



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

Betsy Haltinner, Principal  
Patrick Olson, Superintendent  
Erin Spaeth, Director of Pupil Services  
Mandy Kohler & Samantha Schreiber, Administrative Assistants  
Sharon Bergsholm, School Nurse  
Tryn Gross, Health Office Assistant  
Peyton Miller, School Counselor

The School District of Glenwood City does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, parental status, religion, sexual orientation, creed, and pregnancy in its educational programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. Erin Spaeth or designee will handle inquiries regarding non-discrimination policies. Please send inquiries to: Erin Spaeth or designee, 850 Maple St. Glenwood City, WI 54013, or call 715-265-4757, or email [erin.spaeth@gcsd.k12.wi.us](mailto:erin.spaeth@gcsd.k12.wi.us).

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# *Every Student, Every Day!*

## **Mission:**

Our mission is to provide the highest quality educational experience so all students can be lifelong learners, socially proficient, and productive members of society.

## **Vision:**

To evolve teaching and learning to enable all students to achieve their highest standard of performance.

## **Slogan:**

Every Student, Every day!

## **District Values:**

**Excellence      Innovation      Learning      Respect      Responsibility**

## **Board Goals:**

The District will provide opportunities for student learning for all students through quality instruction, assessments, and curriculum that go beyond State Standards.

The District will utilize the revenues available prudently and efficiently to provide the optimum resources for teaching, learning, and student achievement.

The District will provide instruction and guidance to all staff through regular, consistent, and meaningful professional development.

The District will encourage open communication with students, parents, staff, and the community to promote a positive and safe educational environment.

# GCSD 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 (includes doctor 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 delay, 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/guardian.

Absences without prior approval from the school, 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 (PL118-15). 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. The student(s) are encouraged to obtain the advanced assignments from his/her teachers, complete the required work and return it to the teacher.

\*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 includes 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 get an excuse note from the receptionist at the clinic before you leave. When you return to school turn the note into the appropriate school office and attendance will be updated accordingly.

### Call-In Policy:

Please call the attendance line for the appropriate office before 9:00 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) 265-7473

## Building Security

Glenwood City School District locks all the doors and exits during the school day. Visitors arriving during that time will need to enter at the front door and through the office.

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 that is worn once they have checked into the office. 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 being discharged from a 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 who become disciplinary problems on school buses shall be reported to the principal by the bus driver and may have their riding privileges suspended. Students are also 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 on route.
4. Consumption of food or drink while on the bus is not allowed.

Depending on the severity of the infraction, the administrator may enter the sequence at any step. All incidents will become part of the students discipline file. Parents/guardians are to be aware that in any of the following actions, they have the right to an appeal by calling the respective administrator.

### Consequences may include;

- conference with Principal and parents
- verbal warning
- assigned seat
- suspension from bus riding privileges up to 10 days.
- additional consequences may be assigned at the discretion of administration.

## Cell Phones/Communication Devices

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.

## Drug & 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.

If there is a violation of the policy, the following will be enforced:

1. Items are confiscated
2. Depending upon the circumstances law enforcement may be called
3. Parent contact will be made and a parent conference may be held
4. Depending upon the type of infraction and the number of previous infractions a student may be suspended up to 10 days.
5. Expulsion may be recommended based upon existing circumstances

## Dress Code/Attire

The purpose of dress code and grooming policies is to ensure the health and safety of students in a supportive school environment. Our dress code and grooming policies are not intended to be hostile or intimidating for any student. The dress code and grooming policies/practices should support

student expression without creating a hostile environment for any other student. This is important as we want all students to feel safe and included.

- In ensuring our health and safety, we will prohibit garments and accessories that pose a risk of injury to staff or other students.
- To be inclusive of all students, our dress code policies/practices will be gender-neutral and not include gender specific language. For example, spaghetti straps or miniskirts.
- We will permit and honor any religiously or ethnically specific garment or head coverings or hairstyle.
- We are committed to ensuring objective and fair application of the dress code policies/practices.

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, or that is otherwise sexually provocative.
- Sagging or low up pants.

## 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 closing 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 radio and/or television stations:

### Radio Stations

92.1 FM	CLASSIC ROCK
98.7 FM	THE FAN
95.1 FM	B95-WQRB
100.7 FM	Z100/WBIZ
106.7 FM	MOOSE COUNTRY
880 AM	WMEZ NEWS TALK
104.5	WAXX

### Television Stations

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

## Food Service/Lunch

All children attending 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 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 ala carte items. Prices are listed on the school district website [www.gcsd.k12.wi.us](http://www.gcsd.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, up to and including discipline of offenders. It is the policy of the School District of Glenwood City to maintain a learning environment free of any form 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 (512 HARASSMENT & BULLYING).*

## 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 updates their website continuously. This updated information is available at [sccwi.gov](http://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, chicken pox, 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](http://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**

The district does not carry Student Insurance. Families will need to use their own medical insurance in the case of an injury that occurs at school.

### **Nondiscrimination**

The School District of Glenwood City does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, parental status, religion, sexual orientation, creed, and pregnancy in its educational programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. Erin Spaeth or designee will handle inquiries regarding non-discrimination policies. Please send inquiries to: Erin Spaeth or designee, 850 Maple St. Glenwood City, WI 54013, or call 715-265-4757, or email [erin.spaeth@gcsd.k12.wi.us](mailto:erin.spaeth@gcsd.k12.wi.us).

