

Glenwood City Elementary Parent/Student Handbook 2026-27



Dear Parents and Students,

Welcome back to school! We are looking forward to working with you and your child/children and strive to make school a positive and successful experience. The Elementary Parent & Student Handbook is a guide to assist you with our expectations and procedures. We hope the handbook is informative and beneficial to your family. If you have any questions, please call us at the elementary school (715) 265-4231.

Thank you,
Glenwood City Elementary Staff

Jamie Shaffer, Principal
Patrick Olson, Superintendent
Erin Spaeth, Director of Pupil Services
Mandy Kohler & Samantha Johnson, Administrative Assistants
Angela Humphrey, School Nurse
Peyton Miller, School Counselor

Table of Contents

GLENWOOD CITY SCHOOL DISTRICT EXPECTATIONS/PROCEDURES.....	2
ATTENDANCE.....	2
BUILDING SECURITY.....	3
BUS TRANSPORTATION.....	3
CONFISCATED ITEMS.....	4
CHILD ABUSE/NEGLECT.....	4
DRUGS & ALCOHOL.....	4
DRILLS.....	4
EMERGENCY SCHOOL CLOSURES.....	4
FOOD SERVICE/LUNCH.....	5
HARASSMENT.....	5
HEALTH SERVICES.....	5
INSURANCE.....	7
NONDISCRIMINATION.....	7
SKYWARD FAMILY ACCESS.....	7
TECHNOLOGY.....	8
VISITORS.....	10
WEAPONS.....	10
GLENWOOD CITY ELEMENTARY EXPECTATIONS/PROCEDURES.....	11
ARRIVAL.....	11
CELL PHONES/COMMUNICATION DEVICES.....	12
CLASSES OF INSTRUCTION.....	12
COUNSELING SERVICES.....	12
DISCIPLINE.....	12
DISTRICT AND STATE ASSESSMENTS.....	13
DRESS CODE/ATTIRE.....	13
ELEMENTARY/MIDDLE SCHOOL LIBRARY/MEDIA CENTER.....	14
EVALUATION OF STUDENT LEARNING.....	14
FIELD TRIPS.....	14
HILLTOPPER HANGTIME.....	15
HOMEWORK.....	15
LOST AND FOUND.....	15
PETS/ANIMALS.....	15
PLAYGROUND.....	15
PURPOSEFUL PEOPLE.....	16
SNACKS, CELEBRATIONS AND CLASSROOM TREATS.....	16
SPECIAL EDUCATION PROGRAMS.....	17
STUDENT LEADERSHIP TEAM.....	17
TRANSPORTATION.....	17
TITLE I.....	17
WEATHER GEAR GUIDELINES.....	18
APPENDIX.....	19
Harassment and Bullying	19
Technology	19
Medication Administration	19
Attendance	19
Field Trips.....	19

GLENWOOD CITY SCHOOL DISTRICT EXPECTATIONS/PROCEDURES

ATTENDANCE

Regular attendance at school is vital to a child's academic performance and success.

The school will recognize the following absences from school: illness (including medical and dental appointments); a death in the family; a court appearance; a special religious service; a family emergency; a quarantine as imposed by the public health officer; school bus delays; school authorized field trips; suspension or expulsion from school; and pre-approved absences. These reasons will be considered excused absences if these conditions are met:

1. Where appropriate, all work is made up.
2. The absence is properly verified by the parents/guardians.

Absences that do not meet the criteria for an excused absence may be considered unexcused and truant and the school reserves the right to deny a request for a pre-arranged absence. Children with 10 or more absences are considered truant according to Wisconsin Compulsory School Attendance Statute § 118.15 . Extended absences because of illness and hospitalization will be accommodated.

Pre-arranged Absences:

For pre-arranged absences, please follow these guidelines:

1. Parents/guardians should contact the appropriate office to explain the reason, time and dates of the expected absence.
2. Students are encouraged to obtain assignments in advance, complete the required work and return it to their teachers.

*NOTE: Children wishing to exercise their religious rights may be excused from traditional holiday festivities at school (such as parties, plays and concerts). The absence applies to the actual time of the event rather than the entire day. During such festivities "in-house" accommodations can be made or parents may take their child/children home.

Appointments During The School Day:

If you have appointments during the school day (doctor, dentist, counseling, etc.) please obtain an excuse note from the receptionist at the clinic before you leave. When you return to school turn the note in to the appropriate school office and attendance will be updated accordingly.

Call-In Policy:

Please call the attendance line for the appropriate office before 8:30 a.m. each day when your child is going to be absent. The office has voice mail to record messages if someone is not available. Please leave the name of your student and the reason for absence.

