MISSION STATEMENT: The mission of Pilgrim Park Middle School and the School District of Elmbrook is to educate and inspire every student to think, to learn, and to succeed.

ADMINISTRATION: Kelly Szesterniak, Principal
Matt Jolliff, Associate Principal

Important Numbers: Main Office – 262/785-3920
Main Office Fax – 262/785-3933
Absentee Reporting – 262/785-3924

Office Hours: 7:00 a.m. to 3:30 p.m. – Monday through Friday

Who’s Who: Student Services Team: 6th Grade – Tammy Berghauer
7th Grade – Ben Farley
8th Grade – Cindy Lakatos
Nurse: Leanna Manser
Social Worker: Pam Brees
Psychologist: Erica Pauly

Office Manager: Brenda Coartney
Attendance: Sandy Morris
Receptionist: Debbie Miller
Student Services Assistant: Connie Jordan
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General Information
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General Information

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SCHOOL DAY
Our school day is from 7:18 a.m. to 2:31 p.m. At 7:00 a.m., the entire building is open so students may go to their lockers and then to their first hour classroom. The cafeteria is open from 7:00 a.m. to 7:15 a.m. serving breakfast items available for purchase. Students are expected to keep all food in the cafeteria and finish their breakfast in time to report to their first class, which begins at 7:18 a.m.

OFFICE HOURS
The Main Office is open from 7:00 a.m. to 3:30 p.m., Monday through Friday.

STUDENT DROP-OFF
School buses drop off students along the sidewalk on the west side of the building, which parallels Pilgrim Parkway. Parents should plan to drop off students on the south side of the school building in the turn-around drive. The turn-around drive is also the drop-off point for our handicapped buses. All school buses have the right-of-way. Traffic on Pilgrim Parkway is often congested before and after school. Please be courteous and allow others into and out of parking areas. We recommend using the bus transportation provided if at all possible. Students should arrive at school by 7:10 a.m.

LUNCH TIMES
Grade 6 . . . . . . 9:47 to 10:17 a.m. Tues., Wed., Fri. and 10:24 to 10:45 Mon. & Thurs.
Grade 7 . . . . . . 10:40 to 11:10 a.m. Tues., Wed., Fri. and 11:10 to 11:40 Mon. & Thurs.
Grade 8 . . . . . 11:33 to 12:03 p.m. Tues., Wed., Fri. and 12:12 to 12:42 Mon. & Thurs.

BREAKFAST & LUNCH INFORMATION
The school kitchen prepares nutritious meals every day. Students may also bring lunch from home and buy milk or other extra items at school. Menus and pricing can be accessed on the Elmbrook School District website at www.elmbrookschools.org using the “Lunch” link located in the middle of the main page.

Students with Special Dietary Needs
If you have any dietary concerns, please contact the Food and Nutrition Department.

Free and Reduced Meal Regulations
Elmbrook School District assures that the school system will uniformly implement the Federal policy to determine student’s eligibility for free and reduced price meals in all National School Lunch Program and School Breakfast Program schools. In fulfilling its responsibilities, the Food and Nutrition Department agrees to serve meals free or at a reduced price to students from families whose income is at or below the free or reduced price scale of the Income Eligibility Guidelines and that there will be no physical segregation of, nor discrimination against any student because of his/her inability to pay the full price of the meal. A new application must be submitted each school year. Application forms can be downloaded from the district website and are available throughout the school year. Forms can be turned into the school office. If denied, families may reapply whenever the family income or family size changes.

Payment
School meals may be prepaid by either check or cash. Checks are strongly encouraged and should be addressed to Elmbrook Food and Nutrition Department. Students will be alerted when their accounts are low.
On-line Payment
Parents also have an option of paying for student meals in advance through the automatic payment system at www2.mypaymentsplus.com. This website may also be accessed through the District website, under the “Food Services” tab. Online payments are generally posted to your student’s accounts within one hour. NOTE: Please allow up to 24 hours for posting.

SNACK PROGRAM
Students are permitted to eat a nutritious snack most days during one of their morning or afternoon classes. Snacks may not be permitted on a limited number of days during the year based on specific instructional plans that are not compatible with snacks. Students wishing to eat a nutritious snack may: 1.) bring a-snacl from home, or 2.) purchase a snack from our cafeteria prior to 7:18 a.m. Snacks are not to be consumed in the hallways. Failure to follow school rules regarding snacks will result in the student being disciplined and could result in the loss of snack privileges.

ATTENDANCE & EXCUSES
Regular school attendance is an essential requirement for success in school. Therefore, we ask that you review our school calendar before scheduling vacations. Of particular importance are District and State testing dates. Student absences and tardiness become part of the student’s permanent record.

The Elmbrook Board of Education, in recognition of the statutory requirements for school attendance (Wis. Stats. 118.15 and 118.16) and the overwhelming public interest in an educated society, believes that school attendance should take precedence over non-school activities. Unless a child is excused or had graduated from high school, a parent/guardian is required by Wisconsin law to compel regular school attendance between ages 6 to 18.

In the event of a student absence, the parent/guardian must call the Absentee Reporting Line at 262/785-3924 before 8:00 a.m. on each day of an absence. If the parent/guardian has not provided prior notice or called, the parent/guardian will be notified regarding the student’s absence. Students absent for reasons other than those identified or excused by the Board of Education shall be considered unexcused and truant. Excessive unexcused absences will result in a Truancy Referral.

Students shall be allowed to make up work missed due to an excused absence and shall be graded on the quality of the product produced. Typically, if a child is absent one day, an assignment is due within a two-day period. Students may receive a failing grade on all daily classroom work missed due to an unexcused absence, but will be permitted to make up major tests and projects within a reasonable period of time.

The following are considered by the Board of Education as excused absences:
- Illness - mental or physical. Medical verification may be required.
- Family emergency or crisis.
- Attendance at the funeral of a relative or friend.
- Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session.
- Family trips that can be taken only during the normal school term.
- Attendance at religious holidays.
- Attendance at special events of educational value as approved by the principal. This does not excuse attendance at baseball games, rock concerts, “skip days,” picnics, etc.
NOTE: Students **MUST** be in attendance by 10:30 a.m. on the day when they plan to participate in any extracurricular activity. Students that need to leave early on a day they plan to participate in an extracurricular activity may not leave the building before 11:30 a.m. Students who attempt to attend extracurricular activities on the day absent will be sent home.

