



**Eagle Elementary  
has  
Panther Pride!**

**Student & Family Handbook  
2022-2023**

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

**Phone: 262-594-2148**

**<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**

Ms. Robertson [krobertson@peasd.org](mailto:krobertson@peasd.org)

**District Wide Assistant Principal**

Mr. Tortomasi [jtortomasi@peasd.org](mailto:jtortomasi@peasd.org)

**Administrative Assistant**

Mrs. Milligan [kmilligan@peasd.org](mailto:kmilligan@peasd.org)

**School Psychologist &  
Director of Student Services**

Mrs. Sockrider [ksockrider@peasd.org](mailto:ksockrider@peasd.org)

**School Counselor**

Mrs. Rowe [mrowe@peasd.org](mailto:mrowe@peasd.org)

# Schedules

**School Start and End Times : 7:55 am -2:55pm**

**Breakfast is served 7:30-8:00. No Students are served after 8:00 am.**

**Students should not arrive at school before 7:45 am unless they are eating in the cafeteria**

- There is no outside supervision/assistance for students before 7:45 am, therefore, we cannot accept liability.
- The school cannot make exceptions.
- Wrap around care is available for a nominal fee; please see the office for more details and information if needed.

**Hours**

4K half day                    7:55 am - 10:45 am

4K all day- 5th grade 7:55 am- 2:55pm

**Lunch Schedule \*\* Recess immediately follows lunch\*\***

Lunch Start	Grades
10:40	4K
11:15	5K/1st
11:40	2nd/3rd
12:05	4th/5th

All Schedules are Subject to Change

**Specials Class Change!**

Due to positive growth and feedback, we are continuing our six day specials schedule. This means that we utilize a six day schedule for planning classes like art, music, gym and guidance. Utilizing a six day schedule allows us to be very flexible in meeting the needs of students and allows educators to collaborate with staff to plan for student instruction. Teachers will provide a schedule for you so that you can help your student know how to be prepared for the day.

## 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.
- Absolutely no passing on the left!
- 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 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.

## Afternoon Pick-up Procedures

- Students may be picked up in front of the building, in reverse order of drop off. Families may park in the pick up lane, remaining on the far right side of the driveway.
- Staff will be out front of the building and ask you for the names of the students you are picking up. Those students will be radioed to come out to the car.
- Even if you have loaded your children into the car, if the cars in front of you have not left yet, please remain patient and drive away after they have moved. **There is NO passing on the left to go around cars. Your patience is appreciated.**
- If you need to assist your child in buckling their car seat, you may pull ahead into the staff parking lot and assist your child at that time.
- Students not picked up by 3:10 will be brought to the office and families will be contacted.



**PEASD  
2023-2024  
Family  
Calendar**

<u>2023</u>	
September 4	Labor Day (H)
<b>September 5</b>	<b>First Student Day</b>
October 27	No Student Day
October 30	No School (NS)
November 17	No Student Day
November 22-24	Thanksgiving Break (V)
December 21 – Jan 1	Winter Break (V)
<u>2024</u>	
January 2	No Student Day
January 22	No School (NS)
February 16	No School (NS)
February 19	No School (NS)
March 25 - 29	Spring Break (V)
April 1	No School (NS)
April 2	No Student Day
May 27	Memorial Day (H)
<b>June 5</b>	<b>Last Student Day</b> 12:30 p.m. Dismissal

<u>EES</u>	
November 14 , 16	Parent Conferences 3:30 p.m. – 7:30 p.m.
November 30	End of 1st Trimester
February 29	Parent Conferences 3:30 p.m. – 7:30 p.m.
March 8	End of 2nd Trimester
June 5	End of 3rd Trimester
<u>P-E HS/MS</u>	
October 26	Parent Conferences 3:30 p.m. – 7:30 p.m.
November 3	End of 1 <sup>st</sup> Quarter
January 19	End of 2nd Quarter
February 29	Parent Conferences 3:30 p.m. – 7:30 p.m.
March 22	End of 3rd Quarter
June 5	End of 4th Quarter
<b>www.peasd.org</b>	

August				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	NS
NS	20	21	22	23
26	27	28	29	

