

850 Maple Street
Glenwood City, WI 54013
715-265-4757



District Administrator *Patrick Olson*



On behalf of the Board of Education and our team of staff members, we want to welcome everyone to the 2023-2024 school year. We look forward to partnering with you for another year of learning, growing, and achieving here in the Glenwood City School District. Our team of dedicated staff members has been busy preparing for the upcoming school year as we welcome over 683 students through our doors for a personalized educational journey.

I am humbled and honored to be a part of this community and am looking forward to developing a learning partnership with the students, staff, parents, board of education, and community of Glenwood City. With experience as an educator and administrator at all three K-12 levels, this will be my tenth year as a district administrator, with previous opportunities in both Prairie Farm and New Richmond. I am excited at the opportunity to work and make a difference with the dedicated staff at Glenwood City. It is our priority to build a family environment that is centered around collaboration, high expectations, and support for both students, staff, and the community as a whole. Actions speak louder than words and trust can only be given. As a District, we are committed to building your trust. I am confident that we will work together to accomplish our number one goal of doing what is right for our students and overcome any obstacles that may come our way. Just remember, WE ARE ALL IN THIS TOGETHER!

As a District, we will be developing the framework of a strategic plan, similar to a roadmap, that will guide us for the next 5 years and BEYOND. Strategic planning is an ongoing process that requires time, effort, and continual reflection. This roadmap is used to prioritize efforts, effectively allocate resources, align shareholders on the District's goals, and ensure these goals are backed by data and sound reasoning. Without question, there are many reasons to be proud of the Glenwood City School District. Our students continue to excel in every area which includes the classroom, performing arts, extracurricular activities, and on the athletic field. Our team of staff members are highly qualified professionals, who care deeply about the success of all our students.

Below are the 2023-24 GCSD District Goals formally set by the Board of Education on July 25, 2023.

- English-Language Arts: By grade, students' 4K-12 performance will increase five percentage points from fall to spring on FastBridge Assessments.
- Math: By grade, students' 4K-12 performance will increase five percentage points from fall to spring on FastBridge Assessments.
- Every Student, Every Day: GCSD will continue to build a District culture committed to high expectations, clear communication, and building positive relationships.

As a District, we are committed to making sure our students receive the best possible education based on our knowledge of their learning, where to take them next, and how to get them there! Student achievement remains our highest priority because when our children succeed, we all succeed due to the contributions young minds can make to our society and the communities in which we live.

In closing, as we move forward with our collaboration efforts, I invite you to think about a quote written by Anthony J. D'Angelo that still resonates today. Mr. Angelo said, "Develop a passion for learning. If you do, you will never cease to grow." Thank you for the opportunity to serve your child(ren) and this community. We understand the very important role we play in the lives and futures of our children. The new school year lies ahead with exciting student learning opportunities and adventures to be had. May each of you and your families find fulfillment and joy all year long as together we will launch the best year yet for the Glenwood City School District.

Additional Information has already been sent out or will be forthcoming on the following topics:

- GCSD Open House (Wednesday, August 23, 2023)
GCE - 2:00PM TO 7:00 PM
GCMS/HS 4:30PM TO 6:00 PM

• July 19, 2023 Storm Damage: Unfortunately, the District building and campus was hit hard. We are currently working with EMC Insurance to fix a variety of items including the elementary roof, fascia around the entire building, fencing, press box, various technology items due to an electrical surge, and much more.

• CTE, FACS, and Lavatory Remodel: This project is in the final stages of completion. Once this area is complete, we would like to invite the community in for a tour and celebrate this new learning space. There will be more information to come on this event.

Please feel free to contact me anytime with comments, questions, or concerns. With the new year getting underway, we invite everyone to learn more about GCSD by visiting our website at www.gcsd.k12.wi.us. We also encourage you to connect with us on Facebook and Instagram to receive daily updates on all the great experiences we are having here at the Glenwood City School District.

New Staff at GCSD

Amanda Eder, Custodian



Thank you for welcoming me to the Glenwood City School District; I am so pleased to be here. My daughter Eribella and I currently reside in Menomonie, Wisconsin with our three cats. A few things I enjoy are cheesecake, nature walks, reading, and 5 minute crafting ideas. I am just so excited to be a part of this team. Thank you.

Frank Kohler, I.T. Director



Hello, everyone! I am Frank Kohler, and it is with immense gratitude that I introduce myself as the new IT Director of Glenwood City School District. I have been a Hilltopper my entire life and am also a graduate of Glenwood City. I am happy to have the opportunity to contribute to the district where my wonderful wife works in the Elementary Office, and my 5 children attend school. With over 20 year of experience in the IT field, I am excited to bring my expertise to this role. My focus will be on enhancing our IT infrastructure, security, and services, ensuring that our educators and students have the tools they need for success. My approach centers around collaboration and a deep understanding of the unique needs of our teachers, staff, and administrators. I am grateful for the opportunity to join the faculty and collaborate with the dedicated professionals at Glenwood City School District. It is a privilege to work with such dedicated individuals who provide education to our students. Thank you for the opportunity to serve in this capacity, and I am excited to work collaboratively with the Glenwood City School District team as we strive for educational excellence together.

