

**Pulaski Community Middle School**  
**Parent-Student Handbook**

**2023-2024 School Year**



**Pulaski Community Middle School**  
**911 South Saint Augustine Street**  
**Pulaski, WI 54162**

Website: <http://www.pulaskischools.org>

Office Hours: 7:00 a.m. to 3:30 p.m.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was developed. If you have questions or would like more information about a specific issue, please contact your school principal.

# TABLE OF CONTENTS

TABLE OF CONTENTS	1
WELCOME	4
FOREWORD	5
MISSION OF THE SCHOOL	5
TELEPHONE DIRECTORY	6
ACADEMIC AND CAREER PLANNING	7
ACADEMIC HONESTY	7
ANNOUNCEMENTS	7
ATTENDANCE	7
BILINGUAL STUDENTS / ENGLISH LEARNERS	11
BOARD POLICIES	12
BULLYING	12
BUSING INFORMATION - TRANSPORTATION	12
CANCELLATION OF SCHOOL	13
CARE OF PROPERTY	14
CBD PRODUCTS	14
COMMUNICATION VIA WEBPAGE, BLOG, TWITTER, AND SKYLERT	14
COMPUTER USE AND ONLINE ACCESS	14
CONCERNS AND COMPLAINTS	15
COURSES BY GRADE LEVEL	16
DIRECT CONTACT COMMUNICABLE DISEASES	16
DRILLS - FIRE, SEVERE WEATHER, INTRUDER, AND BUS	17
DROPPING OFF STUDENTS	17
EARLY DISMISSAL FROM SCHOOL	17
EMERGENCY CLOSING AND DELAYS	18
EMERGENCY PROCEDURES	18
EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT	18
EXPECTATIONS	20
FEES	21
FRIDAY FUN NIGHT	21
GOGGLES	21
HALLWAY BEHAVIOR	21
HEALTH ROOM AND SCHOOL NURSE	22
HOMEBOUND INSTRUCTION	22
HOUSES	23
HUB (LIBRARY) BOOK CHECKOUT	23
INJURY AND ILLNESS	23
IPADS	23
LOCKER EXPECTATIONS	23
LOCKS - DISTRICT OWNED	24

<b>LUNCH EXPECTATIONS</b>	<b>24</b>
<b>MEDICATION AT SCHOOL</b>	<b>25</b>
<b>MESSAGES, ABSENCES, AND DROPPING OFF ITEMS</b>	<b>26</b>
<b>MONEY AT SCHOOL</b>	<b>26</b>
<b>NONDISCRIMINATION ON THE BASIS OF SEX</b>	<b>27</b>
<b>OFFICE HOURS</b>	<b>28</b>
<b>PERSONAL COMMUNICATION DEVICES</b>	<b>28</b>
<b>PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARD</b>	<b>28</b>
<b>PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA</b>	<b>28</b>
<b>PROMOTION, PLACEMENT AND RETENTION</b>	<b>29</b>
<b>PUBLIC NOTIFICATION OF NON-DISCRIMINATION POLICY</b>	<b>30</b>
<b>REPORT CARDS</b>	<b>31</b>
<b>SCHEDULING AND ASSIGNMENT</b>	<b>31</b>
<b>SCHOOL COUNSELING PROGRAM</b>	<b>31</b>
<b>SCHOOL-SPONSORED CLUBS AND ACTIVITIES</b>	<b>31</b>
<b>SEARCH AND SEIZURE</b>	<b>34</b>
<b>SECTION 504/ADA COMPLAINT</b>	<b>34</b>
<b>SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY</b>	<b>35</b>
<b>SEXUAL HARASSMENT</b>	<b>35</b>
<b>SKYLERTS</b>	<b>37</b>
<b>STUDENT ACCIDENTS/ILLNESS/CONCUSSION &amp; SUDDEN CARDIAC ARREST</b>	<b>37</b>
<b>STUDENT ASSESSMENT</b>	<b>37</b>
<b>STUDENT BEHAVIOR</b>	<b>37</b>
<b>STUDENT CODE OF CLASSROOM CONDUCT</b>	<b>38</b>
<b>STUDENT DRESS AND GROOMING</b>	<b>40</b>
<b>STUDENT DUE PROCESS RIGHTS</b>	<b>41</b>
<b>STUDENT HAZING</b>	<b>41</b>
<b>STUDENT IDENTIFICATION</b>	<b>42</b>
<b>STUDENT RECORDS</b>	<b>42</b>
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	<b>43</b>
<b>STUDENT RIGHT OF EXPRESSION</b>	<b>44</b>
<b>STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY</b>	<b>44</b>
<b>STUDENT WITH DISABILITIES</b>	<b>45</b>
<b>SUSPENSION AND EXPULSION</b>	<b>45</b>
<b>TARDY NOTIFICATION</b>	<b>48</b>
<b>TEACHER INFORMATION - RIGHT TO RECEIVE</b>	<b>48</b>
<b>TELEPHONE USE</b>	<b>48</b>
<b>TEXTBOOKS, IPADS, AND CURRICULUM RESOURCES</b>	<b>48</b>
<b>TIP LINE</b>	<b>49</b>
<b>USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES (PCD)</b>	<b>49</b>
<b>USE OF PRESCRIBED MEDICATIONS</b>	<b>50</b>
<b>USE OF NONPRESCRIBED DRUG PRODUCTS</b>	<b>50</b>
<b>USE OF TOBACCO/NICOTINE IS PROHIBITED</b>	<b>50</b>

<b>VIDEO SURVEILLANCE</b>	<b>51</b>
<b>VISITORS</b>	<b>51</b>
<b>VOLUNTEERING</b>	<b>52</b>
<b>WEAPONS</b>	<b>52</b>
<b>WITHDRAWAL PROCEDURES</b>	<b>53</b>

# WELCOME

August 2023

Dear PCMS Families,

On behalf of the entire staff, we take great pleasure in welcoming you to Pulaski Community Middle School. Please know that we are very happy to have you be a part of our middle school family. Together, we will make a positive difference in the lives of our children.

Our goal at PCMS is to provide a great education that is conducive to student learning and ensures the safety and success of each student. We will help students recognize their full potential in order for them to achieve their maximum personal and academic growth. To meet this goal, we will offer a comprehensive academic schedule in a safe environment for all students to learn and grow.

Mutual benefits occur when there is meaningful dialogue between home and school. Your continued involvement is greatly appreciated.

The pages that follow will provide you with a ready reference of information, which will be helpful to you in making the middle school experience a satisfying one for you and your child. Please take the time to review the handbook in its entirety first, and then go back and take a little more time to go through the sections that may be particularly interesting to you and your child. Please be aware that this document is subject to change. If you have any questions, please feel free to contact your child's teachers, school counselor, support staff, grade level leader, or one of us.

Once again, welcome to the 2023-2024 school year at PCMS. We look forward to working with you and your child. Our staff is ready, eager, and available to help make this a positive and rich educational experience.

Working Together for Children,

*Patrick Fullerton*

Patrick Fullerton, Principal

*Brenda Shimon*

Brenda Shimon, Associate Principal

*Paul Ford*

Paul Ford, Dean of Students,  
Athletic Director

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the course of the school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school counselor or the principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after July 31, 2022 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the [District's website](#).

## **MISSION OF THE SCHOOL**

The mission of Pulaski Community Middle School is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of their educational program.