Elementary Attendance: (715) 265-4231
Middle and High School Attendance: (715) 265-4266

Truancy is defined under Wisconsin law, a student is considered truant when they are absent from school for part or all of a school day and the school has not been notified by the parent or guardian of a legal or otherwise acceptable excuse for the absence, as defined by Wisconsin law and district attendance policy

Habitual truancy is defined as any pupil who is truant for part or all of five or more days during a semester. (Wisconsin Statute Section 118.16(1)(a) and (c))

Parents/guardians may request that modifications be made in their child's program due to extenuating circumstances. The school counselor should be contacted to determine the scope and nature of the changes that can be made. If a request for modification is denied, parents/guardians may seek

administrative and school board review. If requested, a written report of the results of the review will be provided.

To better inform parents/guardians and students about their absences and promote more consistent attendance at school, the following procedure will be used:

1. Parents/guardians of a student who has **7 absences** will receive an attendance letter summarizing the student's absences to date and encouraging them to promote more consistent attendance at school. The parents/guardians will also be warned that a referral for habitual truancy may be issued if the number of unexcused absences exceeds state law (5 per semester).
2. In cases where attendance does not improve, **after 10 absences**, a meeting with a parent/guardian, student and the principal will be scheduled. A plan of action will be developed aimed at achieving better attendance. Again, parents/guardians will be warned of potential consequences should a truancy referral be issued. Restrictions may be applied to what is and what is not an acceptable reason for absences.
3. Should a student accrue **15 absences**, a truancy referral will be submitted to St. Croix County. Parents/guardians will be notified of this report.

Tardies

A tardy is defined as any arrival after 8:30 am. A student who arrives after 8:30 am **will be counted absent for half a day**.

BUILDING SECURITY

Glenwood City School District locks all the doors and exits during the school day. Visitors arriving during the school day will enter the office and check in.

Staff and Visitors are required to wear identification badges. The staff identification badges are picture I.D.s that are worn by all Glenwood City School District staff while in the building. Visitors will need to have a valid driver's license or another valid ID to receive a "visitor" badge, which must be worn while in the building. These efforts have been established to improve safety and security within our school.

BUS TRANSPORTATION

Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate any of the school policies while waiting for a school bus, while on a school bus, or after exiting the school bus.

Students are required to conduct themselves on school buses and while waiting for the bus in a manner consistent with established standards for classroom behavior. Students whose behavior on school buses violates school rules shall be reported to the principal by the bus driver and may have their riding privileges suspended. Students are subject to the same disciplinary action as would be prescribed had the behavior occurred at school.

Rider Expectations:

1. Every student must be seated and stay seated unless the bus driver grants permission.
2. Use of abusive or foul language will not be tolerated.
3. All objects and parts of the body must remain inside the bus while en route.
4. Consumption of food or drink while on the bus is not allowed.

CONFISCATED ITEMS

Administrators have the authority to confiscate items from students on school grounds, especially if those items are prohibited or disruptive to the educational environment.

- **Prohibited Items:** Weapons, drugs, and alcohol—these will be turned over to law enforcement and not returned.
- **Disruptive Items:** Items that interfere with learning or classroom order may be confiscated by a teacher or administrator.
- **Return Policy:** In most cases, confiscated items may be returned to the student or their parents/guardians at the end of the day or during a scheduled pickup.

CHILD ABUSE/NEGLECT

By Wisconsin State Statute, school personnel are **REQUIRED** to report ALL suspected cases of physical abuse, sexual abuse, emotional abuse, and child neglect.

DRUGS & ALCOHOL

The Glenwood City School District has adopted an alcohol and other drug abuse policy. When a student is found to be in possession of, selling, or under the influence of illegal drugs or intoxicants while on school property or while involved in school related activities, the student will be referred to the building principal.

Alcohol, Controlled Substances, Tobacco Products, Nicotine Vapor Products and other drugs not prescribed for the student **ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME. The disciplinary sanction for drug and alcohol offenses may include a recommendation for expulsion.**

A student shall not possess, use, purchase, and/or distribute alcohol, tobacco and/or tobacco products, nicotine vapor products or other drugs on school property, on school buses or other school system vehicles, or during school activities whether such activities take place on or off school property. This includes, but is not limited to, smokeless tobacco, nicotine vapor products, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not in accordance with school policy.

DRILLS

Fire Drills/Safety/Non-Emergency/Tornado/Storm: Drills are required by law and are an important safety precaution. It is essential that when the signal is given, everyone responds promptly and clears the building in an orderly fashion as prescribed by our Crisis Safety Plan. Students and employees may return to the building after the "all clear" signal has sounded.

