

Be Safe, Be Respectful, Be Responsible, Be there!
Panther Pride

High School

Period 1	7:40-8:24
Period 2	8:28-9:12
Period 3	9:16-10:01
Period 4 (resource)	10:05-10:30
Period 5A	10:34-11:18
5A Lunch	10:30-11:00
Period 5B	11:04-11:48
5B Lunch	11:18-11:48
Period 6	11:52-12:36
Period 7	12:40-1:24
Period 8	1:28-2:12
Period 9	2:16-3:00

Middle School

Period 1	7:40-8:24
Period 2	8:28-9:12
Period 3	9:16-10:01
Period 4 (resource)	10:05-10:30
Period 5	10:34-11:18
Period 6	11:22-12:06
Lunch	12:06-12:36
Period 7	12:40-1:24
Period 8	1:28-2:12
Period 9	2:16-3:00

Olweus Bullying Prevention Program

BULLYING IS

When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself

Our School's Anti-Bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

WELCOME TO PALMYRA-EAGLE HIGH/MIDDLE SCHOOL

Students, families, faculty, and guests: Welcome to the school year at Palmyra-Eagle High/Middle School. To parents who are new to P-EHS/MS, welcome to one of Southeastern Wisconsin's finest schools. We are excited about the possibilities that a new school year brings and we are looking forward to fulfilling our school's mission:

Since its inception, the Palmyra-Eagle School District has been building a tradition of excellence. Students in Palmyra-Eagle are expected to contribute to that tradition. The district's mission and, developed in collaboration by teachers, students, community members and the Board of Education, describe the type of school we strive to be. By maintaining high personal expectations for success, utilizing open communication with staff and families, and following the guidelines listed in this handbook, students increase their opportunities for success and help make our schools comfortable, supportive environments conducive to meaningful learning for all students.

Use of This Handbook

This handbook is provided to each student to help organize class assignments and to help plan and budget time. It is to be carried by students at all times and will be used as part of the P-EHS/MS student pass system throughout the current school year. Students who lose or misplace their handbooks will be required to purchase another one for \$5 in the office. Students without a handbook will not be able to leave classrooms. Teachers may have their own rules/guidelines for use of the student handbook.

School rules and policies apply to all students enrolled at P-EHS/MS, regardless of age. The Board of Education, administration, teachers and staff reserve the right to take such action as necessary, and not forbidden by law, to ensure a safe and orderly educational atmosphere within the school.

Open Door Policy

Parents and guardians are invited and encouraged to be active participants in their child's/children's education. Parent(s)/guardian(s) may call to schedule an appointment with any faculty or staff member, at any time: (262-495-7101). To ensure the safety of our students and staff, all visitors are required to report to the High School Office to sign in and out when visiting the school.

Non-Discrimination Policy 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.

A complaint regarding equal educational opportunities, Title IX, Section 504 or equal opportunity should be made to the superintendent of schools at 262-495-7101.

Why Does Attendance Matter? Every school day counts in a child's academic life...

A missed school day is a lost opportunity for students to learn. The primary rationale for high-quality attendance data is the relationship between student attendance and student achievement. Teacher effectiveness is the strongest school-related determinant of student success, but chronic student absence reduces even the best teacher's ability to provide learning opportunities. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.

This relationship between attendance and achievement may appear early in a child's school career. Learning opportunities as a consequence of chronic absenteeism

Absences/Attendance

Parents/guardians of all students must notify the school whenever it is necessary for a student to be absent, arrive late, or be dismissed early during the school day. Parents/guardians may call the absence hotline, at 262-495-7101, any time until 10:00am on the date of the absence. The absence hotline is open 24 hours a day. Teachers take class attendance each period and the names of the absentees are recorded in the student management system.

Excused Absences Include:

- Death in the student's immediate family
- Illness or injury of student
- Religious holidays
- Doctor, dental and legal/human services appointments
- College visits for high school juniors and seniors
- School sponsored activities
- Pre-arranged absences (vacations/hunting)

Unexcused Absences Include:

Absences for all other reasons are unexcused and shall be treated as truancy. Oversleeping, car/transportation problems, work, job interviews, haircuts, baby-sitting, running errands for self or parents are not excused absences or tardies.

Students are entitled to make up work missed during an excused absence and are responsible for doing so. So as to not disrupt the continuity of learning, students are encouraged to make up any and all missing work as soon as possible.

