher
Mrs. Nettesheim

Custodians

Mr. Lean

District Nurse

Lisa Jensen ljensen@peasd.org

Schedules

School Start and End Times

Students should not arrive at school before 7:45 am

There is no supervision for any students before 7:45 am, therefore, we cannot accept liability. The school cannot make exceptions.

Hours

4K	7:55am to 11:00 am
5K - 6 th grade	7:55am-3:05 pm

Recess Times

5K-3 rd Grades	10:00-10:15 am
4 th -6 th Grades	12:50-1:05 pm

Lunch Schedule

5K-3 rd Grades Lunch / Recess	11:15 am – 12:05 pm
4 th -6 th Grades Reces/Lunch	11:00 am – 11:50 am

All Schedules are Subject to Change

EES Morning Drop-off Procedures

- Please **ONLY** drop-off your child(ren) when your car is **between the below shown cones**.



- Continue to pull up to the next car or cone, whichever comes first.
- Please continue to use a **single-file** lane when departing to avoid congestion.
- Please have your child(ren) exit on the passenger side of your vehicle as much as possible.
- If you are using the drop-off lane, please do not get out of your vehicle to help your child(ren) out. There will be an adult(s) present to assist. If you still want to get out, please use the east visitor's parking lot.
- If you are planning to walk your child(ren) in, please use the east visitor's parking lot. Please do not park in the spots across from the Main Entrance. These will be coned off until after the tardy bell rings. We want to avoid pedestrians crossing traffic. *This does not apply to the handicap accessible parking.*
- Please make your goodbyes quick so as to not hold up traffic.
- Continue to use caution when entering and exiting the campus.

EES Afternoon Pick-up Procedures

- Pick-up will continue to take place in the east visitor's parking lot.
- As much as possible, please remain in your vehicle. There will be adult(s) present to assist your child into your vehicle.
- If you do choose to exit your vehicle, please **ALWAYS use the crosswalk**. Do not cut between cars to get to and from the pick-up location.
- **Exit will be single file.** Cones will be set up to avoid two lanes from being created.
- Please be patient as you merge your vehicle.
- If your child(ren) is not ready when you pull up, please make a second loop around the parking lot. Please do not pull up to the sidewalk to pick them up.
- **Inclement Weather Pick-up** will follow procedures similar to Morning Drop-off.

**PALMYRA-EAGLE AREA SCHOOL DISTRICT
2017 - 2018 SCHOOL YEAR
CALENDAR AT A GLANCE**

<u>Event</u>	<u>Day of Week</u>	<u>Date</u>
Teachers Report (No Students)	Tuesday-Thursday	Aug. 29-31
Labor Day Holiday	Monday (No School)	Sept. 4
Students Report-First Day	Tuesday	Sept. 5
P-EMS/HS Parent Conferences	Monday, 3:30-7:30 PM	Oct. 9
EES/PES Parent Conferences	Monday, 3:30-7:30 PM	Oct. 23
EES/PES Parent Conferences	Tuesday, 3:30-7:30 PM	Oct. 24
Teacher In-Service	Thursday (No School for Students)	Oct. 26
No School	Friday	Oct. 27
End of 1 st Quarter	Friday	Nov. 3
Teacher Flex In-Service	Friday (No School for Students)	Nov. 17
Thanksgiving Break	Wed.-Fri. (No School for Students)	Nov. 22-24
End of 1 st Trimester	Friday	Dec. 1
Early Release @ 12:30 PM	Friday (Lunch served)	Dec. 22
Winter Break	Monday-Monday (No School)	Dec. 25-Jan. 1
School Resumes	Tuesday	Jan. 2
End of 2 nd Quarter (1 st Semester)	Friday	Jan. 19
Teacher In-Service	Monday (No School for Students)	Jan. 22
P-EMS/HS Parent Conferences	Monday, 3:30-7:30 PM	Feb. 19
Teacher In-Service	Monday (No School for Students)	Feb. 26
End of 2 nd Trimester	Friday	Mar. 2
EES/PES Parent Conferences	Tuesday, 3:30-7:30 PM	Mar. 13
EES/PES Parent Conferences	Thursday, 3:30-7:30 pm	Mar. 15
End of 3 rd Quarter	Friday	Mar. 23
Spring Break	Monday-Friday (No School)	Mar. 26-30
School Resumes	Monday	Apr. 2
Teacher In-Service	Monday (No School for Students)	Apr. 30
No School	Friday	May 25
Memorial Day	Monday (No School)	May 28
End of 3 rd Trimester	Thursday	June 7
End of 4 th Quarter (2 nd Semester)	Thursday	June 7
School Year Ends - Early	Thursday (Lunch served)	June 7
Dismissal @ 12:30 PM		
Teachers Last Day	Friday	June 8