EMERGENCY SCHOOL CLOSURES

The District has secured the services of School Messenger/Skylert, a phone calling system, to communicate emergency school closure information with you. If school is going to be closed, School Messenger/Skylert will contact you at the primary number you have listed in Skyward. To ensure accurate communication, please make sure the offices have your current directory information. School closing, delayed starting time or early dismissal may be announced on the following television stations:

Television Stations

Channel 4	WCCO TV (CBS)
Channel 9	KMSP FOX
Channel 11	Kare
Channel 13	WEAU

FOOD SERVICE/LUNCH

All children attending the Glenwood City School District may participate in the hot lunch program or may bring their own lunch each day. Every family will be assigned an account number with each child listed within that account. As students go through the lunch line, they will enter their pin number into the computer. One lunch will be deducted from your family account per child per day. Phone calls and statements are sent to parents when balances are low.

Free and reduced lunch applications can be found on the GCSD website or in the Elementary/High School Offices. Milk is available with hot lunch and may be purchased if children take cold lunch to school.

Breakfast: The district does offer breakfast each morning including a daily entrée that will be listed on the hot lunch menu each month or cereal with juice/fruit, toast and milk. Students also have the option to purchase a la carte items. Prices are listed on the school district website www.qcsd.k12.wi.us.

HARASSMENT

The School District of Glenwood City does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, including suspension or expulsion and disciplinary action against offenders. It is the policy of the School District of Glenwood City to maintain an educational environment free from all forms of harassment, intimidation, or bullying toward and between students.

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 Director of Pupil Services, 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 Director of Pupil Services for investigation and action.

Please see Appendix I for district policy regarding harassment (5517 Student Anti Harassment)).

HEALTH SERVICES

Student Illness/Accident Procedure

The philosophy of the School District of Glenwood City is to provide first aid and advisory health services to all children and promote optimum health and safety. This shall be accomplished through the use of available resources, effective communication, and sensitivity to the needs of all children under jurisdiction of the school district. The following procedures will be placed in all student/parent handbooks, and the principal and/or school nurse will review these procedures with instructional and support staff.

Student Accident Procedure

Safety: Rules and regulations specified within the school handbooks will be followed by all staff members:

1. In case of accident/injury to a student, available staff will make an immediate evaluation to determine location, nature and seriousness of the injury.
2. In the event of a serious head, back or neck injury, DO NOT MOVE the injured student, call 911, and immediately notify the parents or emergency contact.
3. Suspected serious injuries not involving the head, neck or back can be transported to the health office. Proper precautions should be used to transport students to the nurse's office or designated providers of first aid and any injured student should always be escorted by an adult.
4. At the health office, the school nurse—if available—will assess student condition and decide appropriate measures such as returning to class, transport to a higher level of care, physician consultation, or for the student to be sent home. In the event that the school nurse is not available, the health aide will provide care as trained per school protocols, or call family/physician if needed.
5. If the student is sent back to the classroom, the nurse or health office aide will note on the pass why the student is returning and any precautions that are indicated. The teacher continues to monitor the student's condition in the event he/she does not improve and needs to return to the health office.
6. When a student needs to go home or needs to go to a physician, the nurse or health office assistant notifies the parent or emergency contact person (as directed on the emergency card for all other illnesses/injuries), informs them of the injury and makes arrangements for check-out.

Student Illness Procedure

1. The student informs his/her teacher or closest staff member, who will then fill out a pass so that the student can go to the nurse or health office assistant.
2. If a student is dizzy, faint, nauseated or has had a head injury, someone should accompany him/her to the health office.
3. At the health office, the nurse or health office aide monitors the student's condition and then decides whether the student should go home, return to the classroom, rest in the health office then go back to class or whether a physician needs to be contacted. (see above as health office aide cannot assess)
4. If the student is sent back to the classroom, the nurse or health office aide writes on the pass why the student is returning. The teacher continues to monitor the student's condition in the event he/she does not improve and needs to return to the health office.
5. When a student needs to go home or needs to go to a physician, the nurse or health office aide notifies the parent or emergency contact person (as directed on the emergency card for all other illnesses/injuries), informs them of the illness and makes arrangements for check-out.

What to do when your child is sick

Whether or not to keep your sick child home from school can be a difficult decision to make. This is especially true during episodes of high transmission of illness, pandemics, etc. The county public health office issues guidance to schools and parents based on the science of epidemiology and the Centers for Disease Control and Prevention updates their website continuously. This updated information is available at sccwi.gov. In addition, the following guidelines may be helpful to determine when your child's illness warrants staying out of school. In general, children should stay home when they don't feel well enough to participate in normal daily activities and lack sufficient alertness to learn or play.