## TELEPHONE DIRECTORY

<i>District - Building Use Reservations</i> .....	920-822-6080
<i>District - Business Office</i> .....	920-822-6010
<i>District - Lunch Information</i> .....	920-822-6009
<i>District - Office</i> .....	920-822-6000
<i>District - Police Liaison Officer</i> .....	920-822-6722
<i>District - Pool Office</i> .....	920-822-6060
<i>District - Superintendent of Schools</i> .....	920-822-6000
<i>District - Transportation Office</i> .....	920-822-6040
<i>Fairview Elementary School - Office</i> .....	920-899-6300
<i>Glenbrook Elementary School - Office</i> .....	920-822-6100
<i>High School - Attendance</i> .....	920-822-6717
<i>High School - Office</i> .....	920-822-6700
<i>High School - School Counselors' Office</i> .....	920-822-6725
<i>Hillcrest Elementary School - Office</i> .....	920-272-6900
<i>Lannoye Elementary School - Office</i> .....	920-865-6400
<i>PACE Office</i> .....	920-822-6050
<i>PACE Summer School Program</i> .....	920-822-6058
<i>PCMS - Associate Principal</i> .....	920-822-6591
<i>PCMS - Athletic Director/Dean of Students</i> .....	920-822-6520
<i>PCMS - Athletic Administrative Assistant</i> .....	920-822-6507
<i>PCMS - Attendance/Student Messages</i> .....	920-822-6501
<i>PCMS - Fax</i> .....	920-822-6505
<i>PCMS - Health Information</i> .....	920-822-6521
<i>PCMS - Kitchen</i> .....	920-822-6581
<i>PCMS - Library</i> .....	920-822-6560
<i>PCMS - Office</i> .....	920-822-6500
<i>PCMS - Principal</i> .....	920-822-6502
<i>PCMS - School Counselor, Nicole Gerth</i> .....	920-822-6510
<i>PCMS - School Counselor, Carrie Wagner</i> .....	920-822-6513
<i>PCMS - School Psychologist, Hannah Bramschreiber</i> .....	920-822-6025
<i>PCMS - School Social Worker, Carly Cerrato</i> .....	920-822-6711
<i>PCMS - Student Center, Registrar</i> .....	920-822-6519
<i>Pulaski News</i> .....	920-822-6800
<i>School Board - Administrative Assistant</i> .....	920-822-6001
<i>Sunnyside Elementary School - Office</i> .....	920-822-6200
<i>Webpage</i> .....	<a href="http://www.pulaskischools.org">http://www.pulaskischools.org</a>

## **ACADEMIC AND CAREER PLANNING**

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 - School Counseling and Academic and Career planning)

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent requests for a program or curriculum modification may be submitted, in writing, in accordance with Board Policy 2451 – Program or Curriculum Modifications. School counselors are available with further information regarding program or curriculum modifications.

## **ACADEMIC HONESTY**

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (Board Policy 5505 – Academic Honesty).

## **ANNOUNCEMENTS**

The daily announcements are read to students in the morning. Daily announcements include events for the day, all school announcements, grade level updates, student recognition, menu items, sports updates, cancellations, and more. In addition, the announcements are scrolling on the hallway monitors throughout the school during the day. They are also on our website at <http://www.pulaskischools.org/middle/> and click on "Daily Announcements." You can subscribe to have them sent to you via email.

## **ATTENDANCE**

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school'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 guidance of a competent teacher are vital to this purpose.

### **Compulsory Student Attendance**

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 is in session. All students must attend 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 outlined in the Policy 5200 - Attendance.



### **Excuse for Absence**

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The notification shall be submitted to the Student Center. The District reserves the right to verify statements and investigate absences from school.

### **Release of Students to Authorized Persons**

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

### **Excused Absences**

A student shall be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

#### Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

#### Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend a funeral
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

#### Quarantine

Quarantine of the student's home by a public health officer.

### Illness of an Immediate Family Member

The illness of an immediate family member.

### Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

## **Unexcused Absences**

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

## **Definitions**

### Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

### Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

## **Tardiness/Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail), and/or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## **Truancy Plan**

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- methods to involve the truant child's parent in dealing with and solving the child's truancy problem

## **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

## **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- a statement of the parent's responsibility under State law to cause the student to attend school regularly
- a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the

meeting may be extended for an additional five (5) school days.

- a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law
- if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- provided 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 have curriculum modifications under State law
- evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

### **Make-up Course Work and Examinations**

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

## **BILINGUAL STUDENTS / ENGLISH LEARNERS**

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the

students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.2 - Services for Bilingual Students / English Learners).

To inquire about programs and services for students with limited English language proficiency, a parent should contact Julie Harris, Director of Special Education at 920-822-6022.

## **BOARD POLICIES**

The Pulaski Community School District – Board Policies are available by calling the administrative assistant for the Board of Education at 920-822-6000 or visiting the district website at <https://www.pulaskischools.org/boe/policies>.

## **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01- Bullying)

## **BUSING INFORMATION - TRANSPORTATION**

Bus transportation is provided for all eligible students. Busing information is available on Skyward and by contacting the transportation office at 920-822-6040.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Guest riders will not be allowed for the 2023-2024 school year. Please contact Mrs. Tracey Szymanski, Transportation Coordinator at 920-822-6040. You can also check the district website. (Board Policy 8600 - Transportation)

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. Pulaski Community School District transports over 3,000 public and private school students with buses owned and operated by the School District. Rules and procedures are put into place for the safety of all our students. Riding the school bus is a privilege and the school bus is considered an extension of the classroom with students demonstrating classroom behavior. During the registration process parents/guardians sign off on bus conduct policy and rules.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Riding a school bus is a privilege and by reviewing Bus Rider Rules and signing the agreement, the parent/guardian and student agree to abide by the rules. Bus drivers and Principals shall review bus rider rules and procedures with all bus riders. Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

## **CAMERAS ON SCHOOL BUSES**

The Board of Education has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

## **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

## **CANCELLATION OF SCHOOL**

The winter months often bring weather changes, which impact student transportation. Listed below is information related to inclement weather. Many elementary students (Fairview, Hillcrest, Lannoye, and Sunnyside) are picked up and dropped off by a bus that runs a Middle School/High School route first. In this case, the second route bus may be running a bit behind schedule on days when the weather is bad.

Whenever roads require slow bus travel, please be aware that your children will be arriving home later than the usual time. It may be as much as a half an hour or later. We ask that you be patient in dealing with this situation.

**School Closing Information:** Information regarding the status of school closing, late start, or early dismissal should be obtained through Skylert (via text message, email, and phone) or through the local radio or television stations. Announcements will be forwarded for broadcast as soon as decisions are reached before school or during the day as conditions warrant. In addition, announcements will be posted online at <https://www.pulaskischools.org>. Every effort is made to make a decision regarding school by 6:00 a.m.

**Late Start:** When a two-hour delay is called, routes will run two hours later than regularly scheduled.

**Early Dismissal:** When an early dismissal is called, we will follow the drop-off schedule and dismiss the Middle School, High School, Glenbrook, and ABVM students and then the elementary school students. Early dismissals require communication to determine where your child should be dropped off. We ask that if you select an alternate drop-off site for your child, you keep it in your neighborhood and on the same bus route. Be sure you have completed the alternative drop-off site information with the Transportation Department. Please do not call the schools to determine if they will be dismissed early, because all telephone lines are needed to notify bus drivers/contractors and to contact the radio stations, weather bureau, and other agencies.

Parents and students are responsible for knowing about emergency closing and delays. (Board Policy 8220)

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

## **CBD PRODUCTS**

In accordance with Board Policy 5530 - Administration of Medication / Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at school.

## **COMMUNICATION VIA WEBPAGE, BLOG, TWITTER, AND SKYLERT**

Communication of pertinent information regarding PCMS can be found on the Website (<https://www.pulaskischools.org/middle>). There are links to school calendars, athletics, lunch menus, and more. The School News, which is updated regularly, will contain important reminders, upcoming events, school/district activities, and other happenings related to PCMS. You can subscribe to get School News posts emailed to you daily. We will also be using Twitter. In addition, you will receive an email weekly with an overview of the upcoming week's events as long as you are signed up in Skyward Family Access under the Skylert tab and have School News checked. Be sure the correct email address is listed.

## **COMPUTER USE AND ONLINE ACCESS**

- Annually, students and parents must complete the online technology forms as part of the registration process before using the school iPads and computers.
- Students must demonstrate respect for equipment and others while using the iPads and computers.
- Students will be using CANVAS as a classroom tool.
- Students are expected to use appropriate sites only.
- Students who knowingly access inappropriate Internet sites will lose future access for a length of time to be determined by the teacher, associate principal, and/or principal.