Commitments and Expectations

Attendance/Reporting an Absence

Families are asked to phone Eagle Elementary School at 262-594-2148 **by 7:45am each day** your child is absent. Voice mail will pick up any calls made prior to our arrival. Voice mail is activated 24 hours a day, so a message may be left at any time that is convenient for you.

All school board policies regarding attendance are available on the district website here:
<http://www.boarddocs.com/wi/peasdwi/Board.nsf/Public>

Appointments: Families are encouraged to make doctor/dental and other personal appointments after school hours. When that is not possible and you need to pick your child up during the school day, please send a note with your child stating the time and reason he/she needs to be excused. Parents must both sign out and sign in their child for all appointments.

Dress Code: Students are expected to come to school looking clean and neat, and dressed in a manner, which is accepted as being in good taste. Hair styles (male and female) that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to the individual are not well accepted. Bizarre clothing that may be fitted for casual beach wear, picnics, or masquerade parties is not regarded as acceptable school attire. Students will be asked to return home to make necessary changes in their appearance.

Outdoor Clothing Guidelines: For safety reasons, we recommend that children do not wear flip flops on the playground equipment.

The child's day at Eagle Elementary includes outdoor play. This means that every child in school should participate in all recesses. We wish to see every child in school every day, but an ill child should be kept at home until he or she can participate in the entire school program (including outdoor recess). Exceptions to this rule would include a doctor's written request.

We feel it is important for the students to spend some time outside during their breaks. In the winter, please see that your child has adequate clothing for outdoor play. A warm coat, snow pants, boots, mittens, and hat are important in winter. Snow pants and boots are required for snow play.

Students will be expected to go outside for recess unless the weather or wind chill factor is below 0° F. All students attending school are expected to participate in recess. Your child is responsible for wearing the attire that you send.

No one will be allowed on the grass covered areas of the playground without boots if it is wet or snow covered.

Labeling Personal Property: Please mark each student's outer clothing, play equipment, lunch boxes, and book bags with his/her name and homeroom number. This will facilitate return of lost items.

With the number of children in the building it is not always possible to find articles in the school when they are lost. Items found are placed in the **Lost and Found** located in the gym hallway. If your child has lost smaller items such as watches, keys, glasses, etc., they should check for their lost items in the office. **All items left in lost and found will be donated periodically to a local charity.**

The school cannot be responsible for the child's personal belongings.

The Eagle Way Behavior Expectations

Be Safe, Be Responsible, Be Respectful

We have defined what it looks like to follow The Eagle Way in various locations in our school as well as in the classrooms. The Eagle Way Behavior Matrix shares these expectations for before and after school, in the hallways, in the bathrooms, on the playground, in the cafeteria, during assemblies, on the bus, and during safety drills. We believe that we must explicitly teach these positive behaviors, focusing on the “do’s” rather than the “don’ts”. Classroom expectations will be shared with parents by classroom teachers. We also believe that we must hold students accountable for both meeting and not meeting the expectations.

As a staff, we have identified behaviors which will be handled by the teacher and behaviors which will lead to an automatic office referral. Those behavior classifications are outlined in the chart below. Please note that minor behaviors can lead to an office contact.