Jacob Maes, Business & Marketing Teacher



Hi GCSD! My name is Jacob Maes and I am excited to be returning to the Glenwood City School District as the Business/Marketing Teacher. While some students, families and staff may already know me well, I am eager to make connections with new and old faces in the district and community. I have previously been a substitute teacher (including a long-term substitute in Business/Marketing) and coach in Glenwood City, but I have most recently been a Boyceville Bulldog for the past two years in the roles of High School Counselor and Business/Marketing Teacher. I am looking forward to being back "home" to start this next chapter of my career in GC. Be sure to stop in to say hello, introduce yourself or just catch up! Can't wait for the upcoming school year!

Shanna Hoffman, 4K Teacher



Hello, my name is Shanna Hoffman and I am excited to be one of the 4K teachers this year! My husband Nathan and I live in the Knapp area with our children, Clayton (sophomore), Emilyn (7th grade), Etta (1st grade), and our mini-goldendoodle Maya. I'm looking forward to this year - it's going to be great!

Amanda Larson, Occupational Therapy



Hi! My name is Amanda Larson and I will be joining the GCSD team as an Occupational Therapist. I received Bachelor of Science degrees in Psychology and Human Biology from UW-Green Bay and a Master of Arts degree in Occupational Therapy from St. Catherine University. I have worked for the Hudson School District for the past 8 years and have also worked in outpatient clinics during the summers, but I am so excited to be joining my hometown district! I was born, raised, and currently live in Glenwood City with my husband and 3 children (ages 6, 4, and 3). My husband and I both graduated from GCHS and now our 3 kids attend school in the district! You may have seen us walking the town as we frequently walk and ride bike through town. I look forward to being joining our district, supporting our students, and seeing familiar faces. Let the school year begin! See you soon!

Kristine Vickers, 2nd Grade Teacher



Hello! My name is Kristine Vickers and I will be the new 2nd grade teacher at Glenwood City Elementary this fall. This will be my first year teaching. A little about myself, I grew up in Hammond and moved to Baldwin with my husband Jack 4 years ago. We just became parents to a sweet 2 month old little boy named Jackson and are loving every minute of it. We have two dogs Chloe and Yeti who also keep us on our toes! I love to be outdoors, going up to the cabin, and spending time with family. I am beyond excited to be joining this team and can't wait to see all of the adventures this school year will bring!

Eva Groth, Special Education Teacher



My name is Eva Groth. This will be my 14th year in the field of education. I am excited to be a part of the Glenwood City School Community. I have resided in the western Wisconsin area for 21 years. I am married with 5 children-3 who are now adults, a Freshman, and a Middle schooler. I am passionate about supporting all learners and a fierce advocate for individuals with varied abilities. My strengths are compassion, service, and the pursuit of lifelong learning. My interests include time at the cabin up North, anything near the Ocean, and reading. I always have stacks of books nearby. I also have a special interest in Agricultural Science and aspire to have my own hobby farm some day. I believe everything we need to know can be learned from the simple principles in nature. I started my learning journey in a small district on the east coast in a community with only an Elementary School. It wasn't until the late 80's that the Middle school/High School was built. I am looking forward to being a part of a small rural community once again.

FAMILIAR FACE, NEW ROLE

Ryan McVeigh, Building and Grounds Supervisor
Erin Spaeth, Director of Student Services
Dr. Randall Ketola, Transportation Supervisor



OFFICIAL NOTICES

located at

www.gcsd.k12.wi.us

DISTRICT / OFFICIAL NOTICES



IN THE MIDDLE & HIGH SCHOOL *Marcy Burch, Principal*

As summer draws to a close and the sun sets on the warm, carefree days, I am excited to welcome our families back to a building that has undergone substantial changes throughout the summer months.

District buildings and grounds are the face of our community; Our buildings represent who we are, the values that we hold and the expectations we have for all who enter our doors. As the students and staff return, they will notice updated learning spaces in our woods, metals, science, agriculture and FACS areas. A newly renovated cafeteria and commons will provide a modernized look, and in general the building both inside and out will reflect our Hilltopper Pride.

At Glenwood City schools, "Every Student, Every Day" means creating an environment where both students and staff feel valued, respected, and encouraged to reach their full potential. Our mission is to provide an exceptional educational experience that encourages personal growth, academic achievement, and positive contributions to society. To achieve this, we must set high expectations for ourselves and for each one of our students.

This year you will see continued commitment to providing challenging academic courses and an

increased expectation of personal responsibility and accountability. Time and time again we have seen our students rise to high expectations and the 2023-2024 school year will be no exception.

Building wide changes to be aware of include a "no cell phone" policy which means that students will not have access to their cell phones during their academic courses. Phones need to remain in lockers throughout the day with the exception of lunch/ recess time. You will find that many school districts throughout the country are implementing this policy. As educational leaders we have noticed the increase of cyber-bullying and harassment and a decrease in face to face interactions between peers; This can lead to conflict as well as a decline in overall communication and problem solving skills. If we are to truly focus on what young people need to be successful adults, one of the first steps we must take is asking them to "put down the phones." Your help and support in enforcing this new requirement is greatly appreciated.