### **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

## 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 is worn once they have checked into the office.

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

## Website

Log on to our district website at [www.gcsd.k12.wi.us](http://www.gcsd.k12.wi.us)

## Weapons

**Possession of a weapon as defined in District Policy 443.6 is a violation of school rules that may result in a recommendation for expulsion from school.**

*\*Weapon means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm of death.*

Students are also forbidden to possess, store, handle, transmit or use any instrument that is a "look-alike" weapon in the school environment. "School environments" include, but are not limited to District-owned or District-controlled property; leased or rented facilities; school sponsored activities, field trips; all school vehicles and all forms of District-provided transportation; and, regardless of location, at any time when students are under the supervision of a school authority.

If there is a violation of the policy, the following will be enforced:

1. A parent conference will be held.
2. The student may be suspended for up to 5 school days.
3. The severity of the infraction or repeated violation may lead to a referral to the Board of Education for possible expulsion.
4. Report to local law enforcement may be made

## GCE EXPECTATIONS/PROCEDURES

### GENERAL INFORMATION

#### Additional Attire Information

In addition to the expectations outlined in the GCS D section regarding attire, please consider the following;

- Students are encouraged to dress according to weather conditions. Please keep in mind that students will go outside for recess unless it is raining or there is a "feels like temperature" that is below zero. Students should be prepared for outdoor conditions.
- 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.

- 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.
- Also items not appropriate for school include; sleepwear, halter-tops, midriff shirts, items that expose or show undergarments.

Sleepwear and hats may be worn in the building on specially designated days or for reasons approved by building administration.

## 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. In order to help students remember the expectations at GCE, staff will actively teach students exactly what the behaviors look and sound like. Do not be surprised if your child brings them up to you during the school year as they practice the universal expectations! See Appendix for more information regarding **GCE REACH - Positive Behavior Interventions and Supports**.

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.

### Disciplinary Actions

The following is a partial list of disciplinary actions that may result due to infractions:

1. Verbal correction and warning by staff member
2. Completion of a Fix-It Plan to be signed by teacher, student, and parent
3. Time out - removal from activity
4. Time out - removal from room
5. Call home by staff member
6. Parent / student / teacher conference
7. Discipline report and recommendation filed with the principal
8. Removal from class activities (unexcused, time to be made up)
9. Restriction of recess / unstructured time
10. Time owed to be served during recess
11. Referral to PBIS/Rti Team
12. Referral to outside agency(s) including police
13. Removal from co-curricular activity attendance
14. In-school suspension (extended time out) in the office area
15. Out-of-school suspension (Students who have been suspended are not allowed at school and may not attend or participate in any school activities during the suspension)
16. Expulsion (Formal school board action taking place prohibiting a student from further attendance for a designated 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 unless the student rides with his/her parent/guardian. In order for a student to leave, the classroom teacher must receive prior written notification from parent/guardian or notification from the principal should other circumstances arise.

Parents/Guardians may be asked to chaperone as space is available. 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 533.1*). An approved Board volunteer is anyone who:

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

## 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. 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.

## Pets/Animals

We are sensitive to health and safety concerns as well as potential allergies of all children to pet dander in each classroom. Class pets (housed in the classroom) and any bedding must be cleaned regularly, leaving no mess and no offensive odors.

Students from time to time may ask to show their pets at school. This must be coordinated through the classroom teacher. If there are any students susceptible to allergies, pets cannot be allowed. Once approved by the principal, specific arrangements should be worked out and animals need to be brought to school by an adult and taken home by an adult. These school visits by pets should be short and supervised by an adult. When possible, visits will take place outside of the school building. Animals, snakes, pets, etc. can **NOT** be brought to school on the bus.

Pets that parents bring to school will need to have had rabies shots. Parents need to bring a copy of the immunization to the school. Some pets such as hamsters, gerbils, guinea pigs, chinchillas do not need vaccines. Animals such as dogs, cats, ferrets, etc. do need a vaccine.

## 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.

## School Day

Children (grades 4K-5) **should not arrive prior to 8:05 a.m.** The day officially begins at 8:20 a.m. and concludes at 3:20 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](mailto:beth.davis@gcsd.k12.wi.us) or (715) 265-7609. At 8:05 a.m. students will move to morning recess.

## School Store

Please visit our school store where many supplies may be purchased! The Glenwood City Elementary Student Council operates a school store on the second floor, room 221B. Families may also want to purchase items from Summit 58 in the High School for GCSD Hilltopper Apparel and Accessories.

## 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 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              | Low sugar breakfast/granola bars |
| Fresh fruit                   | Fresh vegetables                 |
| Cheese cubes or string cheese | Low-fat pudding                  |
| Popcorn                       | Graham crackers                  |
| Applesauce                    | Pretzels                         |

## Telephones

Students, at the discretion of their classroom teacher, may use the office telephone. Students must have a note from his/her classroom teacher to use the phone.

## Traffic Flow

Parents are asked to drop off or pick up their child/children at the elementary entrance using the northwest driveway. This loop allows for **one-way, single-lane traffic**. Pull up to the curb and let child/children out in front of the school entrance. Please proceed with caution after dropping off or picking up your child/children.

Buses will use the south BUSES ONLY driveway for loading and unloading.

For your convenience, visitor parking is available adjacent to the main entrance of the elementary school from 8:20 to 3:00. We ask that if you are picking up your child during drop off and dismissal times that you use the curbside drop off and pick up lane. Parents and visitors are also free to park in our lower lot across from the school on 320<sup>th</sup> Street.