Students who are called in to school sick are not allowed at any afterschool activities, including practices and events.

Students will not be allowed to leave school grounds until the office staff has been notified and they have been given a pass to leave school.

Pre-arranged Absences - up to 10 dates of absences may be excused by parents with approval of the Attendance Office. Family vacations and hunting trips are considered pre-arranged absences. With **at least two days notice**, a "pink slip" will be given to the student that should be used to get homework from teachers. If students do not notify the office in advance they will be considered truant.

Truancy

Regular school attendance is essential to school success. Frequent absence from school is the greatest single cause of poor achievement and discouragement in school. Daily educational opportunities lost through absence can never fully be made up and students cannot expect to achieve their full potential if they miss class sessions. Students choosing to stay away from school are choosing a path toward educational failure or the creation of a potential learning gap.

When a child is absent from school without an acceptable excuse, the school shall notify the parent or guardian about the child's truancy and direct the parent or guardian either to return the child to school no later than the next day or to provide an acceptable excuse for the child's absence. The notice shall

first be attempted by personal contact or telephone. If such contact fails, written notice shall then be given by mail. The school may also decide to send written notices to confirm all unexcused absence situations. In any event, the school's attendance officer shall maintain a written record of all contacts and the written notice shall be given before the end of the second day after an unexcused absence is reported. The attendance officer shall take appropriate action. This can include referral to the local municipality.

Any unexcused absence during final exams will result in an immediate referral to the local municipality for truancy.

Habitual Truancy

When a student has missed 5 or more days or parts of days in a semester without an acceptable excuse, they are considered a habitual truant under Wisconsin Statute 118.16 (1)(a) and Palmyra Eagle Area School Board policy 431.5. State statute requires that a certified letter is sent to the student's guardian and a face to face meeting occurs between school officials and the guardian(s) to develop a plan to remedy the student's truancy.

Attendance will be monitored by the designated attendance team that includes building administration, student services personnel, and secretarial staff.

Age of Majority

The Palmyra-Eagle Area School District recognizes a student who is 18 years of age or older as a legal adult with the rights and responsibilities of the same age, but he/she must continue to follow all school rules and regulations. School officials will not recognize "emancipation" regarding a student writing his/her own excuses for absences.

Academic Honesty

Academic honesty is a core value in our school. If you submit work or parts of work that are not your own, you have not shown that you can demonstrate the curriculum expectations. Plagiarism is the theft of intellectual property and is treated with the utmost seriousness. To avoid this, your teachers will help you plan your work. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date. Your teacher can help you to establish a reasonable timeline in order to complete an assignment and/or strategies to do your research and write your final submission. Remember when you do research, that you must cite all sources.

Plagiarism: In a case where a teacher suspects plagiarism, the teacher will determine the scope of plagiarism that has taken place. For intentional and/or excessive cases where you have submitted work that is clearly not your own, the teacher will speak to you and will refer the matter to administration. A meeting will then be organized by school administration. All or some of the following parties will be asked to attend: you, your parent or guardian, the teacher, a student services representative, and an administrator. For cases where it is deemed that plagiarism has taken place, the following steps will apply:

For a first offense, an in-school suspension of one day will be assigned, during which you may have to complete, under supervision, an assignment based on the overall expectations addressed in the original assignment. You may have to complete an additional paper on the subject of academic ethics and honesty. A record of the plagiarism will be kept centrally in the main office until you leave the school

permanently. A second or subsequent offense may result in a longer out-of-school suspension and/or removal from the course.

Unauthorized Sharing of Work: Providing work to another student for the purpose of academic dishonesty is a violation of our code of conduct. If you allow another student to use your work and present it as his or her own, you will be referred to administration and serve an academic detention where a paper on academic ethics may be assigned. If you use another student's work and present it as your own, you will be required to: demonstrate the expectations covered by the test or assignment in another way, to be determined by the teacher AND to serve an in-school suspension where a paper on academic ethics may be written. A record will be kept centrally in the main office and consequences will be more severe for subsequent infractions, which may include a longer suspension and/or removal from the course.

Alcohol, Tobacco and Other Drugs

No student may consume, be under the influence of, manufacture, deliver, sell or have in his/her possession any chemical substance while on school property, at any school sponsored event or under the control of a school authority, including traveling to and from school, whether the travel is by school bus or other method.