- We currently use a screening program that will flag inappropriate language and use by students. These situations will be addressed by the administrative staff.

The Pulaski Community School District has a student management system called Skyward, which allows parents/guardians and students to access information online including: Attendance, Bus Schedule, Demographics, Fee Management, Health, Food Service, Grade Reports, Registration, Student Schedules, and Family Access Help.

If you would like to obtain your child's academic information, please go to the Skyward login screen at <http://www.pulaskischools.org/>, select "Parents." Then, select "Skyward Family Access," and enter your login name and password. Your username consists of the first five (5) letters of your last name, the first three (3) letters of your first name, and a three-digit number (000). If you forgot or still need your password, this screen will have the option to retrieve your password (select "Forgot your login or password?"). Your password will then be sent to your email address.

Students and Teachers will use a teaching management system called **CANVAS**, which allows teachers to post assignments and grades. Students also submit work through this program. Parents can have access to the CANVAS portal. For information and tutorials check our website: <https://www.pulaskischools.org/dlp/canvas>. (Reference Board Policy 5136)

## CONCERNS AND COMPLAINTS

All concerns/complaints should be handled by the persons directly involved. If a resolution cannot be attained, the following process is available to express a concern about a policy or decision:

**Step 1:** The complaint or challenge will be discussed between the student and/or the parents/guardians and the staff member and/or the team directly involved.

**Step 2:** The complaint or challenge will be discussed between the student and/or the parents/guardians and the staff member directly involved and with the associate principal or dean of students.

**Step 3:** The complaint or challenge will be discussed between the student and/or the parents/guardians and the staff member directly involved and with the principal.

**Step 4:** Parents/guardians and the student will be informed that their concern can be taken to the district administrator. At this level, the student and parents/guardians will be asked to put their concern in writing. The school principal will also submit a written statement explaining the decision of the school. The district administrator will confirm or reject the principal's decision within ten school days from the date when the student and parents/guardians initiated the complaint. The district administrator's decision will be communicated verbally and in writing.

**Step 5:** If the student and parents/guardians are not satisfied with the district administrator's decision, an appeal can be made to the school board. Appeals must be placed on the board agenda at least five days prior to a regularly scheduled board meeting.

The student and parents/guardians have recourse through civil courts and the State Superintendent Office if they are not satisfied with the decisions of the local school district. See Pupil Discrimination Complaint Procedure for Wisconsin Statutes 118.13 section in this handbook.



## COURSES BY GRADE LEVEL

### Sixth Grade Courses:

- ELA 6
- Math Course 1
- Science 6
- Social Studies 6
- Band 6
- Choir 6
- General Music 6
- Physical Education 6
- 4.5 Week Courses (every day): Agriscience 6; 2D Art 6; 3D Art 6; Business and You 6; Family and Consumer Science (FACS) 6; Spanish 6 (18 weeks for the students who choose); Technology & Engineering 6; and Wood Shop

### Seventh Grade Courses:

- ELA 7
- Math Course 2 and Math Course 2/3
- Science 7
- Social Studies 7
- Band 7
- Choir 7
- Physical Education 7/Health 7
- Quarter Courses (by quarter – every day): Agriscience, Agribusiness, Horticulture & Natural Resources 7; Art 7; Computer Science Discoveries 7; Design and Build 7; Design & Create 7; Entrepreneurs of the Future 7; Food for Health 7; French 7 or Spanish 7 (9 weeks or 18 weeks); and Sports & Entertainment Marketing 7

### Eighth Grade Courses:

- ELA 8
- Math Course 3 and Math Course 3/1
- Science 8
- Social Studies 8
- Physical Education 8
- Electives: Agriscience 8; Art 8; Band 8; Intro to Business 8; Choir 8; Digital Art 8; Exploring Robotics 8; FACS 1 - Foods, Nutrition & Health Sciences 8 & FACS 2 - Child Development & Sewing/Design 8; Intro to Small Engines 8; Wood Shop 8; and World Language Electives - French 1, Spanish 1

## DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact communicable diseases, the school still has an obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 - Direct Contact Communicable Diseases)

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **DRILLS - FIRE, SEVERE WEATHER, INTRUDER, AND BUS**

**Fire Drills:** Fire drills will be conducted throughout the school year. The signal for a fire drill is a continuous buzzing of the fire alarm. Upon hearing this signal, the building is to be evacuated immediately, following the directions posted in each room, walking single file, and without talking. Teachers are to make sure that fire drill procedures are followed during the drills. Windows and doors are to be closed upon evacuation of each room.

**Severe Weather / Tornado Drills:** The signal for the Severe Weather drill is an announcement over the public address system stating that the school is taking cover from a tornado. Upon hearing this announcement, students are to move to places of shelter located within the building, following the procedures outlined by their teacher and posted throughout each room of the building.

**Security/Intruder Drills:** The signal for the intruder drill is an announcement over the public address system stating that the school is under a security warning. Upon hearing this announcement, students are to follow the procedures communicated by their teachers.

**Bus Evacuation Drills:** The school will hold two bus evacuation drills each year so that students become familiar with busing emergency procedures should they need to use such measures.

## **DROPPING OFF STUDENTS**

In the morning, all students that ride the bus will be dropped off and will enter the building from our back parking lot. In the afternoon, school buses will pick up students from that same location behind the school. Walkers and riders should enter & exit the following doors: 6th grade enter Door 1, 7th grade enter Door 2, and 8th grade enter Pool Doors. Parents/guardians who pick up their students after a co-curricular event or activity should park their vehicles in the main parking lot. Do not block the drive-through area by the Pool Doors. In addition to parking in the lot portion only, the horseshoe driveway may also be used to pick up students after co-curricular events. Walkers crossing South St. Augustine Street should cross with a Village Crossing Guard. Prior to the start of school and at the end of the school day, motorists are reminded that a 3-way stop has been added at the end of the Middle School pool entrance and South St. Augustine Street. The Village Police Department will be monitoring this area. Our police liaison officer and/or the Pulaski Village Police may prosecute those who fail to follow the basic rules of the road, school zone rules, and the pedestrian crossing lane rules (Wisconsin State Statute 349.215).

## **EARLY DISMISSAL FROM SCHOOL**

No student will be allowed to leave school prior to dismissal time without a written or oral request from a parent or guardian. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons).

## EMERGENCY CLOSING AND DELAYS

Occasionally, it is necessary to delay school, cancel school, or release students early due to unsafe weather conditions. Parents and students are reminded to listen to local radio station announcements between 6:00 a.m. and 7:00 a.m. regarding cancellations and delay of starting time. Please use discretion in calling school unless an emergency exists. In the event that severe weather conditions require school to be canceled, this information can be gained by listening to the following radio stations: WGEE-1360 A.M.; WQLH-1400 A.M., 98.5 F.M.; WNFL-1440 A.M.; WIXX-101 F.M.; WOCO-1260 A.M., 107.1 F.M.; WTCH-960 A.M., 99 F.M.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 - School Day).

## EMERGENCY PROCEDURES

**Accident Procedure:** Students injured at school must report the incident immediately to the teacher in charge. Reporting accidents several days after they happen will result in denial of filing a claim. Be certain your teacher knows immediately when, where and how you were injured. Student injury should be covered by personal insurance since the school district does not insure individual students.

**Emergency Card:** State law requires all students to have an emergency card on file in the school office. New information must be compiled each year. Forms will be collected during registration and kept on file in the office.

**Fire (Drills):** It is essential that when the signal (loud buzz, flashing lights) is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. The entire building must evacuate. Students are to walk a minimum of seventy-five feet from the building. An all clear signal will be given to re-enter the building. Fire drills at regular intervals are required by law and are an important safety precaution.

**Administrative Hold/Security Alert (Drills):** If a situation requires use of a hold or alert, an announcement about the situation will be made by an administrator over the PA system. Students and staff will respond per the hold/alerts noted below. Periodic drills will be held throughout the school year.

