

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

High School

Period 1	7:40-8:27
Period 2	8:31-9:18
Period 3	9:22-10:09
Period 4 (Homeroom)	10:13-10:25
Period 5	10:29-11:16
Lunch	11:16-11:46
Period 6	11:50-12:37
Period 7	12:41-1:28
Period 8	1:32-2:19
Period 9	2:23-3:10

Middle School

Period 1	7:40-8:27
Period 2	8:31-9:18
Period 3	9:22-10:09
Period 4 (Homeroom)	10:13-10:25
Period 5	10:29-11:16
Period 6	11:20-12:07
Lunch	12:07-12:37
Period 7	12:41-1:28
Period 8	1:32-2:19
Period 9	2:23-3:10

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 PEHS/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, developed in collaboration by teachers, students, community members, and the Board, describes 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.

School rules and policies apply to all students enrolled at P-EHS/MS, regardless of age. The Board, 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/Middle School Office to sign in and out when visiting the school.

Non-Discrimination Policy Statement: 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.

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 10:00 am 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 the approval of the Attendance Office. Family vacations and hunting trips are considered pre-arranged absences.

A written note or email from a parent/guardian with at least two days' notice is required. This should include the dates the student will be out of school and the reason for the absence. When approved, 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 unexcused/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 a referral to the local municipality.

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 5200. 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 which 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 Dishonesty and Plagiarism

Academic Dishonesty:

- (1) Submitting work or parts of work that are not your own.
- (2) Providing work to another student for the purpose of academic dishonesty

Plagiarism: Theft of intellectual property

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. If you find that you require assistance in order to complete an assignment or assessment properly, see your teacher well in advance of the due date/test date. Your teacher can help you to establish a reasonable timeline in order to complete the assignment/prepare for the test.

In a case where a teacher suspects that a Category 1 Academic Dishonesty or Plagiarism has taken place, the teacher will speak to you and will refer the matter to the 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. If it is determined at this meeting that academic dishonesty and/or plagiarism has indeed occurred, a time will be arranged by the group for you to complete, under supervision, an assignment based on the overall expectations addressed in the original assignment. The administrator also reserves the right to impose additional consequences, such as an in-school or out-of-school suspension, and/or the assignment of an additional paper on the subject of academic ethics and honesty. In all cases, a record of the academic dishonesty or plagiarism infraction will be kept centrally in the main office until you leave the school permanently.

In the case that a Category 2 Academic Dishonesty, that is if you allow another student to use your work and present it as his or her own, you will be referred to administration. The administrator reserves the right to issue consequences such as an in-school suspension, an out-of-school suspension, and/or the assignment of a paper on academic ethics. In all cases, a record of the academic dishonesty will be kept centrally in the main office.

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 Policy 5530*)

Behavior Matrix

At PEHS/MS, we recognize the importance of encouraging positive behaviors from our students. When we prepare our report cards, we separate our feedback between academic achievement and behavior because we want our families to understand that both areas are essential in preparing our students for future learning and post-secondary opportunities. For consistency, all our grade level teachers provide feedback on student report cards in the same three behavior categories. Below are the three categories along with the 4-point scale that our teachers use to communicate the extent to which students meet those behavioral expectations.

Respect

- Student demonstrates respect of school and classroom rules, of school and classroom property, of oneself, and of others.
- Student maintains positive, collaborative, and productive relationships with teachers and peers.
- Student behaves appropriately, uses positive language, and resolves conflict in a peaceful, constructive manner.

Employability

- Student comes to class regularly and on time.
- Student is organized and prepared with materials and meets deadlines for assignments.
- Student uses technology appropriately and manages transition times appropriately.

Responsibility for learning

- Student engages in all graded and nongraded activities and assignments and uses independent work time effectively.
- Student evaluates his/her performance, takes ownership for his/her successes and failures, and makes a plan to further his/her learning.
- Student displays academic honesty.

4-Point Scale:

4 = Exceeds Expectations

3 = Meets Expectations

2 = Approaching Expectations

1 = Not Meeting Expectations

Building Hours

School hours are 7:40 a.m. to 3:10 p.m. The building will be open to students at 7:00 a.m. and will remain open until 3:20 p.m. Students who are not involved in supervised activities must leave the building by 3:20 pm. Students staying after 3:20 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 3:20 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 online (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 s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employees.

Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator, or District Administrator.

Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer.

Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator, or other employees.

The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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 DTC, Dousman Transport CompanSuby. 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 to other students and the bus driver
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 has conferred regarding the reinstatement of transportation privileges.

A reminder to all PEHS/MS students: problems that occur on buses 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

Middle School Cell Phone Policy- Cell phones, headphones/earbuds, and other electronic devices should remain in the student's locker or in the phone caddy provided in each teacher's classroom. Students may only have their phones during passing times and at lunch. Cell phones are not to be visible at any time during a class period.

High School Cell Phone Policy: Students should store cell phones, headphones/earbuds, and other electronic devices prior to the start of class. Students will be permitted to use their cell phones in a responsible manner during their lunch, in the hallway between classes, and Honors 9th hour study hall.

Devices may NOT be utilized within the classroom or anywhere in the school during instructional time without teacher approval.

All 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 put the phone away, teachers will utilize the following steps should a student fail to comply:

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

Step 2 – Teacher/Staff member will confiscate the phone and submit an office referral. The phone is turned into the office and a detention will be issued.

Step 3 – Teacher/Staff member will confiscate the phone and submit an office referral. A [student/teacher cell phone contract](#) will be created.

Step 4 – Teacher/Staff member will confiscate the phone and submit an office referral. The phone will be turned into the office where it will be held until a parent picks it up

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

Headphones/Earbuds

Music is allowed during study hall and lunch. Students should only use one earbud in the hallway for safety purposes. The use of headphones during classes falls under the Cell Phone and Electronic Devices 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.**

Computer/Chromebook 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/Chromebooks 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/Chromebooks 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.

Chromebook Loaners

- Students will be allowed to check out a loaner Chromebook from the IMC 3 times during the school year.
- Loaners can be checked out after 1st hour
- After the the 3rd time students will not be issued a loaner device and will have to share or utilize other methods to participate in classrooms.
- Parents will be contacted by administration on the 2nd and 3rd time a loaner is issued.

Chromebook Charging

It is the responsibility of all students to bring their fully charged Chromebook to school daily. Students who arrive at school without a fully charged Chromebook will have the opportunity to check out a Loaner Chromebook from the building IMC desk, if one is available, three times per year. Loaner Chromebooks must be returned to the IMC by the end of the school day. Repeated failure to bring the Chromebook to school will not only negatively impact the student's education, but will also result in a referral to the administration for possible disciplinary action.

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.

Detention-Lunch

Students will be notified in 2 ways:

1st: Students will receive a Google Calendar invite for the date and time of the time. Lunchroom supervisors are also included in 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 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 the office, student will check in with the **FRONT OFFICE STAFF and turn in their cell phone.** Students will then report to their assigned lunch detention location.

If you fail to report, the lunch DT automatically turns into an after-school DT and will count towards exam exemption criteria.

Students have a 5 minute window to get to the office for their lunch detention. Should they fail to report within 5 minutes of the lunch bell (11:21 am and 12:12 pm) it will be at the administrator's discretion whether or not the student will be issued an after school detention.

Detention-After School

Students will be notified in 2 ways:

1st: Students will receive a Google Calendar invite for the date, time, and location of the detention.

2nd: Students will be issued a reminder card 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 their assigned after school detention location.

- Student must report to the designated location room on time. Detention begins at 3:15 pm and ends at 4:00 pm. Any changes must be cleared with the administration prior to the scheduled detention.
- After reporting the designated location, the student will turn their cell phone into the after school lunch detention supervisor.

- 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. Students will be monitored on Go Guardian if they need to utilize technology during their detention.
- If a student is absent on the day of an assigned detention, the detention will be rescheduled by administration.
- Failure to attend assigned detention will result in moving a step on the discipline system for insubordination.

Digital Citizen

Students will recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world.

- Develop and manage your digital identity and reputation.
- Manage personal data to maintain digital privacy and security.
- Use information media and resources in a responsible manner.
- Respect intellectual property rights.
- Recognize the rights and responsibilities of intellectual freedom in a democratic society.