Any student suspended from school will be excluded from **ALL** school-related activities on the days of the suspension.

**TRUANCY**
A “habitual truant” is defined as a student 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 school semester. Students who meet the habitual truant definition and their parent(s) or guardian will be requested to attend a meeting within 5 school days after the date that the habitual truancy notice has been sent to the student’s parent(s)/guardian. The parent(s)/guardian shall be further notified of the intent of the District to proceed to implement its statutory responsibilities to enforce the law and the specific steps that will be taken. When a student has an unexcused absence, they will be required to make up time missed in after-school detentions.

**TARDINESS**
A student who is not in his or her first period class by **7:18 a.m.** is considered tardy and must report to the Attendance Secretary before going to class. Students arriving late to school are required to bring a written parental excuse indicating the reason for the tardiness. Such reasons as missing the bus or oversleeping will be considered unexcused tardiness. Students, who are tardy (unexcused) to first hour and other classes during the day, will be issued a lunch detention after 3 tardies and an after school detention for each successive tardy thereafter. Tardies will reset to “0” at each quarter (4 times annually).

Students arriving at school late because of medical or dental appointments must check in with the Attendance Secretary and they will be issued a pass and sent on to class. A student must have a note from a parent, doctor or dentist if the parent has not called the school to explain the absence.

Students are expected to be on time to all classes during the day. Students arriving late to class will be issued detentions for the 3rd tardy and each tardy thereafter. Chronic tardiness to class can result in extended detention time or parent conference.

**EARLY DISMISSAL FOR APPOINTMENTS**
Students are encouraged to schedule appointments with doctors or dentists other than during the school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible. Students are reminded that they are to be out of school for the time actually needed to take care of the emergency situation. ([Elmbrook Policy 5113](#)) To obtain a dismissal pass, a written note signed by a parent or guardian must be brought to the attendance secretary **PRIOR** to the start of the school day. The note should state the reason for early dismissal, student’s grade level, telephone number and the time the student is to leave. In addition, students will not be released from school premises or a class under any circumstance unless it is determined that the request has been made by a qualified person (parent/guardian) and for sufficient, good reason.

**LATE ARRIVAL/RETURN FROM EARLY DISMISSAL**
Students arriving late or returning from early dismissal should report to the Main Office and present a note to the Attendance Secretary.

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LEAVING SCHOOL DURING THE DAY
No student is to leave the school grounds for any reason during the school day without first reporting to the Attendance Secretary and securing permission.

EXCUSES FROM PHYSICAL EDUCATION
If a student is unable to participate in physical education classes on a particular day, a written excuse must be brought from a parent/guardian or doctor. This excuse must be presented to the school nurse before first period on the first day that the student needs to be excused. Only a doctor’s excuse will be accepted if a student is to be excused for more than 3 days in succession or if there is a chronic health problem. These need to be updated annually.

ABSENCES DUE TO VACATION
Parents are expected to plan vacations outside of the school year. Vacations greatly interfere with testing dates and delivery of curriculum to the student. **Parents of students who will be vacationing during the school year should contact the Attendance Office well in advance of their planned departure to determine the effect that travel will have on the student’s academic performance.** A **Trip Request Form** is required to be completed for vacations of 3 or more consecutive days. This form should be completed at least two weeks prior to the first day of the vacation. The Counselor will then contact the student’s teachers and respond accordingly to the parents. **One week prior to the departure date, the student should bring a note to the Attendance Secretary requesting an Advanced Assignment Form for the period of time he/she will be gone.** The student will then take that form to his/her teachers to be completed before he/she leaves. Students will be allowed to make up work missed due to an excused absence in a reasonable length of time and will be graded on the quality of the product produced. Teachers cannot prepare homework that accurately reflects classroom work over any extended period of time.

HOMEWORK
Parents and students may access homework information from **Infinite Campus.**

HOMEWORK EXPECTATIONS
All students are expected to have homework assignments each night. The amount of homework will vary from class to class and student to student. Organizational or completion issues should be discussed with the Team Leader or Student Services Counselor.

HOMEWORK REQUESTS
If a student is absent **for more than 2 days** and is requesting homework for pick up after school for the day they are out, the **parent/guardian MUST call the Main Office no later than 8:30 a.m.** Requests received after 8:30 a.m. will be handled the next day. This deadline affords teachers the needed time to put together homework during their team meeting times. You may also leave your homework request on the absentee reporting line prior to 8:00 am.

EXPECTATIONS FOR HOMEWORK MAKE-UP
When students have been absent from class for any reason, they are to see each teacher about make-up work. Teachers are available before school from 7:05 to 7:18 a.m. and by appointment during lunch or after school. This is the student’s responsibility. Parents can check **Infinite Campus** to learn about assignments. For assignments that were given while the student was out of school, the following guideline for a make-up work time line should be used: **1 day to complete work for every 1 day that a student is absent.** If a student is absent 1 day, work that was due on that day and tests that were scheduled on that day should be handed in or completed immediately upon their return.
VISITORS TO OUR BUILDING
Opportunities are provided for parents and interested persons to visit the school and meet the teachers and staff. Please visit the district website to request a tour. Conferences should be arranged in advance. All visitors must report directly to the main office and sign in before being admitted into the building. All visitors are required to wear a visitor badge while at PPMS during school hours. If you are picking up your child after school and plan to go to his/her locker rather than wait at the front door, you must sign in at the main office and wear a visitor badge to and from the locker. Volunteers in all of our buildings must register on the schools website.

STUDENT VISITORS TO OUR BUILDING
The purpose of student visits is to provide an opportunity for prospective families to see the building and our programs. Social visits are NOT permitted. Students who wish to have a guest shadow/attend school with them MUST receive permission from the Associate Principal or the Principal and all of their teachers. Students should make the request to bring a guest to school one week before the scheduled visit. Guests will only be allowed to visit when they are on vacation from their home school. Student guests are not allowed at school on the last day before a holiday and/or vacation or on report card days. No student guests are permitted after May 9. Student guests must obey all student rules and should be in the same grade as the host student.

TEACHER VOICE MAIL/EMAIL
Not all teachers have a direct line for voicemail in our building. Your best way to connect with any staff member is through email.