No student may manufacture, deliver, barter, sell or have in his/her possession, any item defined by Wisconsin Statute as drug paraphernalia. This prohibition applies to the same locations as described in the paragraph above. Violation of this policy will result in disciplinary action, notification of parents, and a referral to the city or county law enforcement agencies.

Any student who is referred to the office for use, possession, delivering, selling, etc., of any illegal or unauthorized prescription drugs will face disciplinary action up to and including expulsion from school, will be required to have an ATODA (alcohol, tobacco, or other drug assessment) by a certified provider and must present evidence to the school administration before being admitted back to school. All students will receive a complete copy of the district policy at the time of registration. *(See Board of Education Policy 443.4.)*

Backpacks and Purses

Students will be able to use backpacks and purses to bring books and supplies to and from school: However, these items shall be left in the student's locked locker during the school day.

Building Hours

School hours are 7:40 a.m. to 3:00 p.m. The building will be open to students at 7:00 a.m. and will remain open until 3:15 p.m. Students who are not involved in supervised activities must leave the building by 3:15pm. Students staying after 3:15 p.m. must be under the direct supervision of a staff member. Students involved in after school activities should take all books and personal belongings with them to the activity since the building will be locked daily at 3:15 p.m.

Bullying/Cyberbullying

Everyone at Palmyra-Eagle High/Middle School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal, or psychological and is usually of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back), or can occur on-line (cyber-bullying). Indirect bullying includes, but is not limited to, exclusion or gossip.

The district shall not tolerate any form of harassment or bullying and shall attempt to prevent such disrespectful behavior. Any student or employee who engages in harassment shall be disciplined in accordance with established policies and procedures.

Any student who believes he/she has been or is being harassed or has knowledge that a policy violation has occurred may file a written complaint in accordance with the procedures set forth in 411.16R to the school counselor.

Bus Conduct

Getting to school on time is important, and bus services are essential for students who live a distance from school. Students who become habitually disruptive on the bus may have their riding privileges suspended by Lakeland Bus Company. If this happens to you, your parents will be responsible for transporting you to and from school.

These rules have been established by the bus company in cooperation with the school district:

1. The Bus driver may assign seats
2. Be courteous
3. No profanity or improper language
4. Do not eat or drink on the bus
5. Fighting is prohibited
6. Remain seated at all times
7. No smoking
8. Keep hands and head inside the bus

If you have a bus problem, call Lakeland Bus Company at 495-2878. If the problem isn't solved, and concerns continue, parents may contact the principal or superintendent.

Bus Disciplinary Actions

Step 1 Written notice to parent/guardian

Step 2 One day suspension from transportation

Step 3 Two day suspension from transportation

Step 4 Three day suspension from transportation

Step 5 Student will be suspended from transportation until the parent, student, administration, and the transportation company have conferred regarding reinstatement of transportation privileges.

A reminder to all PEHS/MS students: problems which occur on busses for school activities, such as field trips, are part of the regular school day and are subject to school expectations and consequences for behavior.

Cell Phones and Other Electronic Devices

Cell Phones – **'Tech Go/Tech No'** Staff will use a **Tech Go (green)** sign to indicate that cell phone use is allowed at that time. Staff will use a **Tech No (red)** sign to indicate that cell phone use is **NOT**

allowed at that time. Students caught using cell phones during Tech No times will follow the discipline system below. Students are reminded that this is a privilege, not a right, and can be taken away at any time. These are extremely high theft items for which PEHS/MS will not be held responsible.

After an initial warning by staff to abide by the Tech Go/Tech No policy, teachers will utilize the following steps should a student fail to comply:

Step 1 – Teacher/Staff member will confiscate phone until the end of the period.

Step 2 – Teacher/Staff member will confiscate phone. Phone turned into the office, returned to student at the end of the day.

Step 3 – Phone turned into the office and a detention will be issued

Step 4 – Phone will be turned into the office where it will be held until a parent picks it up

***Similar to teacher recording of tardiness, teachers will track tech violations and submit a Skyward referral for Step 2 and above referrals.**

***Failure to willingly surrender device will result in an immediate behavior referral for insubordination.**

Devices will be kept in storage in the Associate Principal's office (see image below).

