

Glenwood City

High/Middle School



Parent & Student Handbook 2025-2026

WELCOME

Hello Families!

Welcome to the 2025-2026 school year.

To best support our School Board mission *to provide the highest quality educational experience so all students can be lifelong learners, socially proficient, and productive members of society*, this year's handbook makes clear our expectations and defines the roles and responsibilities of all students, parents and staff members. Please review this **handbook and our attendance policy carefully**. Our goal is to provide a safe and effective learning environment for students and staff.

The success of a students' educational experience is the result of the hard work and dedication from not only the student, but the parents, the school staff and the community at large. We are thankful for the opportunity to partner with you. **GO HILLTOPPERS!**

Most Sincerely,
Glenwood City Middle/High School Staff

Important Contact Information	
Office Hours Monday - Friday 7:30 AM - 4:00 PM	
Sue Curtis & Ritchie Narges - Middle/High School Co-Interim Principals (715)265-4266 sue.curtis@gcsd.k12.wi.us ritchie.narges@gcsd.k12.wi.us	
Tracie Albrightson - MS/HS Administrative Assistant & Athletic Coordinator (715)265-4266 tracie.albrightson@gcsd.k12.wi.us	
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Jacob Maes – Middle/High School Counselor (715)265-4266 x. 7467 jacob.maes@gcsd.k12.wi.us	
Erin Spaeth - Director of Student Services 715-265-4757 erin.spaeth@gcsd.k12.wi.us	
Angela Humphrey - Health Services Office (715)265-4266 x. 7126 angela.humphrey@gcsd.k12.wi.us	

School Day Drop off/ Bus arrival 7:50-7:59 AM Class time: 8:00 AM - 3:20 PM					
High School Class Schedule			Middle School Class Schedule		
Period 1	8:00	8:50	Period 1	8:00	8:50
Grab & Go	8:50	9:00	Grab & Go	8:50	9:00
Period 2	9:03	9:53	Period 2	9:03	9:53
Period 3	9:56	10:46	Period 3	9:56	10:46
Period 4	10:49	11:39	Period 4	10:49	11:39
Period 5	11:42	12:32	Period 5	11:42	12:32
Period 6	12:35	1:25	LUNCH	12:35	1:05
LUNCH	1:28	1:58	Period 6	1:08	1:58
Period 7	2:54	2:51	Period 7	2:01	2:51
HOMEROOM	2:54	3:20	HOMEROOM	2:54	3:18

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GCSD SHARED EXPECTATIONS/PROCEDURES

ATTENDANCE

Regular attendance at school is vital to a child's academic performance and success. Good student attendance in class equates to positive student progress.

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 students 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.

18 Year Old Attendance: Any student that has reached the age of eighteen and is not living with their parent/guardian will be granted permission, after meeting with the principal, to excuse themselves from school for legitimate reasons.

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) 265-4266

Truancy is defined by state law as any absence from school for **either a partial or a full day** for which there is no acceptable reason as defined in the laws and district policy.

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

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

written report of the results of the review will be provided.

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

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

Tardies

A tardy is defined as being 5 minutes late to an assigned class. A student who is more than 5 minutes late to an assigned class **will be counted absent (unexcused) for that class period.**

Tardy Policy

1 detention for every 5 tardies accumulated per class.

However, if persistent tardiness becomes a problem for individual class periods, teachers and/or administrators have the authority to give detention should it be deemed necessary.

Extra/Co-Curricular Participation

A student must be in school the entire day in order to participate in an extra- and/or co-curricular activity. The following table highlights attendance codes – the items in blue qualify as excused absences resulting in students being able to participate in extra-/co-curricular activities. Students must also comply with attendance as previously defined in the chronic absences section in order to be eligible for attendance or participation in the extra- or co-curricular event. Students will be granted one attendance exception per sport season. If a student is in class prior to the start of second hour, they will be allowed to participate that evening.

Attendance Code Key				
Type Code	Definition	Reason Code	Definition	Participation Club/Athletics
*	Excused in Building	CO	Counseling Office	Participation is allowed
		PR	Principal Office	
		T	Testing	
A	Field Trip/Sports/Club	-	-	
H	School Excused	T	Testing	
		JS	Job Shadow	
		CV	College Visit	
M	Exempt	CT	Court	
		DT	Drivers Test	
		ME	Medical Apt	
		MT	Military Training	
		FN	Funeral	
U	Unexcused	-		Participation is not allowed
E	Excused	PE	Parent Excused	
		IL	Illness	
I	In School	SS	Suspension	
O	Out of School	SS	Suspension	
T	Tardy to class	E	Excused	No effect on participation

An "Exempt" absence on the day of a contest would include the following: doctor/dental appointments, funerals or family emergencies, or court appointments. Advisors are to review attendance daily, communicating eligibility with students as appropriate.

If the co-curricular advisor is made aware of an unexcused absence after the event or contest has already taken place, the student will miss the next comparable event.

Students who have had a disciplinary referral to the office regarding behavior may not be allowed to attend or participate in practice or competition. Any ineligibility will be communicated to parents/guardians as well as with the advisor.

Students will dress appropriately according to school policies in order to participate in all activities.