TEACHER MANAGED BEHAVIORS	OFFICE MANAGED BEHAVIORS
MINOR	MAJOR
<ul style="list-style-type: none"> • Classroom disruption • Disrespect to an adult • Electronic violation • Inappropriate physical contact • Lying/Cheating • Name calling/teasing • Non-compliance (Student engages in brief or low-intensity failure to respond to adult requests.) • Profanity • Property misuse • Unsafe acts 	<ul style="list-style-type: none"> • Bullying (Repeated threatening or obscene messages, intimidation, etc. to another person.) • Dangerous Acts • Fighting (Serious physical contact where injury may occur.) • Leaving Classroom without Permission • Profanity directed at others • Stealing • Vandalism (Destruction/or disfigurement of property.) • Violation of School Board Policy on Gang Activity, Controlled Substances or Weapons

Bus Reminders

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 of students 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 school, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for proper school behavior and bus conduct rules.

In cases when a child does not conduct himself/herself properly on a bus, such instances are brought to the attention of the bus company by the bus driver. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parent of the children involved, become responsible for seeing that their children get to and from school safely.

Best Practice for Bus Safety

Getting Ready for School

1. Put everything you carry in your backpack.
2. Bright clothing and backpacks are more visible.
3. Arrive at bus stop at least 10 minutes before bus is due.

Walking to the Bus Stop

1. Walk on sidewalk if there is one.
2. If there is no sidewalk, walk along side of road on grass; single file.
3. If you must cross the street to get to your bus stop, stop and look left, right, and then left again before crossing street, or wait for the bus driver to signal that it is safe to cross.

Waiting at the Bus Stop

1. Do not play running games or push or shove at the bus stop.
2. Stand 10 giant steps from the road while waiting for the bus.
3. Line up one behind the other.
4. During winter weather, do not climb up snow hills or slide down them into the road.

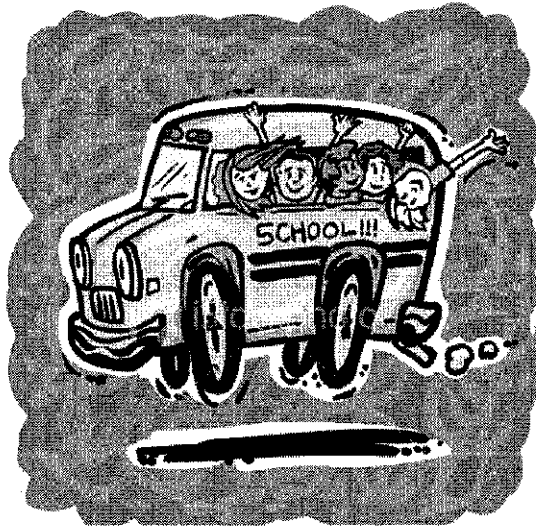
Getting On and Off the Bus

1. Danger Zone = 0-9 feet all around the bus; bus driver cannot see you.
2. Stay 10 giant steps from the bus until the driver says it is O.K. to enter.
3. If you drop something near the bus, you should never ever pick it up.
4. Enter and leave the bus carefully using the handrails.
5. Look to the right and left for cars/trucks before stepping off the bus and before crossing the street.
6. If you have to cross the street after getting off the bus, take 10 giant steps in front of the bus where you can see the driver's eyes and the driver can see your eyes, and always wait for the driver to signal that it is safe to cross. Only the bus driver should signal that it is safe to cross.
7. Secure loose drawstrings and other objects (e.g., keychains hanging from backpack) that may get caught in the handrail or door of the bus.
8. Once off the bus, move 10 giant steps away from the bus.