Dress Code

Clothing that causes a distraction or disruption in school, creates a health or safety problem, contains sexual innuendos, 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 shown
2. Tops should not expose bare chest/cleavage, sides, back or stomach (e.g. halter-tops, spaghetti straps, and crop tops shirts). Sleeveless shirts should not be cut below the armpit.
3. 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.
4. Any garments displaying or advertising alcohol, tobacco, other drugs, obscenities/profanity, overtly racially or sexually suggestive/offensive will not be allowed.
5. Jackets/coats and blankets etc. are not allowed during the school day.
6. Backpacks and carry bags are to remain in middle school student lockers.
7. Hats and hoods are allowed at teacher's discretion.

The student wearing such apparel will be required to either change to a more appropriate dress or remain in the office until properly dressed.

Failure to comply with the dress code may result in office referrals and steps on the discipline system.

Exam Exemptions

Students who have met ALL the exam exemption requirements can be exempt from their exam periods. Students will be required to come for 4 class periods. These exam periods must include at least 2 core classes (English, math, science, social studies, and world language). Students who do not have 2 core classes will still be required to come for 4 class periods.

All attendance counts for exam exemptions.

1. Have a minimum of an “A” or “B” in the class for the semester, AND
2. Have no more than **4 detentions (lunch and/or afterschool) or 1 ISS or OSS**, AND
3. Have no more than **48 Class Periods of absence** AND
4. Have no more than **5 TOTAL** tardies for the semester, AND
5. No more than **2** unexcused absences from 9th hour AND
6. Have instructor permission to be exempt from taking his/her exam.

Exam Schedule

Day One: 1st, 2nd, 3rd, and 5th

Day Two: 6th, 7th, 8th, and 9th

Day Three: Request Day Only

Times:

1st Exam - 7:40-9:15 am

2nd Exam - 9:20-10:55 am

HS Lunch - 10:55-11:50 am

MS 4th hour - 11:00-11:20 am, MS Lunch - 11:20-11:50 am

3rd Exam - 11:55 am-1:30 pm

4th Exam - 1:35-3:10 pm

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 disciplinary action.

Upon recommendation from the principal, the Board 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 an announcement over the P.A. system, students and staff may re-enter the building.

Food Service

Palmyra-Eagle has a food service program that continues to be a great value to Students, Families, and Staff. Patrons are able to maintain a balance through our school data system and utilize the debit system to purchase meals or Ala carte options at the Middle school and High School. Ala Carte items are available for purchase before school, between classes, and during the lunch hours. Lunch hours differ from grade to grade, please refer to your specific school for lunch times. Payments to your account may be made through Skyward Family access, check or cash at the register.

Ala Carte purchases are allowed ONLY on a positive family balance or by cash.

We will continue to follow USDA guidelines for National School Lunch and Breakfast programs and we follow the guidelines placed upon us for smart snacks.

Grading

The central purpose of grading is to communicate clearly and consistently the level of student mastery of grade level or content area benchmarks to students and their parents. Grades and report cards will accurately reflect the 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, etc. These things will be reported using the behavior matrix.

Teachers collect and record both formative and summative assessments in the Skyward gradebook for students and parents to see. Formative assessments check for understanding and provide meaningful feedback on their progress toward benchmark proficiency, and they prepare students for summative assessments. The table below details some differences between formative and summative assessments:

FORMATIVE	SUMMATIVE
Considered practice	Final products or performances
Retakes given at the teacher’s discretion	Eligible for retakes - Mandatory for a grade lower than 60%
Occur fairly frequently	Occur less frequently
“Smaller” in scope. Cover information and subskills are meant to scaffold student progress to accomplish a larger benchmark summative assessment.	“Bigger” in scope. Are directly aligned to a predetermined essential benchmark skill or skills.

PRACTICE - 5%

The purpose of practice is to work on new concepts to scaffold for students to show understanding of concepts and skills. Student completion of practice work and other formative activities are very important in that it serves as a vehicle for valuable feedback in the learning process. Teachers can include any practice work they feel is essential to student learning. Practice will account for 5% of a student's overall grade. The maximum point value for practice work is 10 points.