- **Yellow Administrative Hold** - Students remain inside a locked classroom or safe location until further instruction is given. Learning continues during a yellow administrative hold. Examples (but not limited to) of use of a yellow administrative hold include a medical emergency, a scheduled police presence or training.
- **Red Security Alert** - Students follow procedures per ALICE method: Alert, Lockdown, Inform, Counter, Evacuate.

**Tornado (Drills):** If dangerous weather systems exist in the area, an announcement will be made by an administrator over the PA system to seek potentially safer areas of the building.

- Your teacher will direct you to a designated area. Tornado evacuation procedures are located above the classroom doors. Whenever possible, go to an interior hallway on the lowest floor. Avoid gymnasiums, commons, or other structures with wide, free-span ceilings. Also avoid walls and windows that contain glass. An all clear announcement over the PA system will be made when the tornado drill is over. A tornado drill will be held in April.

## EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to

school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics, as well as, place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Julie Harris at 920-822-6028.

It is also the policy (Board Policy 5517 - Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Julie Harris  
Director of Student Services  
920-822-6028  
143 W. Green Bay Street  
Pulaski, WI 54162  
[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

Tom Krause  
Glenbrook Elementary Associate Principal  
920-822-6107  
143 W. Green Bay Street  
Pulaski, WI 54162  
[tmkrause@pulaskischools.org](mailto:tmkrause@pulaskischools.org)

The complaint procedure is described in Board Policies 2260 - Nondiscrimination and Access to Equal Educational Opportunity and 5517 - Student Anti-Harassment. . The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined

as Bullying, under Board Policy 5517.01 - Bullying, and not harassment under Policy 5517 - Student Anti-Harassment, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student - the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- Graffiti containing offensive language;
- Name calling, jokes or rumors;
- Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

## **EXPECTATIONS**

Students are expected to:

- Come prepared to school and class and arrive on time.
- Bring a fully-charged iPad each day.
- Carry student IDs to identify lunch rotations, check out playground equipment and library resources, and attend many of the after school activities. (Students are required to purchase replacement IDs for lost or mutilated IDs.)
- Show courtesy and respect toward others and their property.
- Walk in a safe and orderly manner – No running in the school.
- Hands off – Keep hands to self.
- Use acceptable language at all times.
- Settle differences without negative comments, threats, or fighting.
- Use a hall pass outside the classroom during class hours.
- Eat in designated areas only – No food or drinks outside the lunchroom.
- Keep the school and playground clean and free of litter.
- Take care of school grounds and property.
- Demonstrate good sportsmanship.

- Remain on school grounds during the school day (PCMS is a closed campus).
- Wear appropriate clothes to school (see Dress Code).
- Keep bicycles, skateboards, scooters, and skates outside of the school building.
- Skateboards cannot be used on school grounds.
- Leave the school at the end of the school day. Once students are dismissed, they are expected to leave the building, unless they are involved in a school-sponsored activity with adult supervision.
- Keep the school free of tobacco, alcohol, illegal drugs, intoxicants, fireworks, weapons/fake weapons, gang paraphernalia, animals, cell phones/pagers, or other items that represent a direct threat to the health, safety, or education of students, staff, or visitors.

## **FEES**

The registration fee for PCMS students is \$55.00. For families who may need financial aid, applications to waive fees are available in the school offices and online, under the online registration section.

## **FRIDAY FUN NIGHT**

Over the school year, PCMS students may be offered Friday Fun Nights to help improve their sense of belonging to our school with the use of activities outside of the regular school day and to provide them an opportunity to have fun in a safe setting. Students will be able to play basketball, dodgeball, volleyball, bingo, computer games, and Wii games; sing karaoke; watch movies; swim; do arts and crafts, eat concessions; and more. Friday Fun Nights help develop a connection with students, staff, parents, and school. Once students enter, they are not allowed to leave until the end of the event, unless they have the permission of their parents and prior approval of a PCMS administrator. PCMS student IDs are required. Parents are to arrange for transportation home immediately at the end of the event at a pre-arranged pick up location. Students who have documented supervision issues during school must obtain approval by the principal.

## **GOGGLES**

All incoming students (at the beginning of sixth grade or as new enrollees in grades six, seven, and eight) will receive a pair of goggles in order to protect their eyes from injuries and infections that can be spread through shared goggles. The goggles are of high quality and durability, which meet ANSI Z87.1 Safety Standards for the science classroom. If the goggles are cared for properly, the goggles will last through the middle school and high school science and/or technology education classes. We suggest that the student write his or her name on the side of the goggles with a fine tip permanent marker and wash the goggles only with clean, clear water. The first pair is included in the registration fees; replacement goggles are available in the student center for \$5.00 each.

## **HALLWAY BEHAVIOR**

Students are expected to walk through the hallways quietly, respectfully, and safely. The noise level should be kept at a minimum in order to be respectful of classes in session. All garbage should be dispensed in the wastebaskets. Students are expected to behave in an orderly manner. Running, shouting, pushing, littering, and disrespectful behavior will not be allowed. In addition, students should try to keep the hallways passable by staying to the sides.

## **HEALTH ROOM AND SCHOOL NURSE**

In case of injury, students are to report immediately to their classroom teacher or playground supervisor, who will refer them to the health paraprofessional in the health room. The support staff members have minimum first aid training and cannot determine the best treatment for the extent of many injuries or illnesses; therefore, serious accidents and injuries are reported to parents or guardians.

The support staff members provide basic first aid that includes:

- Clean and bandage minor scrapes, cuts, etc.
- Rinse eyes with an eye wash system.
- Administer medicines according to the Medication Request Forms.
- Hand out ice packs and heat pads for minor aches and pains.
- Take a temperature reading.
- Treat bloody noses.
- Topically treat bee stings and slight burns.
- Supervise diabetic tests and shots.
- Provide the first aid needed in emergencies, until professional help arrives.
- Call the emergency telephone numbers that you have given us.

The following is miscellaneous health room information:

- Our district has 2.5 nurses who provide services to all of the schools.
- Head trauma, severe injuries, and illness are usually best checked out by medical professionals. When your child becomes sick or gets hurt over the weekend, please take them to your own family doctor or to an emergency room.
- When your child has a stomach sickness, we prefer that you pick up your child from school as soon as possible.
- Personnel may only fully understand and treat your child's health concern if you share the health concerns with us on the online "emergency" form.
- All medicines to be taken at school must be stored in the health room with the correct paperwork. Only trained staff will administer the medicine.
- Certain contagious infections and diseases must be treated or run their course before the student is allowed to return to school or participate in extracurricular activities (examples: chicken pox, pink eye, strep throat, ringworm, etc.).
- Only in cases of serious injury, an accident report will be completed and filed at school.
- Students should remain home with a fever of 100 degrees or more and should be fever-free without fever-reducing medication for 24 hours before returning to school.

School Nurses: The role of the school nurses is to help students participate freely in their learning by preventing, removing, and/or reducing health-related barriers that interfere with their development and education. The school nurses are available for consultation regarding student and staff health, participation in the health component of student IEPs, select screenings, health classes, emergency care, communicable disease prevention and control, immunization compliance, and health promotion. The Pulaski Community School District employs 2 school nurses, who may be reached at 920-822-6027 or 920-822-6029.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability. Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412 – Homebound Instruction).

## **HOUSES**

Students in each grade are divided into small learning communities called “houses” to enable a team of teachers to work with a group of students in a “school within a school” setting. This setting allows us to provide opportunities and programs in which each student is known well as an individual. The teachers who teach the core classes have the opportunity to see the students within their house throughout the day and have the time to discuss the students’ needs and formulate a path that is in the best interest of the students.

## **HUB (LIBRARY) BOOK CHECKOUT**

Books, audio books, and magazines may be checked out of the library media center using student IDs for a period of ten school days (days that school is in session), and then may be renewed. Students who fail to return library books will be issued a reminder and may be restricted in their privileges of checking out books, potentially leading to a fine.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness/ Concussion & Sudden Cardiac Arrest).