The following signs, symptoms or conditions also are cause for missing school:

- Vomiting over or being unable to tolerate normal food and drink.
- Having a temperature of 100 F orally or 99 F axillary (in the armpit) or higher. Students must be free of fever for 24 hours before returning to school as that is the period when illness is often most contagious. Fever-free means they are not taking a fever reducing medication.
- Severe coughing or difficulty breathing.
- Repeated bouts of severe diarrhea.
- Persistent abdominal pain (more than 2 hours)
- A known communicable disease such as strep throat, impetigo, chickenpox, pertussis, mumps, hepatitis A, measles, rubella, shingles, or herpes simplex.

During any contagious outbreak it is extremely important that students stay home when ill and follow public health guidelines.

When you call to let the school know that your child is sick, please tell us about the illness. This information may help prevent the spread of disease and keep children healthy and ready to learn.

Medication Policy

Please refer to the updated Medication Policy in the back of this handbook and on the Health Services Page of the website (www.gcsd.k12.wi.us). The Medical Authorization Form is available in the school office.

Immunization Requirements

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, diphtheria, tetanus, whooping cough, and chicken pox) within 30 days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school.

INSURANCE

Student Accident Insurance

The School District of Glenwood City provides student accident insurance for all students in preschool through grade twelve. This accident insurance is purchased from Student Assurance Services Inc. (located in Stillwater, Minnesota), and provides coverage for the following activities:

- a. attending regular school sessions,
- b. participating in or attending school-sponsored and supervised extracurricular activities,
- c. participating in school-sponsored and supervised interscholastic sports, and
- d. traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

The Summary of Coverage (what the plan pays) and Optional 24-Hour Voluntary Coverage are available at the Student Assurance Service's website, www.sas-mn.com and can be found under K12 Students & Parents - Find my School. PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL DISTRICT IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits (explanation within the summary of coverage). This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. Filing of the claim is the parent's responsibility.

NONDISCRIMINATION

School District of Glenwood City does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the School District of Glenwood City Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. School District of Glenwood City Title IX Coordinator is: Ms. Erin Spaeth, Director of Student Services, 850 Maple Street, Glenwood City, WI 54013, erin.spaeth@gcsd.k12.wi.us, 715.265.4757.

SKYWARD FAMILY ACCESS

Parents/Guardians can access Skyward/Family Access for attendance, grades and lunch balances for students. If you need your password, please call the appropriate school office.

Elementary - (715) 265-4231

Middle/High - (715) 265-4266

TECHNOLOGY

Student Issued Device Policy

Receiving your computer

Student Devices:

Devices will be distributed within the first week of each school year. All Parents/Guardians are required to sign the School District of Glenwood City Handbook Agreement and other beginning of the year paperwork before the device can be issued. This student issued device policy outlines the procedures and policies for families to protect the device investment for the School District. Devices will be picked up at the start of each school day and returned to their respective charging location at the end of each school day. Students will retain their original device each year while enrolled in the Glenwood City School District.

All transfer/new students will participate in school orientation and will be able to pick up their device from the office upon submission of the appropriate forms/paperwork.

Students will be held responsible for ALL damage done to their device due to negligence. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate to determine if damage was due to negligence or faulty equipment/software.

Expectation of Privacy

There is NO Expectation of Privacy!

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use both in and out of school.

Returning your device

At the end of each school day, the device will be returned to its respective cart to charge overnight. At the end of the school year the device should be checked for any damage and be returned to its respective cart. If not returned the district may also file a report of stolen property with the local law enforcement agency.

Taking care of your device

Students are responsible for the general care of their device. Devices that are broken, or fail to work properly, must be taken to the office as soon as possible so that they can be taken care of properly.

General Precautions

1. No food or drink is allowed next to your device while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the device.
3. Never transport your device with the power cord plugged in.
4. Never store your device in your carry case or backpack while plugged in.
5. Air Vents CANNOT be covered. Devices must have a School District IT tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed, disciplinary action will result.
6. Students should never leave their devices unattended unless locked in their locker.
7. Devices must remain free of any writing, drawing, stickers and labels.

8. Students are responsible for plugging in their devices at the end of each school day.

Carrying devices

1. Device lids should always be closed and tightly secured when moving.
2. Always transport devices with care! Failure to do so may result in disciplinary action or loss of the privilege to use a device owned by the District.

Screen Care

1. Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean or put pressure on the top of the device when it's closed.
3. Do not store the device with the screen in the open position.
4. Do not place anything in a carrying case or backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
7. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Managing and Saving your digital work

1. Your Device will utilize the Google platform
2. The district will not be responsible for the loss of any student work.
3. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
4. All items will be stored online in Google Cloud environment

Operating System on your device

Students may not use or install any operating system on their devices other than the current version of Chrome OS and Microsoft OS that is supported, monitored, and managed by the district. It is also prohibited to install any software to circumvent district installed monitoring software such as VPN software.