College Visits

Seniors may be granted up to **three exempt days** to visit college campuses. The attendance office must receive a request from the student's parent/guardian and it must be approved by the principal prior to the absence. Students must provide documentation of the college visit to the attendance office upon their return.

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:

- Every student must be seated and stay seated unless the bus driver grants permission
- Use of abusive or foul language will not be tolerated
- All objects and parts of the body must remain inside the bus while on route
- 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

All K-12 students shall leave all cell phones and other devices silenced and kept in a locker/backpack. Electronic devices are not allowed in the classroom unless directed and given permission by the teacher, or out of medical necessity. Confiscated electronics shall be placed in the front office to be picked up by the student at the end of the day. If the student needs to contact the parents, students will be allowed to call in the office.

1. 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.
2. Students may not record, post or otherwise capture unauthorized images of other students.

The only exception is students in grades 9-12 may use their electronic device during the lunch hour in the gym, commons area, or outside the building to communicate with other students and parents, but must 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.

Students violating the cell phone policy shall be subject to the following procedures and discipline:

First Offense: The electronic device will be confiscated and securely held until the end of the school day, at which point it can be collected by the student. The student will have a conference with the high school principal.

Second Offense: The electronic device will be confiscated and securely held until the end of the school day, at which point it can be collected by the student. The parent will be contacted.

Subsequent Offenses: The electronic device will be confiscated and securely held until the end of the school day, at which point it can be collected by the parent. Additionally, the student will turn in their cell phone to the high school office at the beginning of each school day for the duration of 5 school days. The device will be securely held until the end of the day, at which point it can be collected by the student.

The student who continues to violate the electronic device or cell phone policy will be subject to in-school and/or out of school suspension. The student may be subject to other consequences based on severity including potential athletic code violations.

CHILD ABUSE/NEGLECT

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

CONFISCATED ITEMS

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

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

DRUGS & ALCOHOL POLICY

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.
- Sagging or low up pants
- No hats or other non- religion affiliated headgear to be worn during the school day (unless part of a school spirit day or otherwise pre-arranged with administration)

Students may be asked to alter their dress to meet policy.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the dress code policy, as defined by the Wisconsin Statute #120.13(1). Students who are not in compliance with dress policy will be asked to modify their apparel. A pattern of non-compliance by a student may lead to other disciplinary action as deemed appropriate and necessary by the administration. Those students that do not have proper clothing to change into will be required to call home to have appropriate clothing brought to school.

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 television stations:

Television Stations

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

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.

GRAB & GO

New this year, students will have an option of a morning snack through our scheduled Grab & Go. Grab & Go is a ten minute period with access to a school provided snack. Food can only be consumed in the classroom during Grab & Go.

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.

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

- In case of accident/injury to a student, available staff will make an immediate evaluation to determine location, nature and seriousness of the injury.
- 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.

- 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.
- 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.
- 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.
- 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. 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). 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 School District of Glenwood City provides student accident insurance for all students in pre-K through grade 12. This accident insurance is purchased from Student Assurance Services Inc., and provides coverage for the following activities:

1. Attending regular school sessions,
2. Participating in or attending school-sponsored and supervised extracurricular activities,
3. Participating in school-sponsored and supervised interscholastic sports, and
4. Traveling directly to and from school for regular school sessions; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

The Summary of Coverage (what the plan pays) and Optional 24-Hour Voluntary Coverage are available at the Student Assurance Services website, www.sas-mn.com and can be found under K12 Students & Parents - Find my School. **Please be advised that the coverage the school district is purchasing is a supplement to your family health insurance.** It pays only after your family health or auto policy and then within the limits of the policy's benefits (explanation within the summary of coverage). This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. **Filing of the claim is the parent's responsibility.**

NONDISCRIMINATION

The School District of Glenwood City values diversity and promotes equal opportunity. We are dedicated to inclusive hiring practices that help us build a workforce rich in diverse backgrounds, perspectives, and skills. We will not discriminate on the basis of age, sex, race, religion, national origin, color, gender identity, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or any physical, mental, emotional, or learning disability.

In alignment to our values and Title IX legislation, we do not discriminate on the basis of sex. Any inquiries about the application of Title IX may be referred to either or both the Assistant Secretary for Civil Rights of the Department of Education or the School District of Glenwood City's Title IX Coordinator, Director of Student Services, 850 Maple St. Glenwood City, WI 54013, 715-265-4757.

SKYWARD FAMILY ACCESS

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

Elementary - (715) 265-4231

Middle/High - (715) 265-4266

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. **All visits must be pre-arranged through the principal and classroom teacher.**

WEBSITE

Log on to our district website at 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:

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

HS/MS INFORMATION/EXPECTATIONS

ARTICLES PROHIBITED IN SCHOOL

Problems may arise if students bring articles that may be hazardous to the safety of others or interfere in some way with school procedure. Any items such as toy guns, water pistols, slingshots, knives, or any items considered to be weapons, are not permitted without prearranged approval by the principal. Possession of a weapon as defined in District Policy will result in a recommendation for expulsion from school.

BACKPACKS

Backpacks are not allowed to be carried from class to class at Glenwood City MS/HS. Backpacks are to be stored in the students locker.

BEFORE AND AFTER SCHOOL

No student should be in the building before 7:50 a.m. or after 3:45 p.m. without proper supervision. Students who are in the building outside of these times need to remain in designated/supervised areas.

