

Pulaski Community Middle School

Parent-Student Handbook

2021-2022 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.

WELCOME

August 2021

Dear PCMS Families,

On behalf of the entire staff, I take great pleasure in welcoming you back 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 me.

Once again, welcome to the 2021-2022 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

TELEPHONE DIRECTORY

<i>District – Building Use Reservations</i>	822-6080
<i>District – Business Office</i>	822-6010
<i>District – Lunch Information</i>	822-6009
<i>District – Office</i>	822-6000
<i>District – Police Liaison Officer</i>	822-6722
<i>District – Pool Office</i>	822-6060
<i>District – Superintendent of Schools</i>	822-6000
<i>District – Transportation Office</i>	822-6040
<i>Fairview Elementary School – Office</i>	899-6300
<i>Glenbrook Elementary School – Office</i>	822-6100
<i>High School – Attendance</i>	822-6716
<i>High School – Office</i>	822-6700
<i>High School – School Counselors’ Office</i>	822-6725
<i>Hillcrest Elementary School – Office</i>	272-6900
<i>Lannoye Elementary School – Office</i>	865-6400
<i>PACE Office</i>	822-6050
<i>PACE Summer School Program</i>	822-6053
<i>PCMS – Associate Principal</i>	822-6502
<i>PCMS – Athletic/Activities Director</i>	822-6520
<i>PCMS – Athletic/Activities Secretary</i>	822-6507
<i>PCMS – Attendance/Student Messages</i>	822-6501
<i>PCMS – Fax</i>	822-6505
<i>PCMS – Health Information</i>	822-6521
<i>PCMS – Kitchen</i>	822-6581
<i>PCMS – Library</i>	822-6560
<i>PCMS – Office</i>	822-6500
<i>PCMS – Principal</i>	822-6502
<i>PCMS – School Counselor</i>	822-6513
<i>PCMS – School Counselor</i>	822-6510
<i>PCMS – Student Center</i>	822-6501
<i>Pulaski News</i>	822-6800
<i>School Board – Administrative Assistant</i>	822-6001
<i>Sunnyside Elementary School – Office</i>	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 as 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 deal with cheating or plagiarism violations on an individual basis. The student may receive a zero (0) on the test, assignment, or project in question. 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 e-mail.

ATHLETICS AND CO-CURRICULAR ACTIVITIES

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

Athletic information is available by contacting our athletic/activities director at 822-6520 or the athletic/activities secretary at 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

WINTER SPORTS: Boys' Basketball, 7th Grade; Boys' Basketball, 8th Grade; Cheer, 6th thru 8th Grades; Dance, 6th thru 8th Grades, Girls' Basketball, 7th Grade; Girls' Basketball, 8th Grade; 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 Tech Ninjas

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.
- Students that are failing to meet academic growth in any course are not eligible to participate in games or other extra-curricular activities; however, students are still expected to attend practices. A zero, (showing no growth), will place a student on the “academic awareness list” and will result in the loss of any competition until grades have improved. The teachers and administration will forward the academic list to coaches each Friday to notify them of their athletes’ status. The desired outcome of this policy is to hold our students accountable to their primary goal of **“student first... athlete second.”**

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 cancelled 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.

ATTENDANCE, TRUANCY, AND ABSENCES

Student attendance at school is required by state law, and regular attendance is a critical factor in academic success. Frequent absences from school disrupt the continuity of instruction, and valuable learning time is lost. Parents/guardians are responsible for their children's attendance at school and will be held accountable for unexcused absences, tardies, and truancy. Students who have an unexcused absence from school or tardy are considered truant and will be referred to the police liaison officer as per state statute.

Attendance Procedures:

1. The absence will be recorded in the attendance office every hour.
2. 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.
3. Parents will be notified in writing any time a student has accumulated ten (10) days of excused or unexcused absences or the equivalent.
4. Parents may be asked to furnish a medical excuse for any absences beyond ten (10) days at the discretion of the building administrators.
5. 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.

Truancy: Truancy 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.

Truancy 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 be failed 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 822-6000 or visiting the district website at <https://www.pulaskischools.org/boe/policies>.

BULLYING

Definition: Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status. Bullying behavior can be: 1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior) 2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks) 3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

At PCMS, we strive to provide a safe environment that is conducive for students to learn and grow academically, behaviorally, and socially. In order to provide this setting, we have a zero tolerance to bullying. Students should talk to a teacher or other trusted adult if they feel they are being bullied.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal or his/her designee. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If the investigation finds that bullying has occurred, it will result in prompt and

appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, mediation, restorative practices, suspension, or possible expulsion.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by the law.