## **IPADS**

Each student has a school issued iPad. Students are expected to have their fully-charged iPads when they report to school each day. The covers and screen protectors must remain on the iPads. Insurance will not cover damages if the iPad cover or screen protector has been removed. Students should never throw, toss, hit, or swing their iPads. These are expensive devices. For those parents that choose to purchase the insurance, it will cover accidental damage, but will not cover intentional damage. Students who are observed mishandling their iPads, will have the iPad taken away and must meet with an administrator before getting it back. (Reference Board Policy 5136)

## **LOCKER EXPECTATIONS**

A student locker is provided by the school for the convenience of the student and is to be used exclusively for the storage of outer garments, footwear, and school-related materials. No bottles, open cans of soda, or opened food items are to be left in lockers. The locker assigned to a student is not the student’s private property or under his or her exclusive possession and may be opened and/or inspected by school authorities at any time. Unauthorized items may be removed from within the locker or around the locker. Items removed from the locker may be held by the school personnel for return to the guardians of the student (without liability to the school for safekeeping). If the inspecting authority suspects a violation of the law, the suspected material removed from the locker shall be turned over to law enforcement officials. The student and parents or guardians shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials (in case of contents so disposed of), and of the parent’s or guardian’s right to obtain items removed from the locker. In addition, students are not allowed to dismantle locking devices due to theft possibilities. If a locker is damaged due to student abuse, the student is responsible for the cost of repair.



## LOCKS - DISTRICT OWNED

The district administration elected to use district-owned locks in the physical education locker rooms, instead of student-owned locks. This procedure was initiated to address safety issues so that the lockers would be quickly accessible in case there was a crisis. The district padlocks are designed to be opened with a universal key when necessary, and thus necessitates the need to be purchased by the staff in order to work with the specified master keys. If the locks are lost or damaged, it is the responsibility of the student to purchase a replacement lock from the district for \$10.00 each. Students who lose their locks throughout the school year are to go to their gym teacher to purchase a replacement lock. At the end of the school year, students who do not have their district assigned locks to turn in will be charged \$10.00 for the cost of a replacement lock.

## LUNCH EXPECTATIONS

Several entree choices are available on a daily basis to provide ample choice to students. A la carte items will be available for purchase and all follow USDA federal smart snack guidelines. Be sure to include at least 3 items for breakfast and 3 to 5 items for lunch to make the meal free.

### Lunch Expectations:

- All lunch accounts are household or family accounts, so parents/guardians only need to send one payment with one of their children to be applied to their family account. Account balances and activity can be viewed on-line via Skyward Family Access:
  - Payments on lunch accounts should be placed in an envelope with the student's full name printed on the outside of the envelope or can be made electronically.
  - Checks should be made payable to Pulaski Community School District – Food Service.
  - In order to ensure that account funds are entered and available for students, deposits should be submitted to the payment box in the Student Center at least one full day prior to the funds expiring.
  - Family or household accounts will not be permitted to carry a negative account balance exceeding \$10.00 under any circumstance.
- Parents may request to restrict student access to á la carte items in Skyward. A form to restrict student a la carte purchases can be found on the food service webpage.
- If you have questions regarding your child's lunch account, please call the food service assistant at 920-822-6009.
- Hot lunch includes a carton of milk. Students bringing their lunches may purchase milk for \$0.50.
- Students are required to bring their student IDs to the lunchroom, which indicates their lunch/recess rotation schedule through the color-coded section on the IDs. Students will be sent to the end of the lunch line if they do not present their student IDs.
- The entire meal is to be eaten in the commons, unless the privilege has been taken away.
- No food or drink is allowed outside of the commons.
- After students return their trays to the disposal area, including cleaning the table and floor of their debris, students are to remain seated until a supervisor dismisses them.
- When students are disposing of their garbage, recycling is strongly encouraged.
- Proper etiquette is expected by all students during their lunchtime and throughout the school day.
- Students are expected to behave in an orderly manner. Running, shouting, pushing, littering, line cutting, fighting, needless changing of seats, throwing food, and other unsanitary, disrespectful, or dangerous behavior will not be allowed.

### Lunchtime and Indoor/Outdoor Recess Rules:

Dismissal to Lunch: Students must report to the commons with their coats and lunches. Students will not be permitted in the classroom section of the building during their lunch/recess time unless they have a pass from a faculty member and are under the direct supervision of a staff member. In addition, please see Lunch Expectations:

- When finished eating and the table and floor have been cleaned, students will be required to go outdoors, weather permitting, based on the announcement of the lunchroom supervisors. All students are expected to be outside for 20 minutes of the lunch period. Students should dress appropriately for the weather.
- Students may use the bathrooms by the commons during the first five minutes of their indoor lunchtime, but they are not to go anywhere else in the building without a pass.
- All food and beverages must be consumed in the commons.

Outside Regulations during Recess:

- Students leaving the building will not be permitted to re-enter the building, except when the recess period ends, or they are directed to reenter by the recess supervisors.
- Student IDs are required to check out recess equipment upon the receipt of the equipment.
- Recess equipment and playground balls are not allowed in the courtyard area.
- Students are to remain in the designated outside areas.
- Only safe, sanitary, respectful behavior will be allowed. Lively play during games is expected, but rough or overly aggressive behavior is not allowed.
- Students are expected to follow the directions given by the recess supervisors and treat school property, staff, and other students with respect.
- Food and/or drinks are not allowed on the playground.
- Throwing snow and ice is not allowed.
- During the winter months, students are not permitted to play on top of snow banks or use icy areas for sliding – Both activities may lead to serious injuries.

Indoor Recess:

- Students are expected to return to the commons and remain seated after returning their trays.
- When students cannot go outdoors after lunch, they will go to the auditorium or gym when the lunchroom supervisors give permission.
- At the end of the lunch period, students will be dismissed by tables under the directions of lunchroom supervisors.
- Students may not leave the auditorium or gym to return to the commons, until permission is given.
- Food and/or beverages are not allowed outside of the commons.
- If recess is held in the gym, no running is allowed due to the number of people and the space of the areas, the physical education department's equipment is off limits as well as locker rooms. Bleachers are for students to sit on and to socialize, only. Students should not run on or go behind the bleachers.
- At the end of the period, students will be dismissed by the directions of lunchroom supervisors.

Closed Campus: Students are not permitted to leave the campus during their lunch period.

## **MEDICATION AT SCHOOL**

Ideally, all medication should be given at home. However, it is essential under certain circumstances that medication be given during school hours. No medication will be administered by school personnel or its agents until school forms are completed to the satisfaction of the school nurse. Each student will be briefed following the completion of all forms. All consent forms must be renewed annually and/or at any time a medication is changed. Forms are available in the attendance office.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

In those circumstances where a student must take prescribed medication during the School day, the guidelines of Board Policy 5330 are to be observed.

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330.

Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

If a student is found using or possessing a non prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

## **MESSAGES, ABSENCES, AND DROPPING OFF ITEMS**

**Attendance:** To report your child's absence, please call the attendance line at **920-822-6501**, between 7:00 and 8:00 a.m. The voicemail messages are checked regularly. If you leave a message and you are concerned whether the message was retrieved in time, please leave your telephone number for confirmation.

**Messages - Students:** Emergency telephone messages will be delivered immediately to students. For non-emergency telephone calls that are important, the messages will be directed to your child, when opportunities permit. Please try to make every effort to communicate with your child at home. Delivering messages is sometimes not possible due to our current staffing. For student messages, please call the attendance line at **920-822-6501**, prior to 2:00 p.m.

**Messages - Teachers:** Telephone calls for the teachers should be placed before/after school or during prep periods. Telephone calls during class periods will be directly forwarded to their voicemails or emailed to the teachers.

**Dropping Off Student Items:** If you are dropping off an item during the school day, please let your student know in advance to pick it up in the student center. It is the student's responsibility to retrieve the item. We suggest parents send a text message to their child to let them know.