Based upon feedback from both students and staff we will be returning to a "homeroom" model three days per week. This will give us time to connect and communicate with students about important events, it will provide time for co-curricular clubs to meet, as well as provide an additional time during the day for students to work on outstanding or upcoming assignments. These

subtle, but important changes are ways in which we demonstrate our commitment to student growth. With a foundation focused on positive behavior, high expectations and academic rigor our hope is to provide our students with the building blocks for their success.

As we move forward, the partnership of our families is critical. I would encourage families to be actively involved in their child's education and school life. Regular communication between teachers, students, and parents is essential for success, and we are always here to address any concerns or questions you may have.

Thank you for entrusting us with the education and well-being of your children. With your continued support we can make this a year filled with growth, accomplishments, and memorable experiences.

I look forward to a fantastic year ahead! Go Hilltoppers!

OFFICIAL NOTICES
located at
www.gcsd.k12.wi.us
DISTRICT / OFFICIAL NOTICES

CELL PHONES/COMMUNICATION DEVICES

All K-12 students shall leave all cell phones and other devices silenced and kept in a locker/backpack. Teachers may allow students to use them for educational purposes and also have the ability to take them away at any time. Confiscated electronics shall be placed in the front office to be picked up by the student at the end of the day.

Students can possess electronic devices in accordance with the following guidelines:

1. Electronic devices must be silenced
2. Electronic devices are not allowed in the classroom unless directed and given permission by the teacher

3. Teachers may allow students to use the electronic device for medical or educational reasons.
4. Students may NOT use electronic devices in bathrooms/locker rooms during school hours on school premises owned or rented by the school district including sponsored school district activities.
5. Individual teachers may prohibit electronic devices in their classroom.
6. Students may not record, post or otherwise capture unauthorized images of other students.

The only exception is students in grades 6-12 may use their electronic device during noon hour in the gym, commons area, or outside the building to communicate with other students and parents, but

must turn the device to silent mode and return it to their locker when class begins.

The principal may authorize student use of electronic devices if he/she determines that it is needed for medical, educational, or other legitimate reasons.

Students violating this policy will have the device taken away and brought to the office. Repeat offenders will receive an in-school suspension and be ineligible for all school activities until the suspension is served. Students shall be informed of this policy annually through the student handbook.



FROM THE ATHLETIC DEPARTMENT *Jake Score, Athletic Director*

It is the time of year when school athletics swing back into motion, and our student athletes put their hard work and dedication to the test! Many of our athletes and coaches have been preparing this summer through summer weight room, leagues, camps, and clinics to improve skills and abilities for our upcoming year. They are ready for the fall to arrive and step up to carry on our Hilltopper traditions!

Our registration has been open and we have High School Football already started, and at the time of writing this, High School Volleyball and Cross Country are starting soon. Middle School athletics will begin soon as well, with Cross Country (grades 6-8) on August 16th, Football (grades 7 and 8) on August 21st, and Volleyball (grades 7 and 8) on August 29th. Please try registering your athlete as soon as possible! If you have any questions, please contact myself or the High School office.

Unfortunately, Mayo Health is not able to provide Athletic Training services for Glenwood City athletics this year. We are seeking other options, but are also interested in pursuing any community con-

nections as well. If you know of anyone that is a licensed Athletic Trainer, please let us know. We will do all we can to have coverage for our athletes, and would appreciate exploring any options available in our area.

We are currently in the process of securing officials and workers for the 2023-2024 sports seasons and we have many ways for our community members to be involved! We are constantly in search of game workers. Workers often have the best seats, are a part of the fun, and most importantly are essential to us putting on the events. The requirements of our workers are not difficult and we have many people that would enjoy training new workers for jobs such as keeping the official book, running clock, line judging, and more. If you have any questions, or would like more information, please contact me as you are able. Without workers, we could not host the events for our athletes that we all love to attend!

If officiating is something you have ever considered, please let me know. Officials are an essential part of athletics and we are always looking to increase the number of officials in the area. We have several excellent veteran officials that would pair

with you on lower level games and help you learn to become a licensed Wisconsin official. While many people officiate to help out local high school and middle school teams and stay in shape, officials are also paid for their efforts. Again, without officials, these events would not be possible. Consider being an official or encourage others you know that have a knowledge of sports to inquire.

The WIAA and the Dunn-St. Croix has continued a push to encourage our coaches, fans, and athletes all maintain the highest level of sportsmanship. Glenwood City has a great tradition of not only excellent athletics, but also tremendous sportsmanship. Please help our community to continue that tradition by being a leader in the stands. Athletes and officials are doing their best, and when a mistake is made, please remember to continue cheering in the face of adversity!

To wrap up, please encourage our student athletes in their activities and be a positive force in our school and community. To keep up with events, please utilize our school website at <https://www.gcsd.k12.wi.us/activities/> and consider downloading the "rSchooltoday" app to follow our teams on your mobile device! GO HILLTOPPERS!



Information & Technology *Frank Kohler, IT Director*

Teaching Students to Navigate the Digital World: Five Essential Skills for Online Safety

It's essential for teachers, parents, and students to prioritize digital safety. In today's world, where technology plays a big role in education and our daily lives, knowing how to travel the digital landscape safely is important. By gaining the skills to stay safe online, we prepare ourselves for a lifetime of responsible and fun experiences on the internet.