IPODS Other Music Devices –

These devices are allowed during study hall and lunch. These devices should only be used with one earbud in the hallway for safety purposes. They may be allowed in classrooms, with teacher discretion. If teachers do not allow use of these devices, students should abide by this policy. Students are reminded using electronic devices is a privilege, not a right, and can be taken away at any time. Students not following this policy can be subject to steps on the discipline system. These are extremely high theft items for which **PEHS/MS will not be held responsible.**



Closed Campus

P-EHS/MS is a closed campus. Students are required to remain on campus all day and during the lunch periods. Students are not to go to their vehicles unless approved by office personnel.

Computer and Technology Use

Computer education and literacy is a priority for all students. Palmyra-Eagle High/Middle School will encourage and support training at all levels including staff and students. Students must recognize that computers must be used in a responsible manner and that access to school computers and the network is

a privilege – not a right. Internet access to any illegal, pornographic, prohibitive programming, games or software, and checking personal emails is strictly prohibited. Students are required to sign an Acceptable-Use Agreement before using any school computers or technology. Reasonable use of computers and technology will be covered with all students. Failure to follow the Palmyra-Eagle Area School District Acceptable Use Agreement may mean suspension of Internet/computer privileges and/or suspension from school.

Continuous Attendance

Once a class has started, students are not to leave the room without permission from the teacher in charge. Students who walk out of a room while a class is in session without the consent of the teacher in charge are subject to disciplinary action.

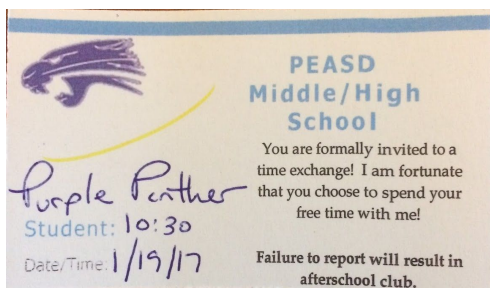
Detentions - Lunch

Students will be notified in 2 ways: **1st**: Students will receive a Google Calendar invite for the date and time of the time exchange. Lunch room supervisors are also included on this invite so that they know who should be reporting to the office. **IT IS NOT THEIR RESPONSIBILITY TO REMIND STUDENTS!** **2nd**: Students will be issued a reminder card (see image below) and will be paged to the office during a passing time. Once the student picks up the card, it is their responsibility to report to the office at their assigned time.

After reporting to the office, student will need to deposit their card into the **DT SLIP** box on Associate Principal's desk (see image below). This is how we know that you reported should an administrator not be in the office. The box will be checked after lunch periods everyday.

If you fail to report, the lunch DT automatically turns into an after school DT and will count towards exam exemptions criteria. Associate Principal will notify the student's guardian and the assigned detention supervisor.

Students have a 5 minute window to get to the office for their time exchange. Should they fail to report within 5 minutes of the lunch bell (1040, 1128, and 1215) it will be at the administrator's discretion whether or not the student will be issued an after school detention.





The ISS rooms are a Tech No area. After reporting, place all electronics in the technology storage on Associate Principal's desk

Detention – After School

Detention is a consequence of misbehavior, tardiness and/or truancy. The following conditions must be met:

Students will be notified in 2 ways: **1st**: Students will receive a Google Calendar invite for the date and time of the detention. **2nd**: Students will be issued a reminder card (see image below) and will be paged to the office during a passing time. Once the student picks up the card, it is their responsibility to report to the office at their assigned date/time for their detention.

Student must report to the office ISS room on time. Detention begins at 3:05 pm and ends at 3:50 pm. Any difficulties or changes must be cleared with the administration prior to the scheduled detention.

After reporting to the office, student will need to deposit their card into the **DT SLIP** box on Associate Principal's desk

Students must come to detention prepared to do work for the duration of the detention. An atmosphere of academic study will be maintained at all times. If student needs access to technology for course related work, it will be provided.

If a student is absent on the day of an assigned detention, the detention will be rescheduled for a later date.

Failure to attend an assigned detention will result in moving a step on the discipline system for insubordination.



The ISS rooms are a Tech No area. After reporting, place all electronics in the technology storage on Associate Principal's desk

Dress Code

Clothing that causes a distraction or disruption in school, creates a health or safety problem, contains sexual innuendoes and any other garments deemed inappropriate by the administration are not permitted.

The Principal or other designated school official shall determine whether any particular mode of dress, apparel, grooming, emblems, insignias, or symbols results in such interference or disruption as to violate this rule.