September				
M	T	W	TH	F
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	V

October				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	NS
NS	31			

April				
M	T	W	TH	F
NS	NS	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	NS
20	21	V	H	V
27	28	29	30	

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

December				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	V	V
V	V	V	V	V

June				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

January				
M	T	W	TH	F
H	NS	3	4	5
8	9	10	11	12
15	16	17	18	19
NS	23	24	25	26
29	30	31		

July				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

# Commitments and Expectations

## **Attendance/Reporting an Absence**

Eagle Elementary cannot stress too greatly the importance of your child being in school every day and being on time if he/she is to achieve the greatest success in his/her work. Regular attendance is expected of all students. It is impossible to completely make up for everything that is missed. A typical school day is filled with learning that is not limited to books, such as group projects, discussions, partner work and engaging with staff and students.. Paperwork can be made up, but valuable learning opportunities cannot.

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

**Please see the following link for School Board policies relating to attendance.**

<http://go.boarddocs.com/wi/peasdwi/Board.nsf/goto?open&id=BRQGDH431769>

**A student may not be excused for more than ten (10) days per school year**.....All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

**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.

**Early Pick Up/Change in Transportation:** Families who need to communicate a change in transportation or pick up their child early are strongly encouraged to contact the office via phone, prior to 1:30 pm. Messages received after 1:30 pm may not be communicated to the classroom teacher due to time constraints so please make every effort to make changes prior to 1:30.

**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. 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 will 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). Please keep your child home if they are ill! Help us keep healthy to keep open!

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 grade level. This will facilitate the 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 front office. **All items left in lost and found will be donated periodically to a local charity.**

**Elementary Cell Phone Policy-** Cell phones, smart watches, and other electronic devices must remain in the student's locker/cubby throughout the day. Cell phones are not to be visible at any time during the school day. **Electronic devices are extremely high theft items for which PEASD will not be held responsible. Students are encouraged to keep personal electronic devices at home.**

**After an initial reminder by staff to put the phone away, teachers will utilize the following steps should a student refuse to comply:**

**Step 1** – Teacher/Staff member will confiscate the phone, turn it into the office for the remainder of the day. The student may pick up the phone at the end of the day.

**Step 2** –Teacher/Staff members will confiscate the phone, turn it into the office and an administrator will return the phone to the parents/guardians.

**Step 3** – Teacher/Staff member will confiscate the phone, turn it into the office where an administrator will arrange for parent pick up of the device. Parents, the child, and an administrator will write up an agreement plan whereby the device must be turned into the office at the start of the day, and may be picked up by the student at the end of the day.

\*Failure to willingly surrender the device (at any step), will result in an immediate behavior referral to include the possibility of suspension (in or out of school depending on the circumstances). Teachers and staff are expected to teach, and students are expected to learn. Spending time monitoring individual devices is a waste of learning time, energy and resources. Your support in this matter is greatly appreciated.

# Behavior Expectations

## Be Safe, Be Responsible, Be Respectful

We have defined what it looks like to follow The Panther Way in various locations in our school as well as in the classrooms. The Panther Way Behavior Matrix (located on the next page) 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”. These expectations will be posted throughout the school, and will be taught at the start of the year and reviewed as the school year progresses.

Our school-wide PBIS team meets regularly over the course of the year to review our school rules and how we will address positive and negative behaviors throughout the school day. In all situations, we will reference the Panther Way to ensure that our students are following the rules we have established with one another.

To promote positive behavior and encourage students to be safe, respectful and responsible throughout their school day staff members provide students with “Paws” which, when collected may be turned in for various rewards including extra recess, additional time in specials classes, lunch with the principal or even racing with our district mascot, Power D. Panther!

We also believe that we must hold students accountable for both meeting and not meeting expectations. There are times when student behavior does not meet our expectations, and in most cases, this behavior can be addressed immediately with the assurance that it will not happen again. It is the ultimate goal that children will reflect on their behavior and continually learn to be responsible.

On occasion, further consequences may need to be implemented. These consequences may include, but are not limited to, removal of privileges, parental contacts by a teacher, or providing an opportunity for children to rectify the situation. On rare occasions, referral to the principal may become necessary, at which time further consequences may be implemented. These consequences of increased severity include lunch detention, after school detention and when appropriate and warranted, suspension.