## 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 320<sup>th</sup> 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 8:05 - 8:20 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.

## EDUCATIONAL PROGRAMMING

### 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

### 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.

- N/A not assessed at this time
- 1 - beginning to demonstrate understanding end of the year standard
- 2 - progressing toward end of the year standard
- 3 - meeting end of the year standard
- 4 - exceeding end of the year standard

### 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 Math
5K - 5 <sup>th</sup>	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)



## 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. If you want to see the state qualifications for your child's teacher you may ask us or find it on the DPI website at [www.dpi.state.wi.gov/tepd/license-lookup/introduction](http://www.dpi.state.wi.gov/tepd/license-lookup/introduction)

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.

## Co-curricular Organizations

Glenwood City Elementary currently has one opportunity for students to participate in co-curricular organization. Students that choose to participate in this organization are responsible for following the guidelines outlined in the Glenwood City School District Co-Curricular Handbook linked on the Athletic page of the GCSD Website.

Note: Families involved in co-curricular and athletic activities may incur extra fees should they qualify for state, national, and other higher-level competitions.

**Glenwood City Elementary Student Council** - GCE students have the opportunity to participate in the student council. Each classroom elects or selects 2 to 3 classroom representatives to serve on the council. Officers are elected from those classroom representatives interested in holding a leadership position. The main purposes of our student council are...

- to promote the good of all members of the school community
- to provide students with a voice and a means to carry out the overall objectives of the student body
- to improve the school atmosphere
- to prepare students for global responsibilities
- to represent the Student Body to the administration, faculty and GCE community
- to foster pride and positive spirit
- to raise funds for the good of the student body, the GCE community or those causes chosen that are supported by Student Council

## **Elementary 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.

## **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. There are no fines for overdue books for elementary students; however, fines will be issued for lost or damaged material.

## **Special Education Programs At The Elementary Level**

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.

## **APPENDIX**

Appendix I	Harassment and Bullying Policies and Forms
Appendix II	Internet Policy
Appendix III	Medication Policy and Illness Procedures
Appendix IV	Student Attendance Policy and St. Croix County Attendance/Truancy Guidelines
Appendix V	REACH - Positive Behavior Intervention and Supports
Appendix VI	GCSD Student & Parent Handbook, Network, Internet and Media Release Agreement

## 411.1 Civil Rights--Harassment AND BULLYING (prev. 5910)

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. **Sexual harassment includes the following:**

- A. **A school district employee conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct**
- B. **Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity including:**
  - a. **unwelcome sexual advances, comments or innuendos**
  - b. **physical or verbal abuse**
  - c. **jokes, insults or slurs based on any personal characteristic described above (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*)**
  - d. **taunting based on any personal characteristics described above**

**"Sexual Assault", "Dating Violence", "Domestic Violence", or "Stalking", as each of those terms is defined by reference to specific federal statutes.**

"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 **Director of Pupil Services**. 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 designee, the complaint may be made to a building principal, teacher, counselor, or social worker with the understanding that incidents must be reported to administration for an **investigation and action**. The employee receiving the complaint shall report the complaint to the **Director of Pupil Services**.

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.

LEGAL REFERENCE: WISCONSIN STATUTES  
18.13, 120.13(1), 818.125

WISCONSIN ADMINISTRATIVE CODE PI9 Title IX, Education Amendments of 1972

## 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 environment 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

- A. Every student or student’s parent/guardian will receive a copy of the policy each year.
- B. 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.
- C. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- D. 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 **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. The Director of Pupil Services will compose a written record of any verbal complaints. Once the investigation is complete, all information will be sent to the building principal who will make the final decision based on the facts given during the investigation. Once a decision is made, a formal appeal can be made to the district superintendent.**

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:

- A. 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.
- B. Formal complaints shall be presented in writing to **the Director of Pupil Services**. 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.

C. **The Director of Pupil Services** shall make an initial **investigation** of the complaint. The investigation will include: 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. Erin Spaeth, the director of Pupil services 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.

**D. The building principal shall make an initial determination of the complaint based on the investigation that was completed by the Director of Pupil Services.**

E. If any party is not satisfied with the investigation or the determination 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.

F. 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.

G. 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.

H. Judicial review of decisions is as provided in Chapter 227 of Wisconsin Statutes.

LEGAL REFERENCE: WISCONSIN STATUTES  
118.13,120.13(1), 813.125

WISCONSIN ADMINISTRATIVE CODE: PI 9 Title IX, Education Amendments of 1972

Ref: Form 411.1-A, Student Harassment Complaint Statement  
Form 411.1-B, Formal Student Harassment Complaint  
Form 411.1-C, Disposition of Student Harassment Complaint

The School District of Glenwood City does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, parental status, religion, sexual orientation, creed, and pregnancy in its educational programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The Director of Pupil Services has been designated to handle inquiries regarding non-discrimination policies. Please send inquiries to: Director of Pupil Services, 850 Maple St. Glenwood City, WI 54013, or call 715-265-7120, or email [erin.spaeth@gcsd.k12.wi.us](mailto:erin.spaeth@gcsd.k12.wi.us).