The following guidelines should be followed at all times:

1. Undergarments should not be showing
2. Tops should not expose bare chest/cleavage, sides, back or stomach (e.g. halter-tops, spaghetti straps, camisoles, tube tops)
3. Tank tops/sleeveless shirts must be a minimum two fingers wide and not cut below the armpit
4. Bottom wear should not expose a student's buttocks or undergarments at any time, this includes sitting, standing and walking. As a general rule a student's thumbs should not be touching their skin when their hands are at their sides and the bottom wear should be at least this long all the way around the leg.
5. Any garments displaying or advertising alcohol, tobacco, other drugs, obscenities/profanity, overtly racially or sexually suggestive/offensive will not be allowed
6. Jackets/coats and head coverings (e.g. hats, caps, bandanas, and hoods) are not to be worn or carried during school hours
7. Backpacks and carry bags are to remain in student lockers.

The student wearing such apparel will be required to either change to more appropriate dress (school issued or personal), notify parents to bring alternative clothing, or remain in the office for the remainder of the school day. If a student leaves school grounds to change their clothing it will be marked as an unexcused absence. Those students who, in the opinion of the staff, are not dressed appropriately may not return to classes until properly dressed and groomed. Repeated clothing violations will result in further disciplinary action

Exam Exemptions

Students may be exempt from final written exams at the end of the semester if they meet ALL of the following criteria:

1. Have at least an "A" or "B" for the semester, AND
2. **GE** Have no more than **4 detentions or 1 ISS or OSS**, AND
3. **HE** Have no more than **40 Class Periods of absence** AND
4. **IE** Have no more than **5 tardies** for the semester, AND
5. Have instructor permission to be exempt from taking his/her exam.

All students must take at least three exams, **including one cumulative exam**. Parents are permitted to require their student to take all exams.

Exam Schedule

Day One: 1st, 5th and 8th hours
Day Two: 2nd, 6th and 9th hours
Day Three 3rd, 7th and make-up hours

Times: Study Period 8:00-8:40
1st Exam - 8:45-10:15
2nd Exam – 10:30-12:00
3rd Exam – 1:00-2:30

Expulsion

Expulsion is a permanent removal of the student from school. When repeated suspensions have failed to improve a student’s behavior, expulsion may be the last discipline action.

Upon recommendation from the principal, the Board of Education may expel a student for persistent refusal or neglect to obey the rules of school, or when the best interests of the school demand his/her expulsion.

Family Night/Wednesday Nights

All athletic and P-EHS/MS sponsored activities shall be completed during the school year on Wednesdays by 6:00pm. This will allow P-EHS/MS students to spend a mid-week evening in a family-centered activity.

Fees

Students and parents will be given a fee schedule at the time of registration for classes. Fee information is available in the main office and on the district website.

Fighting

Fighting is unsafe, illegal and will not be tolerated. Any student(s) actively involved in a fight by physically abusing, i.e., striking, kicking, slapping, etc. another individual will follow the discipline system and may result in suspension and/or police citations.

Instigator Clause

Any student instigating or perpetuating fights will follow the discipline system and may result in suspensions and/or police citations.

Fire Drills

At the sound of the alarm students should move quickly in an orderly manner out of the building according to the exit plan posted in each classroom. Windows and doors should be closed before the room is evacuated. Students should stand well clear of the building once outside. Students should not stand in the driveways. When given the “all clear” by announcement over the P.A. system, students and staff may re-enter the building.

Food Service

P-EHS/MS has an outstanding food service program. Students/families are able to maintain a balance through the school data system and utilize the debit system for all purchases from the cafeteria. Ala Carte items are available before school and between classes. Students who do not maintain an adequate account balance will not be able to purchase lunches.

To comply with the school district's Wellness Policy and to make sure that our students and staff have access to reasonably priced foods that they like, that taste good and that are healthy for them, we no longer offer a large selection of ala carte food items. We will offer two entrée choices in the hot lunch line, and a build-your-own wrap line. Breakfast items will be available at the high school.

Families may use the computer debit system to purchase meals. All children from the same family may use one account, but are assigned individual PIN numbers. Printouts of purchases and deposits are available on-line or through the food service department.

Grading Scale

Grades and report cards will accurately reflect achievement of the outcomes as defined by the district curriculum and/or individual program plan. As such, individual student achievement will not be based on measures such as students' social development and work habits, bonus points, student absence, missed/late assignments, group scores, neatness etc.