Best Practice for Bus Safety (continued)

Riding the Bus

1. Quickly choose a seat. Face the front of the bus. Stay seated in the same seat for the whole bus ride. Changing seats is not allowed.
2. 4-year-old kindergarten and 5-year-old kindergarten students should choose a seat near the front of the bus.
3. Be nice to the bus driver and follow the driver's directions.
4. Talk quietly. No talking when the bus is near or crossing railroad tracks.
5. No profanity.
6. Be nice to other passengers. Keep hands to yourself. Violence is prohibited.
7. SHARE YOUR SEAT WITH OTHERS.
8. Keep the aisles clear.
9. Keep hands and head inside the bus.
10. Do not destroy property.
11. No eating or drinking on the bus.



SCHOOL HEALTH SERVICES

Palmyra-Eagle School District employs a Registered Nurse part time to provide school related health services district wide. The School Nurse is responsible for coordinating and managing the health needs of individual students during the school day, as well as promoting health and safety for all students at their school. Nurses provide direction, training, and delegation to the secretaries in each of the schools.

Illness/Injury:

Minor illness or injury in a student while at school will be taken care of by a health room assistant, or other staff member who is trained to handle these situations. In case of serious illness or injury, district staff will provide basic care and use emergency medical services by calling 9-1-1 and parent(s)/guardian(s).

Please keep your student home for 24 hours post fever (fever>100.0) without the use of antipyretic medication (tylenol, advil, ibuprofen). In addition, please keep them home when they have had vomiting or a diarrheal illness for a minimum of 24 hours past the last episode. Students will be sent home with these illnesses as well as a fever as they may be contagious to other students.

When calling in a student absence please be specific on the illness as this is helpful information when determining if an outbreak illnesses is at the school, therefore we are able to notify parents/guardians to the situation in a timely manner.

Medications:

If it is necessary for your child to receive medication during school hours, specific school district forms must be completed prior to administration of medication. This form is completed on an annual basis. For prescription medication, the signatures of a parent/guardian and a health care provider are required. For over-the-counter medications, only a parent signature is required. All prescription medications must be brought to school in the original pharmacy-labeled container. All over-the-counter medications must be in the original packaging. No Elementary or middle school students may have any medication in his or her possession while in school. Medications will be kept in a secured area in the health room /office. The only exception is that students who need inhalers, epi pens or glucagon will be allowed to carry it on the person. However, it is highly encouraged to leave emergency medication in the office for easy access in an emergency situation.

You can obtain Administering Medication forms from any school office or visit Palmyra Eagle School District Web page - Pupil Services –Health Services. <http://www.peasd.org/district/pupilservices.cfm>

Immunizations:

2017-18 Student Immunization Requirements

Wisconsin state law requires all public and private school students to present written evidence of immunization against certain diseases within 30 days of admission. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. The purpose of the law is to help establish and maintain optimum health of all students.

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine your student needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 -4 yrs)	4DTaP/DTP/DT	3 Polio	3 Hepatitis B	1 MMR	1 Varicella	
5K Kindergarten – Gr.5	4 DPaP/DTP/DT/Td	4 Polio	3 Hepatitis B	2 MMR	2 Varicella	
Grades 6-12	4 DTaP/DTP/DT/Td	1 Tdap	4 Polio	3 Hepatitis B	2 MMR	2 Varicella

Please see Immunizations forms and age/grade requirements:

<http://www.peasd.org/district/pupilservices.cfm>

Parents may access their student's immunization record per Wisconsin Immunization Registry (WIR) at this link: <https://www.dhs.wisconsin.gov/immunization/wir.htm>

Vision & Hearing Screenings

Annual Vision & Hearing screenings are held in the elementary schools in the fall. The grades that will be screened annually are the following:

Vision: 4K, 5K, 1, 3, 5

Hearing 4k, 5K, 1, 3

Vision & Hearing screenings are available for all other students upon parent request at any time during the school year.

Please be sure you update your emergency contact information throughout the school year as well as the person you have noted to be an emergency contact person. In the event that you cannot be reached this emergency contact person will be called to pick up your student.

Please feel free to contact the School Nurse, Lisa Jensen, RN at ljensen@peasd.org or 262-443-0792.