Please see the Board Policy JFCG, adopted 03/25/2015, at the District website at <https://www.pulaskischools.org/boe/policies>.

BUSING - TRANSPORTATION

Students are under the jurisdiction of the Pulaski Community School District and, as such, are directly under the supervision of the bus drivers. All bus policies comply with State Statutes, DPI Regulations, and Board of Education Policies.

Buses on the PCMS/PHS routes will not stop at residences where students are not waiting at the designated bus stops. The buses only stop at homes on the elementary bus routes, not the PCMS/PHS routes. The students need to be at the designated stop waiting for the PCMS/PHS buses. The driver shall establish a schedule to pick up students at a set time, with students allowing a ten (10) minute window around the scheduled time, and deliver them to their school on time for class (example: be outside at 6:50 a.m. for a 7:00 a.m. pick up time/wait until 7:10 a.m. before leaving stop). Students shall not ride the bus longer than one hour and fifteen minutes under normal conditions.

Please be aware that students may be video taped on buses at any time, and disciplinary actions may follow based on tape recordings.

Buses – Taking Students Off a Bus: Due to the continued concerns regarding our students' safety, the following procedure will be enforced for all district buses: Once students have loaded onto a bus at their designated school, they are not to exit the bus at a point other than their designated stop.

If a student is already on the bus, the person wishing to remove the student from the bus must first go to the PCMS student center to request removal.

Students who will be guests on another bus route are required to have a note signed by their parent or guardian and authorized by a student center support staff member before being allowed to ride as a guest on a bus. School officials cannot write notes for students. Drivers have been instructed, "NO NOTE – NO RIDE." Please be aware that notes to ride an alternate bus, must be submitted to the student center no later than 8:00 a.m. on the day of the alternate ride. Our buses run on fixed schedules and cannot wait for office authorization at the end of the school day as it delays departure times.

Busing Information – Walking Distances: Students in kindergarten through eighth grade may walk up to one-quarter of a mile, both morning and afternoon, to and from a centralized bus stop (ninth through twelfth grade students may walk up to one-half of a mile). The transportation coordinator may designate centralized bus stops. Students may be picked up at their driveway on the judgment of the transportation coordinator. The exceptions to this policy are as follows:

1. Any areas that are determined as hazardous will have the students picked up at the driveway, if possible. Local traffic authorities will make the determination of a hazardous situation.
2. In case of inclement weather, the discretion of the bus driver will dictate an exception to the walking policy.

3. If there is an area that is questionable, that does not fit into the hazardous area category, the transportation coordinator, district administrator, and the bus driver will make a determination as to the pick up location.
4. If a bus goes into a dead end road because of the walking distance policy, it can only do so if there is a safe turnaround for the bus. The safety of the pupils on a bus is paramount; therefore, there must be a safe turnaround for buses before the bus will be allowed to go into that area.
5. As many centralized, group pick-ups as possible will be used; therefore, the bus will not necessarily pick up students in front of their houses if the homes are close together.
6. Students living on private driveways, regardless of length, will be picked up at the closest town, county, or state road that intersects with the driveway with the exception of centralized stops.
7. A school bus route may serve roads or streets that are privately owned but constructed to governmental standards and maintained by a residential association (mobile home courts, condominium developments, etc.).

Bus Rider Rules – While Waiting for the Bus:

1. Riders are expected to be on time at the designated bus stop. The bus will come to a complete stop at each residence where students normally ride on elementary school routes only. Middle School and High School buses will not stop at residences where the students are not waiting at their designated bus stop. The bus drivers will not wait for students.
2. Stay off the roadway or follow the bus driver's instructions in special cases.
3. Wait until the bus comes to a full stop before attempting to board.
4. Wait for the driver's hand to signal if you must cross the road to board the bus.
5. Tell the driver yourself or through a friend when you do not plan to ride the bus.
6. Enter the bus in a single file.
7. Act in an appropriate and safe manner at all times.

Bus Rider Rules – While Riding the Bus:

1. Riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
2. Riders are expected to obey the bus driver promptly.
3. Refrain from doing damage to any part of the bus. Students/parents will be responsible for payment of damage to property.
4. Riders shall remain seated while the bus is in motion.
5. Riders shall not extend their head and/or limbs out of the windows or throw anything out of the windows at any time.
6. Horseplay will not be permitted (fighting, pushing, tripping, etc.).
7. Profane or indecent language will not be tolerated.
8. The driver has the authority to assign riders to designated seats.
9. Animals or pets are not permitted aboard the bus.
10. Keep the bus clean at all times.
11. Eating or drinking will not be permitted on the bus.
12. Use of alcohol, tobacco, and other drugs is prohibited on the bus.
13. There must be absolute quiet when approaching a railroad-crossing stop.
14. The emergency door shall not be used except in cases of emergency or safety drills.
15. Students will be permitted to ride another bus other than their regular route bus only after submitting written permission from their parents/guardians, which has been stamped "approved" by a student center staff member.