Email & Electronic Communications

1. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
2. Do not send mass emails, chain letters or spam.
3. Email & communications are subject to inspection by the school at any time.

Consequences for inappropriate use

1. Students are responsible for the appropriate use of accounts and equipment issued to them.
2. Non-compliance with the policies of this document or the Responsible Use of Technology Agreement will result in disciplinary action.
3. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Protection and Storage

Devices are the responsibility of the student. This device will be yours for the duration of your time at the School District of Glenwood City.

Device ID

Student devices will be labeled in the manner specified by the school similar to other textbooks and library books. Devices will be identified and assigned to individual students. Each device will have:

1. A tag with Students Name
2. A tag with device serial number

Account Security

Students are required to use their school gmail and password with devices. Students are required to keep their passwords confidential.

Storing your device

Devices should be kept in their respective cart or charging station when not in use or locked in the students locker.

Damage to Devices

Devices that have damage at the time of issuance must be reported to the office as soon as possible so that the damage can be properly documented. Failure to report existing damage may result in the student being held responsible for the damage.

VISITORS

Parent/Guardian visits at school are welcome. Visitors are asked to check in to the proper office. Visitors will need to have a valid driver's license or another valid ID to receive a "visitor" badge that must be worn while in the building.

Classroom visits by students from other school districts are discouraged. Visits must be pre-arranged through the principal and classroom teacher.

WEAPONS

5772 - WEAPONS PROHIBITED FOR STUDENTS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

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

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

GLENWOOD CITY ELEMENTARY EXPECTATIONS/PROCEDURES

ARRIVAL

To maintain an efficient arrival and dismissal process and maximize instructional time, we will continue to limit the admittance of parents, guests, and visitors during these periods. The elementary office will remain open for dropping off belongings, treats, or handling school-related business.

Students can be dropped off at the drive in front of the building. Please note that the drive is one-way traffic only: enter at the south end and exit at the north end. Students should exit the car on the curb side. If there is a long line of traffic waiting to enter the drop-off lane, we encourage you to use the lower lot drop off loop. Students can then exit the car and proceed to the crosswalk, where a staff member will assist them in crossing the street. Students are expected to arrive between 7:55 and 8:05 am. Please share this information with anyone responsible for dropping off your children.

Arrival Schedule

Buses Drop off @ ES 7:45-8:00

Parent Drop off 7:50-8:05

Hangtime Dismissal @ 7:55

Breakfast 7:50 - 8:15

AM Recess 7:50-8:15

School Starts @ 8:05 (students go to breakfast or to morning recess)

Classes Start @ 8:20

Morning Announcements @ 8:25

Tardies will begin at 8:20 and end at 8:30

Any student who arrives **after 8:30** is considered **one-half day absent**. Any student leaving **before 2:45** will be considered **one-half day absent**.

Traffic Flow: Traffic will flow from the lot entrance to the back of the lot. Follow the green arrows on the map circling through the lot. There is a drop zone at the front of the lot for students to safely depart from your vehicles in full vision of our crossing guard. **Parking:** If you want to park and walk to the front entrance with your child please park in the BLUE areas and proceed to the crosswalk. There is NO PARKING in the first row of our lot as this will be our student drop zone. Please exercise caution as you line up to leave our parking lot.

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 3:05 to 3:15 pm.

All 4K-5th Grade Students who are parent pick up will be dismissed at 3:05.

Our lane in front of the building will continue to be for dropping off and picking up students. We ask that drivers stay in their vehicles when dropping off students. If your child needs help getting in or out of the vehicle please use the elementary lower lot. **Cars are NOT allowed to line up or park on 320th street.** If

the lane is full please use the lower lot.



CELL PHONES/COMMUNICATION DEVICES

Student cell phone use is not permitted during the school day. **Cell phones are to be off and away in the students backpack during the instructional day, 8:00am-3:20pm.** Cell phone use is prohibited at all times in locker rooms and restrooms (WI Statute 175.22). A student not following these expectations will be directed to the office to turn in the phone. Students may claim the phone at the end of the school day. A plan will be established by school administration in the event of repeated cell phone incidents.