## **MONEY AT SCHOOL**

Students should not bring money to school except when requested for lunch, field trips, book orders, etc. Money should never be left in lockers. If it is necessary to bring money or other valuables to school, it should be entrusted with the teacher. It is wise to bring a check or the correct amount of money to purchase anything at school.

## **NONDISCRIMINATION ON THE BASIS OF SEX**

The Board of the Pulaski Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Julie Harris  
Director of Student Services  
920-822-6028  
143 W. Green Bay Street  
Pulaski, WI 54162  
[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

Tom Krause  
Glenbrook Elementary Associate Principal  
920-822-6107  
143 W. Green Bay Street  
Pulaski, WI 54162  
[tmkrause@pulaskischools.org](mailto:tmkrause@pulaskischools.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education, Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education, Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education, Programs or Activities for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

## **OFFICE HOURS**

The main office and the student center are open from 7:00 a.m. to 3:30 p.m., when school is in session.

## **PERSONAL COMMUNICATION DEVICES**

PCMS's personal communication device policy is directly associated with our Raider Way philosophy. The use of personal electronic devices (cell phones) is permitted at PCMS on a limited basis. However, like any other expected behavior, the personal use of electronic devices should be done in a responsible, respectful manner which in no way interferes with the educational process and refrains from any socially cruel comments/pictures directed toward other students and/or staff.

Students will be permitted to utilize their personal devices at their lockers before school, between classes and after school.

As always, the use of personal devices in the bathrooms and locker rooms is forbidden by law. (Reference Board Policy 5136)

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARD**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. (Board Policies 8431 - Preparedness for Toxic Hazards and 8431.01 - Asbestos Management)

## **PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) ( ) except those permitted by the school in accordance with Board Policy 5330 – Administration of Medications/Emergency Care;
- all chemicals which release toxic vapors;
- all alcoholic beverages;

- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes;"
- essential oils and oil like products that may be mistaken for a drug;
- anabolic steroids;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

## **PROMOTION, PLACEMENT AND RETENTION**

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board (Board Policy 5410) that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development. Based on research, retention is not an effective strategy.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when the student has:

- completed the course requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

**Following sound principles of child guidance, the Board discourages the skipping of grades.**

The Executive Director of Teaching and Learning shall develop administrative guidelines for promotion, placement, and retention of students which:

- ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- require the recommendation of the relevant staff members for promotion, placement, or retention;
- require that parents are informed in advance of the possibility of retention of a student at a grade level;
- assure that efforts are made to remediate the student's difficulties before the student is retained;
- assign to the principal the responsibility for determining the promotion, placement, or retention of each student.
- for each student identified as being considered for retention, the principal and team shall meet with parent/guardian along with the Executive Director of Teaching and Learning and as needed the Director of Student Services
- If a student's parent/guardian disagrees with a District decision regarding promotion or retention, the parent/guardian may submit a written request for reconsideration to the District Administrator.

## Promotion from Grade 8

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- the student's score on the 8th grade examination, unless the student has been excused from taking the examination;
- the student's academic performance and results on District assessments;
- recommendations of teachers, which are based solely on the student's academic performance;
- evidence of student progress regarding instructional goals established for the student.

## PUBLIC NOTIFICATION OF NON-DISCRIMINATION POLICY

It is the policy of the Pulaski Community School District that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity based on traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws. . This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of pupils, including gifted/talented, special education, school-age parents, bilingual, bicultural, at risk, and other special programs or programs designed to overcome the effects of past discrimination. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972(sex), Age Discrimination Act of 1975, Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

All District career and technical education opportunities will be offered to students on a nondiscriminatory basis. Information regarding such program offerings and admission criteria is included in the school course description book which is posted on the District website, [www.pulaskischools.org](http://www.pulaskischools.org) and available upon request from the school counselor office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend separate schools or programs for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of student discrimination complaints. A formal complaint resolution procedure is available. To address allegations of violations of this policy in the Pulaski Community School District or ask any questions concerning Section 118.13 Wisconsin Statutes, or Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, complaints or concerns should be directed to: Director of Student Services, Julie Harris, Pulaski Community School District, P. O. Box 36, Pulaski, WI 54162, 920-822-6028.

## **REPORT CARDS**

Report cards are posted in Skyward Family Access under Attachments. You are encouraged to review your child's reports with him or her and set goals for continuous improvement. Communication with your child's teacher is vital to your child's success, and you are encouraged to contact your child's teacher whenever a question or concern arises. Grading information is also available in CANVAS.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Center. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **SCHOOL COUNSELING PROGRAM**

Each school within the Pulaski Community School District has an available network of support for students who need assistance. This network includes the school counselors, psychologists, and nurses. Since school counseling is an integral part of fulfilling the philosophy of our school district, students may see a counselor for a variety of reasons for assistance. In addition, at PCMS, each student has a homeroom teacher who acts as his or her case manager. If you do not want your child to be seen by a school counselor, please notify the school in writing.

The Middle School Counseling Program is based on national and state standards developed by the American School Counseling Association and the Wisconsin Developmental Guidance Model. The program strives to help students make meaningful connections between themselves and the world around them. One hundred percent of students are served at every grade level. The program delivers curriculum to all students related to career, academic, and personal/social development. The school counselors provide individual planning conferences for all eighth grade students and responsive services as appropriate. Our school counselors are available for any questions or concerns at 920-822-6510 and 920-822-6513.

The mission of the Pulaski Community School District Counseling Program is to empower ALL students regardless of individual differences and to help students acquire the academic, occupational, and personal/social foundations necessary to contribute positively to a changing society.

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430 - District-Sponsored Clubs and Activities)

## **CO-CURRICULAR PHILOSOPHY**

It is our belief that there are opportunities that are appropriate and valuable to every student. Participation in school activities is an extension of a good educational program that yields numerous benefits to the growth and development of all who participate. Among these benefits are developing skills in leadership, teamwork, self-discipline, self-confidence, group cooperation, social harmony, and the art of negotiation. Some activities



provide the challenge of being on public display and being observed and judged by peers and others. All activities provide the opportunity for interactions and self-exertion while building a sense of purpose, positive thinking, and pride.

## CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in our athletics and co-curricular activities. Our staff believes that all students should have the opportunity to take part in sports and activities, so we have a no-cut philosophy. All students who try out for a team will be placed on a team. Every athlete will play, though playing time is not always equal – Playing time is based on grades, behavior, attendance at practice, attitude, leadership, and ability to follow directions and game plans.

Athletic information is available by contacting our Athletic/Activities Director at 920-822-6520 or the Athletic/Activities Administrative Assistant at 920-822-6507. In addition, information and schedule updates will be placed on our website at <http://www.pulaskischools.org/middle> and click on “Athletics.”