CHEATING / PLAGIARISM

What exactly is plagiarism: We are guilty of plagiarism when we use someone else’s ideas and language in our own academic work as if those ideas and language were our own without giving proper credit to the original source. This includes, but is not limited to, wording, syntax (sentence structure), ideas and the ordering of those ideas, research findings, evidence selection, illustrations, and creative work.

Work submitted as your own original work but that contains undocumented and/or unauthorized content from any person or source. This includes submitting work that has been partially or entirely created by Artificial Intelligence, such as ChatGPT. Obtaining or exploiting an unfair advantage on a quiz, test, or exam violates the honor code, as does helping someone else to obtain or exploit an unfair advantage.

What is the plagiarism review procedure?

1. The faculty member who observed/suspects the violation notifies the teacher who assigned the work (if applicable).
2. The teacher documents the suspected violation in Skyward, indicating the tier level and appropriate academic penalty.
3. The teacher conferences with the student to explain the suspected/observed violation, the supporting evidence and the academic penalty. This conversation may be informal or unscheduled as long as the student's privacy is respected.
4. The teacher notifies the student’s parent about the violation.
5. If the student has admitted to the violation, the teacher updates the grade book to reflect the penalty.
6. The administrator will determine any discipline consequences and officially close the review based on the severity of the offense.

(If the student disputes the allegation)

7. If the student disputes the allegation the principal will investigate the incident, determine whether a violation has occurred, and notify the student, parent and classroom of the outcome and any academic or behavioral consequences assigned.

CLOSED CAMPUS POLICY

During the student's regular school day, students are expected to remain on campus. Campus is defined as the area immediately adjacent to the school building. The areas outside of the building will be considered off limits unless supervised by a staff member.

CODE OF CONDUCT

Disciplinary Process and Procedures

It is the belief of Glenwood City Schools that all students have the right to an environment that is safe, drug-free, and conducive to learning.

In order to best support the district values of **excellence, innovation, learning , respect and responsibility** the 2025-2026 Student Code of Conduct: Standards and Expectations for Student Behavior 6-12 was developed to assist parents/guardians and students in understanding the responsibilities, expectations and consequences related to student conduct.

This Student Code of Conduct outlines six (6) student behavior categories that are considered when the following factors are used in determining the consequences for disciplining students:

- Age, health, and disability or special education status of the student
- Appropriateness of student's academic placement
- Student's prior conduct and record of behavior
- Student's understanding of the impact of his/her behavior
- Student's willingness to repair the harm caused by his/her behavior
- Seriousness of the behavior offense and the degree of harm caused
- Impact of the incident on the overall school community
- Whether the student's violation threatened the safety of any student or staff member
- The possibility that a lesser intervention would adequately address the violation

Rules of Student Conduct apply to students at all times:

- In school buildings
- On school grounds
- On buses and other school vehicles
- At bus stops
- Walking to and from school
- At school and school-related activities both on and off school property
- Off school property and outside school hours if the conduct is detrimental to the school or, adversely affects school discipline or results in a criminal charge or conviction

STUDENT RIGHTS AND RESPONSIBILITIES

All students attending Glenwood City Public Schools have the right to a high quality education, delivered by competent, well trained staff in a safe environment .

Student Responsibilities include:

- Attend school daily and be on time.
- Follow school conduct expectations and rules set forth in the Student Code of Conduct. (Remember, these apply on the bus to and from school and at school-sponsored activities - even away from school and outside school hours).
- Put forth your best effort
- Show respect to self, other students, and school staff.

Parent Responsibilities

Parents are key partners in a successful education. Parents are requested to maintain regular communication with school personnel and are expected to bring to the attention of school authorities any concerns or problems that may affect their student or others.

Parents/guardians are expected to sign a statement acknowledging the receipt of the Student Code of Conduct and return it to the school.

Disciplinary Removals

Teacher Removal of Students from Class

Teachers have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as conduct that interrupts or obstructs the learning environment.

For a teacher to remove a student from class for disruptive behavior, the following conditions must be met:

- Removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior
- Interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents as described below

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Response to Violations of the Code of Conduct

GCSD faculty and staff will maintain a safe and supportive environment and persistently check that students can identify respectful and accountable conduct toward themselves, their peers, adults, and property. If a violation of the Code of Conduct occurs the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

Classroom teachers will communicate with parents of students who repeatedly violate minor discipline issues. School administrators and staff will use mutually respectful and accountable intervention strategies, including, but not limited to, restorative practices, staff and student/parent conferences, auxiliary staff intervention and counseling programs.

Student Behavior and Administrative Response

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, staff members and parents of students' social-emotional maturity and emphasize the importance of helping students achieve academically as well as grow socially.

Behaviors that impede Academic Progress (BAP)	These behaviors impede academic progress of the student or of other students. They are typically indicative of the student's lack of self-control or self-awareness.
Behaviors related to School Operations (BSO)	These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social-awareness skills.
Relationship Behaviors (RB)	These behaviors create a negative relationship between two (2) or more people that does not result in physical harm.