CLASSES OF INSTRUCTION

All elementary school-aged children are provided a well-rounded academic and humanities program. The subjects include:

Language Arts	taught all year
Reading, writing, listening, speaking and language	
Math	taught all year
Science	integrated throughout year
Social Studies	integrated throughout year
Health	integrated throughout year
Phy. Ed., Music and Art	taught throughout the year

COUNSELING SERVICES

Individual counseling services are available to students in the elementary school. Staff with counseling certification support students to help them develop academically, personally and socially. We work with parents, teachers, school administrators and other professionals to provide students with the best possible resources and services. Questions? Contact the School Counselor at (715) 265-4231 ext. 7869.

DISCIPLINE

Student Discipline

Glenwood City Elementary (GCE) staff members have implemented a school-wide approach focused on sharing expectations and learning outcomes using proactive, systemic, and individualized strategies encouraging all students to demonstrate positive behaviors.

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two (2) factors:

- 1. The seriousness of the offense, and**
- 2. The previous disciplinary record of the student.**

In an effort to take both factors into account, a progression of consequences or disciplinary actions will be utilized. Parents will be notified for all behavior reported to the office that is given a consequence.

DISTRICT AND STATE ASSESSMENTS

Standardized tests are administered at every grade level in Wisconsin. These assessments are used to inform instructional efforts at GCE. Assessment results are available for your child/children throughout the course of the school year.

The following assessments are administered each year:

<u>Grade</u>	<u>Test</u>
4K - 1	Fastbridge Early Reading and Early Math
4K - 3rd	Aimsweb Plus Reading
2nd – 5 th	FastBridge Reading and Math Assessments
Third	WI Forward Exam (Reading and Math)
Fourth	WI Forward Exam (Reading, Language Arts, Math, Social Studies, Science)
Fifth	WI Forward Exam (Reading and Math)

DRESS CODE/ATTIRE

Students will be appropriately dressed at all times. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates.

Specific dress rules include:

1. Clothing should cover undergarments at all times.
2. No excessive cleavage or midriff may be exposed.
3. No tops cut low under the arms that may expose undergarments may be worn.
4. No clothing will be allowed that defames, degrades, or is offensive to gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment, or culture. Nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances, or violence). Inappropriate clothing will be at the determination of the Principal. If you have a questionable item, ask before you wear it.

Students found to be in violation of the dress code should be referred to the Office. Students will be required to change into and/or will be provided with alternate clothing. In the event that no appropriate clothing is available, students will be placed in In-School Suspension until a parent/guardian can bring appropriate clothing.

Examples of prohibited clothing include, but are not limited to:

- Attire with any language or images that are vulgar, discriminatory, or obscene.
- Attire that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs,

- alcohol, tobacco, or drug paraphernalia.
- Clothing that exposes cleavage, private parts, the midriff, or undergarments.
- Sagging or low up pants
- No hats or other non- religion affiliated headgear to be worn during the school day (unless part of a school spirit day or otherwise pre-arranged with administration)

Students who are not in compliance with dress policy will be asked to modify their apparel. A pattern of non-compliance by a student may lead to other disciplinary action as deemed appropriate and necessary by the administration. Those students that do not have proper clothing to change into will be required to call home to have appropriate clothing brought to school.

ELEMENTARY/ MIDDLE SCHOOL LIBRARY/MEDIA CENTER

The library/media center is open each day from 8:20 a.m. - 3:00 p.m. Classes, small groups and individuals may visit the LMC and check out materials throughout the school day. Students may check out up to three books at a time for a two-week period.

EVALUATION OF STUDENT LEARNING

GCE provides instruction aligned to State Standards. Report cards will provide a summary of student performance based on a student's understanding and skill development outlined by these standards. Student learning will be evaluated using the following criteria.

- 3** - Meeting End of Year Standard (Demonstrates Independence)
- 2** - Approaching End of Year Standard (Requires Some Assistance)
- 1** - Beginning to Develop End of Year Standard (Requires Frequent Assistance)
- * Not Assessed at This Time

FIELD TRIPS

Field trips are an integral part of learning and enhance the curriculum when used as a teaching experience. Properly planned and executed field trips should:

1. Supplement and enrich classroom experience by providing learning opportunities outside the schools.
2. Bring the resources of the community: natural, artistic, industrial, commercial, governmental, and educational within the student's learning experience.

Throughout the school year, teachers schedule educational field trips. All field trips are considered school activities. Thus, all school rules and district policies regarding student behavior will apply. Should a student's attitude or behavior not meet building-wide classroom expectations, he/she may be denied the privilege of going on a scheduled field trip. In the event this is decided the student will remain behind for consequence purposes, then time will be spent within an alternative activity while the class is on the field trip. If a parent chooses to not have their child attend a class field trip for any reason, then they will need to make alternative care arrangements or have their child stay at home that day.

Students participating in school field trips must use school transportation. Any student riding on a school bus or in a school approved vehicle must leave and return to school in that vehicle.