Policy Adopted: 12/12/94  
Policy Revised: 8/14/95  
Policy Revised: 3/12/01  
Policy Revised: 4/8/02  
Policy Revised 5/24/10  
Policy Revised 8/3/20

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

**STUDENT HARASSMENT COMPLAINT STATEMENT FORM**

Name of student being harassed: \_\_\_\_\_

Name of student being accused: \_\_\_\_\_

Name of student filing statement: \_\_\_\_\_

- Complainant
- Charged Person
- Witness

Please state specifically what happened. Include what happened, when it happened (date(s) and time(s)), how often it happened, where it happened, who did it and who witnessed it. Also state anything you did to try to stop the harassment.

(Attach an additional sheet if necessary.)

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MY SIGNATURE BELOW CERTIFIES the information provided in this statement is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TECHNOLOGY EDUCATION-ACCESS TO THE INTERNET**

The School District of Glenwood City Board of Education recognizes its responsibility to assist students in expanding their knowledge and use of technology in their school-related usage. The Internet is an electronic network connecting computer networks and individual users all over the world. Access to the Internet will allow students to explore the rich resources of university libraries, governmental databases and other on-line sources while exchanging electronic mail with Internet users throughout the world. The Board realizes the need for students to receive instruction on the proper use of the Internet and explore ways to utilize this information to enhance their learning and knowledge.

It shall be the policy of the School District of Glenwood City to provide access to the Internet for educational and school business purposes. The Board recognizes the difficulty in maintaining direct supervision of students when using the Internet. The Board believes appropriate use will be enhanced through staff supervision and proper training of staff members and students.

The administration and staff will be responsible for implementing and enforcing the Internet and Computer Network Rules and Regulations for the School District of Glenwood City.

LEGAL REF: WI State Statute: 943.70(3), 947.0125 Chapter 19, Subchapter II

CROSS REF: Linking WI School Libraries and Class

The use of the Internet is provided for educational purposes. The rules and regulations are provided so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet. These rules and regulations apply to all computers and other internet accessible devices on school grounds. All students using the Internet must have a signed parent permission form on file. A signed permission slip indicates that the user agrees to follow the Internet and Computer Network Rules and Regulations of the School District of Glenwood City.

**AGE-APPROPRIATE USE OF THE INTERNET:**

Rules and regulations, training, and filtering software will help provide structure and guidance to students. The students will follow a structured approach to gaining the skills that will allow them to become independent, responsible users of the Internet.

**STAFF RESPONSIBILITIES:**

1. Supervise and guide student access to the Internet
  2. Teach students about responsible use of the Internet
  3. Instruct students in appropriate research practices and Internet searching skills
  4. Teach students how to evaluate the credibility of Internet resources
  5. Teach students about copyright laws and plagiarism
  6. When appropriate, pre-select and preview sites that are appropriate to the age of the students and relevant to the course objectives and direct them to those sites
  7. Obtain administrative pre-approval for student internet use involving personal information, photographs, email address, etc.
- *In an effort to comply with changes to CIPA: The "Protecting Children in the 21<sup>st</sup> Century Act", our staff will annually address and educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying*

*awareness and response as part of our annual usage. This will be in both verbal and written text to help ensure compliance.*

#### STUDENT RESPONSIBILITIES AND CONDITIONS:

1. Use the Internet for school-related, educational activities and research only
2. Follow copyright laws and restrictions. Users should assume that all material is copyrighted unless explicitly noted.
3. Do not plagiarize Internet resources and present them as your own work
4. Do not use the computer to check personal e-mail
5. Never reveal your personal name, telephone number, address, photograph, or e-mail address unless approved by classroom instructor
6. The use of forums or social networking will only be allowed under the direct supervision of a teacher for educational purposes
7. Subscribing to any services or ordering of any goods is prohibited
8. Employing the Internet for commercial purposes is prohibited
9. Use computer equipment appropriately.
10. Network users will respect all forms of password protection and use responsible file management
11. Never download files or copy information onto storage devices or hard drives without permission
12. Report security problems or inappropriate use of the network to the classroom supervisor immediately
13. Educational staff Internet supervisors will determine what constitutes inappropriate use of the Internet or violation of these rules and regulations.
14. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.

#### INDIVIDUAL USE OF THE INTERNET OUTSIDE DIRECT SUPERVISION:

For individual use outside the direct supervision of an educational staff member, students must have a signed parent permission slip on file. Before receiving an individual user account, students must demonstrate proficiency of internet rules and responsibilities by successfully completing the internet test.

#### RULES AND REGULATIONS FOR STUDENT E-MAIL USE

The use of e-mail is provided for educational purposes. Appropriate use includes classroom projects and approved curriculum-related activities. Students will only be able to send or receive mail through a teacher or classroom account. Students who have e-mail accounts from sources outside of school may not use school resources to access those accounts. Improper use of electronic mail accounts will result in immediate removal from project activities and appropriate disciplinary action will be taken. Use is a privilege, not a right. All students participating in curriculum-related projects integrating electronic mail will be instructed in appropriate use and must be supervised by a classroom teacher.

#### STUDENT RESPONSIBILITIES:

1. Use of school e-mail accounts are for approved e-mail exchange activities only. The student is responsible for using the school access provided in an ethical, responsible and legal manner for school-related tasks only; i.e. using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within the School District of Glenwood City is prohibited.
2. Students are expected to use school appropriate language in e-mail exchanges.