FORMATIVE ASSESSMENT - 20%

The purpose of formative assessment is to allow students to show an understanding of concepts and skills. Formative assessments will account for 20% of a student's overall grade.

- Formative assessments completed and turned in within 24 hours of the due date are eligible to receive full credit.
- Formative assessment with completed work will not receive a grade lower than 50%.
- Formative assessments turned in after 24 hours, but before the summative assessment will all receive a grade of 50%.
- Formative assessments not turned in will receive a grade of 0%.
- Formative assessments are not accepted for any grade after the summative assessment.

SUMMATIVE ASSESSMENT - 75%

The purpose of summative assessment is to allow students to show proficiency of concepts and skills. Summative assessments will account for 75% of a student's overall grade.

- Summative assessments completed and turned in within 24 hours of the due date are eligible to receive full credit.
- Summative assessments not turned in will receive a grade of 0%.
- Summative assessments with a grade below 60% will mandate a retake.

RETAKES

Teachers believe that the skills and concepts related to assessments are so important, so foundational, that all students must learn them. Failure to learn them hampers further learning.

Retakes can be teacher or student initiated but are required for all summative assessments with a grade below 60%. The mandatory retake process which will include a retake plan will be initiated by the teacher. Students who fail to complete the requirements within the agreed upon timeline will receive their originally summative assessment grade. The retake grade will replace the initial grade in Skyward.

A retake is not an automatic expectation. Retakes are determined at the teacher's discretion.

Retake procedures - one or more of the following steps are required to qualify for a retake

1. Students must fully complete all formative assessments related to the summative assessment.
2. Students must correct the summative assessment to teacher specifications.
3. Students must attend an academic support session with the teacher to relearn the content.

SKYWARD CODES

ABS - Absent - Automatically 'No Count' assignment indicating students DO NOT need to make up work

Late - Late-50% Max - Utilized when a formative assessment has been completed past the 24 hour deadline and it has been given a 50%.

NW - No work turned in - Automatically 'count as missing' indicating the student needs to complete the assignment. Grade should also be a 0% because no work was turned in. Should be removed and changed to Late when if the worked is turned in.

RT - Mandatory Retake - Summative assessment grade was below 60% and the teacher has initiated a mandatory retake process. It should be removed when the retake is completed.

The following grading system is used by the high/middle school teachers.

The following grading scale is used:

100-90 = A	90-80 = B	80-70 = C
70-60 = 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
9.5 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.

Laude System

Starting with the graduating class of 2021, Palmyra-Eagle High School will recognize graduating seniors through the Laude System. The Laude System acknowledges student achievement through a combination of student cumulative grade point average and the number of honor class points completed in their high school career. The cumulative grade point average and honor points mathematically create an overall Laude Score. The possible Laude distinctions include Cum Laude, meaning ‘with honors’, Magna Cum Laude, meaning ‘with great honor’ and Summa Cum Laude, meaning ‘with highest honor’.

Minimum qualification for Cum Laude recognition is a 3.40 cumulative grade point average and a Laude score of 17 as calculated by the of the 7th semester. Cum Laude, white honor cords, designates a Laude score of 17-31.99; Magna Cum Laude, silver cords, designates a Laude score of 32-49.99 and Summa Cum Laude, gold honor cords, designates a score of 50 or more. Students receive honor points according to the eligible course list below with the completion of the course and minimum grade of a C for both semesters if applicable.

Transfer students will receive honor points towards the Laude System for Advanced Placement courses completed with a minimum grade of a C for both semesters. Transfer students may request that equivalent hours courses they completed at other districts be evaluated by administration and guidance staff for Laude point eligibility. Any disagreements are subject to the started appeal process through the chain of command up to the Board of Education.

The link below will access a chart that shows examples of the Laude Point calculations for a given cumulative GPA. The breakdown in award earned is highlighted, with the top section Summa Cum Laude, middle section Magna Cum Laude and the lower section Cum Laude.

This chart will be reviews annually and revisions will be made when deemed necessary by the administration. If revisions are made to this chart and/or policy the revisions will go into effect with the next incoming freshman class.