Behaviors that present a Safety Concern (BSC)	These behaviors create unsafe conditions for students, staff, and visitors to the school.
Behaviors that Endanger Self or Others (BESO)	These behaviors endanger the health, safety, or welfare of either the student or others in the school community.
Persistently Dangerous (PD)	Behaviors described as Dangerous as required by the federal Every Student Succeeds Act of 2015.

The categories are a means to sort behaviors in order to gauge the severity of student behaviors.

DISCIPLINARY RESPONSE AND INSTRUCTIONAL INTERVENTIONS

When Glenwood City students do not meet behavioral expectations, we plan to address the root causes of the behavior and help the student to learn appropriate alternatives. Our goal is to help students develop the skills needed to change the unwanted behavior. When behavior does not change after initial teacher/ administrative intervention, or the behavior increases in frequency, intensity, or duration - a problem solving approach is used to identify alternative interventions and responses.

The delivery of disciplinary responses will serve four (4) key functions:

- Preventing a negative behavior from being rewarded
- Preventing a problem behavior from escalating
- Preventing a problem behavior from significantly interrupting instruction
- Preventing physical and/or social emotional harm to others

Administration and teacher teams will engage in a data driven decision-making process to determine appropriate responses for behaviors at all levels.

Discipline of Students with Disabilities

When a disciplinary action is proposed that will result in a disciplinary change of placement, a Manifestation Determination Review (MDR) shall be conducted within ten (10) school days after the date on which the decision to take disciplinary action is made.

Appropriate behavioral consequences will be imposed based upon the conclusion of the IEP team as to whether the behavior is, or is not a manifestation of the students' disability.

Out-of-School Suspension Decision Guide

Suspension is one intervention strategy used for managing inappropriate behavior to maintain safety and a positive school climate. It is most effective when it highlights the parents' responsibility for taking an active role, in partnership with the school, to modify the inappropriate behavior of their child.

In determining whether a student's misbehavior is serious enough to warrant suspension, the principal will consider the safety, care and welfare of the student, staff and other students using three-prong criteria:

Criterion 1: Endangerment of persons or property

Criterion 2: Serious disruption of the educational process

Criterion 3: Pattern of misconduct resulting in multiple removals

Suspensions

The State Law: Section 120.13(1) of Wisconsin Statutes authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. In addition, the statute also provides that, with the school board's consent, the superintendent or any principal or teacher designated by him/her may make rules. A student may be suspended for a violation of reasonable and lawful school rules or for conduct while at school or under the supervision of a school authority that endangers the health, safety or property of others. A suspension cannot last longer than five school days unless an expulsion notice has been sent, in which case the suspension may last up to fifteen school days. After a five-day suspension, a student is entitled to return to school even if his or her parents/guardians have not had a conference with a school administrator.

In deciding whether to order out-of-school suspension, administration shall take into consideration: 1. Self-defense, 2. Intent or lack of intent at the time the student engaged in the conduct, 3. The student's disciplinary history, 4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, 5. The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

To suspend a student under the statute, the school must follow procedures which:

1. Advise the student prior to the suspension of the reason for the proposed suspension.
2. Make a determination that the student is guilty of the violation charged, and that the suspension is reasonably justified.
3. Give prompt notice to the parent/guardian of the suspension and the reason for it.
4. Provide the student with an opportunity to take any quarterly, semester or grading period examination missed during the suspension period.
5. Afford the student and parent/guardian an opportunity for a conference with the district administrator within five school days. The district administrator may designate someone else to conduct this conference, but it must not be someone from the suspended student's school. The purpose of the conference is to give the administrator or his or her designee an opportunity to review the facts surrounding the suspension to determine if it was fair, just, and appropriate. If it is determined that the suspension was unfair, unjust or inappropriate, references to the suspension must be removed from the student's records.

There is no statutory right to appeal a suspension to the State Superintendent. An appeal shall not delay the implementation of the suspension.

Expulsions

The State Law: Section 120.13(1) and 119.25 of the Wisconsin Statutes also grants to school boards the authority to expel students, in certain situations. By definition, under state law, an expulsion would be an exclusion from school for longer than five school days. Under the law, only a school board may expel a student and only after a due process hearing has been held before the board. **A school board may expel a student in the following situations:**

- If it finds the student guilty of repeated refusal or neglect to obey school rules.
- If it finds that the student engaged in conduct while at school or under the supervision of school authorities that endangers the health, safety or property of others.
- If it finds that the student endangered the property, health, or safety of any employee or school board member of the school district in which the student is enrolled.
- If the pupil is at least 16 years old, the pupil may be expelled if the school board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under subd.1., and is satisfied that the interest of the school demands the pupil's expulsion.

In addition, the statute states that the school board must be "...satisfied that the interest of the school demands the expulsion..."

To expel a student under the state law, the school board must adhere to the following procedures:

1. Send a written notice to the student and the student's parents/guardians of the expulsion hearing. This notice:
 - a. must be sent at least five (5) days before the hearing.
 - b. must state the time and place of the hearing.
 - c. must contain a description of the specific charges.
 - d. must contain a copy of the state law relating to expulsions.
2. Holding a hearing at which the student and his or her parents/guardians may be represented by counsel. The law states that the school board must keep written minutes of the hearing. After the hearing, if the school board orders an expulsion of the student, it must mail a copy of the expulsion order to the student and, if he or she is a minor, to the parent or guardian as well. The law provides that the expelled student or the parent/guardian of the minor student may appeal the expulsion to the State Superintendent. A decision of the State Superintendent may be appealed to the Circuit Court.