REPORT CARDS
Report cards provide room for academic grades and teacher comments. Letter grades signify the level of success. Any ‘incomplete’ must be made up within two weeks after the end of any reporting period. Exceptions can be made for a prolonged illness.

GRADING SCALE
The following grading scale shall be used in the Elmbrook District Middle and High Schools (Policy No. 5124):

Grading Scales: Middle and High School

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<th>Percent Range</th>
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<tr>
<td>A</td>
<td>4</td>
<td>5</td>
<td>93-100</td>
<td>Consistently demonstrates an excellent understanding of content standards</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>4</td>
<td>85-92</td>
<td>Consistently demonstrates a good understanding of content standards</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
<td>77-84</td>
<td>Consistently demonstrates a fair understanding of content standards</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>2</td>
<td>70-76</td>
<td>Does not demonstrate consistent understanding of most content standards</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>1</td>
<td>Less than 70</td>
<td>Does not demonstrate understanding of most content standards</td>
</tr>
</tbody>
</table>

I = Incomplete which is a temporary grade until an A, B, C, D, or F is assigned.

Parents/guardians who wish to appeal a letter grade should use the following procedure:
1.) Request a conference with the teacher to discuss the rationale for the grade and to reach agreement on the grade.
2.) Request a conference with the principal and teacher if agreement is not reached in step no. 1. The principal shall make the final decision on any grade change if agreement cannot be reached.
EIGHTH GRADE PROMOTION STANDARDS
Retention is considered when academic mastery has not been achieved and a repeated effort will improve learning. If a student is at risk of receiving the letter grade of “F” in any course, parents will be notified by the teacher. A conference will be requested with the parents to gather feedback on a recommendation for the academic future for the student. For a student to participate in the social aspects of promotion, good behavior is required.
The purpose of the promotion ceremony and the social events is to celebrate the success of students, both academically and socially. Students who put forth their best effort will enjoy both aspects. Students unable to consistently demonstrate proper behavior will not be permitted to participate in promotion activities including the 8th grade dance, promotion ceremony, and final day celebrations.

MID-NINE REPORTS
Mid-nines are progress reports completed four weeks into each quarter to alert parents of academic concerns prior to quarter report cards. The school will post mid-nine reports on the IC Portal four times annually. Teachers will issue mid-nines for all students, with grades “A” through “F” in every class for every student.

TELEPHONE CALLS/TELEPHONE USE
A telephone is available for student use in the Main Office. All calls should be made at a time that does not interfere with a student’s scheduled classes. To prevent interruptions during instruction, students will not be called out of class for incoming telephone calls. All arrangements for ride pick-ups, etc., are to be made in advance so as to eliminate the need for the use of the telephone.

PASSING TIME
Four minutes are allowed between classes to permit students to proceed from one class to another in a normal, orderly fashion. Poor behavior in the hallway will not be tolerated. Failure to follow school rules will result in the student being disciplined and could result in the loss of hallway privileges. Students with injuries or handicaps will receive additional passing time as arranged with staff. At the final dismissal, students are to leave the building and school grounds. Students are not permitted to remain after school unless supervised by a staff member in an organized school activity.
Supervision is not provided after 2:40 p.m.

HALL PASSES
The Assignment Notebook is required as an organization tool and as a pass. All students MUST carry hallway passes when traveling in the corridor during class time. Students may be issued detentions or lose the privilege of traveling in the corridor during passing time if this procedure is not followed.

CLASSROOM SUPPLIES
Students are expected to bring necessary supplies to all classes including assignment notebook, text books, work spirals, binders, folders, pens/pencils and other items identified by teachers. A list of needed supplies will be provided by the school. Chromebooks will be issued to all students and should be brought to school each day, fully charged, in their protective cases. Parents will be assessed a fee for any loss or damage to the Chromebook, case and charger. Students are not permitted to bring non-instructional items to class. This includes all toys, games, electronic devices, cell phones, and objects that cause a distraction to the educational environment. Cell phones are to be kept in the students’ lockers, and should be turned off during the school day.

TEXTBOOKS
Hardcover books/textbooks issued by the school to each student are on a loan basis and are expected to be used for at least five years. The condition of the book is noted at the time the book is assigned and students are held responsible for the care of books issued to them. The student must turn in the
book that has been assigned to him/her at the end of the course. We require all textbooks to be covered with book covers. Parents will be asked to send payment to cover the cost of the textbook(s) that are lost, stolen or ruined. These books MUST be replaced; therefore, a replacement cost is assessed. If the lost book is recovered, the amount will be refunded.

LOCKERS
Each student will be assigned a locker located in the hallway near their house, and a physical education locker in the gym locker room. Students should keep a school issued lock on both their hallway and Phy. Ed. lockers. Students MUST purchase locks through the school for their own convenience as well as safety reasons. Non-school-issued locks will be cut off. Please note:

1.) Your locker combination SHOULD NOT be given out to other students.
2.) Students must only use the locker assigned to them. Do not keep other students’ belongings in your locker.
3.) Your locker combination and contents are your responsibility. The school is NOT responsible for items damaged, lost or stolen.
4.) Before leaving your locker, check to see that it is tightly closed and locked. Turn the dial on your lock to make sure it will not open.
5.) Please DO NOT KEEP VALUABLES in your locker. The school is not responsible for valuable personal items students choose to bring to school (i.e.: money, IPods, cell phones, head phones).
6.) Book bags and backpacks are to be kept in lockers. They are not allowed in class, unless pre-approved by an administrator due to a medical situation.

Since lockers are school property, students are expected to keep them neat and in good, usable condition. Items that are taped on the outside of the locker must be hung using blue painters tape only. Teachers or administrators may check lockers at any time.

LOST AND FOUND
Lost and found spaces in the office and in the cafeteria are provided for articles of clothing and personal items that are lost and found. Please ask one of the office staff members to review the lost and found if you have lost something while at school. Students should write their names in all textbooks and notebooks. Personal property items should also be labeled.

FIELD TRIPS
Field trips are a required part of the curriculum. Whenever a field trip is planned by staff, students who will participate MUST obtain a parent permission slip from the teacher in charge of organizing the field trip. This slip MUST be signed by the parent/guardian of the student and returned to the school as outlined by the staff member. Students will be excluded from field trips if parent/guardian permission slips have not been returned to the school. A student may also be excluded from a field trip if his/her behavior is poor or his/her behavior poses a threat to the safety and well-being of others. The student or his/her parent/guardian is responsible for notifying the teacher in charge prior to the field trip of any change in the student’s ability to participate due to illness. All school rules apply while on the field trip.