Bus Rider Rules – Consequences for Violating Bus Rules:

1. Each incident of student misconduct will be reported to the Dean of Students in writing on the appropriate Bus Conduct Form by the school bus driver.
2. If a student receives three Bus Conduct Reports, he or she may be suspended from riding the bus for three days.

3. Repeated or severe cases of student misconduct will result in the automatic suspension of bus-riding privileges and/or use of more stringent disciplinary measures. This will be at the discretion of the building administration.

Busing Information – Schedule Variances: If inclement weather mandates a two-hour delay, PCMS classes will begin at 9:30 a.m. Buses will run approximately two hours later (please leave a ten minute variable). Variances in your child’s drop off and pick up locations need to be made in writing. For long-term requests, please complete a Special Request for Bus Alternative Location form (allow a week for the request to be processed).

Busing Forms and Information: All transportation forms are available at <https://www.pulaskischools.org/transportation/forms>. If you have any questions, please call the transportation staff at 822-6040 or 822-6041.

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.

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 e-mailed to you daily. We will also be using Twitter. In addition, you will receive an e-mail 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 a correct e-mail address is listed.

COMPUTER USE AND ONLINE ACCESS

Computer Use Guidelines:

- 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>.

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 of Life (Family and Consumer Science) 8; Life Designs (FACS) 8; Intro to Small Engines 8; Technology Education 8 (wood shop); and World Language Electives—French 1, Spanish 1, Oneida 1

DRESS CODE

School Board Policy JFCA addresses student dress. When a student's dress adversely affects safety or is a disruption to the educational process, the student will be asked to change into appropriate clothing or may be subject to disciplinary action by the building principal or a designee. With the guidelines of Board Policy JFCA, the following will be considered inappropriate:

- Any clothing with pictures and/or writing, which refers to sexual, racial, or otherwise offensive statements.
- Any clothing with pictures and/or writing, which enhances the image of, or promotes the use or consumption of alcohol, tobacco, and/or other drugs.
- Any clothing with gang symbols, colors, emblems, insignias, or other gang identification or reference.
- Any clothing that is distracting or disruptive to the learning environment. Clothing should cover the entire midriff area and other revealing areas.
- Any pants that fall too low (students will be asked to wear a belt).
- Wearing of caps and hats in the building.
- Wearing of bandanas, jackets, or other outdoor attire in the classroom.
- Going barefoot or stocking footed.
- The wearing of chains or necklaces that may be considered dangerous in school.

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).

ELECTRONIC DEVICES

PCMS's personal 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 in the hallways (lockers) between classes.

In the classroom, personal devices will be allowed AT TEACHER DISCRETION. Personal devices will be used for educational purposes as seen fit by the instructor; i.e., research, reading, or calculations. An instructor also has the flexibility to allow the use of personal devices for incentive purposes.

As always, the use of personal devices in the bathrooms and locker rooms is forbidden by law.

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 822-6153 or 822-6029.

HOMWORK POLICY

It is the policy of the Pulaski Community School District that homework assignments or tests missed during an absence are required to be completed after the student returns to school, unless other arrangements have been made with the teacher and approved by the principal or the associate principal. If possible, teachers will provide work in advance of the student's return to school after the student has been absent two or more days. Please make requests in the morning with the attendance secretary. School Board Policy IKB includes this section: Pre-arranged Excused Absences – For absences of one day, assignments are due one day following the student's return to school. For absences of two or more days in length under this section, a student will be allowed one day for each day missed in which to turn in assignments. In the event the student does not turn in completed assignments in the time specified, the assignment automatically becomes a late assignment and processed in accordance with Policy Section IIIA, Sub-paragraphs (1), (2), and (3). Board Policy IKB also states: Homework collected during a student's unexcused absence may not be turned in for grading upon the student's return to school following the unexcused absence. Likewise, homework assignments given by a teacher during a student's unexcused absence may not be turned in by a student upon his/her return to school. Instead, a letter grade of "F" or the equivalent will be assigned to homework assignments collected or given out during a student's unexcused absence.

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.