[Laude Points Chart](#)

Laude Recognition Course and Points

***Updated 6/1/2023**

Department	Course Name	Laude points earned upon completion of the course
English/Language Arts	Honors English 9 Honors English 10 Honors Composition AP Literature	1 1 2 2
Math	Honors Geometry Honor Algebra II Honors Pre-Calc AP Calc AP Statistics	1 1 1 2 2
Science <i>*Transcribed credit or certification must be earned</i>	Honors Chemistry AP Biology AP Environmental Science AP Chemistry *Medical Terminology(WCTC)/Anatomy & Physiology	1 2 2 2 2
Social Studies	AP US History AP Psychology	2 2
World Language	Spanish III Spanish IV French III French IV	1 2 1 2
Art	Advanced Art AP Studio Art 2.0	1 2
Music	Band (4th year only) Or Band (junior/senior with one year before required) Choir (4th year only) Or Choir (junior/senior with one year before required)	2 1 each 2 1 each
Business <i>*Transcribed credit must be earned</i>	*Intro to Entrepreneurship (WCTC) Accounting II	1 1
Tech Ed <i>*Transcribed credit or certification must be earned</i>	*Woodworking I (Woodworking 1A: Machinery & Methods - MATC) *CAD II (Intro to Blueprint reading - WCTC) *OSHA 10	1 1 1
ECCP, SCN, Dual Enrollment	CAP at 4.5 Laude Points Total	0.25 Laude Points per college credit

NOTE: Departments with no Laude Courses - Agriculture, Computers and Physical Education and Health 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 \$10.00 clean-up fee will be charged to 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

Middle school students will only be allowed in the cafeteria including the outside patio unless the student has a pass to a teacher for an academic purpose.

High school students will only be allowed in the cafeteria including the outside patio, HS gym or athlete lounge unless the student has a pass to a teacher for an academic purpose.

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 food trays and trash are to be properly disposed of in the proper trash containers.

Nursing, Medications, and Emergency Medical Care

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.

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.

Open Campus - 9th hour - Procedures

Juniors and seniors and 2nd semester sophomores will have the opportunity to earn open campus during 9th hour of their school day. Students who have open campus privileges will be able to leave the school building before the start of 9th hour. This will result in eligible students exiting the building before 2:16 pm. Below are the qualifications to receive and maintain this privilege.

Qualifications to earn open campus:

1. Students who have open campus privileges WILL NOT be on the D/F list at the official grade checkpoints during the school year.
 - a. Grades will be checked at quarter and progress reports

- b. Student privileges will be added or removed based on these lists
 - c. Students with any Ds or Fs WILL NOT be allowed to have open campus until the next grading period ends.
2. Students will leave the building promptly at the end of their school day.
 - a. Students staying for 9th hour will be required to stay for the entire period
 3. NO student who requires bus transportation home will be allowed to have open campus privileges.

Removal of privileges:

1. Attendance:

Students who accumulate more than one absence for failure to report to 9th hour under the following conditions will lose privileges until the next grading period:

 - Teacher request via FlexiSched
 - Student request via FlexiSched
 - Students who indicate they will be staying in the building for 9th hour on FlexiSched and then leave the building

Students who are identified as truant or habitually truant will not be eligible for open campus.
2. Discipline:

Students with 4 or more disciplinary referrals will have open campus privileges revoked until the end of the next grading period. (Depending on the severity of the disciplinary referral, administrators may determine a loss of privilege immediately and for a specified amount of time beyond the next grading period)
3. Students who are loitering in the building or do not leave the parking lot in an appropriate manner could also have their privileges removed, the length of time will be determined by the administration.

Miscellaneous procedures:

Students who have open campus privileges will use a web based program called FlexiSched to indicate if they are leaving the building or reporting to their honors study hall in the IMC. **Students are expected to log into FlexiSched daily to schedule where they will be during 9th hour.** Students will be able to change their selection until noon each day. Students who do not fill out the form will be defaulted to the study hall and expected to attend. A failure to do so will result in an absence and possible removal of these privileges.