Safety & Security

Building Security

Teachers have been instructed to introduce themselves to visitors, especially those they do not recognize, and will request that the visitor return to the office to obtain a visitor pass.

All doors will be locked. Please identify yourself when attempting to enter the building. Please be prepared to show identification if requested.

Emergency School Closings

The District Administrator will contact all PEASD families and staff using the Connect Five system when inclement weather forces the closing, early dismissal, or late start of school. On days when inclement weather necessitates the closing of school, delayed starts, or early release, please also 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 using Connect Five as well as on the previously stated radio and television stations. **Parents, please plan with your children where they would go in case school is dismissed early and no one is home.**

Safety Drills

Safety drills are scheduled frequently throughout the school 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 throughout the school year. 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. We will also practice secure classroom drills in the event of a safety breach at the school.

Student / Family Engagement Services & Other

EES PTO

The EES PTO is a very active organization and is responsible for organizing fund raisers that purchase much needed playground equipment, technology and all-school educational assemblies. The PTO also pays for transportation for classroom field trips. We encourage each parent to be an active member of the PTO. Meetings are held the first Thursday of the month in the library. If you cannot attend these meetings, we hope that you will volunteer to help at one of the many activities the PTO sponsors.

Enrollment & Entrance Requirements

We welcome our new and returning families! New families are asked to register their children at Eagle Elementary School, 810 East Main Street. When enrolling a child, please bring along a copy of their birth certificate and proof of residency. A purchase agreement on a home, a rental lease, or a current utility bill is accepted as residency proof.

Field Trips

Students will be given opportunities to participate in class field trips. Field trips are an extension of the classroom instruction. A nominal fee is usually required. Parents should contact the teacher immediately if they will be unable to meet the cost of the trip so that alternative arrangements may be made. Please note that our PTO donates money to each classroom to help defray the cost of field trips.

No student will be allowed to participate on a class field trip without a signed permission slip on file. Please make sure permission slips have been properly filled out and returned to school before the day of the trip.

Homework

Homework will usually consist of practicing skills such as: basic math facts, enrichment websites, word study lists and activities, writing, and independent reading. Before tests, homework may include studying review concepts. Homework may also be an assignment that was started in school, but your child needed more time to finish at home. Occasionally, homework may be makeup work due to an absence, or work that the child wishes to improve. Lastly, it may be a special project or additional research that is needed.

At Eagle Elementary we believe in educating the whole child. Therefore, it is important that your child has the opportunity to spend time at home with family, as well as participate in socially enriching extracurricular activities. With that said, if your child begins their schoolwork at a specified time each night, their time spent on homework should be no longer than one hour. If you feel that your child is consistently spending above and beyond this time block, please contact their teacher. Homework is intended to help reinforce important skills and strategies and give children the extra practice they need to be successful in the classroom.

Completing the work in a timely manner is crucial for staying up to date on the important concepts learned. By responsibly completing homework in a timely manner, this will help students develop solid time management skills. This will lead to success at the middle school and beyond.

If you feel that your child would benefit from additional enrichment opportunities, please keep in mind that Eagle Elementary School offers many excellent after school clubs/activities

Lunch

A daily hot lunch program is available for purchase through the district. Milk will also be available for purchase. Menus will be distributed monthly and can also be found on the district website.

In addition, students in grades K4 through grade 3 may purchase milk to drink during a daily snack break.

Students Entering and Leaving the Building

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 made alternate arrangements with the office.

Visitors and Volunteers

We welcome volunteer help in our school. Please contact your child's classroom teacher if you would like to volunteer. 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. We also welcome volunteers to help chaperone field trips or on special event days at school.

All people who wish to volunteer for any event or any reason must complete a Background Check form every school year. The office maintains a record of those individuals with current background checks. Copies of the background check form are located in the office. The background check is completed by personnel in the District Office.

All parents, visitors, or volunteers must report to the school office upon entering the building. You will be asked to sign in and you will receive a visitor's badge to wear while in the building.