3. E-mail accounts are the property of the School District of Glenwood City, and therefore, appropriate staff may review e-mail files.
4. Any harassing or inappropriate message received will be reported to the supervising teacher immediately.
5. Students will respect the privacy of e-mail and will not re-post communications without consent of the sending party.
6. Students will use all resources on the Internet in accordance with the policies of the institutions providing the service and the procedures developed by the School District of Glenwood City.

#### PENALTIES FOR IMPROPER USE

Inappropriate use of district technology results in the loss of internet use, disciplinary action, and/or referral to legal authorities. Payment for costs incurred during the misuse of the Internet will be the responsibility of the user.

Inappropriate use of the district technology (chat room, inappropriate sites, inappropriate e-mail)

- \*\*Referral to building administrator
- \*\*Contact with parent/guardian
- \*\*Referral to law enforcement agency as appropriate
- \*\*Loss of privileges
  - 1<sup>st</sup> offense – 2 weeks
  - 2<sup>nd</sup> offense – 9 weeks
  - 3<sup>rd</sup> offense – 18 weeks

Illegal Use of district technology

- \*\*Referral to building administrator
- \*\*Contact with parent/guardian
- \*\* Referral to law enforcement agency as appropriate
- \*\*Loss of privileges
  - 1<sup>st</sup> offense – 18 weeks
  - 2<sup>nd</sup> offense – 1 full calendar year

Consequences term based on annual offense

Severity Clause: Offenses that are severe in nature or illegal maybe be considered at a higher entry point

#### APPEALS PROCESS

The intent to appeal the decision shall be put in writing and submitted to the Superintendent of Schools within 14 calendar days after the decision of the building administrator. Appeals based on the severity of the consequence will not be accepted.

The Superintendent of Schools will review all written information related to the decision.

The Superintendent will ensure that all elements of due process have been provided relative to the enforcement of the policies.

The Superintendent may request more information from those involved and may request a meeting of any or all those involved in the decision-making process. Such a meeting will be held within 14 calendar days of receipt of

the appeal.

The Superintendent will render a decision in writing within 21 calendar days of receipt of the appeal.

If the decision of the Superintendent affirms the building administrator the parent/guardian of such student (or the adult student) shall have the right to appeal the decision to the Board of Education.

The intent to appeal to the Board of Education shall be put in writing and submitted to the Superintendent of Schools within 7 days of the decision by the Superintendent.

The Board of Education may rule by reviewing documentation of the Superintendent and/or by allowing those appealing to meet with the Board.

Ref: Form 363.2-A, Internet User Agreement and Parent Permission

Policy Adopted: 12/8/97  
Policy Revised: 4/9/01  
Policy Revised: 12/7/09  
Policy Revised: 1/25/2010  
Policy Revised: 11/14/16

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

Appendix III

SCHOOL DISTRICT OF GLENWOOD CITY  
453.4 ADMINISTRATION OF MEDICATION TO STUDENTS

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis. The Glenwood City School district shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291 and Wisconsin Administrative Code PI 8.01(2)(g). The School district may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent of the student's parent or guardian. Administration of nonprescription medication requires written instruction and consent of the student's parent or guardian. Substances which are not FDA approved (i.e. natural products, food supplements) will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian. Students with allergies, while in school, at a school-sponsored activity, or under the supervision of a school authority, may possess and use an epinephrine auto-injector, if the pupil uses the injector to prevent the onset or alleviate the symptoms of an emergency situation. This also requires written approval from the physician and parent or guardian. Medication administration may be carried out by school personnel as determined by the building administrator and the nurse. School employees who administer medication must receive proper training, supervision and evaluation guidance determined by the district. (School districts are required to use DPI approved medication training for rectal, inhaled, injectable, gastrostomy, jejunostomy and nasogastric routes of administration. Decisions regarding medication training, curriculum and frequency of training for oral, eye, ear, and topical medication administration is determined by the School District.) School employees authorized to administer medication are immune from civil liability for his or her acts or omissions in administering medication unless the act or omission constitutes a high degree of negligence. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act; therefore, they are not necessarily immune from civil liability for the aforementioned acts or omissions. A District administrator or principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the actions constitutes a high degree of negligence. No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion. Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage administration and documentation are delineated in this policy's Administrative rule.

Legal references:

Wisconsin State Statues

- [Section 118.125](#) [Maintenance and confidentiality of student records]
- [Section 118.29](#) [Administration of drugs to students by school personnel and emergency care; policies and procedures required]
- [Section 118.291](#) [Student possession and use of inhalers]
- [Section 118.292](#) [Student possession and use of epinephrine auto-injectors]
- [Section 121.02\(1\)\(g\)](#) [School district standard; provision of emergency nursing services]

Wisconsin Administrative Code N.6.03(3) Adoption date: March 1996 AMENDED JUNE 2010

Policy Adopted: 2/7/2011  
Policy Revised: 12/12/11

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



**Physician Order for  
School Medication  
Administration**

**Student Information**

Name of Student	Birth Date
Name of School	Grade

**To Be Completed By Physician**

Medication(s)	Dosage	Duration	Instructions/Time to be given at School
		From: To:	
		From: To:	
		From: To:	

**Diagnosis:** \_\_\_\_\_

Child may carry and self administer medication according to instructions above:      Yes       No

Provider Name	
Provider Signature	Date
Clinic Address	Clinic Phone Number

**To Be Completed By Parent/Guardian**

- I give permission for my child to receive the above medication(s) as directed and for the school nurse to contact the physician directly if there are any questions relating to the medication treatment.
- I request that this medication be administered at school by designated employee(s) and release said employee(s) from liability.
- I must provide medication(s) in the original container labeled clearly with the child's name and prescribing information.
- I will provide the school with a new School Medication Administration form whenever there is a change in the medication or its instructions.
- I will notify the school in writing when the medication is discontinued and I will pick up the medication.
- I will pick up the medication at the end of the school year.
- I authorize school personnel to contact my child's physician if needed.