Students are learning and developing every day. It is a natural part of development for students to struggle with boundaries and decision making. While we fully expect all students to struggle at some point and we also expect the adults in their lives to support them in good decision making, as well as learning from poor decision making. Parents and staff share responsibility for maintaining and supporting the school's behavioral objectives and for working together to correct problems that arise. You are your child’s first, and most important teacher and we look forward to working with you throughout your child’s elementary years.

## The Panther Way

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>All School Settings</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• wear face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• wear face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, body, and objects to self</li> <li>• wear face coverings</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Use appropriate body language</li> <li>• Voice level 0 unless otherwise directed</li> </ul>	<ul style="list-style-type: none"> <li>• Give me five</li> <li>• Raise hand to share</li> <li>• Clap appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> </ul>
<b>Before/After School</b>	<ul style="list-style-type: none"> <li>• Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Leave on time</li> </ul>	<ul style="list-style-type: none"> <li>• Hula hoop space</li> <li>• Stay in designated areas</li> <li>• Walk</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Give privacy to others</li> <li>• Voice level 0</li> </ul>	<p>Remember the 2's:</p> <ul style="list-style-type: none"> <li>• 2 squirts of soap</li> <li>• 2 sheets of paper towel</li> <li>• 2 minutes</li> <li>• Use at responsible times</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Tell a grown up if there is something missing/wrong with the bathroom.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Listen to directions</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Follow classroom rules</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Voice level 2</li> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Stack trays neatly</li> <li>• Clean up your space</li> </ul>	<ul style="list-style-type: none"> <li>• Walk the line</li> <li>• Stay at your table</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Keep personal belongings in your locker</li> <li>• Keep locker neat</li> </ul>	<ul style="list-style-type: none"> <li>• Hula hoop space</li> <li>• Walk the first gray tile</li> <li>• Keep outside doors closed</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Play by the agreed upon rules</li> <li>• Voice level 4</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to the bell</li> <li>• Ask for help when needed</li> <li>• Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>• Use hands, feet, body, and equipment appropriately</li> <li>• Stay on playground</li> </ul>
<b>Safety Drills</b>	<ul style="list-style-type: none"> <li>• Be patient</li> <li>• Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Stay calm</li> <li>• Eyes and ears alert</li> <li>• Wait for the all clear signal</li> </ul>	<ul style="list-style-type: none"> <li>• Hula hoop space</li> <li>• Walk</li> <li>• Go to nearest classroom</li> </ul>

The following list helps families identify some of the various behaviors that are addressed in the classroom and which ones are supported by administration. Students engaging in these behaviors will be bringing home a “Think Sheet” for families to review together, sign and return to school.

**Unwanted Behavior Response:**

**MINORS OR MAJORS:**

**Minor Behaviors (Classroom managed)**

- Disrespect to an adult
- Dress code violation
- Electronic violation
- Inappropriate Physical Contact
- Lying/Cheating
- Defiance
- Disrespect
- Disruption
- Name Calling/Teasing
- Non-compliance- (student engages in brief or low-intensity failure to respond to adult requests)
- Profanity
- Property misuse
- Unsafe acts

**Major Behaviors: (Administration Managed)**

- Bullying behaviors (threatening, intimidation, obscene messages, etc.)
- Defiance
- Disrespect
- Disruption
- Inappropriate Language
- Continued Lying
- Fighting (with serious contact)
- Stealing
- Technology
- Wanderers
- Vandalism
- Dangerous Act
- Violation of School Board Policy or gang activity, controlled substances or weapons

# **Bus Reminders**

## **Student Conduct on School Buses**

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*. This 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 parents 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 the bus stop at least 10 minutes before the bus is due.

#### **Walking to the Bus Stop**

1. Walk on the sidewalk if there is one.
2. If there is no sidewalk, walk along the side of the 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 the 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 drivers 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 a 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 get to your seat. Face the front of the bus. Stay seated in the same seat for the whole bus ride. Changing seats is not allowed.
2. Be courteous to the driver and other passengers.
3. 4-year-old and 5-year-old kindergarten students should sit near the front of the bus.
4. Be nice to the bus driver and follow the driver's directions.
5. Talk quietly. No talking when the bus is near or crossing railroad tracks.
6. No profanity.
7. Be nice to other passengers. Keep your hands to yourself. Violence is prohibited.
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.