Let's embark on this quest to ensure safe and enjoyable online experiences for everyone in our Glenwood City School District community. Go Hilltoppers!

Here are five essential online safety skills everyone should be familiar with:

1. Shield Your Privacy

Parents: Guide your child to adjust social media

privacy settings and avoid sharing sensitive information like addresses and phone numbers. Students: Review social media privacy settings with parents to limit access to personal information and ensure only trusted friends can view posts.

2. Think Before You Share

Parents: Discuss the potential impact of online sharing with your child to protect their reputation.

Students: Consider whether you'd be comfortable with parents, grandparents, teachers, or future employers seeing your posts before sharing.

3. Stand Against Cyberbullying

Parents: Cyberbullying is the use of digital communication tools to harass, intimidate, or threaten others, causing emotional distress. Teach your child to recognize and report cyberbullying incidents. Create an open environment for discussing concerns and online experiences.

Students: Report cyberbullying incidents to a trusted adult to foster a safer online community.

4. Click with Caution

Parents: Educate your child about online risks, such as phishing scams, and verify links and email attachments before clicking.

Students: Be cautious with unfamiliar links and consult a parent or teacher if something seems suspicious.

5. Be Wise

Parents: Instill critical thinking in your child when consuming online information and encourage verification from reliable sources.

Students: Fact-check information before accepting it as truth to avoid spreading false content.

By prioritizing these skills, parents and students can foster a responsible digital presence and enjoy a safer online experience.



IN THE ELEMENTARY SCHOOL *Betsy Haltinner, Principal*

We are ready and excited to welcome students back for our 2023/24 school year. We hope you and your children are relaxed, recharged and ready to start a new year. We are so delighted that you are part of our amazing learning community. We welcome and value your positive energy and dedication to excellence in education, we look forward to working with you and your children.

Parents are a child's first teachers and the home is a child's first classroom. As key resources for learning and growth, parents help to shape a child's social, emotional and physical development so that they can thrive in school and beyond.

Supporting student success starts with a shared agreement among families, schools, and the community to work together. It involves committed actions to ensure student success. As a parent/guardian, you can support learning through participating in this important family-school partnership. To help prepare your children for school and support learning:

- Set up a daily family routine, including healthy eating and sleeping habits
- Provide a place and time at home for homework
- Check on assignments, homework, and projects
- Talk each day with your child about his/her activities
- Promote literacy by reading to your child and by reading yourself
- Limit and monitor TV watching, gaming, social media, and computer time
- Express high expectations and standards for your child's learning
- Attend parent-teacher conferences, Open House, and family engagement events
- Participate in decisions that affect your child's education
- Tap into community resources with visits to a library, museum, zoo, or theater and encourage participation in after-school clubs, sports, and art activities

Engaged families are a key factor in helping students and schools succeed. When families, schools, and communities work together as partners, student achievement is enhanced and children are better prepared to find success. Please visit our website as it will have timely information about what your children are learning in school each week.

Each year brings positive change. This includes a few additions to our staff. We are delighted to welcome;

Mrs. Kristine Vickers - Grade 2
Mrs. Shanna Hoffman - 4K M/W
Ms. Evelyn Kasseth - Grade 2 (subbing for Mrs. McCulloch)
Mrs. Lytha Lyons - Kindergarten (subbing for Mrs. Ashleson)

We will host an open house on Wednesday, August 23 from 2:00 PM to 7:00 PM. During this time



FROM THE TRANSPORTATION DEPT. *Dr. Randall Ketola, Transportation Supervisor*

In an effort to provide transparency to our efforts, I would like to remind you of a change that was implemented three years ago. Due to a decline in enrollment over the past two decades, we have adjusted the number of routes we provide to our student body. This adjustment was made in an effort to be financially responsible as it reduces the wear and tear on an additional bus and provides a cost savings with the reduction of a route driver. Routes have been adjusted to account for this down-sizing and we continue to monitor route structure in an effort to minimize the amount of time your child(ren) needs to be on a bus. When reviewing the pick-up times associated with this year's routes, some will notice that the times are later; this has been done in order to reduce the amount of time that students are sitting on the bus in the school parking lot, waiting to enter the building.

Additionally, we will continue to review times throughout the school year and will make adjustments to ensure that buses are arriving at school no earlier than 8:05 a.m. Should changes be made, communication will be shared with all impacted families.

Here are a few reminders for your children as you prepare them for a return to school.

On the way to the bus:

- Be alert, arrive at your stop at least five minutes

families can come to school to meet their teacher, tour the school, complete registration, purchase a yearbook, and drop off supplies. Please feel free to come at a time that works best for your family.

The first full day of classes for Kindergarten through 5th grade will be Tuesday, August 29. Our 4-Year-Old Kindergarten start dates are as follows;

- The Monday and Wednesday class will meet for their first full day of class on Wednesday, August 30.
- Tuesday and Thursday classes will meet for the first full day of school Tuesday, August 29.