Classroom Assessment: Teachers are responsible for evaluating student learning by focusing on students' growth and achievements in relation to expected learning outcomes, rather than on students' characteristics and/or non-academic achievement. For example, behavior, class participation, and meeting deadlines are not curriculum outcomes and will not cause the student to gain or lose marks.

Official grade reports of academic achievement are issued four times a year. Credits are given twice a year at the end of the first semester and second semester. Progress reports are issued during the 5th week of each quarter. Grades may be based on classroom and homework assignments, examinations. The following grading system is used by the high/middle school teachers.

The following grading scale is used:

90-100 = A	80-90 = B	70-80 = C
60-70 = D	59 and lower = F	

Honor Roll

3.50 – 4.00 G.P.A.	1 st Honors
3.00 – 3.49 G.P.A.	2 nd Honors

In addition to overall Grade Point Average, no student receiving a “D”, “F”, or “I” will be eligible for any honor roll.

Graduation Requirements

In order to graduate and receive a diploma from Palmyra-Eagle High School, a student must meet the requirements set forth in this policy. Only credits taken during the high school years shall receive credit towards graduation, unless approved by the Principal, prior to enrollment in the course.

The following criteria shall be met for earning a diploma:

4.0 credits	English
3.0 credits	Social Studies
3.0 credits	Mathematics
3.0 credits	Science
1.5 credits	Physical Education

.5 credits	Health
.5 credits	Computer Education
10.5 credits	Electives

Guidance and Counseling at P-EHS/MS

A guidance counselor and school psychologist are available for students to discuss personal issues, school or family relationships, drugs, alcohol, abuse, suicide, career planning, scheduling, or any other matters or personal problem a student may have. For non-emergencies please schedule an appointment in advance in the guidance office. Emergency walk-ins are welcome any time.

Library/Media Center/IMC

For the convenience of the students and staff, the Library Media Center/IMC is open from 7:15 a.m. until 3:45 p.m. each school day, except for Fridays when it closes at 3:15pm. Students using the IMC and the computers in the IMC are expected to follow the rules of the IMC and the Computer Use Guidelines.

During study hall hours the IMC will be open only to those students who had a 2.5 or higher GPA for the previous semester. Students who are below a 2.5 GPA will be required to report to their assigned study hall teacher and remain there for the class period.

Lockers

Students are issued a lock and locker at the beginning of their middle school career at a cost of \$7.50. The student will get his/her refund when he/she turns in their original lock upon graduation. Students should not share their locker with anyone and should make sure their locker is locked at all times. The PEASD is not responsible for any lost or stolen items. The locker that is assigned is the property of the school and, as such, any administrator reserves the right to inspect the contents of any locker at any time, with or without notice to the occupant. The locker should be kept in such a manner that access is easy for janitorial staff or repair persons. At the end of each school year, a \$5.00 clean-up fee will be charged all students who do not properly clean and check-out their lockers.

Lost and Found

Lost items may be retrieved in the main office.

Lunch Period

Palmyra-Eagle High School has a closed lunch hour. Students are not allowed to leave school to eat. If a student is caught doing this, he/she will be disciplined which can include removal from the cafeteria during lunch. The cafeteria is a supervised area similar to a classroom. Students are expected to follow all standard rules of behavior during lunch, including attendance and punctuality. All students are expected to eat lunch in the cafeteria each day. All food trays and trash are to be properly disposed of in the proper trash containers.

Nursing, Medications and Emergency Medical Care

A school nurse is not employed at the school. Office personnel may dispense medication with signed parent/guardian permission. By Wisconsin Statute, without parent/guardian written permission, the school is not allowed to dispense Tylenol or any other pain or cold medication or over-the-counter medication. No staff member or teacher is allowed to dispense any medication.

If staff determines that a student should go home, the school will contact the parents/guardians or other designated persons so they may pick up the student. No student shall be sent home unless the appropriate contact has been made.

Parking and Student Driving/Vehicle Information

All student who drive to school must purchase a vehicle/parking pass from the P-EHS office. To receive a vehicle pass, the student must present a valid driver's license, current registration, and a letter from his or her parent/guardian requesting the permit. Parking permits are valid for one academic year. Students must park only in authorized student parking lots at school. Vehicles parked in non-permit areas/Vehicles parked on school grounds without a permit may receive police citations and/or be towed at the owner's expense. The Principal reserves the right to enforce further disciplinary action, including the termination of driving privileges on school premises, for repeat offenders of driving guidelines. P-EHS is not responsible for any damages or accidents that occur on school grounds.