Parent/Guardian Signature	Phone Number	Date
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STUDENT ATTENDANCE

Objective:

1. To promote regular and punctual student attendance.
2. To clearly communicate to school personnel, students, parents, and the district residents, the School District of Glenwood City's expectations regarding student attendance.
3. To comply fully with state laws related to compulsory school attendance and truancy.
4. To establish procedures and responsibilities for school personnel, students, and parents to follow in matters relating to student attendance.

Regular and punctual student attendance is an important factor in success at school. All children in the district who are between the ages of six and eighteen shall attend school regularly, and during the full period and hours that school is in session, to the end of the school year. Furthermore, students shall attend school until the end of the quarter, semester, or term in the school year in which the child becomes eighteen years of age unless they are excused or have graduated from high school.

Parents or guardians are responsible for their child's regular and punctual school attendance. The school district will assist the parents/guardians with this important responsibility by communicating with them about current attendance status. Where appropriate, the school district will provide assistance to parents in promoting regular attendance. In situations where regular attendance has not been achieved, the school district will refer the student and parents to the authorities as a violation of the state truancy law.

The school district administration shall be responsible for determining and implementing the rules and procedures for complying with the state laws and St. Croix County Truancy policies and procedures. These rules and procedures shall be listed in the student handbooks and approved yearly by the school board.

Legal Ref: Sections 118.15 Wisconsin Statutes  
118.153  
118.16  
118.162-3  
118.165

Cross Ref: District Truancy Plan

Policy Adopted: Uncertain  
Policy Revised: 1988  
Policy Revised: 4/19/1999  
Policy Revised: 11/12/2001  
Policy Revised: 10/25/2010  
Policy Revised: 05/11/2021

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

SCHOOL DISTRICT OF GLENWOOD CITY  
ST. CROIX COUNTY ATTENDANCE/TRUANCY GUIDELINES

**WHEREAS**, truancy and habitual truancy as defined by Chapter 118, Wis. Stats., are matters which significantly impact the child, family, school and community; and

**WHEREAS**, the Wisconsin Statutes provide for compulsory school attendance and require school attendance enforcement; and

**WHEREAS**, the School Districts of St. Croix County and the St. Croix County Circuit Courts, in cooperation with St. Croix County Municipal Courts, the St. Croix County District Attorney, the St. Croix County Department of Health and Human Services, county and local law enforcement, and parents believe that consistent processing and management of truancy issues and referrals will promote the best interests of St. Croix County's children and communities; and

**WHEREAS**, §118.162, Wis. Stats., requires that a county-wide committee, comprised of the above-referenced members, be convened every four (4) years to review and make recommendations to the school boards of all school districts in the county on revisions to the school districts' truancy plans; and

**WHEREAS**, the Mission Statement of the St. Croix County Circuit Courts provides for the effective, efficient, and expeditious administration of justice; and

**WHEREAS**, the Juvenile Court Mission Statement seeks, through actions, policies, and decisions to:

1. Promote the responsible growth of children by holding them accountable for their behavior;
2. Promote the involvement of children in programs and/or services that enhance the development of skills and competencies toward self-sufficiency and minimize the likelihood of the need for further court or system intervention and control; and,
3. Be an advocate for the development of community resources, programs, and policies that can best promote the prevention of problems with children and best promote the involvement of others to ensure that children become successful citizens contributing to the safety and well-being of the community; and

**WHEREAS**, the St. Croix County Circuit Courts have adopted juvenile policies and procedures which seek to protect children and the community by recognizing that protection is maximized when:

1. Adequate and timely assessment of the needs of the child/juvenile occurs at all stages of involvement;
2. Delays in providing services or in the movement of the child through the legal system are minimized;
3. Information within the system is shared with others involved in the child's life and collateral information from other sources is sought out and used appropriately;
4. Compliance with expectations and/or participation or progress is monitored regularly, and problems are addressed and changes are made as needed in a timely manner;
5. Consequences, in whatever form they may take, occur as soon after the behavior as possible;
6. The child/juvenile is clearly confronted with the message that his/her undesirable/illegal behavior is not acceptable;
7. Information within the system is available to participants in the system in a way that promotes the sharing of relevant information in an efficient and comprehensive manner;
8. Non-compliance is confronted and dealt with in a consistent manner; and

**WHEREAS**, truancy requires early and effective intervention;



**NOW, THEREFORE**, the St. Croix County Circuit Courts and the School Districts of St. Croix County adopt the following local rules, policies and procedures with reference to the referral, processing, and administration of habitual truancy matters as defined in Chapter 938, Wis. Stats..