Parents/Guardians may be asked to chaperone as space is available, but other family members (siblings) are not permitted to go on the field trip. Parents/Guardians should be aware that they may be asked to undergo a criminal and personal background check. The GCSD School Board requires that a criminal and personal background check be completed as part of the approval process for all Board approved volunteers (*Board Policy 2340 & 8120*). An approved Board volunteer is anyone who:

- a) drives a school vehicle
- b) goes on an overnight trip
- c) directly supervises students

HILLTOPPER HANGTIME

Children (grades 4K-5) **should not arrive prior to 7:50 a.m.** The day officially begins at 8:05 a.m. and concludes at 3:10 p.m. GCSD does have a before and after school care program, Hilltopper Hangtime. For more information about this program contact Beth Davis, Program Coordinator at beth.davis@gcsd.k12.wi.us or (715) 265-7609. At 8:05 a.m. students will move to morning recess.

HOMEWORK

Homework assignments should not entail long hours of work. Homework assignments will provide reinforcement or practice of content that has been taught. A rule of thumb for homework is 10 minutes for the child's grade (ex: 10 minutes first grade, 20 minutes second grade etc.). As a staff we encourage students to read or be read to for 20-30 minutes outside of school per day. **As a parent, you have the power to boost your children's learning potential simply by making books an integral part of their lives.**

LOST AND FOUND

The lost and found is located in the lower elementary hallway next to the elevator. Small items such as jewelry, eyeglasses, etc., may be claimed in the office. Students who find lost articles are asked to take them to the "lost and found" or the elementary office so that the owner may claim items. To assist the school, parents are encouraged to put names or initials on all coats, boots, sweaters, mittens, slacks, gym clothes, tennis shoes and notebooks. Lost and found will be removed from the building periodically throughout the school year.

PETS/ANIMALS

To protect the health and safety of all students, **pets are not allowed** at school or on school buses. This includes classroom visits and show-and-tell activities. Concerns include allergies, hygiene, and student safety.

Classroom pets are also not permitted.

Approved therapy animals are allowed with prior approval from administration, proper certification, and proof of vaccinations. These visits must be scheduled, supervised, and sensitive to student needs.

PLAYGROUND

The children are provided with recess time each day. School staff supervise playground activities. Depending upon the degree of inclement weather, children are supervised either in the gymnasium, classrooms or assigned areas during playground periods. Keep in mind that the playground surfaces include wood chips, blacktop, and grass. Students should also have shoes that are appropriate for all areas of the playground.

PURPOSEFUL PEOPLE

Glenwood City Elementary uses PurposeFull People, a character education and social-emotional learning program that complements our PBIS framework. PurposeFull People helps students build positive relationships, develop strong character, and gain the skills needed to be successful learners and responsible citizens. Through classroom lessons and schoolwide activities, students learn to work together, solve problems, manage emotions, and contribute positively to their school community.

Be Kind- Students develop social skills such as:

- Listening
- Friendship
- Conflict resolution
- Leadership

These skills are taught alongside the character traits of Empathy, Respect, and Cooperation.

Be Strong- Students develop skills that help them:

- Stay organized
- Focus on learning
- Set and achieve goals
- Persevere through challenges

These skills are taught alongside Responsibility, Courage, and Perseverance.

Be Well- Students develop skills to:

- Recognize and manage emotions
- Handle stress
- Build resilience
- Maintain positive mental well-being

These skills are taught alongside Gratitude, Honesty, and Creativity.

SNACKS, CELEBRATIONS AND CLASSROOM TREATS

Student wellness is very important to the Glenwood City School District. Throughout the year there are opportunities for classroom snacks (celebrations, activities, etc.). Please consider sending a healthy, individually packaged store-bought treat to school for these occasions.

A snack time is scheduled daily and milk is provided by the school district. Students may bring their own individual snack if they want something with their milk. Please consider providing healthy and nutritious foods for their daily snack.

Students are also encouraged to bring a water bottle to school. Students are allowed to drink water during school hours. Students may fill water bottles using our bottle fillers on drinking fountains. Water flavoring and caffeinated (energy) waters are not allowed.

Suggested foods for snacks:

100% fruit juice
Fresh fruit
Cheese cubes or string cheese
Popcorn
Applesauce

Low sugar breakfast/granola bars
Fresh vegetables
Low-fat pudding
Graham crackers
Pretzels

SPECIAL EDUCATION PROGRAMS

Special education programming is available for students exhibiting exceptional educational needs. There are several exceptional needs services for students who demonstrate difficulties in learning cognitively, emotionally and in speech and language. These services are provided to students who display significant delays, which greatly affect their academic performance. Student's abilities are assessed through formal evaluation to indicate whether a student qualifies for a program. Parent permission and participation is required throughout the entire evaluation process to insure parental rights and responsibilities and a thorough understanding of exceptional educational needs services.