Public Display of Affection

Any student who engages in inappropriate public displays of affection such as kissing, fondling, touching of body parts in the school building or on campus during school hours or at school activities will follow the discipline system and may result in suspensions and/or police citations.

School Closing/Delay

If school is closed or a late start is determined due to inclement weather or some other emergency, the public will be informed on several area radio and television stations that serve the Palmyra-Eagle area, and via "Connect 5/Blackboard" voicemail/email message. Notification of school closing/delay will be made as early as possible.

Sexual Harassment

Sexual harassment of any person is unacceptable behavior, against the law, and will not be tolerated. No Palmyra-Eagle staff member or student may sexually harass another person. Any persons violating this policy will be subject to disciplinary action. Harassment can range from demeaning remarks and insulting jokes to pressure for dates, threats, and promises based on trading sexual favors, and even sexual assault. Unacceptable behavior, which constitutes sexual harassment, is based on the perception of those affected. Any student, who believes she or he has been the victim of sexual harassment by another person on school premises, during school hours, or at school related activities, should report such incident immediately to any P-EHS staff member. That staff member shall immediately report the matter to the Principal for investigation.

Sportsmanship

Good sportsmanship on the part of all students is a necessary characteristic of a successful extracurricular and interscholastic program. Students have an important role in striving toward harmonious relationships with fellow students, opponents, and game officials at all times-win or lose. Unsportsmanlike behavior may result in further disciplinary action.

Student Conduct and Discipline

Appropriate discipline is vital to conducting an effective school program in a safe and orderly environment. Without good discipline, the school cannot discharge its primary responsibilities in the development of good citizenship, responsible behavior or providing an environment in which students may realize their greatest potential for academic progress and social growth.

In all disciplinary actions administrators, teachers, supervisors and their aides are reminded that they are dealing with individual personalities and personal characteristics of students, which should be given consideration before prescribing remedial action. Each student and each situation deserve the most deliberate judgment of the administrator, teacher, supervisor or aide.

School employees have authority to use physical restraint that is reasonable and necessary for supervisory control over students if the employee perceives an immediate threat to self, others or district property. This authority extends to any person delegated to supervise students who have been authorized to attend a school function away from the school premises, including school bus drivers while students are riding, boarding, or exiting the buses.

The P-EHS Discipline System is a simple record of incidents where a student's behavior results in a discipline referral. At any time, a student can determine where he/she stands and can consider the consequences of continual unacceptable behavior. All referrals will be separated into two categories-minor offenses and major suspendable offenses. Minor offenses include such things as being out of class without a pass, minor misconduct, etc. Tardies will result in discipline consequences, but will be excluded from the step system (see tardy to class or school) Each referral for a minor offense advances the student one step on the Discipline System. If the next step is a major step (#4, 8, 12, 15) then the indicated action will take place. Major offenses, such as drug or alcohol use, fighting, destruction of school property, or other such acts of misconduct, automatically advances a student to the next major step. In addition, other acts of gross misconduct may automatically advance a student's step to number 15-*Expulsion and/or an alternate placement hearing.*

Any student can move backwards in the process (i.e. step 11 to step 10) by going 5 consecutive days without an offense. Each 5 day "discipline free" period will result in the student moving one step backwards on the Student Discipline Model. Discipline referrals for insubordination and inappropriate language will continue to accumulate the entire school year. This will result in the 'steps' not being reset until the start of the next school year.

1. Offense – Tier 1 Administrator Intervention/parent contact
2. Offense – Tier 1 Administrator Intervention/parent contact/lunch detention
3. Offense – Tier 1 Administrator Intervention/parent contact/afterschool detention
- 4. Major Offense - Tier 1 Intervention/Parent Conference required? ISS (1 DAY) for student or parent nonparticipation.**
5. Offense – Tier 2 Administrator Intervention/parent conference/ISS (1 DAY)
6. Offense – Tier 2 Administrator Intervention/parent conference/ISS (1 DAY)
7. Offense – Tier 2 Administrator Intervention/parent conference/ISS (1 DAY)
- 8. Major Offense - Tier 2 Student assigned to ABC team/Parent Conference required/OSS (1 DAY) for student or parent nonparticipation.**
9. Offense – Tier 3 ABC team Intervention/parent conference/OSS (1 DAY)
10. Offense – Tier 3 ABC team Intervention/parent conference/OSS (1 DAY)
11. Offense – Tier 3 ABC team Intervention/parent conference/OSS (1 DAY)
- 12. Major Offense - Three day out of school suspension and Board of Education Committee Review. This is a meeting with the student, parent/guardian, building administrator, district administrator and a representative from the Board of Education. This meeting will be held before the student is readmitted to school.**