LOCKER POLICY

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 (see Board Policy JFG). 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

The Pulaski Community School District is excited to offer free meals; breakfast and lunch to all students for the 2021-2022 school year. Free meals follow high standards and include whole grains, lean proteins, a variety of fruits and vegetables and low fat milk choices each day. 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:

1. 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:
 - a. 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.
 - b. Checks should be made payable to Pulaski Community School District – Food Service.
 - c. 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.
 - d. Family or household accounts will not be permitted to carry a negative account balance exceeding \$10.00 under any circumstance.
2. 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.
3. If you have questions regarding your child's lunch account, please call the food service assistant at 822-6009.
4. Hot lunch includes a carton of milk. Students bringing their lunches may purchase milk for \$0.35.
5. 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.
6. The entire meal is to be eaten in the commons, unless the privilege has been taken away.
7. No food or drink is allowed outside of the commons.
8. 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.
9. When students are disposing their garbage, recycling is strongly encouraged.
10. Proper etiquette is expected by all students during their lunchtime and throughout the school day.
11. 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:

1. 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.
2. 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.
3. All food and beverages must be consumed in the commons.

Outside Regulations during Recess:

1. Students leaving the building will not be permitted to reenter the building, except when the recess period ends, or they are directed to reenter by the recess supervisors.
2. Student IDs are required to check out recess equipment upon the receipt of the equipment.
3. Recess equipment and playground balls are not allowed in the courtyard area.
4. Students are to remain in the designated outside areas.

5. Only safe, sanitary, respectful behavior will be allowed. Lively play during games is expected, but rough or overly aggressive behavior is not allowed.
6. Students are expected to follow the directions given by the recess supervisors and treat school property, staff, and other students with respect.
7. Food and/or drinks are not allowed on the playground.
8. Throwing snow and ice is not allowed.
9. 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:

1. Students are expected to return to the commons and remain seated after returning their trays.
2. When students cannot go outdoors after lunch, they will go to the auditorium or gym when the lunchroom supervisors give permission.
3. At the end of the lunch period, students will be dismissed by tables under the directions of lunchroom supervisors.
4. Students may not leave the auditorium or gym to return to the commons, until permission is given.
5. Food and/or beverages are not allowed outside of the commons.
6. 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.
7. 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

We discourage the administration of medication at school, if possible. A Medication Request Form must be completed before any medication is administered at school. The Medication Request Form and other health forms may be obtained in the health office or at <https://www.pulaskischools.org/health-services/forms-documents>. A parent's signature is required if the medication to be administered is over-the-counter medication. A healthcare professional's signature will also be required if the dose of the over-the-counter medication is more than recommended on the packaging, or the medication has been prescribed by a healthcare professional. The medication must be in the original container, which indicates the child's name, dosage, and frequency of administration. These items will be kept in the health room. Contact the health paraprofessional with any questions or concerns at 822-6521. *Parents, please be sure that you have an adequate supply of the needed medication at school for your children at all times. Please see Board Policy JHCD for additional information.

MESSAGES, ABSENCES, AND DROPPING OFF ITEMS

Attendance: To report your child's absence, please call the attendance line at 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 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.

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.

PROMOTION AND RETENTION

The Pulaski Community School District Philosophy states, "We believe that a community's and a nation's greatest resource is its people, especially the students of our schools. At Pulaski Community School District, the student is the nucleus of the school system and our education decisions are guided by what we consider to be best for every student. We maintain that the student should be given a reasonable opportunity to realize his/her best self." The philosophy is committed to the development of the best self of each individual student.

It is essential that students be placed at the grade level best suited to them academically, socially, and emotionally. Pupils will normally progress annually from grade to grade; however, exceptions may be made when in the judgment of the professional staff, such exceptions are in the best interest of the pupil involved. If this judgment has been determined, the parents/guardians will be given prior notification and explanation. The final decision will rest with the school authorities (see Board Policy IKE).

The State of Wisconsin passed legislation requiring all schools to have a promotion retention policy in place having specific criteria that a child must meet in order to be promoted to the next grade level. The criterion is described in the Board Policy IKE.

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, Nicole Borley, Pulaski Community School District, P. O. Box 36, Pulaski, WI 54162 (920) 822-6020.

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 822-6510 and 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.

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

All schools in the Pulaski Community School District maintain education records on each pupil, which include a statement of the courses taken by the student, the student's grades, and attendance records. All parents have the right to access the student record information as well as to file a complaint in the event that the student record policy is not being followed (see Board Policy JO).

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 tardies:

- 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 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); e-mail 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 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.

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

WEAPONS ON SCHOOL PREMISES

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle, or at any school-sponsored function or event at any time. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, pepper spray, explosive device, metal knuckle, or any other object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, cap gun popper, war souvenir, or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose (see Board Policy JFCJ).

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 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.