Teachers and students will be able to use the FlexiSched program to request to meet for extra help, retakes or other educational purposes. Students who request help or are requested by a teacher are required to attend on the day requested and will stay for the entire class period. The administration reserves the right to modify these procedures during the school year for individual or large groups of students or as the needs of the staff, students, and building are realized during this implementation of this new process.

Parking and Student Driving/Vehicle Information

All students 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 made payment for the pass. 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, or 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 suspension 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, is 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 the 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 PEMS/HS 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. Each referral for a minor offense advances the student one step on the Discipline System. If the next step is a major step 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 the student to the next major step. In addition, other acts of gross misconduct may automatically advance a student to *Expulsion and/or an alternate placement hearing*.

Students will move backward in the process (i.e. step 11 to step 10) by going 5 consecutive school days without an offense.

MIDDLE SCHOOL

Minor Offense - Step 1 - Lunch DT

Minor Offense - Step 2 - Lunch DT

Minor Offense - Step 3 - Lunch DT (middle school only)

Major Offense - Step 4 - After School - Monday-Thursday – 3:15 - 4:00 pm

Minor Offense - Step 5 - After School - Monday-Thursday – 3:15 - 4:00 pm

Minor Offense - Step 6 - After School - Monday-Thursday – 3:15 - 4:00 pm

Major Offense - Step 7 - In School Suspension (ISS) & Parent Conference (virtual/in-person meeting) required

Minor Offense - Step 8 - After School - Monday-Thursday – 3:15 - 4:00 pm

Minor Offense - Step 9 - After School - Monday-Thursday – 3:15 - 4:00 pm

Major Offense - Step 10 - Saturday DT - 3 hours - Date/time will be determined by administration

Major Offense - Step 11- OSS/ABC/Police Referral & In person parent conference required for readmission

HIGH SCHOOL

Minor Offense - Step 1 - Lunch DT

Minor Offense - Step 2 - Lunch DT

Major Offense - Step 3 - After School - Monday-Thursday – 3:15 - 4:00 pm

Minor Offense - Step 4 - After School - Monday-Thursday – 3:15 - 4:00 pm

Minor Offense - Step 5 - After School - Monday-Thursday – 3:15 - 4:00 pm

Major Offense - Step 6 - In School Suspension (ISS) & Parent Conference (virtual/in-person meeting) required

Minor Offense - Step 7 - After School - Monday-Thursday – 3:15 - 4:00 pm

Minor Offense - Step 8 - After School - Monday-Thursday – 3:15 - 4:00 pm

Major Offense - Step 9 - Saturday DT - 3 hours - Date/time will be determined by administration

Major Offense - Step 10- OSS/ABC/Police Referral & In person parent conference required for readmission

***Note: Students may advance more than one level on the step system due to the seriousness of the incident(s). The Board 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.

Swearing, Profanity, and/or Inappropriate Gestures

PEHS/MS expects students and staff to interact in a respectful manner. Part of being respectful is not using language that may be offensive to others in the school environment. As a guideline, language appropriate for a professional interview in order to get hired should be used in school and at school functions at all times.

This includes the use of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are inappropriate, disrespectful, and disrupt the school environment.

This type of behavior is subject to all steps on the discipline system depending on the severity and frequency. **Language directed toward individuals, staff, or students, could result in a major step on the discipline system and/or referral to the Palmyra Police Department.**

Tardy to Class or School

Students have four minutes in order to pass between classes. Students must be in the classroom when the bell rings. If a student reports to a class tardy during the day, the attendance will be recorded as "Late (L)." REMINDER TARDIES COUNT TOWARDS EXAM EXEMPTIONS.

When the student has accumulated four tardies per class, per semester, the student will be referred to the office for a detention. A detention will be assigned for each tardy after the third tardy. Consequences for the first three tardies can be handled by the individual teacher.

Discipline steps for tardies:

4th and 5th Tardy - Lunch DT

6th - 9th Tardy - After School - Monday-Thursday – 3:15 - 4:00 pm

10th - Saturday DT - 3 hours - Date/time will be determined by administration

Any additional tardies could be considered truant and will be subject to discipline outlined in the district truancy policy and the Jefferson County truancy plan.

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.

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. 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.