1. **FIRST OFFENSE:** A student's documented first referral for habitual truancy may be to local law enforcement and processed through the appropriate municipal court. In the alternative, a student may be referred to the St. Croix County Department of Health and Human Services for processing pursuant to Chpt. 938.
2. **SECOND AND SUBSEQUENT OFFENSES:** A student's documented second or subsequent offense for habitual truancy, regardless of when it occurs, shall be referred to the St. Croix County Department of Health and Human Services for processing pursuant to Chpt. 938, Wis. Stats.
  - a. A second and a subsequent offense shall be defined as any documented second or subsequent habitual truancy offense during the student's academic career/tenure. School districts shall make all reasonable efforts/accommodations to transfer attendance information and prior referrals for habitual truancy to other school districts where the student may transfer during his/her academic career/tenure. For example: If a student is referred for habitual truancy in the first semester of his/her 7<sup>th</sup> grade year by the School District X and has a documented habitual truancy referral in the second semester of his/her 10<sup>th</sup> grade year by School District Z, this referral shall be considered a second offense.
  - b. It is in the best interests of the child/juvenile and community to expedite all habitual truancy proceedings. Therefore, for a second or subsequent offense, the discretionary intake conference between the child/juvenile and/or parent/guardian and juvenile intake is hereby eliminated. In lieu of the conference, juvenile intake shall notify the child/juvenile and/or parent/guardian of their rights under Chpt. 938, Wis. Stats., in writing by first class mail.
  - c. The referral shall be reviewed and forwarded by juvenile intake to the St. Croix County District Attorney within five (5) business days of receipt from the referring school district.
  - d. Referrals for second and subsequent offenses shall not be considered for deferred prosecution and/or informal disposition.
  - e. The St. Croix County Circuit Courts and school districts recommend and strongly encourage the St. Croix County District Attorney's office to make a determination with reference to and file a petition with the Clerk of Juvenile Court's office within 5 business days of receipt of the referral from juvenile intake.
  - f. Upon receipt of the petition, the Clerk of Juvenile Court shall schedule the matter for a plea hearing with the assigned intake court official within 10 days (or as soon as reasonably permitted) and provide notices to all interested parties.
  - g. The referring school district shall be informed of an invitation to attend any and all hearings, including final disposition.
  - h. Copies of dispositional orders and/or consent decrees which have a school attendance and/or school related requirement shall be provided to the referring school district.
  - i. Pursuant to §938.342(1r), Wis. Stats., any school attendance violation of a dispositional order shall be reported by the school district to the assigned social worker and/or Court within 5 days of the violation. If reported to the assigned social worker, the worker shall refer the same to the Court within 3 business days. If reported to the Court, the Clerk of the Juvenile Court shall provide a copy of the assigned social worker. In either event, if requested by the worker and/or directed by the Court, the matter shall be scheduled with the Court for hearing as soon as is reasonably possible.
3. **TEMPORARY PHYSICAL CUSTODY:** Temporary physical custody is an effective and expeditious statutorily authorized method of addressing habitual truancy. As a result, in appropriate situations, the following alternatives may be utilized:
  - a. Pursuant to §938.19(1)(d)10, Wis. Stats. A juvenile may be taken into temporary

- physical custody under circumstances in which a local and/or county law enforcement officer believes on reasonable grounds that the juvenile is absent from school without an acceptable excuse under §118.15, Wis. Stats..
- b. Pursuant to §938.19(1m), Wis. Stats., a juvenile who is absent from school without an acceptable excuse under §118.15 Wis. Stats., may be taken into temporary physical custody by an individual designated under §118.16(2m)(a), Wis. Stats., if the school attendance officer of the school district in which the juvenile resides, or the juvenile's parent, guardian, or legal custodian, requests that the juvenile be taken into custody.
4. **EFFECTIVE DATE:** Unless otherwise specified, these local rules, policies, and procedures shall be effective on July 1, 2008

Policy Adopted: 6/9/08  
Policy Revised:

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

## **GCE REACH - Positive Behavior Interventions and Supports**

### **What is Positive Behavior Interventions & Supports (PBIS)?**

Positive Behavior Interventions and Supports is a process for creating school environments that are more predictable and effective for achieving academic and social goals. PBIS will enhance our current systems and practices and also change our culture for the better.

### **How does it work?**

A key strategy of the PBIS process is prevention. The majority of our students follow the school expectations but are rarely acknowledged for their positive behavior. Through instruction, comprehension and regular practice, all teachers and staff members will use a consistent set of behavior expectations and rules. When some students do not respond to teaching of the behavioral rules, we will view it as an opportunity for re-teaching, not punishment.

### **Does it make a difference?**

The PBIS model is a research-based strategy that is supported by the state of Wisconsin and the federal Department of Education. The 3-tiered approach reduces problem behavior as a barrier to student achievement. We only have 180 days each year to advance academic progress, so instructional time is very valuable. Research shows that schools following the PBIS model recover thousands of hours of instructional time and, on average, four days of student instruction per year.

### **What about parents?**

Parents are an important part of PBIS implementation. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Children thrive when they have consistent, predictable expectations and consequences.

### **Toppers REACHing for the TOP!**

The program is focused on acknowledging students for consistent positive behavior.

- There are expectations for all students, parents, staff, and settings.
- Teachers are acknowledged for noticing positive student behavior.
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and language with respect to appropriate school behavior are consistent throughout the school.
- Students and classrooms are rewarded for expected behavior by staff with Topper Tickets. Topper tickets allow for students and classrooms to participate in trimester reward experiences.
- Students can also be nominated by a staff member for a Hats Off award. A monthly drawing/reward is planned for these students as well.
- Problem behaviors are addressed with consistent consequences that are focused on re-teaching expected behaviors.

