

Pulaski Community Middle School
Parent-Student Handbook

2022-2023 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.

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WELCOME

August 2022

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 2022-2023 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

Erin Adams

Erin Adams, 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](#).

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>	http://www.pulaskischools.org

ACADEMIC HONESTY

All students should strive for the highest standards of academic honesty. Cheating and plagiarism are not tolerated. Cheating is defined as the intentional use of someone else's homework or material on any test or assignment or the use of any prohibitive means to enhance the performance of a test or assignment. Plagiarism is defined as the appropriating and putting forth one's own ideas, language, or creations of another without citing sources including materials available on the Internet. Students improperly providing materials, as well as those on the receiving end, will be held accountable. The teacher will address the cheating or plagiarism violations on an individual basis. The assessment of the Raider Way Life Skills of Responsibility will reflect cheating and/or plagiarism. The student will be required to complete the practice to show evidence of their own learning. In addition, the offense will be brought to the attention of the administration and appropriate consequences will result.

ALERTS

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.

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, TRUANCY, AND ABSENCES

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. 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.

Attendance at school is essential to the completion of an education. Good attendance develops punctuality, self-discipline, and responsibility. Students who have good attendance achieve greater success in their learning. An absence of several days can be costly in terms of work and class lessons missed. Class discussion, experiments, demonstrations and cooperative hands-on learning activities cannot be recaptured once they have become a part of the experiences of those present in class. The attendance record made by the student is one of the most frequently used parts of a school record. Colleges, schools, and employers are more interested in the habit patterns, which are indicated by the student's attendance. Absence from classes is to be avoided except in the case of serious illness or family emergency.

Attendance Procedures:

- The absence will be recorded in the attendance office every hour.
- Parents are asked to call the attendance secretary informing them of any absence as soon as practical. In a case of an excused absence (illnesses or appointments), the parent/guardian is to call the attendance secretary at 822-6501 to report the absence – Please indicate your name, child's name, and the reason for the absence. If a call is not received regarding an absence, the parent/guardian will be contacted by the attendance secretary. Until the absence is verified by the parent/guardian, the absence will be considered unexcused. When leaving a voicemail message, if you would like someone to call you back, please leave your telephone number in addition to your message.
- Parents will be notified in writing any time a student has accumulated ten (10) days of excused or unexcused absences or the equivalent.
- Parents may be asked to furnish a medical excuse for any absences beyond ten (10) days at the discretion of the building administrators.
- A second letter regarding a student's absence will be sent to the parents after twenty (20) days of excused/unexcused accumulated absence. The building administrator will use discretion when they are aware that the student has been under a doctor's treatment.

Tuancy: Tuancy means any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law (State Statute 118.15). Habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

Tuancy Procedures: In the event of truancy, the school liaison officer will notify the parent by phone or personal contact of which a written record is kept. A written notice is appropriate if the parent cannot be reached via the phone. The school liaison officer will attempt to locate the truant student and return him/her to school.

State law provides that a school may not fail a student solely because of the pupil's unexcused absences. The student may fail if he or she does not satisfactorily complete the make-up work assigned due to his/her absences. Opportunity will be provided to make up tests and quizzes. A minimum of two days must be provided to make up work. The classroom teacher may extend this for extenuating circumstances.

Absences (prearranged absences): The Board of Education does not endorse or support students missing school. If parents/guardians want their children to miss school, the following procedure must be followed:

- The parent/guardian must call or write a note indicating the days that the student(s) will be absent from school. A student may be excused by the parent/guardian under this provision, for not more than 10 days in the school year as mandated by state law.
- All students with excused absences or those who have been suspended from school will be given the opportunity to make up work missed in accordance with provisions detailed in Board Policy IKB.
- Any student who misses school to go on vacation cannot practice or participate in any extra-curricular activity on the day or evening that was missed for vacation.
- All students coming after the start time or leaving during the school day must sign in and out in the student center. Parents/guardians must sign their child out in the student center when picking them up from school early.
- If a student will be leaving early for an appointment, the parent/guardian must send a note with the student or call the attendance secretary explaining the reason and time of absence. The student must bring the note to the student center that morning for a pass.
- If the student is leaving early, the parents/guardians will be asked to wait in the student center until their child arrives.