HUMAN GROWTH AND DEVELOPMENT
Prior to the instruction of the “Life Cycles” component of Human Growth and Development, the parent/guardian of each student will receive a detailed outline of the human growth and development curriculum to be used at the student’s grade level. Parents are informed of their right to inspect the
curriculum and materials used in delivering instruction. Teachers take great care in adhering to district guidelines when delivering the content described in the outcomes. Parents have the right to request that their child be excused from any given portion of instruction; advance notice in writing is required.

ANIMALS IN THE CLASSROOM
It is recognized that animals in a classroom as part of enrichment activities relating to learning experiences are valuable; however, the health and safety of all students, staff and animals is paramount. Therefore, permission must be received from the principal or associate principal before any animal is brought to school. All class members will be checked for allergies first, as well. When possible (weather permitting), student presentations involving animals may occur outside.

SNOWBALLS
Since many serious accidents may be caused by this seemingly harmless act, no snowballing is allowed by students on their way to or from school, on the school grounds or at any other school function. Students who throw snowballs are subject to disciplinary action.

SKATEBOARDS, SCOOTERS OR ROLLER BLADES
The use of skateboards on property of the School District of Elmbrook is strictly prohibited. Section 9.29 PAR 3 City Ordinance. Such items used to transport students to school shall be carried by the student once on school property and stored in the school office until the end of the school day. These items are not permitted on the bus.

BIKES
Bikes must be locked and stored in the bike rack located on the northeast corner of the school. Students riding bikes home from school must wait until all of the buses have left the school parking lots before leaving. All students are strongly encouraged to wear helmets whenever they ride their bikes.

BUS PROCEDURES/RULES
The School District of Elmbrook has contracted to provide for safe and convenient transportation. The following rules will be observed:

1. Designated routes are provided to avoid overcrowding. Students are expected to ride assigned buses unless office permission is granted.
2. Students must be careful in approaching bus stops. They are to walk on the left side of the road toward oncoming traffic.
3. If it is necessary to cross the road when leaving a bus, students must wait for a signal from the driver and then cross in front of the bus.
4. The student or his/her parents must pay for any damage done to the seats or other equipment by the student.
5. Acceptable standards of conduct are expected of bus passengers. There must be no eating, smoking, yelling, swearing, threatening, pushing or fighting. Students are not permitted to extend hands, arms or heads from bus windows. Students are prohibited from carrying oversized items that would block the aisle, cause loss of passenger seat space, obstruct the driver’s view, or create a safety hazard. Bus drivers will forward discipline referrals to school administrators on students violating any of these rules. Disciplinary action including detention, suspensions or temporary/permanent removal from the school bus will result.

RIDING BUS HOME WITH A FRIEND
Permission to ride a bus other than one’s own MUST be gained by presenting a note from both parents to the Main Office first thing in the morning. A bus pass will then be issued by the Main Office. Students MUST give this approved bus pass to the driver. Drivers will not accept non-route
students on their bus without an approved bus pass. The school has the right to refuse the arrangement if it poses a behavioral or safety concern.

BUS CONCERNS
The following chart is intended to provide parents with information regarding whom to contact concerning bus scheduling/routing problems, student behavior problems and bus driver concerns:

Scheduling or Routing Problems & Bus Driver Concerns:

GORITEWAY  414-249-5048  elmbrook@goriteway.com

Student Behavior Problems:  Matt Jolliff, Associate Principal:  262-785-3920

Secondary contacts if problem is not being resolved:

Resident Transportation:  262/781-3030, ext. 1191
Special Education Transportation:  262/781-3030, ext. 1190

STUDENT SERVICES TEAM
The purpose of the Student Services Team is to assist students in making academic and personal decisions, which will help the students to develop their capacities mentally, vocationally, socially and emotionally in a manner, which will enable them to become productive members of society. They also attend grade level team meetings once per week to discuss student progress, as well as attending weekly meetings with the administrators, the social worker, school psychologist and nurse.

6th Grade – Tammy Berghauer, 4307
7th Grade – Ben Farley, ext. 4305
8th Grade – Cindy Lakatos, ext. 4111

SCHOOL PSYCHOLOGIST
Erica Pauly – ext. 4169
The School Psychologist assists school staff to bridge the reality of the classroom and the individuality of the growing child. The School Psychologist helps to enhance the social, emotional and intellectual adjustment of children through program planning. The School Psychologist’s expertise in child development assists staff in developing educational plans that are appropriate to the individual needs of students.

SCHOOL SOCIAL WORKER
Ms. Pam Brees – ext. 4308
The School Social Worker assists school staff, students and/or parents to develop, implement and evaluate plans to help students and families. The School Social Worker helps to identify factors that can make school a more successful and happier experience for some students. Through the use of assessment, counseling, consultation and coordination of services, the school social worker effectively serves students, parents and our school.

AFTER SCHOOL ACTIVITIES
After school activities are an important part of the middle school experience. All students are encouraged to join the various clubs and activities. We offer a full array of activities from athletics to academic clubs. The offerings vary each year as they are based on student interest/feedback as well as interest and availability of staff members. The following list outlines some of the extra-curricular activities that will be offered during the 2019-20 school year, go to the website listed for more details: Intramurals, Cross Country, Track and Field, Wrestling, Musical, Jazz Band,
Drumline, Panther Choir, Student Senate, Forensics, Math Club, Girls Who Code, Best Buddies, Builders Club, NJHS, Comic Book Club, Future City Club, Art Club, and even more.

**ACTIVITIES EXPECTATIONS**
This is a reminder to all parents and students that extra-curricular and co-curricular activities are a privilege for students. Therefore, students must uphold certain responsibilities to maintain the privilege to participate. Coaches and advisors will forward a letter to all parents regarding activities expectations and times/dates. Club meetings and music rehearsals generally last until 4:00 p.m., unless otherwise instructed. Sport practices generally end at 4:15 p.m. Dances/Activity Nights end promptly at 8:45 p.m. **Students are to be picked up PROMPTLY when the activity is completed.** Dress Code applies during all extra-curricular activities.