- **FALL SPORTS:** Boys’ Football, 7th Grade; Boys’ Football, 8th Grade; Coed Cross-Country, 6th thru 8th Grades; Coed Soccer, 6th Grade; Coed Soccer, 7th & 8th Grades; Girls’ Volleyball, 7th Grade; Girls’ Volleyball, 8th Grade.
- **LATE FALL SPORTS:** Girls’ Basketball, 7th Grade; Girls’ Basketball, 8th Grade; Boys’ Basketball, 7th Grade; Boys’ Basketball, 8th Grade; Dance, 6th thru 8th Grades
- **WINTER SPORTS:** Coed Wrestling, 6th thru 8th Grades
- **SPRING SPORTS / CLUB SPORTS:** Coed Bowling (club), 6th thru 8th Grades; Coed Tennis, 6th thru 8th Grades, Coed Track and Field, 7th and 8th Grades
- **ACTIVITIES:** Art Club, FFA, Forensics, Geography Bee, Music Performance, Skills USA, Student Council, Team Teddy, and Live Announcements Crew

The following are the student eligibility requirements and the student responsibilities regarding the athletic/co-curricular activities:

### Student Eligibility Requirements:

- A completed Physical Form signed by a physician, on-line Athletic Information Form, along with the on-line concussion form must be on file in the athletic/activities office, before the students may practice or play in games (athletics).
- An annual participation fee is required to practice/play in PCMS athletics. This fee must be paid prior to the first contest or activity.
- Students must attend school for at least a half day to participate in a practice or game, unless the absence is prearranged or excused by the athletic/activities director and/or coach. Attendance at practices and games must be regular and timely or have an excuse from parents/guardians written to the coach the day before the absence.
- All student athletes and those in activities are expected to work hard in classes and complete all of their work
- Any students receiving five - 1’s in the Raider Way Life Skills of Respect, Responsibility, Teamwork and Perseverance during a grading period will be ineligible for 1 contest. The ineligibility will continue past the 1 contest if the student continues to have five or more 1’s.
  - Fall Eligibility for incoming freshmen:
    - Five - 1’s in the Raider Way Life Skills of Respect, Responsibility, Teamwork and Perseverance will be considered ineligible and will follow the PHS Athletic Code Policy
  - Fall Eligibility for PCMS students:
    - Five - 1’s in the Raider Way Life Skills of Respect, Responsibility, Teamwork and Perseverance from the previous Spring will follow the eligibility requirements above.
- Academic Eligibility is reviewed every nine weeks based on report cards. If a student is ineligible the Athletic Director will contact the coaches, parent(s) and the student.

### **Students' Responsibilities:**

- Students are to be at practice on time and prepared for the activity.
- Students are to make sure to have a complete uniform, cleaned and properly worn at the games.
- Students are to inform parents of practice times, game times, destinations, and any changes in the schedules before the day of the activity.
- Students are to return all forms on time with any fees assessed.
- Students are to keep lockers locked at all times – Lost or stolen equipment or property is the participant's responsibility.
- Students are to keep the property and the locker rooms clean. Property and equipment should be picked up – Any items found on the floor and not locked up will be confiscated, and then the students will have to talk to a coach to get the items back.
- Students are to be team players and keep positive attitudes with teammates, whether the games are lost or won.
- Participants are to know their role on the team and do their best to accomplish it. The team members' efforts are what make them great players.
- Turn in equipment on time and in good condition after each season.
- Equipment should not leave the building (only for special occasions approved by the coach).
- If athletes quit prior to the end of the season, they must hand in the equipment immediately to their respective coach.
- Athletes are responsible for their own equipment. If students lose it, students buy it.
- The equipment issued to the athletes must be the same equipment turned in.
- Participants are to know the Code of Conduct and abide by it.
- Before athletic practices, students are to warm up and drink plenty of fluids.
- Students are not allowed to wear football or soccer cleats in the gym or in the school.

### **Variables that Affect Playing Time:**

- Failure to attend practice without communicating with the coach a day before absence (NO NOTE – NO PLAYING TIME). Students should have a very good excuse.
- Participants not giving 100% during practices or games (daydreaming, fooling around, not paying attention to instruction, etc.).
- Inappropriate behaviors on the game bus.
- Students' names on the academic list.
- Inappropriate behavior during the school day.
- Inappropriate behaviors at practice (insubordination, disrespect, etc.).
- Requests from parents/guardians.
- Excessive amount of missed practice time (participants may be asked to leave the team).
- Other inappropriate items.

**Weather:** Please keep in mind the following policies related to the severe weather season that concern co-curricular activities: If school is canceled prior to the start of the school day or if school is dismissed early due to weather conditions, no practices, competitions, or club activities may take place. School buildings are closed. If the start of the day is delayed and begins later, activities in the evening may be held. These policies hold true for all co-curricular activities – No exceptions.

**Supervision after School:** After school, students who are not involved in supervised, school-sponsored activities (academic, co-curricular activities, athletics, etc.) must leave the building following the dismissal of school. Students who are in the building unsupervised will be asked to leave, and continuous problems will result in disciplinary consequences. We simply do not have supervision at that time of the day to provide a safe environment for students without an assigned supervising adult.

## **SEARCH AND SEIZURE**

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

## **SECTION 504/ADA COMPLAINT**

Any person who believes that the School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Julie Harris  
Director of Student Services  
920-822-6028  
143 W. Green Bay Street  
Pulaski, WI 54162  
[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

Tom Krause  
Glenbrook Elementary Associate Principal  
920-822-6107  
143 W. Green Bay Street  
Pulaski, WI 54162  
[tmkrause@pulaskischools.org](mailto:tmkrause@pulaskischools.org)

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the District's website.

## **SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY**

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 - Animals on District Property.

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Board Policy 8390 - Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the Director of Special Education or the Assistant Director of Special Education.

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 – Student Anti-Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- Unwelcome behavior or words directed at an individual because of their sex or sexual orientation.

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness;
- Staring or leering at various parts of another person's body;
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls or materials of a sexual nature;
- Displaying pictures, calendars, cartoons or other materials with sexual content;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the school that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Julie Harris  
Director of Student Services  
920-822-6028  
143 W. Green Bay Street  
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[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

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Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

## **SKYLERTS**

Keeping our families informed is a top priority at Pulaski Community School District. The district uses Skylert to inform parents and students of emergencies and other information via text message (SMS), email and phone. Parents can sign-up to receive many different types of alerts and can also choose how to receive those alerts. Skylert will also allow you to unsubscribe from certain alerts if you no longer want to receive them. This is done through Skyward Family Access under the Skylert Tab.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest).

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623 – Student Assessment)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **STUDENT BEHAVIOR**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

## STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct)

### Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- would result in suspension or expulsion under the Board's policies and procedures;
- violates the behavioral rules and expectations of the school;
- is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - possession or use of a weapon or look-alike or other item that might cause bodily harm to person in the classroom
  - being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  - behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
  - arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
  - disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
  - pushing, striking, or other inappropriate physical contact with a student or staff member;
  - interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
  - dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
  - restricting another person's freedom to properly utilize classroom facilities or equipment;
  - repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
  - throwing objects in the classroom;

- repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
  - behavior that causes the teacher or other students fear of physical or psychological harm;
  - willful damage to or theft of school property or the property of others; or
  - repeated use of profanity.
- interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
    - repeated reporting to class without bringing necessary materials to participate in class activities; or
    - possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
    - shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
    - is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **Procedure for Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- an alternative education program approved by the Board under State law;
- another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

### **Parent/Guardian Notification Procedures**

The Principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.



## **Other Forms of Discipline**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## **STUDENT DRESS AND GROOMING**

The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Accordingly, the school prohibits student dress or grooming practices which:

- present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- cause excessive wear or damage to school property;
- prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- the principal/designee shall serve as the initial arbiter of student dress and grooming in their building;
- before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.
- Expressive dress may not be protected speech if it involves:
  - Obscenity
- Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Grooming)

## **STUDENT DUE PROCESS RIGHTS**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines in Board Policy 5611 - Due Process Rights:

- **Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

- **Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent(s) must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parents to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parents may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

## **STUDENT HAZING**

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical

harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516 – Student Hazing.

## **STUDENT IDENTIFICATION**

Students use IDs to identify their lunch rotation schedule, to check out playground equipment and library resources, and to attend school activities/events. Staff members, administrators, and substitute teachers must be able to see the student pictures, identification numbers, and lunch group codes. If the IDs have been defaced or mutilated, it is the student's responsibility to order a replacement ID in the student center (\$5.00 each).

## **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 - Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory information and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Board Policy 8330 – Student Records and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgment, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extracurricular activities.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the building principal or consult the Board Policy 8330 - Student Records.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record

information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents;
- Mental or psychological problems of the student or their family;
- sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or their parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605 Washington, D.C. [www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Pulaski Community Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (Board Policy 2416 – Student Privacy and Parental Access to Information)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from a school counselor, teacher, or administrator.