Picture Day is scheduled for Thursday, August 31. Our retake day will be Wednesday, September 27th. We are using Cahill Studios for school pictures. Information regarding ordering school pictures will be sent via email in August. Information will also be available during our open house. If you have questions regarding school pictures please call the elementary office.

ARRIVAL

We will continue to limit the admittance of parents, guests, and visitors during arrival and dismissal. This guideline allows us to provide an effective process starting and ending our school day with the ability to maximize instructional time. The elementary office will be open to drop off belongings, treats, or take care of school business.

Students can be dropped off using the drive, in front of the building. Please remember our drive is one way traffic only. Enter the lane at the south end and exit on the north end. Students should leave the car on the curb side. If you arrive and there is a long line of traffic waiting to enter the drop off lane, we encourage you to park in our lower lot. Students can exit the car and go to the cross walk. We will have a staff member there to assist students crossing the street. Students are expected to arrive between 8:05 and 8:20 am. **Please share this information with anyone that may be dropping off your children for arrival to school.**

DISMISSAL

Dismissal will happen similarly. Parents can use the drive up lane to pick up students. We will allow students to approach cars that are in the first four spots in front of the building. When your child is safely in the vehicle please pull out of the space and proceed to the north exit of the lane. You may also choose to park in the lower parking lot and students will use the crosswalk to walk down to the lower lot. Crossing assistance will be present after school from 3:15 to 3:30 pm.

REMINDERS

- Please notify the office when your child will be absent with either a note, call, or email.
- Please make sure you ask medical professionals for a note for all appointments during the school day, please turn them into the office.
- When picking up children during the school day, please come into the elementary office to sign them out. We will have children come to the office to meet you.
- If you are visiting the school during the day to volunteer, go on a field trip, etc. Please bring

- early.
- Plan to walk with schoolmates whenever possible, facing traffic.
- When crossing streets, always cross at crosswalks and intersections.
- Look both ways before crossing the street.

At the bus stop:

- Stand back from the curb.
- Don't push or shove when entering or exiting and always use the steps and handrail.
- Always obey the bus driver and wait for the driver's signal before crossing.
- Always cross at least 10 feet in front of the school bus.
- Never, never reach or crawl under the bus.

When riding the bus:

- Take your seat quietly and quickly, remain seated when the bus is moving.
- Keep your feet on the floor and never extend your hands, arms, head or any object out the window.
- Talk in a conversational tone, be respectful of the driver and schoolmates.
- Do not distract the driver through misbehavior
- The school bus is an extension of the school. Misbehavior will be handled in accordance with school policy.

Here are a few reminders for parents and guardians as you prepare for your child(ren) return.

a valid form of Identification to check in at the office.

- If you arrive after 8:30 am please come in with your child to sign them in for the day.
- Please label all belongings
- Please send students with jackets and tennis shoes for PE as students will be going outside as weather permits.
- We encourage students to bring water bottles to school. Bottle filling spouts on water fountains will be available. NEW: Water flavoring and caffeinated (energy) waters are not allowed.
- Breakfast and lunch are served each day. You can find pricing information on the GCSD website under Departments/Food Service.

We are always looking for parent volunteers. The GCE Parent Teacher Committee is an organization of parents, teachers, administrators, and community members working together to enhance learning opportunities for GCE students. The PTC will meet throughout the year and new members are always welcome. Please check out our Facebook page: @gceptc. If you are interested in joining our team, please contact Glenwood City Elementary School at (715) 265-4231 or email Betsy Haltinner at betsy.haltinner@gcsd.k12.wi.us.

The GCE faculty and staff are looking forward to a successful 2023/24 school year. It is a privilege and a pleasure to serve you and your child/children. Thank you for sharing your students with us and please do not hesitate to email or phone with questions or concerns. You can also find information and valuable resources on our website (gcsd.k12.wi.us/elem/).

As always please call or email with any questions. We are looking forward to our school year!

Enjoy the last few days of summer break and we will see everyone on Tuesday, August 29th!

Support GCE and the PTC with BOX TOPS FOR EDUCATION

HOW TO EARN
BOX TOPS MAKES IT EASY.

All you need is your phone! Download the Box Tops app, shop as you normally would, then use the app to scan your store receipt within 14 days of purchase. The app will identify Box Tops products on your receipt and automatically credit your school's earnings online. Twice a year, your school will receive a check and can use that cash to buy whatever it needs!

HOW IT WORKS

BUY
BOX TOPS PRODUCTS
Look for the logo! Be sure to check the full list of participating products, as some are not labeled.

SCAN
YOUR RECEIPT
Tap the scan button to snap a photo of your receipt within 14 days of purchase.

EARN
CASH FOR YOUR SCHOOL
Box Tops earnings are identified and automatically updated online.

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- During inclement weather, bus drivers will drive at a safe speed to ensure safety of the children. This could result in later pickup and drop-off times.
- Have your child(ren) ready to be picked up. The buses cannot wait at each pickup location for several minutes or this would result in all children being tardy.
- Be on the lookout for cars at pickup locations. If you see an unsafe act by a driver, keep your child safe and please notify the transportation director with any information about the vehicle so that the authorities can be informed.