**ACTIVITIES/ATHLETIC CODE OF CONDUCT**
The goal of athletics is to use sports to complement and enhance the education of students and teach our youth valuable life-long lessons. Rules are established for the best interest of the participants and the program. The participant who chooses to comply with the rules demonstrates a desire to dedicate him/herself to self-improvement, and to enhance the best interest of fellow participants, the program, and the school. Athletics is a privilege and not a right. All students are initially eligible for athletic participation; however, students may lose their privilege to participate per our Athletic Code of Conduct. School rules and regulations as outlined in the Student Handbook apply to all students. Students are responsible for understanding all school rules. All students and parents/guardians are required to sign the Athletic Code of Conduct form prior to participation in all athletic seasons, which will be provide by all coaches. Below is a list of consequences that will be administered by the athletic director/school administration.

**Attendance Policy for After School Activities**
Students must be in attendance by 10:30 a.m. on the day when they plan to participate in any extra-curricular activity. Students that need to leave early on a day they plan to participate in an extra-curricular activity may not leave the building before 11:30 a.m. Students who attempt to attend extra-curricular activities on the day absent will be sent home.

**Grades**
Passing grades must be maintained.
- If a student receives one “F” on the most recent quarter marking period, they are ineligible for the next two competitions that they would otherwise be eligible for.
- If a student receives two or more “F’s” on the most recent quarter marking period, they are ineligible for the next four competitions that they would otherwise be eligible for.
- At the end of their ineligibility status, the student needs teacher verification that all grades are at the passing level in order to resume participation. If not, the ineligibility status will continue until grades are passing.

**Suspensions**
The following consequences relate to the removal from athletic competitions. Athletes are allowed to participate in practice during their ineligible status except for the day(s) of the suspension. Participation in practice will be determined by the athletic director/administration and coaches. If there are multiple categorical suspensions the consequence will be the more severe punishment. The consequences will be in effect 45 calendar days prior to the beginning of the season. Any ineligibility status will carry over to the next sports season if within the 45 days. In addition, the athlete needs to follow the established team rules set by the coach.

**Category I** - Violations include behavior that generally results in a suspension (in or out of school)
or behavior that is contrary to generally recognized moral and ethical standards. These conduct violations include, but are not limited to the following:
-Suspensions (in or out of school)
-Bullying or Harassment
-Fighting
-Violations of the District Academic Honesty Policy
-Presence at parties where minors consume alcohol, tobacco, or other drugs
-Unsportsmanlike conduct as a participant or spectator

Consequences:
1st Offense: Athlete may not participate in the activity/competition for the day(s) they are suspended. A consequence of one additional competition that they would otherwise be eligible for will be enforced.
2nd Offense: Athlete may not participate in the activity/competition for the day(s) they are suspended. A consequence of two additional competitions that they would otherwise be eligible for will be enforced.
3rd Offense: Athlete is removed from that activity for the remainder of the season.

Category II  -Violations generally include those that could result in legal consequences for students. These include but are not limited to the following:
-Consumption, Possession, distribution, or sale of alcohol, tobacco, or other controlled or uncontrolled substances
-Theft
-Vandalism
-Harassment
-Use or distribution of performance enhancing supplements

Consequences:
1st Offense- Athlete may not participate in the activity/competition for the day(s) they are suspended. A consequence of two additional competitions that they would otherwise be eligible for will be enforced.
2nd Offense- Athlete is removed from that activity for the remainder of the season.

LIBRARY MEDIA CENTER
The LMC is open to students before the start of the regular school day. Students needing to use the LMC MUST obtain a pass from the teacher who has assigned the project. This pass should be given to the LMC Assistant to gain access. Failure to follow school and LMC rules will result in the student being disciplined and could result in the loss of LMC privileges.

HEALTH ROOM
School health services are a primary component of every student’s educational environment. The Health Room is staffed with health room assistants, who render first aid and other health services to injured and ill students under the supervision of the District Nurse. The Health Room assistant also provides the clerical duties for the Health Room. Students may go to the Health Room in case of illness, injury or any health-related problem. Students who need to go to the Health Room must first check in with their teacher and obtain a pass to go to the Health Room (except in cases of emergency). If the student is to be sent home, the Health Room assistant or the nurse will contact the parent, or if unable to reach a parent, the person who is listed as the alternate contact on the student’s emergency card. Students may not leave school upon becoming ill without first reporting to the Health Room. Parents will be notified if students frequent the Health Room often for unscheduled visits.
EMERGENCY CONTACTS
Parents provide emergency contact information during online registration in August. This contact information lists parent/guardian names, work and home telephone numbers and an emergency contact person so that our school can contact parents/guardians in the event of an emergency. Parents MUST notify the school office of pertinent changes (i.e. new home or work telephone numbers) that occur during the school year.

MEDICATIONS
Procedures have been established for medication prescribed by a physician and non-prescription medications. Students are not allowed to self-medicate. Students may not transport medication on the bus. All medicine MUST be brought to the school nurse by parents. Appropriate parental medication consent forms are available in the Health Room.

ADMINISTERING PRESCRIBED MEDICATIONS
Prior to administering prescribed medications, the school MUST be provided with a signed/written authorization from the parent along with written instructions from the prescribing physician. The physician’s statement MUST include:
1.) The prescribed drug and dosage
2.) The frequency of administration
3.) The conditions and circumstances requiring the administration

ADMINISTERING NON-PRESCRIPTION MEDICATION
Non-prescription medication can only be administered by school personnel with written parental approval and provision of the medication. Written instructions MUST be signed by the parent and shall include:
1.) The prescribed drug and dosage
2.) The frequency of administration
3.) The conditions and circumstances requiring the administration

UNUSED MEDICATION
Unused medication will not be returned to any student to be transported on the bus. Parents MUST come to the Health Room for unused medication or it will be disposed. All consent forms MUST be renewed each school year and/or any time a medication is changed.

FOOD ALLERGIES
Students with life-threatening food allergies should be aware of the possible presence of food(s) items to which they are allergic in the cafeteria or other school locations. Any question regarding ingredients should be directed to the Food Service Supervisor at the District Office, 262/781-3030, Ext. 1148. The Health Room should be notified of a student’s life-threatening food allergy. Students also should not trade food with other students at school. This is outlined on Page 1 of the Student Assignment Notebook.