## **STUDENT RIGHT OF EXPRESSION**

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A material cannot be displayed if it:
  - is obscene to minors, libelous, indecent, or vulgar;
  - advertises any product or service not permitted to minors by law;
  - intends to be insulting or harassing;
  - intends to incite fighting or presents a likelihood of disrupting school or a school event; or
  - presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the main office twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at school, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

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.

Use of District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

- posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
- posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7540.03 – Student Technology Acceptable Use and Safety)

## **STUDENT WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Julie Harris, Director of Special Education at 920-822-6028. (Board Policy 2460 - Programs for Students with Disabilities)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

## **SUSPENSION AND EXPULSION**

### **Suspension**

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

- **Duration and Grounds for Suspension**  
The Principal or a person designated by the Principal 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 if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- Noncompliance with school or School 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;
  - 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 School District in which the student is enrolled.
  - Under paragraphs c, d, and e above, 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 District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority. The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

- **Suspension Procedure**

- Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.
- The Principal, within their discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

- **Notice of Suspension**

- The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

- **Sending a Student Home on the day of the Suspension**

- Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student’s parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

- **Opportunity to Complete School Work**

- Suspended students shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

- **Reference to the Suspension in the Student’s Record**

- The student’s suspension from school shall be entered in the student’s record as required by the rules adopted by the School Board concerning the content of student records.
- The suspended student or the student’s parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator , who

shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

- Reference to the suspension in the student's school record shall be removed if the 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.
- **Co-Curricular or Extra-Curricular Participation**
  - While a student is suspended they are not allowed to participate in sports or other co-curricular activities. A student's participation in co-curricular activities after a suspension will be determined by the Code of Conduct for Co-Curricular Activities.

## **Expulsion**

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

- **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that 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 or 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 School 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.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

- **Expulsion for Bringing a Firearm to School**

- 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, 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.

- **Expulsion Hearing**

- Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.
- The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

- **Expulsion Order**

- The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

- **Student Records**



- The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.
- **Discipline of Disabled Students**
  - Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **TARDY NOTIFICATION**

It is important for students to arrive at school and class on time. The following are the rules at Pulaski Community Middle School regarding tardiness:

- A parent or guardian is required to call the attendance office, preferably before 8:00 a.m., to excuse the student each time that he or she will be late or absent.
- When a student is tardy and unexcused in the morning or for any class during the day, he or she will be marked tardy.

## **TEACHER INFORMATION - RIGHT TO RECEIVE**

Federal law requires that school districts share with parents the qualifications of teachers in their schools. There are questions that you as parents/guardians may ask:

- 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 the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional paraprofessionals working with my child? If so, what are their qualifications?

The teachers at Pulaski Community School District all have at least a Bachelor's Degree, and many have advanced degrees; furthermore, the teachers are fully licensed for their teaching assignments. If you want to see the state qualifications for your child's teachers, you may contact the staff or find it on the Wisconsin Department of Public Instruction website at <https://dpi.wi.gov/tepd/lookup>. In addition, the instructional paraprofessionals in our district are considered qualified for this work. If you would like additional information, please feel free to call us at 920-822-6500.

## **TELEPHONE USE**

Students are allowed to use the telephones in the student center with staff approval to call home regarding health concerns, emergencies, and activities or sports. With special exceptions, teachers may grant permission to use their classroom telephones. When a parent/guardian needs to communicate with a student, you may text message them (they are allowed to check phones between classes and during lunch); email them, or call the office and a message will be delivered to the student for the student to call the parent/guardian back between classes, during recess, or during team study (messages going through the Student Center must be received by 2:00 p.m.). However, if the message from the parent/guardian is an emergency, the student will be allowed to call the parent/guardian immediately.

## **TEXTBOOKS, IPADS, AND CURRICULUM RESOURCES**

Students are expected to take good care of the textbooks, iPads, and other school curriculum resources that they use during the school year. Please, do not write in the textbooks; keep books clean, covered, and in good condition. Any textbooks returned damaged (or textbooks that have been lost) will result in a fee assessment. A lost book will result in the replacement cost of that book, and a damaged book will be assessed on an individual basis, depending on the extent of the damage. Damages to iPads will be billed if they are not covered by insurance. Keep screen protectors in place as if they are removed, insurance no longer applies. Keep covers on devices.

## **TIP LINE**

The Green Bay Area Crime Stoppers offers a Quick \$50 Program: The purpose of the program is to make our schools safer by encouraging the reporting of weapons, drugs, or alcohol on the school premises. To remain anonymous, individuals with information should call Crime Stoppers at 920-432-7867 (this is a non-recorded phone line, and you do not have to give your name); if the information results in the confiscation of any weapon, drug, drug paraphernalia, or alcohol; you will be eligible to receive a \$50.00 cash reward. The caller will be asked to call back and provide a code number to see if they are eligible for a reward and to designate how they would like to collect their reward.

## **USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES (PCD)**

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.. 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 (including sexual orientation/transgender identity), 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. [Board Policy 5136]

## **USE OF PRESCRIBED MEDICATIONS**

Ideally, all medication should be given at home. However, it is essential under certain circumstances that medication be given during school hours. No medication will be administered by school personnel or its agents until school forms are completed to the satisfaction of the school nurse. Each student will be briefed following the completion of all forms. All consent forms must be renewed annually and/or at any time a medication is changed. Forms are available in the health office.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for prescribed emergency medications for allergies and/or reactions.

In those circumstances where a student must take prescribed medication during the School day, the guidelines of Board Policy 5330 - Administration of Medication / Emergency Care are to be observed.

## **USE OF NONPRESCRIBED DRUG PRODUCTS**

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 - Administration of Medication / Emergency Care. Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

If a student is found using or possessing a non prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

## **USE OF TOBACCO/NICOTINE IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at

off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01)

## **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policies 7440 - Facility Security and 9150 - School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The doors at the Middle School will be locked during the school day. Entrance number one (the doors by the brick arch) has a security system that includes a security camera, an intercom, and an electronic locking system. Consequently, all guests are required to enter at entrance one and use the intercom system to request entrance to the Student Center. All parents picking up and dropping off students or items will do so in the Student Center. Visitors requiring access to the school will be asked to sign in on the visitors' log and obtain a visitor's badge. Before leaving the building, guests will be required to return to the Student Center, sign out and return the visitors' badge. On occasion, please do not be offended if we ask to see your identification.

Please Note: The check-in process is only during school hours. After 3:30 p.m., please use the pool doors, because the electronic locking system is only staffed during school hours. Access to the rest of the school will not be allowed – All doors leading to the corridors will be locked. Students who participate in sports and activities will be required to bring their jackets and school bags with them to their after school activity, because they will not have access to their lockers after school.

## VOLUNTEERING

Please see the Volunteer Page on the website for information on how to become a volunteer at PCMS:  
<https://www.pulaskischools.org/parents/volunteer>

## WEAPONS

Board Policy 5772 prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- Items pre-approved by the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- Theatrical props used in appropriate settings; and
- A knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

Any student who uses an article designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to the following disciplinary measures (EXAMPLES are belts, combs, pencils, files, compasses, scissors, accidental use of pepper spray, etc.):

- Suspension for the purpose of a parent conference.
- Notification of appropriate law enforcement agencies.
- Possible recommendation for expulsion.

Possession of BB's/firecrackers will result in a one to three day out-of-school suspension, mandatory parent conference and police referral on first violation. The second violation may result in expulsion.

## **WITHDRAWAL PROCEDURES**

Withdrawal procedures should be initiated a minimum of three days prior to the student's last day of school. Parents/guardians are asked to complete a District Withdrawal Form and a PCMS Withdrawal Form and forward them to the student center before the student's last day of school. To obtain forms, please go to the student center or call us at 920-822-6519. The forms will provide the guardian's consent of withdrawal and give authorization to have the student's academic files forwarded to the new school. Before the last day of enrollment, students must have returned an iPad, all cords, all textbooks, library books, uniforms, etc., and all fees owed must be paid (registration, lunch account, library fines, etc.). Student's files will be released to the new school district upon the written request of the registrar at the new school district within five days of such request.