13. Offense – Tier 4 ABC team Intervention/parent conference/OSS (3 DAY)

14. Offense – Tier 4 ABC team Intervention/parent conference/OSS (3 DAY)

15. Major Offense- Tier 4 OSS (5 DAY)/ Board of Education Hearing on expulsion or alternate placement

***Note: Students may advance more than one level on the step system due to the seriousness of the incident(s). The Board of Education may expel any student for persistent refusal or neglect to obey the rules of the school, or when the best interests of the school demand his/her expulsion. When repeated suspensions have neglected to improve the student's behavior, expulsion may result.*

Student Clubs and Activities

Students who are eligible for extracurricular activities may participate in any school sponsored club or organization. In order to participate in any extracurricular activity, the student must sign the activity code.

Substitute Teachers

Substitute teachers are hired periodically to cover the absence of teachers and other staff. This is done as a courtesy, so students do not have disruptions in their class schedules.

Swearing, Profanity and/or Inappropriate Gestures

The use of profanity, sexual innuendo/terms, and/or indecent gestures, said or performed in any setting of the school, is not acceptable. Students who swear, curse and/or use indecent gestures may be assigned a detention, suspended from school, or receive citations from law enforcement authorities.

Textbooks

Textbooks are furnished by the Palmyra-Eagle Area School District. If books are lost, damaged or stolen, the student will be fined to cover the cost of replacement. Fees for lost or damaged books must be paid before the end of the academic year.

Threatening a Staff Member or Other Persons

A student will not verbally or physically threaten any member of the Palmyra-Eagle Area School District staff. The consequences are as follows:

First Offense: Step system and advancement to next major level for suspension. Legal authorities will be notified. Parents will be contacted before the student is allowed to return to school.

Second Offense: Step system advancement to last major level. Recommendation for expulsion. Legal authorities will be notified. School officials may file criminal charges.

Tornado Drills

The signal used in the event of a tornado warning or some other emergency is a loud continuous tone of the bell system. At the sound of the signal, students are to move single file to assigned areas. In the event of an actual tornado, time permitting, students may bring coats or wraps that can be used to cover/protect their heads. Students will sit on the floor, facing the wall, with their knees drawn up and their hands over their heads between their knees.

Trespassing

P-EHS maintains a closed campus for the safety and security of all students and staff. Persons who don't have any legitimate business on campus may be subject to trespassing charges and will be reported to the appropriate law enforcement agency.

Vandalism

School property and facilities are a source of pride to the citizens of our communities. Palmyra-Eagle High School is here for student and community use and as an aid to education. Students have a responsibility to fellow students, the community, and themselves for property upkeep. **Students, who are responsible for vandalism actions, and their parents/guardians, will be held directly responsible for any damage to school property or for any damage through carelessness. Students, who vandalize, deface, or damage school property could be suspended and be required to make full restitution.**

Visitors

Parents of Palmyra-Eagle High/Middle School students are welcome to visit the high school while classes are in session. Whenever possible, advance notice of such visits would be appreciated. Student visitors shall report to the main office, present a note from the parent approving of the visitor. The visitors must sign-in and receive a visitor's pass before going into other parts of the building.

Student-shadowing by outside students may be granted when the visitor form is completed and turned in at least two days prior to visiting student's arrival. Each visitor must be approved by the Principal or Associate Principal. Any visitor who doesn't have pre-approval will not be allowed in the building. These students will remain in the office until they are picked up. The visitor must check in the office, receive a visitor's badge and sign in and out on the visitor log.

Anyone coming on the high school campus to pick up a student for early dismissal or after the regular school day should use the front parking lots where visitor parking is available. All other lots are off limits and are strictly for P-EHS/MS faculty, staff, and students.