IMMUNIZATION
The immunization law in Wisconsin was passed to protect all children from vaccine-preventable diseases. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus and pertussis. Students in the 7th and 8th grade are required to have Hepatitis B immunizations. Students must present written evidence of completed immunizations to school by the 13th day of school. Immunization requirements may be waived for an individual student for medical, religious and personal conviction reasons. A physician’s signature is required for all medical waivers.
MEDICAL HISTORY
To insure a safe environment, your student’s medical history will be updated periodically. Information regarding health conditions, which affect your student during the school day, will be incorporated into your student’s health history and shared with appropriate school personnel. Parents have the responsibility to inform the school of any medical and/or physical impairments that might impact or interfere with his/her participation in a complete school program.

SCHOOL EMERGENCIES
The staff has been trained for all emergency situations. Students MUST follow the direction of the adult nearest to them. In the case of an extreme emergency, it may be necessary for school administration to implement the school crisis plan. This may involve evacuating the building or locking down each of the classrooms and our entire school. During any emergency situation, parents are asked to NOT come to the school or call. This will enable appropriate emergency personnel to respond in a prompt manner. When appropriate, we will use our parent phone calling system to attempt to contact/inform all parents/homes.

In the case of evacuations, parents should report to Brookfield East to be reunified with their student.

EARLY SCHOOL CLOSING PROCEDURES
In the case that school is closed and students must be sent home, the District Communications Department will send a recorded message and contact radio stations to get the message out to the community. All students will be transported home by bus. Please make arrangements with your child as to where to go in case you are not home when they arrive. Any student who, for some reason, cannot get into their homes should be directed to go home with a friend and call their parents from there. You MUST give permission for your child to be transported by someone other than a family member.

WITHDRAWAL FROM SCHOOL
Parents are requested to inform the school Student Services Team as soon as possible prior to a student’s withdrawal from school so that student records, report cards and textbook check-in can be completed in good order. It is suggested that a written note from the student’s parent/guardian be sent to the Student Services Assistant for withdrawal instructions at least three to four days before checking.
Section II

Student Conduct Expectations
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<th>STRIVE</th>
<th>EXCELLENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallway</td>
<td>• Practice good manners</td>
<td>• Walk on the right side of the hallway and</td>
<td>• Make safe choices</td>
<td>• Keep your locker area completely clean</td>
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<td></td>
<td>• Respect personal space and property of</td>
<td>stairways</td>
<td>• Listen attentively</td>
<td>• Always walk to class</td>
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<td></td>
<td>others</td>
<td>• Report unsafe behavior</td>
<td>• Include others and solve problems</td>
<td>• Move efficiently on the way to class</td>
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<td></td>
<td>• Respect differences</td>
<td></td>
<td>peacefully</td>
<td>• Stand up for those in need</td>
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<td></td>
<td>• Respect school property</td>
<td></td>
<td></td>
<td>• Help those in conflict</td>
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<td></td>
<td>• Respond positively to teachers and school</td>
<td></td>
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<td>staff</td>
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<td>• Free RISE card to the first 5 students who</td>
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<td>point out this statement to the Associate</td>
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<td></td>
<td>Principal</td>
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<td></td>
<td>• Use calm voice and appropriate language</td>
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<td></td>
<td>• Wear appropriate attire</td>
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<td></td>
<td>• Practice good hygiene</td>
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<td></td>
<td>• Clean up after yourself</td>
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<td></td>
<td>• Walk</td>
<td></td>
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<td>Classrom</td>
<td>• Be on time</td>
<td>• Be on time</td>
<td>• Make safe choices</td>
<td>• Actively participate</td>
</tr>
<tr>
<td></td>
<td>• Follow classroom expectations</td>
<td>• Follow classroom expectations</td>
<td>• Listen attentively</td>
<td>• Bring all materials to class all the time</td>
</tr>
<tr>
<td></td>
<td>• Complete your own work</td>
<td>• Complete your own work</td>
<td>• Include others and solve problems</td>
<td>• Complete high quality work on time</td>
</tr>
<tr>
<td></td>
<td>• Report unsafe behavior</td>
<td>• Report unsafe behavior</td>
<td>peacefully</td>
<td>• Stand up for those in need</td>
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<td></td>
<td></td>
<td></td>
<td>• Help those in conflict</td>
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<tr>
<td>Locker Room</td>
<td>• Wait until dismissed to leave the locker</td>
<td>• Wait until dismissed to leave the locker</td>
<td>• Use lock and locker</td>
<td>• Use lock and locker every day to keep your</td>
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<tr>
<td></td>
<td>room</td>
<td>room</td>
<td>room</td>
<td>area clean and your belongings safe</td>
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<td></td>
<td>• Keep all food and drinks out of the gym/</td>
<td>• Keep all food and drinks out of the gym/locker</td>
<td>• Stand up for those in need</td>
<td>• Stand up for those in need</td>
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<td></td>
<td>locker room</td>
<td>room</td>
<td></td>
<td>• Help those in conflict</td>
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<tr>
<td>Cafeteria</td>
<td>• Stay at assigned table</td>
<td>• Stay at assigned table</td>
<td>• Keep your area completely clean, everyday</td>
<td>• Keep your area completely clean, everyday</td>
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<tr>
<td></td>
<td>• Wait patiently to get your food, to use the</td>
<td>• Wait patiently to get your food, to use the</td>
<td>• Without reminders, take turns washing your</td>
<td>• Always use a pass when leaving</td>
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<td></td>
<td>restroom, to go outside, and to be dismissed</td>
<td>restroom, to go outside, and to be dismissed</td>
<td>table</td>
<td>• Stand up for those in need</td>
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<tr>
<td></td>
<td>• Keep food and beverages in the cafeteria</td>
<td>• Keep food and beverages in the cafeteria</td>
<td>• Help those in conflict</td>
<td>• Help those in conflict</td>
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<tr>
<td></td>
<td>• Report unsafe behavior</td>
<td>• Report unsafe behavior</td>
<td></td>
<td></td>
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<tr>
<td>Playground</td>
<td>• Use and return equipment appropriately</td>
<td>• Use and return equipment appropriately</td>
<td>• Find someone to include</td>
<td>• Always sit in assigned seat</td>
</tr>
<tr>
<td></td>
<td>• Stay within sight of supervisors</td>
<td>• Stay within sight of supervisors</td>
<td>• Stand up for those in need</td>
<td>• Stand up for those in need</td>
</tr>
<tr>
<td></td>
<td>• Leave all food/drinks inside</td>
<td>• Leave all food/drinks inside</td>
<td>• Help those in conflict</td>
<td>• Help those in conflict</td>
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<tr>
<td></td>
<td>• Leave stones, snow and ice on ground</td>
<td>• Leave stones, snow and ice on ground</td>
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<td></td>
<td>• Stay off snow mounds</td>
<td>• Stay off snow mounds</td>
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<td></td>
<td>• Report unsafe behavior</td>
<td>• Report unsafe behavior</td>
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<td>Bus</td>
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CONDUCT EXPECTATIONS