Due Process Consideration

Our state law requires the school board to give adequate notice to the student and parents/guardians to hold a hearing prior to making a decision to expel a student.

Any discussion of student's rights must include a discussion of due process. The Fourteenth Amendment of the United States Constitution provides in part that no state may "...deprive any person of life, liberty or property, without due process of law."

Due process involves the use of fair procedures to determine facts before taking action based on those facts. Due process requires some kind of notice and hearing, but the Court has said the specific kinds of procedures necessary will vary depending upon the situation involved. In situations where students are facing simple, short-term suspensions, the Supreme Court held the following procedures to be required.

1. The student must be given oral or written notice of the charges, that is, told what he or she is accused of doing
2. The student must be given an explanation of the evidence the school authorities have. In other words, the student is entitled to know the basis for the accusation
3. The student must be given an opportunity to present his or her side of the story

Corporal Punishment

State law STAT 118.31 prohibits the use of corporal punishment as a means of discipline. Under the law, corporal punishment means the intentional infliction of physical pain. Corporal punishment includes, but is not limited to, paddling, slapping or prolonged maintenance of physically painful positions, when used as a means of discipline. It does not include actions consistent with an individual education program developed under s.115.80(3)(e) or reasonable physical activities associated with athletic training.

The law does not prohibit school employees, acting as the agents of the district from the following:

- Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.
- Using reasonable and necessary force to obtain possession of a weapon or other dangerous object within a pupil's control.
- Using reasonable and necessary force for the purpose of self defense or the defense of others under s.939.48.
- Using reasonable and necessary force for the protection of property under s.939.49
- Using reasonable and necessary force to remove a disruptive pupil from a school premises or motor vehicle, as defined in s.125.09 (2)(a) 1 and 4, or from school sponsored activities
- Using reasonable and necessary force to protect the safety of others
- Using incidental, minor or reasonable physical contact designed to maintain order and control

DANCES

Glenwood City High School dances are not open to the public. Only current students and pre-approved guests may attend school-sponsored dances. A guest form must be obtained from the high school office and returned prior to the dance to allow for processing. Administration reserves the right to deny any request.

Note: No student will be admitted more than one hour after the start of the dance. Once admitted, students are expected to stay until the end of the event. If a student leaves the building, they forfeit the right to re-enter.

ENHANCED EDUCATION PROGRAMMING

Early College Credit Program

The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Course Options statute was changed to Part-time open enrollment. The Youth Options statute (118.55) was renamed the Early College Credit Program (ECCP). The ECCP statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and /or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. While technical colleges are not eligible institutions under the new program, pupils that have completed 10th grade will continue to have the option to take courses at technical colleges through a separate statute, 38.12(14).

Start College Now

"Start College Now" will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. The process is very similar to Youth Options. 38.12 (14) will lay out all the aspects of the program. In addition, feel free to review and download the application. Students looking to take courses in the fall semester must turn in the application by March 1. For spring semester courses the same application is used, however the due date is October 1.

EXTRA- & CO-CURRICULAR OPPORTUNITIES

All students in grades 6-12 are encouraged to participate in extra- and/or co-curricular programs. These programs offer excellent opportunities for students to become involved in learning experiences outside of the classroom. Students who do participate will follow the rules as outlined in the athletic/co-curricular code.

No Athletic Fees 2025-2026

High School Programs

EXTRA-CURRICULAR PROGRAMS	CO-CURRICULAR PROGRAMS
Baseball	Art Club
Basketball (Girls & Boys)	DECA
Cheerleading (Football Only)	FCCLA
Cross Country (Girls & Boys)	FFA
Football	National Honor Society
Golf	Pep Band
Softball	Show Choir
Track & Field (Girls & Boys)	Spanish Club
Volleyball	Student Council
Wrestling (Girls & Boys)	Yearbook

Middle School Programs

EXTRA-CURRICULAR PROGRAMS	CO-CURRICULAR PROGRAMS
Basketball (Girls & Boys): 7th& 8th Grade	FFA
Cross Country (Girls & Boys): 6th-8th Grade	Student Council

Football: 7th & 8th Grade	Yearbook
Track & Field (Girls & Boys): 6th-8th Grade	
Volleyball - 7th & 8th	
Wrestling (Girls & Boys): 6th-8th Grade	

FEES (NEW)

In order to ensure the continued provision of quality education and to maintain essential school services in these areas, it has become necessary to introduce a structured school fee system for both technology and woods/metals. By implementing the following school fees, the institution seeks to create a more sustainable financial foundation, enabling it to meet the growing educational needs of its students while upholding academic excellence and operational efficiency.

- Technology Fee - \$25.00 / year
- Woods and Metals Fee - \$25.00 (one time fee for those who take a tech ed course)
- Class Dues - Determined by class
- Drivers Education/Behind the Wheel - \$200.00
- Athletic Fees - \$0

FIELD TRIPS

Field trips are offered as an enhancement to the educational experience. All field trips are considered school activities. Thus, all school rules and district policies regarding student behavior will apply. A student's right to participate in a field trip is based upon discipline history, teacher recommendation and current grades. If a student will not be allowed to participate in a field trip, reasonable effort will be made to notify parent/ guardian within a 2 week timeframe.