Student Transportation Policy

STATEMENT: The School District of Glenwood City agrees to provide transportation for all pupils residing in the district only to and from the public or private school, which they are entitled to attend on regular routes approved for the public school bus consistent with the laws of Wisconsin in regard to school transportation.

ELIGIBILITY: The School District of Glenwood City agrees to provide transportation for all pupils residing in the district only to and from the public school which they are entitled to attend on regular routes approved for the public school bus consistent with the laws of Wisconsin in regard to school transportation.

DISCIPLINE: Discipline is covered as stated in the student handbooks.

OFFICIAL NOTICES

Civil Rights, Harassment & Bullying

The Board of Education supports an educational environment that is free of harassment of any form. The Board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is therefore the policy of the district that neither students nor employees will be allowed to engage in any form of harassment, intimidation or bullying toward other students.

"Harassment" means striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting to threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic or job performance. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. "Intimidate" means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. Bullying takes many forms, including but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur.

Students who believe they have been subjected to harassment, intimidation or bullying or any parents/guardians who believe their student has been subjected to harassment, intimidation or bullying should report the incident(s) to the building principal/designee. It is the intent of the School District of Glenwood City to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, or social worker with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or other administrator and superintendent of schools.

Third party witnesses are strongly encouraged to report observed incidents of harassment, intimidation or bullying to the administration. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the School District of Glenwood City does not tolerate harassment, intimidation or bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Students will be informed of this policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

HARASSMENT GUIDELINES - STUDENT

The School District of Glenwood City does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the School District of Glenwood City to maintain a learning environ-

ment free of any form of harassment, intimidation, or bullying toward and between students.

It is essential that staff and students have a clear understanding of behaviors that fall within the definition of "harassment", intimidation, bullying and cyberbullying as defined in this policy.

Retaliation

Individuals reporting incidents of harassment, intimidation or bullying will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

Policy Dissemination

- Every student or student's parent/guardian will receive a copy of the policy each year.
- Discussion of harassment, intimidation, bullying and cyberbullying will be included at an age appropriate level through the district's guidance and counseling program and in student orientation activities.
- Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- The policy and rules will be reviewed annually with employees.

Complaint Procedure:

It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices are charged with the responsibility to hold these matters in the strictest possible confidence in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Students who believe they are the victims of harassment, intimidation or bullying or parents/guardians who believe their child is a victim of harassment, should immediately report their concerns to the principal, social worker, a guidance counselor, or teacher. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal or other administrator for review and action as necessary. The principal or other administrator will compose a written record of any verbal complaints.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office or designee. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

- If informal discussions do not result in the initiation of formal disciplinary procedures, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.
- Formal complaints shall be presented in writing to the principal/designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstance of each alleged incident.
- The principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, intimidation or bullying permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the district takes these complaints seriously, they will be subject to immediate review and investigation. The director of human resources will be called immediately when a complaint has been filed. Every effort will be made to complete this initial review within fifteen (15) calendar days after the complaint has been received. The principal/designee shall give a written report to the complainant after the completion of the initial review.
- If any party is not satisfied with the report of the principal/designee, a written appeal may be submitted to the Superintendent of Schools/designee indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the principal/designee's answer. The Superintendent of Schools/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The Superintendent of Schools/designee shall provide a written response outlining the findings and disposition of the appeal within ten (10) calendar days of the date of the appeal is filed or ten (10) calendar days after the meeting, whichever is later.
- If either party is not satisfied with the decision on the appeal, the party may file a request for formal review by the Board of Education. The appeal must be filed within ten (10) calendar days of receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the request for formal review of the prior decision.

- If either party is not satisfied with the decision of the Board of Education, the party may pursue further review by filing a request with the State Superintendent of Public Instruction under the statutes, rules, and procedures applicable to the Department of Public Instruction.
- Judicial review of decisions is as provided in Chapter 227 of Wisconsin Statutes.

Wellness Policy

HEALTHY SCHOOL NUTRITION AND PHYSICAL FITNESS ENVIRONMENT

The School District of Glenwood City recognizes that proper nutrition and physical activity are related to students' physical well-being, growth, development and readiness to learn. A healthy school environment gives students consistent, reliable health information and ample opportunity to use it.

The School District of Glenwood City supports and promotes a healthy school nutrition environment, which includes the following:

- Quality school meals with an emphasis on nutritional foods
- School meals, breakfast and lunch, will follow at least the minimal U.S. Government's Nutrition Standards
- Ala carte items that do not meet the District nutrition standards may be acceptable through moderation (ex: limit amount sold to a student)
- Other healthy food choices (All foods served, sold or distributed throughout the school day shall meet the nutrition guidelines established by the District)
- Pleasant eating experience
- Nutrition education
- Marketing health and nutrition within the community

The School District of Glenwood City is committed to providing opportunities for physical activity within the school day.

The School District of Glenwood City will promote knowledge and behavior that improve health, intellectual development and overall quality of life. Students, parents, teachers, school officials, community and business leaders must be actively involved in ensuring that the school environment promotes good health.