Discipline is necessary in school, just as in any other organization in our society, to bring order and create an atmosphere in which students can best learn and succeed. Because students learn best in a climate which is safe, secure and respectful, we need to ensure that such an environment exists at Pilgrim Park. The staff at PPMS will work consistently to create a safe environment for all students to enjoy. To do this, certain expectations for student behavior throughout the building are necessary. The basis for these expectations is to create mutual respect among all individuals in our school. Students are expected to treat every person (teachers, administrators, secretaries, food service workers, custodians, instructional assistants, guidance counselors, health room staff, students, volunteers and substitute teachers) in our school with respect at all times.

Each teacher establishes student expectations in individual classrooms. Teachers will discuss classroom rules with students at the start of the year.

DISCIPLINE PLAN

All staff members in our building will implement our discipline plan. As an entire staff, we will attempt to be consistent and fair in our handling of discipline. Infractions that are considered minor will be addressed by the classroom teacher whenever possible. If a problem continues in the classroom, students will be given consequences from that teacher and parents will be notified. If the problem is not resolved at this level, one of the building administrators will be involved via a discipline referral.

When student behavior necessitates disciplinary action on the part of the teacher or building administrator, possible strategies include: conference with teacher, parent phone call/conference, detentions at lunch or after school, loss of privileges including extra-curricular/cafeteria/hallway passing/special event participation, in-school and out-of-school suspensions.

DETENTION

Individual teachers may assign detentions at lunch or after school for minor infractions such as not having homework, repeatedly not bringing supplies, repeatedly arriving late to class and/or misbehavior in class. If a lunch detention is issued, a bag lunch must be brought to school or a cafeteria lunch ordered from the lunch detention supervisor. Students serving lunch detentions will not be permitted in the cafeteria on the day of the lunch detention.

SUSPENSION

Policy 5114.1 of the School District of Elmbrook, Board of Education states:

Continuous, willful refusal to accomplish school tasks, insubordination, disorderly, vicious, illegal or immoral conduct and persistent violation of school regulations may be causes for suspension from school. Included in the type of behavior that may cause suspension from school are violations of any local, state or federal laws.

The principal/designee may suspend any pupil for non-compliance with school regulations. The suspension may not exceed five (5) consecutive school days. If a notice of an expulsion hearing has been sent to an adult student or the parent/guardian of a minor student, the suspension may not exceed fifteen (15) consecutive school days.

The principal/designee shall give notice of any suspension of a minor student together with all of the facts to the parent/guardian of the student as soon as possible. Each written report of each suspension is to be given to the parent/guardian and the superintendent of schools.

A suspension may be served either in the school building as determined by the principal/designee (in-school full day suspension/detention) or out of the school building (out-of-school suspension). In either case, the length of suspension and notification procedures shall be identical and shall conform to state and federal law and Board of Education policy.

Section 120.12(1) of the Wisconsin Statues authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. Suspensions can be given for up to five days for the following offenses (in or out of school):

1.}

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1. Offensive language
2. Hitting/fighting
3. Threatening/extortion
4. Harassment/sexual harassment
5. Inappropriate touching
6. Insubordination/refusal to follow staff directives
7. Failure to report for detentions
8. Repeated violation of school rules
9. School pranks or other acts that endanger the health, welfare or safety of others or disrupts the educational process
10. Vandalism/destroyation of school property
11. Stealing/theft
12. Possession/use/selling alcohol, drugs or look alikes
13. Possession/use of any instrument of injury or anything that might be considered a weapon or look alike device (see Weapons sections in handbook)
14. Possession/use of any smoking materials including lighters/matches/cigarettes, tobacco, etc.
15. Possession/use of fireworks or any gun powder devices
16. Setting fire alarms, arson, bombs, threats of 911 calls
17. Violation of computer usage guidelines

Students who are issued repeated suspensions will be referred to the Central Administrative Office for an administrative hearing with the Superintendent of Schools, Dr. Matt Gibson. The Board of Education may expel any pupil whenever it finds the student guilty of persistent refusal or neglect to obey the rules of the school and when it is satisfied that the interests of the school warrant the expulsion.

**COMPUTER USAGE POLICY**
The staff of Pilgrim Park recognizes that computers are a valued resource for students. We are committed to providing the appropriate hardware, software and support. The successful utilization of these technologies requires the responsibility of each staff member and student to use our technology resources for the express purpose of learning within the context of the district curricula. In order to insure that computers are available and in good working condition, the following rules and expectations apply.

1. Students must bring their device to school every day fully charged.
2. Students must treat their device with care and never leave it in an unsecured location.
3. Students are advised to keep their device in a protective case and backpack when traveling.
4. Heavy objects should never be placed on top of the technology device.
5. Should damage occur, students must promptly complete a device support form and submit the device to the library for repair.
6. Students may not remove or interfere with the serial number and other identification tags.
7. Students may not attempt to change the physical structure of the device or case, including decorating with stickers, writing or anything else that would be difficult to remove or repair.
8. Students may not attempt to install or run any operating system other than the original ChromeOS or Apple iOS supported by the district.
9. Students are encouraged to keep their devices clean, using only a soft, dry antistatic, or microfiber cloth, or pre-moistened eyeglass lens tissue to clean the device.
10. If a student believes his/her device is lost or stolen, he/she should report it immediately to the school library.
11. Students should never log in under another person’s login name and password.
12. Students should not delete any files of which the student is not the author.
13. Students should not use school resources or time for playing non-instructional video games.