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 GCSB 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:

1. drives a school vehicle
2. goes on an overnight trip
3. directly supervises students

GRADING PROCEDURES

We have four nine week grading periods; grades are distributed via mail at the conclusion of each grading period. Semester grades are recorded on the student's transcript (permanent record) in addition to being shared on a report card.

To help maintain communication between school and home, progress reports will be distributed via email at the midpoint of each grading period.

Information regarding grades, attendance, food service balance, and behavior referrals can be monitored on-line via our Skyward system.

Incompletes

A student will be eligible for an "incomplete" at the discretion of the teacher and principal. Students and parent/guardian will be notified of the incomplete and will be expected to complete all required work within 10 days of the end of the grading period.

Grade Point Average (GPA) is based on a 4.00 point system		Honor Roll is determined four times per year and is based on quarter grades. The criteria for the honor roll is: "A" Honor Roll: 3.50 - 4.00 "B" Honor Roll: 3.00 - 3.49	
GPA 4.00 Point System		Grading Scale	
A	4.00	A	100.00-93.50 %
A-	3.67	A-	93.49-90.50 %
B+	3.33	B+	90.49-87.50 %
B	3.00	B	87.49-83.50 %
B-	2.67	B-	83.49-80.50 %
C+	2.33	C+	80.49-77.50 %
C	2.00	C	77.49-73.50 %
C-	1.67	C-	73.49-70.50 %
D+	1.33	D+	70.49-67.50 %
D	1.00	D	67.49-63.50 %
D-	0.67	D-	63.49-60.50 %
F	0.00	F	60.49-00.00 %

Make Up Work/Late Work Due to Absences

Students are allowed 5 school days to make up missed work or tests. Teachers may extend this period based on the extenuating circumstances.

Retake or Redo Summative Assessments

Students are allowed to redo or retake summative assessments. They are allowed to edit, redo, and resubmit work that reflects incomplete understanding, skills and content knowledge. The instructor has the discretion on how the redo/retake is administered, which would include the student correcting the initial assessment, or take a completely new assessment based on the same content.

GRADUATION REQUIREMENTS

Twenty-four credits are required to obtain a diploma. Subject area requirements:

- 4 credits of English – English 9, English 10, English 11, English 12, College Prep AP Language
- 3 credits of Math
- 3 credits of Science (including 1 credit Biology)
- 3 credits of Social Science – (including ½ credit Citizenship Seminar)
- 1½ credits of Physical Education
- ½ credit - Health
- ½ credit - Personal Finance

The remaining eight and a half (8.5) credits must come from Board-approved elective offerings.

Physical Education Credit Substitution

GCHS is now offering an alternative in lieu of half (.5) credit of Physical Education. This half (0.5) credit of Physical Education must be substituted with a half (0.5) elective credit exceeding Glenwood City High School graduation requirements in one of the following subject areas: English, Mathematics, Science, Social Studies or Health Education. Students must have a full course schedule with no more than one study hall or staff assistantship AND no more than three total combined hours of study hall, staff assistantship, work-based learning, independent study and/or late start/early release. GCHS Administration reserves the right to review applications on a case-by-case basis for

extenuating circumstances or special considerations. The intent of this policy is to promote the opportunity for students to stretch their learning and take additional higher-level courses. GCHS Administration has sole discretion in granting approval or denial. Failure to satisfy the terms of this agreement and policy may affect the student's ability to meet necessary graduation requirements.

Verification of Success Completion will be confirmed by the Head Coach, Athletic Director, School Counselor and the High School Principal

- Student completed a full season in good standing at the varsity level
- Student met all team expectations and rules
- Student did not miss more than 12 practices and competitions (combined total) for any reason
- Student had no athletic code violations

Students must remain in good standing in both academics and athletics/activities as outlined in the GCHS Student Handbook to earn and retain this privilege. This includes grades, attendance and behavior.

Sports:

Baseball	Basketball	Cheer	Cross County	Football
Golf	Softball	Track & Field	Volleyball	Wrestling

Alternative Education Diploma

The Board authorizes the District Administrator to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451 - Program or Curriculum Modifications). The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

The selection of a valedictorian and salutatorian from the senior class will be determined through class rank at the end of the seventh semester. **For a student to be considered valedictorian or salutatorian:**

1. Students must be enrolled and in attendance according to policies of the School District of Glenwood City from the beginning of his/her junior year.
2. Student must have taken or be enrolled to earn a full credit in a minimum of three classes of academic merit from the following list:
 - Advanced Math Concepts (if 4th credit of math)
 - Advanced Placement (AP) offerings
 - Calculus
 - College Prep English
 - Human Anatomy/Adv. Anatomy
 - Physics
 - Spanish 4

The administration shall use as many decimal places as necessary in the G.P.A to break ties in class rank. However, in the event that a tie remains after examining ten decimal places, tied students will be co-valedictorians.