The district's nutrition/wellness committee will monitor the implementation of the district's wellness policies, evaluate the progress of related goals, serve as a resource to the staff, plan special events and incentives, and recommend policy revisions as necessary. The committee will meet at least twice yearly and will include the Director of Food Service; a building principal; school nurse; and a student, parent and staff member from each school level. Staff member representation should include at least one physical education teacher and one health teacher. An administrator will chair the committee.

OFFICIAL NOTICES

located at

www.gcsd.k12.wi.us

DISTRICT / OFFICIAL NOTICES

Discipline Locker Searches

It is the policy of the School District of Glenwood City to maintain a positive, safe, and secure learning environment. In striving to maintain such an environment, the School District Board of Education provides authority to school personnel to search pupil lockers when necessary.

In accordance with state statutes, the School District of Glenwood City retains ownership and possession/control of all pupil lockers. In doing so, an official, employee, or agent of the Glenwood City School District may search a pupil's locker as determined necessary or appropriate without the consent of the pupil, without notifying the pupil, and without obtaining a search warrant. Personnel designated as agents under this policy to conduct locker searches are administrators, teachers, and classified staff.

A copy of the policy is included in the MS/HS Student Handbook that is distributed to each student in the district.

Notice Of Student Religious Accommodations

School districts are required by pi 41.04(1)(A) of the Wisconsin administrative code to provide annual written notification to all students, the parent or guardian of minor students, and instructors of the district's policies providing for reasonable accommodations of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The pre-k - 12 principals must receive notification of all such sincerely held religious beliefs at the beginning of the school year. The principal will reply in writing regarding the district's ability to accommodate such beliefs. If the student or the parent/guardian is dissatisfied with the reply of the principal, the complaint procedure of the student nondiscrimination policy may be used by the student, parent/guardian to resolve any complaint.

OFFICIAL NOTICES

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2023-24

Children need healthy meals to learn. School District of Glenwood City offers healthy meals every school day. Breakfast costs \$1.90; lunch costs \$2.90 Elem / \$3.00 MS/HS. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2023-2024

| Household size | Yearly (\$) | Monthly (\$) | Weekly (\$) |
|-------------------------|-------------|--------------|-------------|
| 1 | 26,973 | 2,248 | 519 |
| 2 | 36,482 | 3,041 | 702 |
| 3 | 45,991 | 3,833 | 885 |
| 4 | 55,500 | 4,625 | 1,068 |
| 5 | 65,009 | 5,418 | 1,251 |
| 6 | 74,518 | 6,210 | 1,434 |
| 7 | 84,027 | 7,003 | 1,616 |
| 8 | 93,536 | 7,795 | 1,799 |
| Each additional person: | 9,509 | 793 | 183 |

- Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Erin Spaeth at erin.spaeth@gcsd.k12.wi.us or call 715-265-4757.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Christa Edin, 850 Maple Street, Glenwood City, WI 54013 or 715-265-7121 / christa.edin@gcsd.k12.wi.us.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact Christa Edin, 850 Maple Street, Glenwood City, WI 54013 or 715-265-7121 / christa.edin@gcsd.k12.wi.us immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOL? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit Skyward to begin or to learn more about the online application process. Contact Christa Edin, 850 Maple Street, Glenwood City, WI 54013 or 715-265-7121 / christa.edin@gcsd.k12.wi.us if you have any questions about the application process.

7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through October 10th or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.

9. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.

10. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.

12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Patrick Olson, 850 Maple Street, Glenwood City, WI 54013 or 715-265-4757 / patrick.olson@gcsd.k12.wi.us

13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

16. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.

17. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 715-265-7121. or email christa.edin@gcsd.k12.wi.us.

Two Programs, One Location!
Ages 3 through 6th grade
Before and After School, Wrap Around, All Day Care
HOURS ARE 6:00AM - 6:00PM



Hilltopper Hangtime, GCS D's before and after school and summer care program, is open daily for your children ages 3 through 6th grade. Come hang with us to play, learn, explore, create and have fun!



Tiny Toppers will offer all day care for 3 year olds. They can attend all day everyday. Our 4 year old students have the opportunity to attend 4K two days a week and Tiny Toppers the other 3 days!

Registration, rates, and handbooks are available on our website
www.gcsd.k12.wi.us

Program Coordinator, Beth Davis
 Phone: 715-265-7829
 Email: beth.davis@gcsd.k12.wi.us

Privacy In Locker Rooms

The School District of Glenwood City shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- (1) Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- (2) No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time
- (3) No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

Asbestos Management & Compliance

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Glenwood City School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law.

As a matter of policy, Glenwood City School District shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for the safe and responsible handling of asbestos located within its buildings.

Glenwood City School District implemented our Operations and Maintenance Program to follow in compliance with Federal law which requires a walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be reinspected three years after a management plan is in effect. Our local educational cooperative, CESA 10, will accomplish this under contract.



Substitutes
 Teachers, Paraprofessional, Hangtime Staff, Custodians, Bus Drivers or Kitchen Staff, if you are looking for the opportunity to have a flexible position with the school district, please contact us at 715.265.4757.

OFFICIAL NOTICES

Hilltopper Highlights

Daily Milk Choices:

Whole, 2%, skim, & chocolate

White or Whole Wheat bread available daily

Alternate Menu:

Soup, Sandwich, Fruit, Milk

Menu subject to change due to availability.