Violation of these expectations may result in temporary or permanent loss of computer access and usage for a student. Violations may also result in other disciplinary and legal action as well.
COMPUTER RULES

Practice Statement 6177.1, Internet Protection Act. The School District of Elmbrook recognizes that educational technology is a valued resource for students and teachers in the implementation of the district curriculum. The successful utilization of these technologies requires the responsibility of each staff member and student to use these tools for the express purpose of learning within the context of district curricula. The School District of Elmbrook allows 1st through 12th grade students adult supervised access to filtered sites on the Internet as an integral part of the curriculum. Prior to Internet access, students will be provided with appropriate instruction to develop the skills necessary to access, analyze and evaluate information obtained through the Internet. Students are expected to use the Internet and Electronic Mail only for intended educational purposes and in accordance with the following Internet rules and guidelines:

INTERNET RULES AND GUIDELINES

1. Students will use the Internet and e-mail only for educational purposes.
2. Students are not to provide their address or phone number to anyone they “meet” on the Internet.
3. Students are NOT to access, communicate, display, download or send messages, pictures or any other material that is offensive, objectionable, inappropriate or unlawful.
4. Students are not to use lewd, obscene or vulgar language nor will they be allowed to harass or threaten others through the Internet, e-mail or other computerized communications systems.
5. Students are not to use another’s network I.D. and/or password, with or without permission, nor will students be allowed to use a home Internet I.D. on district networks.
6. Students are not to access another’s data folders or use another’s data files without permission.
7. Students are not allowed to play multi-user dimension or other network-incentive games or intentionally waste district resources.
8. Students will be given access to the Internet only after they are able to demonstrate Internet usage competency or attend training sessions to gain competency for proper Internet use.
9. Students will not be allowed to permit or encourage another person to engage in conduct prohibited by this policy.

All students are given an e-mail account. This account is to be used by the student to further their educational opportunities only. Abuse of this privilege will result in the account being closed.

Students are not to work in any computer lab without adult supervision. Violations of the published Internet, e-mail and computer usage rules and regulations, as determined by a member of the school administration and/or staff, may result in temporary or permanent loss of Internet access, electronic mail access and/or computer usage for a student. Violations may also result in other disciplinary and legal action, as well. Furthermore, the district is not responsible and will not be liable for any damage, harm or injury cause by individuals who violate the Internet Usage Contract.

The district will retain ownership and control of its computers, hardware, networks and software at all times. To maintain system integrity and ensure that users are using the system responsibly, all electronic data is subject to being monitored by administrators and/or staff. District administrators and/staff may review student data files or communications without student permission.

LUNCHROOM RULES/PROCEDURES

The following are general rules that apply to the lunchroom:

1. Eating in the cafeteria is a privilege, not a right. Those who repeatedly break rules or are offensive will be removed.
2. Students are to walk when going to and from the lunch area.
3. Skipping or saving places in the lunch line is NOT permitted.
4. Talk should be kept to appropriate conversational tones.
5. Students should keep the table areas clean.
6. Students are to deposit their trash into the provided containers.
7. Clean up materials are available for accidental spills.
8. Throwing food or other materials in the cafeteria will not be allowed.
9. Students will remain seated at their table until a lunchroom supervisor dismisses them.
10. Students who go outside (weather permitting) must stay outside through the end of the lunch period.
11. In cold weather, students should take coats or jackets to the cafeteria, as they will not be allowed to go to their lockers during the lunch period.
12. Food is to be eaten in the cafeteria ONLY – no food will be permitted out of the cafeteria unless traveling to a teacher-supervised activity.

DRESS CODE
Pilgrim Park Middle School
Student Dress Code - Reference Elmbrook School Board Policy 5132
1) Insufficient Coverage – Shirts/blouses which expose the waist, chest, and back are not appropriate school attire. Short shorts, short skirts, tube tops, negligeé like garments, and ripped clothing may also pose a violation. Tops allowed must cover bra straps and be 2” wide on the shoulder; no spaghetti straps.
Sheer tops can only be worn as a second shirt over another shirt that meets dress code.
2) Clothing Images/Messages Clothes may not display images with tobacco, drugs, alcohol, weapons, vulgar language/pictures, and may not advocate violations of school rules or the law.
3) Footwear – students must wear shoes at all times. No bedtime slippers are allowed at any time.
4) Headwear - No headwear of any type may be worn inside the school building (ie: hats, scarves, Skullcaps, bandanas, sweatbands, hoods, visors, sunglasses, etc…). Only girls headbands/barrettes used to keep hair up are allowed. (Note: Religious and medical reasons for headwear are excluded from the dress code.)
5) Coats - Students may not wear or carry winter coats, winter vest coats, backpacks or vinyl drawstring shoulder bags in the classroom.
6) Inappropriate Items - No waist chains (wallet chains, clip chains, etc…) exposed. No spiked accessories.
7) Other Dress - items not mentioned herein, but that are found to be disruptive to the learning environment or that pose a safety concern will be addressed by school administration and staff.

Consequences:
First offense: Warning issued (change of clothes school issued/parent brings)
Second offense: Parent contacted (change of clothes school issued/parent brings) and Lunch detention assigned.
Third offense: Parent contacted (change of clothes school issued/parent brings) and discipline referral written for after school detention.

ELECTRONIC DEVICES
No electronic devices (MP3 players, ipods, Cell phones, Cameras, CD walkmans, video games) are allowed out of backpacks/lockers during the school day, unless specific permission is given by staff. If students are exhibiting or using these items during the school day, these items will be confiscated by school staff, turned into the main office, and parents will be asked to pick up the items. A detention may be assigned.
*Additionally, laser pens or shock pens are not permitted in the school or on the bus.

PUBLIC DISPLAY OF AFFECTION
Students are to refrain from public displays of affection at our school, which includes kissing, hand-holding, hugging and inappropriate touching. Students will be counseled if this behavior is observed. Repeated offenses will result in parent notification and disciplinary action.

STUDENT NONDISCRIMINATION AND STUDENT RELIGIOUS ACCOMMODATIONS
The Board shall include the following statement in all pupil and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities:
No person shall be denied admission to any public school in the School District of Elmbrook or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person’s sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability, or handicap. The complaint process can be found in the practice statement attached to policy 6005-Equality of Educational Opportunity-Pupil Nondiscrimination/Anti-Harassment.