For the purpose of the Wisconsin Higher Education Aids Board's Academic Excellence Scholarship Program, if there are co-valedictorians, the selection will then be based on the following criteria in order:

1. Student declaration of intent for scholarship
2. Highest composite ACT score
3. The total number of credits earned during comparable years
4. Highest composite score from the ACT Aspire 10

If a tie remains, the scholarship recipient will be selected by the high school principal from other factors such as ACT Aspire 9 composite score, attendance history, and student behavioral file.

A senior with a cumulative G.P.A of 3.5 or greater based on seven semesters of course work shall be designated as an honor student.

Graduate Attendance Requirement

Students must maintain a **90% attendance rate during their senior year** – refer to the “Attendance Code Key” found on page 6 for a list of absences that are excused under this policy. Failure to meet this requirement will result in students forfeiting the opportunity to participate in the graduation ceremony.

Mid-Term Graduation

Seniors desiring to graduate from high school after the first semester of their senior year may do so if they meet the following guidelines:

1. Must have 19 credits by the end of 11th grade.
2. All graduation requirements as listed in the student handbook must have been fulfilled.
3. Absenteeism must not exceed an average of more than 10 days per year for the freshmen, sophomore and junior years. The only exception shall be absenteeism due to hospitalization or prolonged homecare under a doctor's supervision.
4. Application for early graduation must be made by the preceding year at the time of registration and be authorized by both the school counselor and the high school principal.
5. Any student wishing to carry credit overloads during the freshmen, sophomore and junior years must have approval of the principal.
6. Under certain circumstances, a student may request earlier graduation than the seventh semester. The above criteria still need to be met along with the following additional items:
 - a. The student submits a plan clearly outlining how he/she will obtain credits and the rationale for the request
 - b. Any non-Glenwood City credits must meet the minimum requirements of the Glenwood City School District equivalent
 - c. The administration approves the plan
 - d. The plan has Board of Education approval

Commencement (graduation)

Students who are in good standing and who meet the graduation requirements set by the board are eligible to participate in commencement exercises. Students who are short of the required number of credits to graduate will not be allowed to participate in commencement exercises.

The student and his/her parents will be notified as soon as it is determined that they are at risk of not graduating and an in-person meeting will be held with student, parent, guidance counselor and administration. It is possible that students may not be allowed to participate in commencement exercises as a result of disciplinary violations, unpaid fees/fines or other behavior that warrants a loss of this privilege. Students are not required to participate in the commencement ceremony in order to receive their diploma.

It is the intent of this policy to ensure that Glenwood City High School graduates experience a respectful ceremony that can be enjoyed by their families, friends, and staff. The faculty supports a fair and consistent policy to avoid distractions.

1. DRESS

- All graduates must wear the pre-purchased cap and gown. Graduation is considered a semi-formal event. Jeans are acceptable; ripped jeans are not.
- Shoes must look appropriate—no flip-flops. Sandals and open-toed shoes are permitted.

- Decorations on attire are limited to those denoting academic honors and achievements in nationally recognized organizations with a Glenwood City chapter and that have received prior approval from administration.
- Approved items include honor medallions, honor society stoles, and graduation cords from approved organizations.
- Caps may be decorated but must receive prior approval from the High School Principal.
- Approval of any additional organization graduation cords will be determined by the Graduation Committee.

2. BEHAVIOR

- Students will be checked in prior to entering the ceremony. Any student not in compliance with the dress code will be asked to make adjustments. Refusal to comply will result in removal from the ceremony.
- Any student who appears intoxicated or otherwise impaired will be removed and not permitted to participate.

Regalia, Honor Cords or Stoles

The following medals, cords, and stoles are allowed to be worn at graduation. This list is not exhaustive. In general, school-sponsored organizations that award cords or medallions will be allowed. Items awarded by non-school organizations will not be permitted during the ceremony.

Honor cords recognize academic excellence and achievement in specialized programming:

- National Honor Society
- National Merit Scholars, Presidential Scholars, Badger State
- Spanish Honor Society
- Health Occupations (CNA cords)
- Military stoles, medals, or cords given to students who are actively enlisted
- FFA cords
- Tri-M Music Honor Society

Graduation Speeches

Final approval of all graduates selected to speak, as well as their speeches, songs, or performances, will be made by the principal prior to the ceremony.

HAZING

No person may intentionally or recklessly engage in acts that endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating and branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity that endangers the physical health or safety of the student. In this section, "forced activity" means any activity that is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

Glenwood City Schools also include the following activities in its definition of hazing for purposes of determining a violation of the anti-hazing policy:

- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature;
- Any activity that subjects a student to an unreasonable level of embarrassment, shame, or humiliation, or which creates a hostile, abusive, and intimidating environment for the student;
- Any activity involving any violation of federal, state or local law, or any violation of school district policies and regulations.

Any student who knowingly is a participant of, or who participates in the planning of any hazing ritual or incident will be considered in violation of the hazing policy and be treated as an offense violation of the Athlete & Co-Curricular Code. Referral to law enforcement may also occur.

HEALTH SERVICES

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 accompanied through the use of available resources, effective communication and sensitivity to the needs of all children under jurisdiction of the school district.

This section is subject to change pending updates related to current trending illnesses. It is essential that students who do not feel well and experience a fever or any symptoms of a cold DO NOT ATTEND SCHOOL. Cooperation with this expectation is essential to maintaining a safe and healthy school environment.

