

STUDENT HANDBOOK

2017-2018



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Steve Greenquist, Principal

Dear Parents,

This handbook provides you with information regarding Palmyra Elementary School's programs and procedures. It is designed to help students understand all aspects of life here at Palmyra Elementary School. Please keep this handbook for reference throughout the school year.

We look forward to a partnership with you as we work collectively to provide a quality education for your child. The staff welcomes your questions and input. Please feel free to consult with your child's teacher, principal, guidance counselor, or school personnel at 495-7103 with any comments, questions, or concerns.

Our best wishes to you and your child for success this year.

Sincerely,

Steve Greenquist, Principal
Palmyra Elementary School

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PALMYRA ELEMENTARY SCHOOL

Parent - Student Handbook

Mission Statement

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

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



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

School Start Time

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

Daily Schedule

EARLY CHILDHOOD

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

4-YEAR-OLD KINDERGARTEN

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

GRADES 5K-6

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

7:45.....Instruction Begins

2:55.....Dismissal to buses

Student Fees

- ½ Day EC \$ 25.00
- 4K \$ 25.00
- K-6 Grade Students \$ 50.00

Home & School

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

Volunteers

Within a typical school day there are a wide variety of tasks to be completed. We welcome volunteer help in our school. Please contact your child's classroom teacher if you have some time to share at school. It is important for a volunteer to be able to commit their time consistently so school personnel can plan, schedule, and depend on you to be there. If you would like to be a volunteer we ask that you fill out a "Background Check Form" which is located in the office.

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

Student Pick-Up/Drop Off

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

Students Entering and Leaving the Building

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

Parent Visitation

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

Electronic Devices

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or

any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Personal Belongings

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

Dress Code

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

Hats and jackets are not permitted to be worn in school at any time. Shorts are acceptable except for short shorts. Spaghetti strap shirts are not permitted and tops should not reveal bare backs or

midriffs. Stomachs must be completely covered. No tube tops are allowed. Pants and tops must completely cover undergarments. Low cut tops are not permitted. Clothing with suggestive or illegal designs and wording may not be worn. This includes logos for tobacco and/or alcoholic products. Flip-flops are not permitted for safety reasons. You may be asked to change or be sent home if in the judgment of an adult your clothing is disruptive to the educational process.

Outdoor Clothing Guidelines

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

Building Security

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

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

Inclement Weather Days

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

Radio:

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

Television:

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

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

Crossing Guard



The school district has a crossing guards located on the corners of Northwest and Maple Streets and also on the corner of Burr Oak and Main Streets. This person is on duty from 7:30-8:00 a.m. and from 2:50-3:30 p.m. to help the students cross this very busy intersection.

Attendance

State law requires the School Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. For the safety and well-being of students, the District's schools operate on a closed campus basis.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays accepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

Student Absences and Excuses

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

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

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

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

Make-up Work for Excused Absences

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

Unexcused Absences

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

Tardiness

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

Attendance Monitoring Procedures

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

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

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

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

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

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

Responsibilities for Attendance

Parent(s)/Guardian(s)

- 1) Parents/guardians will be required to notify the child's school early in the morning, or as soon as possible, of the reasons of their child's absence. Failure to contact the school will result in a telephone call to the home or work place of the parent(s)/guardian(s)
- 2) Parents/guardians are required to provide a written explanation of absences at the time the student returns to school, or in case of anticipated absences, prior to the absence. Anticipated absences must receive prior approval of the school attendance officer, or designee.

Students

- 1) Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parent/guardian permission and a pass approved by the school attendance officer, or designee.
- 2) Students who have been absent, or are anticipating to be absent, shall be expected to provide a written explanation of the absence signed by their parent(s)/guardian(s).
- 3) Students should always check in and out of the school building when they leave and return to school.

Teachers

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

Principals

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

District Administrator

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

School District

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

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

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

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

Habitual Truancy

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

Notification of Truancy

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

Steps For the Documentation of Truancy

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

Legal Referrals for Truancy

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

Physical Education Exclusion

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

Medication Policy

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

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

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

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

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

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

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

THERE WILL BE NO EXCEPTIONS TO ANY OF THE ABOVE REQUIREMENTS

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

Head Lice No Nit Policy

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

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

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

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

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

Bus Policy

School Board Policy - Student Conduct on School Buses



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

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

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

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

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

It is the policy of the Palmyra-Eagle Area Schools to provide safe, courteous and regular transportation service over routes established by the School Board as required or permitted in the

statutes to all pupils living two or more miles from the schools. For the safety of those pupils receiving bus service, certain bus rules and regulations have been set forth in Board Policy:

Previous to Loading (at home and at school)

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

While on the Bus

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

After Leaving the Bus

1. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction. Look for the signal from the driver.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at any other places than the regular bus stop at the home or at school unless by a written note from his/her parent and initialed by a school official. No stops for refreshments.

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

Discipline

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

All students will:

Respect and obey all adults.

Respect the rights of others.

Respect school property.

Respect school rules including:

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

Student Suspension and Expulsion

The School Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or

safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

Expulsion

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the

supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1)(c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Drugs and Alcohol

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

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

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

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

I. Definition:

The Palmyra-Eagle Area School District defines "drugs" as:

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

II. Investigatory Action:

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

- * Confiscate alcohol or drugs.
- * Conduct an investigation and interview the student(s) and/or guest(s) involved in the incident.

The investigation may include:

- √ A locker search.
- √ A search of backpacks, purses, and luggage.
- √ Asking students/guests to turn out the pockets of their clothing.

- √ Contacting the police and requesting them to conduct an interview and/or perform a breathalyzer or other drug detection test, a person search, or an automobile search.
- √ Contacting the parent/legal guardian of the student/guest.
- √ Discuss the incident and review and provide copies of appropriate school board policies with the parent/legal guardian.

III. Disciplinary Action:

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

A) First Violation - Buying, possession, or use of inhalants, alcohol, drugs, or drug paraphernalia

- * Smoking cessation counseling at school.
- * Revocation of parking privileges.
- * A suspension from school and school related activities including attendance and participation in after school activities.
- * Referral to the appropriate county Human Services Agency.
- * Written evidence of an ATODA assessment or ATODA counseling.
- * Referral to the appropriate police department for legal action.
- * Referral to the District Administrator for an expulsion hearing.

B) First Violation - Under the Influence

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

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

OR

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

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

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

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

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

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

IV. Non-Discrimination Statement

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

Dangerous Weapons in School

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

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

Homework

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

Homework shall be used:

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

PES Homework Guidelines

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

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

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

It is the student's responsibility to:

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

It is the teacher's responsibility to:

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

It is the parent's responsibility to:

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

Teacher Qualifications

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

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

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

teacher you may ask us, or find it on the DPI website at:
<http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html>

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

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

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

Student Education Technology Acceptable Use And Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or Technology Coordinator may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and

the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Technology Coordinator may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board

expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media from the District's network.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.