STUDENT LEADERSHIP TEAM

Glenwood City Elementary students have the opportunity to serve on the Student Leadership Team. Students in grades 3-5 apply and are selected by school staff based on their demonstration of leadership, responsibility, positive character, and commitment to being positive role models within the school community.

The Student Leadership Team is a student-based organization designed to help promote school spirit and leadership among students. Students will assist in special, school-wide events and activities. Leadership team members will be working together to learn skills associated with leadership, decision making, cooperation, and effective communication.

TRANSPORTATION

Bikers/Walkers

Children who ride their bikes or walk to school are asked to be safe on their way to school. Bikers and walkers should use the bike trail that starts by Holy Cross Church and ends at 320th Street. Stop at the end of the trail and be sure to look for traffic. Once on school property, please walk your bike to the rack. You should arrive at school between 7:55-8:05 a.m.

Snowmobile Riders

Any student riding their snowmobile to school should present their operator's certificate, as required by the DNR, to the elementary office. Keys should be left in the office during the day and picked up after school in order to prevent theft or loss.

Transportation Requests/Changes

Parents should request in writing or by phone call to school, any and all transportation variations from school. Students should present written requests to their classroom teacher. The teacher will authorize changes in transportation by issuing the child a bus pass when necessary. IN THE EVENT A CHILD HAS FORGOTTEN A NOTE AND PARENTS CANNOT BE REACHED BY TELEPHONE FOR VERBAL APPROVAL, THE CHILD WILL USUALLY BE SENT HOME ON HIS/HER REGULARLY ASSIGNED BUS. If you have a permanent change to the bus drop off, please contact the elementary office for the form.

TITLE I

Glenwood City Elementary School is a Schoolwide program designed to generate high levels of academic achievement for all students, especially those most in need of additional support. All staff, resources, and classes are part of the schoolwide program, and it serves all the children in a school. The core requirements of a Schoolwide Title I program include;

- A comprehensive needs assessment that identifies the school's strengths and challenges in key areas affecting student achievement

- A comprehensive plan for long-term improvement, created with stakeholders and designed to address identified needs
- Regular evaluation of the program and updating of the plan as necessary
- Appropriately licensed teachers and qualified paraprofessionals

Title I federal law requires that we share with you the qualifications of teachers in the Glenwood City School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there paraprofessionals working with my child? If so, what are their qualifications?

All teachers in the Glenwood City district have at least a bachelor's degree and are licensed for their assignment.

In addition, we have paraprofessionals, and they also meet the criteria that defines high quality. If you have questions, please call the elementary office at 715-265-4231.

WEATHER GEAR GUIDELINES

To ensure students are dressed appropriately for the weather, we follow the guidelines below using the *"Feels Like"* temperature from WeatherBug:

- **60°F and above** – Shorts and short sleeves are appropriate.
- **40°F to 59°F** – Students should wear long sleeves and pants.
- **1°F to 39°F** – Hats, mittens or gloves, boots, snow pants, and jackets are required.
- **0°F and below** – Recess will be held indoors.

When snow or ice is present, **students without boots must remain on the blacktop** to keep feet dry and safe. Please help ensure your child is prepared with the proper gear each day.

Wearing of caps or other headgear will be prohibited while in school. Students should remove hats, caps and headgear and place it in their coat area or backpack where it should remain until recess or dismissal.

APPENDIX

This handbook is not inclusive of all District Policies. For more information on the District policies and access to all school district policies visit the Glenwood City School District webpage at www.gcsd.k12.wi.us. Policies are located on BoardDocs. Policies are subject to change as Board policies and State Statutes change.

Harassment and Bullying

STUDENT ANTI-HARASSMENT

Technology

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Medication Administration

ADMINISTRATION OF MEDICATION/EMERGENCY CARE

[Physician Order for School Medication Administration](#)

Attendance

ATTENDANCE

Field Trips

District-Sponsored Trips

Volunteers

GLENWOOD CITY SCHOOL DISTRICT STUDENT/PARENT HANDBOOK AGREEMENT

Link to HS/MS Handbook: <https://www.gcsd.k12.wi.us/high/parent-resources-links.cfm>

Link to Elementary Handbook: <https://www.gcsd.k12.wi.us/elem/>

Handbook Agreement

I acknowledge that I have access to the Student/Parent Handbook. I have had the opportunity to look over the handbook(s) and ask any questions for clarification. I understand that my student will be held accountable to the rules and consequences within the student handbook.