**Dousman Transportation Company**  
**<https://dtcbus.net/>**



# SCHOOL HEALTH SERVICES

Palmyra-Eagle School District contracts 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 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 of illness is at the school, therefore we are able to notify parents/guardians of 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(unless you are requesting more than the manufacturer's recommendation (via bottle). 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.

# Immunizations

## **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 – 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.

## Safety & Security

### Building Security

All doors are locked for security. Visitors must use only the main office door for entering and exiting. All visitors need to be “buzzed in” and are required to come into the office waiting area before proceeding any further. Please be prepared to show identification if requested. To keep disruptions to a minimum, forgotten items should be dropped in the office and they will be delivered to the child’s classroom at a convenient time.

### Emergency School Closings

The District Administrator will contact all PEASD families and staff 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, families will



be contacted. **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 regularly and the route/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 classroom intruder drills in the event of a safety breach at the school. When these specific intruder drills occur, we will send home advance notice regarding these events.

# **Student / Family Engagement Services & Other**

## **Wrap Around Care**

PEASD is proud to offer before and after school wrap around care to our families. Wrap Around Care is provided at Eagle Elementary. Before school care runs from 6:00am-7:55am and after school care runs from 2:55-5:30. More information on this care can be found on our website, or by picking up a family information packet from the elementary office.

## **EES PTO**

The EES PTO is a very active organization and is responsible for organizing fundraisers that purchase much needed playground equipment, technology and all-school educational assemblies. The PTO also helps by providing partial funding for transportation for classroom field trips. We encourage each parent to be an active member of the PTO. PTO meetings are held monthly and if you are unable to attend these meetings, we hope that you will volunteer to help at one of the many activities the PTO sponsors.

## **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.

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 prior to the trip.

## **Homework**

Homework may be offered to your child's classroom teacher. Homework will reflect developmentally appropriate practice. 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 upon. 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. Homework is intended to help reinforce important skills and strategies and give children the extra practice they need to be successful in the classroom. If you feel that your child needs additional homework, or if you have any questions please feel free to reach out to your child's classroom teacher.

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 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 as well as a Talented and Gifted program.

## **Breakfast and Lunch**

A daily breakfast and lunch program is available for purchase through the district. Milk will also be available for purchase. Menus can be found on the district website. Parents may put money on student lunch accounts by accessing the Family Skyward Account on the district website, or by sending a check or cash to school with your child. If sending cash, please enclose it in a sealed envelope and label the envelope with how much money you are sending and your child's name.

## **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**

Visitors are welcome in Eagle Elementary School. The presence of our families, as well as that of members of the public, enriches our students' experiences. At the same time, it is necessary to avoid disruption of the education process and protect the safety and welfare of our students and staff. For this reason, we have established the following guidelines.

- Visitors must check in at the school office, where they will be asked to present a valid driver's license if Identification will be checked using the Raptor system.
- Failure to produce a valid form of ID will result in a visitor being denied entry into the school.
- Parents/guardians who wish to volunteer must contact their child's teacher(s) to set up this visit.
- Parents/guardians who wish to discuss a student's progress should request a meeting in advance with their teacher(s).
- All volunteers must have an approved background check on file.
- The principal may prohibit or discourage visits when students are being tested and other times when visits may disrupt school activities.

For more information on this policy: 9150 - SCHOOL VISITORS, 301.475(3)(c). Wis. Stats.

The Palmyra-Eagle Area School District does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, parental status, religion, sexual orientation, creed, and pregnancy in its educational programs and activities and provides equal access to Boy Scouts, Girls Scouts, and other designated youth groups. Kari Timm has been designated to handle inquiries and complaints regarding non-discrimination policies. Please send inquiries to: Kari Timm, Director of Administration, 123 Burr Oak St. Palmyra, WI 53156, or call (262) 495-7101 or email at [ktimm@peasd.org](mailto:ktimm@peasd.org).