How to Apply

Application included and they are also available in the High/Middle School Office and the Elementary Office. They can also be found at our website, www.gcsd.k12.wi.us, under the District Tab, Food Service. Any questions, please contact Christa Edin, Food Service Director at 715-265-7121 or by email christa.edin@gcsd.k12.wi.us.

OFFICIAL NOTICES

located at
www.gcsd.k12.wi.us
DISTRICT / OFFICIAL NOTICES

Contact the District Office with any questions or concerns
715-265-4757

2023-2024 Lunch Prices

Student Breakfast - \$1.90
Adult Breakfast - \$2.50
Reduced Student Breakfast - \$0.30/meal
Elementary Student Lunch - \$2.90/meal
MS/HS Student Lunch - \$3.00 / meal
Reduced Student Lunch - \$0.40 / meal
Adult Lunch - \$4.25 / meal
Jumbo/Ala Carte Alternate Item - \$1.80 extra
Milk - \$0.50 each

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the School District of Glenwood City**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact School District of Glenwood City, 715-265-7121.

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) School District of Glenwood City

| | | | |
|--|--|---|---|
| A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box. | B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right. | C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing Step 1, go to Step 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian. | D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later. |
|--|--|---|---|

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in Step 1 has income, follow the instructions in Step 3, Part B.

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in Step 1 and Step 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List the combined gross income for ALL children listed in Step 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

Step 2: Do any household members currently participate in SNAP, TANF, or FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in Step 2 and go to Step 3.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: <https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>
- Go to Step 4.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "Sources of Income" & "Examples of Income for Children," on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes and deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, **even if they are not related and even if they do not receive income of their own.**
- Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, children and students already listed in Step 1.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

A) Provide your contact information.

Write your current mailing address in the fields provided. If this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date.

Print the name of the adult signing the application and that person signs in the box "Signature of adult"

C) Mail completed application to:

School District of Glenwood City
850 Maple Street
Glenwood City, WI 54013

Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

CTE Renovation



Hilltopper Highlights

2023-24 Household Application for Free and Reduced Price School Meals

APPLY ONLINE:
RETURN TO (School/District Name):
ADDRESS:

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP), receipt of free meals does not depend on returning this application; however, this information is necessary for other programs.

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

| Child's First Name | MI | Child's Last Name | Grade | Foster Child | Migrant | Runaway | Homeless |
|----------------------|----------------------|----------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDIPIR? Badgercare, Medicaid, Pandemic-EBT are not eligible.

NO → Go to STEP 3.
 YES → Write case number here and proceed to STEP 4.
 PROGRAM NAME:
 CASE NUMBER (NOT EBT NUMBER):

Badgercare, Medicaid, Pandemic-EBT are not eligible. Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

| Name of Adult Household Members (First and Last) | Earnings from Work | How often received? | | | | | Public Assistance, Child Support, Alimony | How often received? | | | | Pensions, Retirement, Social Security, SSI, VA Benefits, All Other | How often received? | | | |
|--|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|-----------------------|-----------------------|-----------------------|-----------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|
| | | Weekly | Every 2 Weeks | 2x/Month | Monthly | Annual | | Weekly | Every 2 Weeks | 2x/Month | Monthly | | Weekly | Every 2 Weeks | 2x/Month | Monthly |
| <input type="text"/> | \$ <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| <input type="text"/> | \$ <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Required: Total Household Members (Children and Adults)

Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

Check Box if No SSN

Please see application's back for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income.

Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income \$ How often received? Weekly Every 2 Weeks 2x/Month Monthly Annual

STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

 Print Name of Adult Signing the Form Required: Signature of Adult Today's Date

 Mailing Address (if available) City State Zip Phone (optional) Email (optional)

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME For additional information on income, please refer to the instructions that accompany this application.

| Sources of Income | | | Examples of Income for Children |
|---|--|--|---|
| Earnings from Work • Salary, wages, cash bonuses, tips, commissions • Net income from self-employment (farm or business) If you are in the U.S. Military: • Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) • Allowances for off-base housing, food, and clothing | Public Assistance/Alimony/Child Support • Unemployment benefits • Workers' compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veterans benefits • Strike benefits | Pensions/Retirement/All other sources of income • Social Security/Disability (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household | • A child has a regular full or part-time job where they earn a salary or wages • A child is blind or disabled and receives Social Security benefits • A parent is disabled, retired, or deceased, and their child receives Social Security benefits • A friend or extended family member regularly gives a child spending money • A child receives regular income from a private pension fund, annuity, or trust |

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) Not Hispanic or Latino
Race (check one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income How often? Weekly Every 2 Weeks 2x/Month Monthly Annual
 Household size Categorical Eligibility Eligibility Free Reduced Denied

Determining Official's Signature Date Confirming Official's Signature Date Verifying Official's Signature Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check If no Social Security Number' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
 EMAIL: program.intake@usda.gov

***Do not mail applications to this address, only complaints of discrimination.**

Return completed form to your child's school.

This institution is an equal opportunity provider.

Would you be willing to work HILLTOPPER athletic events? Contact Jake Score 715-265-7472

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