#### **Expectations for students**

##### **Respect**

- Raise your hand and wait to be called on.
- Use polite and kind words.
- Practice good manners.
- Listen politely when others are speaking.
- Follow directions the first time.

##### **Responsible**

- Accept consequences without arguing or complaining.
- Use time wisely.
- Tell the teacher if you have a problem that you cannot solve.

##### **Excelling**

- Always do your best.
- Follow classroom routines.

##### **Always Safe**

- Keep hands, feet and other objects to self.
- Walk quietly in the hallway (in a straight line).
- Use materials appropriately.

##### **Caring**

- Help others in need.
- Make new friends.
- Take care of the school and classrooms.

##### **Honest**

- Be truthful.
- Ask for permission when borrowing things.
- Turn in lost items.
- Admit when you have made a mistake and find a way to make it better.

# ***Toppers REACHing for the Top***

***Responsible and Respectful, Excelling, Always Safe, Caring, and Honest***

Below are the specific expectations for:

Bathroom Behavior

Cafeteria Behavior

Hallway Behavior

Playground Behavior

Bus Behavior



Bathroom Behavior Expectations

1. Walk to the bathroom quietly.
2. Flush the toilet when finished.
3. Use 2 pumps of soap.
4. Wash hands with soap and water. Keep water in the sink.
5. Use 2 sheets of paper towel.
6. Keep the bathroom clean.
7. Be quick.
8. Give privacy to others.
9. Level 0 voices.
10. Keep hands and feet to yourself.

Why are these important? To maintain an environment that is safe, quiet and orderly, to keep the bathrooms clean, to prevent accidents, and to keep everyone healthy.

Cafeteria Behavior Expectations

1. Follow directions from adults.
2. Address adults as Mr., Mrs., or Ms.
3. Keep your area clean.
4. Be polite to everyone.
5. Eat your food only.
6. Use level 2 voices.
7. Keep your hands, feet and food to yourself.

Why are these important? To maintain an environment that is safe, quiet and orderly, to establish a positive atmosphere in the lunchroom, and to practice and maintain good manners.

Hallway Behavior Expectations

1. Walk at all times.
2. Stay on the right side of the hallway.
3. Keep your eyes and body facing forward.
4. Greet others with a smile and wave.
5. Walk single file and stay in order.
6. Level 0 voices in the hallway.
7. Keep your hands and feet to yourself.

Why are these important? To maintain an environment that is safe, quiet and orderly, to get from one place to another quickly and quietly, and to be respectful of other classes.

### Playground Behavior Expectations

1. Dress for the weather.
2. Put away playground equipment.
3. Pick up litter that you see.
4. Play fairly; share and take turns.
5. Use equipment properly.
6. Line up at the bell.
7. Level 0 voices in hallways.
8. Keep your hands and feet to yourself.

Why are these important? To maintain an environment that is safe, and to establish an efficient system to enter and exit the building.

### Bus Behavior Expectations

1. Use quiet voices.
2. Stay in your seat.
3. Use kind words.
4. Pick up litter that you see.
5. Report unsafe activity to driver.
6. Follow all directions from the bus driver.
7. Keep hands, feet and objects to yourself.

Why are these important? To maintain an environment that is safe, quiet and orderly, to establish a positive atmosphere on the bus, and to prevent accidents.

### **Recognition:**

Each week classrooms will move up a space on our mountain as they meet REACH expectations. Classrooms earn Topper Tickets by demonstrating positive behavior in the hallways, cafeteria, playground, and on the bus. At the end of the trimester there will be a reward celebration if ALL classes make it to the checkpoint. Students will also have individual opportunities to celebrate “REACHing the Top” throughout the school year.

### **Interventions:**

When students struggle to demonstrate the CORE Values and expectations we plan to RETEACH the behavior we expect. Staff will document and communicate these interventions to the classroom teacher and principal. When a child has multiple re-teaching experiences they will develop and write a Fix It Plan. Parents will be notified and be expected to sign the Fix It Plan. Severity of a behavior may require that a Fix It Plan is necessary immediately. Fix it plans will go home with the student for a parent signature.

**ALL STUDENTS MUST HAVE THIS SIGNATURE PAGE ON FILE  
or Acknowledge in Online Registration within Skyward Family Access**

**\*\*Please request additional copies for each child in the household\*\***

**GLENWOOD CITY ELEMENTARY STUDENT HANDBOOK AGREEMENT  
2023-2024**

I have been provided a copy of the appropriate student handbooks (based on placement). I have had the opportunity to look over the handbook(s) and ask questions of clarification. I understand that I will be held accountable to the rules and consequences within the student handbook.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NETWORK/INTERNET & AGREEMENT 2023-2024**

As a user of the Glenwood City School District Network/Internet, I agree to comply with the rules outlined in the Technology Education – Access to the Internet policy (363.2). I further understand that violations of this policy may result in disciplinary action including revocation of privileges and/or legal action as outlined in the Student/Parent Handbook and/or Technology Education – Access to the Internet policy (363.2).

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEDIA RELEASE AGREEMENT 2023-2024**

I understand that photographs or audio/video recordings during classroom or extra-curricular activities may be taken during the school year. These materials may be used for informational/instructional purposes. In addition, these materials may be used to provide information about the School District of Glenwood City to the public through written publications, video, television, or the Internet.

\_\_\_\_\_ I **do not** give permission for photos or audio/video recordings to be used.

\_\_\_\_\_ I **do not** give permission for my student's DIRECTORY INFORMATION to be released.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_