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)

BUSING INFORMATION - TRANSPORTATION

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. (Board Policy 8600, EEACC-ADM & EE-ADM)

Guest riders will not be allowed for the 2022-23 school year. Should you have a question concerning this issue, please contact Mrs. Tracey Szymanski, Transportation Coordinator at 822-6040. You can also check the district website.

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 SCHOOL PROPERTY

Students are expected to respect the building, equipment, and grounds. Students who deface, damage, or destroy school property will be required to repair or replace the damaged items and will face further disciplinary action. Except in cases of unavoidable accidents, students/guardians are liable for all damage to school property.

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:

- Communication Arts 6
- Math 6 Core 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:

- Communication Arts 7
- Math Core 2 and Math Core 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:

- Communication Arts 8
- Math Core 3, Math Core 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; Technology Education 8 (wood shop); and World Language Electives - French 1, Spanish 1

DRESS AND GROOMING

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board 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. (Reference: Board Policy 5511; Section 120.13 Wisc. Statutes)

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself 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 his/her 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 District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

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 his/her 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 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 District 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).

Development of Dress Code

Each school shall engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building-specific dress expectations.

- Instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;

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 or an alternative solution found, the student may be sent home after contact is made with the student's parent/guardian.

Miscellaneous Information: The Middle School's schedule has built in time for students to go to their lockers in between classes, so backpacks are not to be carried between classes. Our students have a twenty-minute outside recess with the following exceptions: Unless the wind-chill reaches zero degrees, unless it is raining, or unless it is storming. Winter coats, gloves, hats, and appropriate footwear are essential for the winter season for outdoor recess.

DRILLS - 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.

Tornado Drills: The signal for the tornado 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).

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) 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) 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

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

The complaint procedure is described in Board Policies 2260 and 5517. 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, 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 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 which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

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 2.5 school nurses, who may be reached at 920-822-6027 or 920-822-6029.

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.

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

Tom Krause
Glenbrook Elementary Associate Principal
920-822-6107
143 W. Green Bay Street
Pulaski, WI 54162
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, 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 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 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)

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 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.

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)

CO-CURRICULAR PHILOSOPHY

It is our belief that there are opportunities here 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 (Policy JFJA, & JFJA-ADM)

([Reference: School Board Admin Rule](#))

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 his/her 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.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers, including school issued Ipads, 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 or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he 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 or designee 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)

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 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

Tom Krause
Glenbrook Elementary Associate Principal
920-822-6107
143 W. Green Bay Street
Pulaski, WI 54162
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.

STUDENT CODE OF CONDUCT, DISCIPLINE PHILOSOPHY and POLICY

The primary function of our school is the education of students. Most of the problems occurring in school which require disciplinary measures stem from those students' actions which disturb the learning environment. Our school has an obligation to protect a student's right to an education without interference. Any student who behaves in such a way as to interfere with the learning of others can expect to be disciplined. The type of discipline administered will follow the concept as to what is reasonable under the circumstances. This means that consideration will be given as to the age of the student, the nature of the offense, and the number of times a student may have engaged in similar or other offenses. (Board Policy 5500, 5610, 5605, 5630.01, 5520, 5516, 5517, 5517.01, JFCE-ADM).

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:

- 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 the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District 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 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 parent 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 parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

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). 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.

Parents and students are reminded of their rights to inspect, review and obtain copies of students records per Board Policy 8330.

The Family Policy Compliance Office in the U.S. Department of Education administers both the 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/fpco

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

STUDENTS 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). 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)

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.

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 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.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. 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. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. (Board Policy 5512)

VISITORS AND SECURITY SYSTEM

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.