Illness Policy

Whether or not to keep your sick child home from school can be a difficult decision to make. Here are some simple guidelines to determine when your child's illness really warrants staying out of school. In general, children should stay home when they do not 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 twice over a 24 hour period or being unable to tolerate normal food/drink
- Having a temperature of 100 F orally or 99 F axillary (in the armpit) or higher.
- Severe coughing or difficulty breathing.
- Repeated bouts of severe diarrhea.
- Persistent abdominal pain (more than 2 hours).
- Open sores on the mouth.
- A skin rash or red eye from an undetermined cause.
- Head lice or scabies (untreated).
- Other contagious conditions such as strep throat, impetigo, chicken pox, pertussis, mumps, hepatitis A, measles, rubella, shingles, or herpes simplex.

Please call the health office at (715) 265-4266 x. 7126 or contact the health office staff (listed below) if you have any questions regarding your child's need to stay home.

- Angela Humphrey - School Nurse - angela.humphrey@gcsd.k12.wi.us

Medication Policy

Please refer to the updated "Administration of Medication to Students" (Policy 453.4), found on the following page and on the Health Services page of the district website; the Medical Authorization Form can be found on page 25, as well as on the Health Services page of the district website.

NOTE: ALL medications need to be in the original container that has been properly labeled from a pharmacy or, in the case of over-the counter-medication, with ingredients and recommended therapeutic dose clearly visible. It is required that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian. This statement should be carried by the student or kept on file in the health office.

Policy Revised: 11/14/11

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 non-prescription 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 constitute a high degree of negligence.

No school employee, except a healthcare 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 Statutes

- 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

LOCKERS

Lockers are the property of the school district. Lockers and other places of storage are offered to students as a convenience, but the control and regulation of these facilities remains with the Board of Education and its appointed authorities. **Student use of a locker demonstrates an understanding that its use is contingent upon implied consent for search by school authorities. Locker searches may be conducted as per district policy and State Statute 118.325. (School officials, employees, and designated agents reserve the right to examine any storage space, including lockers, within the school without students' consent, notification, or a search warrant.)**

It is also understood that the student assumes all responsibilities for contents therein. The district will not be liable for any losses that you may incur. Students are provided a district issued padlock if they prefer, the padlock is to be returned at the end of each school year. Locks which are not District issue may not be placed on student lockers.

LOCKER ROOMS

Locker rooms will remain locked and off limits to students unless using them to prepare for physical education class and/or athletic events (practice or contests). Students may be issued a combination padlock from the physical education department to be used in the locker rooms. Academic materials are to be stored in hallway lockers.

No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time. No person may use a cell phone or any electronic device to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

LOST AND FOUND

Any lost items should be reported to the office as soon as possible. Articles found should be turned into the office.

MESSAGES TO STUDENTS

Messages will not be delivered to students during class time unless it is an emergency. Messages may be delivered between classes during passing time.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice per school year. This is an opportunity to discuss your son/daughter's progress in the course(s) he/she is enrolled in, address concerns and work with your child's teacher in order to maximize his/her opportunities in earning a quality education. We strongly encourage all parents to take advantage of these opportunities.

RETENTION

All sixth and seventh grade students need to pass their core content classes for the school year (based on semester grades) in order to advance to the next grade level. A student must demonstrate a basic level of competency in language arts, math, science, and social studies. Students receiving a failing grade for both semesters may be required to successfully complete summer school; failure to do so, will result in a recommendation for retention.

Eighth grade students who fail a semester of language arts, math, science and/or social studies will be required to attend summer school at the conclusion of the eighth grade year. Failure to successfully complete remediation may result in the student being assigned to the failed class during the subsequent school year.

SCHEDULE CHANGES

Schedule Change Guidelines

Changing a course requires discussion with family and the counseling department since changes can impact learning, long term success, and future college goals. Students are expected to use all possible resources available to them before considering a course level change, such as completing all assignments, tutoring, and conferencing with the teacher. "Teacher changes" (requesting a different teacher for the same course) will not be honored unless the student has failed a course with the teacher previously. Schedule changes requests will be approved ONLY IF space is available in the level change course requested. Please note that schedule changes may change class and lunch periods as well as teachers.

First Three Days of School

All students must remain in their classes for the first three days of school. This allows students the opportunity to attend each class a couple of times before making decisions about appropriate placement in a class. Additionally, this gives the teacher a chance to gauge student ability and chances for success in the course.

After First Three Days of School

Students can schedule a meeting with the school counselor requesting a schedule change. Students must have approval from a parent and schedule this meeting no later than 7 days into the semester. Schedule changes will NOT be permitted after the first week of the semester.

Extenuating Circumstances

Extenuating circumstances forms are available for students who have had circumstances that have become a barrier to a student's success in the class and the deadline to complete a schedule change has passed.

SECOND SEMESTER

Schedule changes will follow the same procedure as the first semester.

SCHOOL DANCES

All dances must be sponsored by a school organization and have approval of the school administration.

Admission shall be open only to Glenwood City High/Middle School students and approved guests. Student guest passes are available in the office and must be approved a minimum of three days prior to the event before a guest is allowed to attend. All guests must be current high school students (grades 9-12) in good standing at their school or be graduates of Glenwood City High School (no more than 1 year out from graduation).

- Dances designated for grades 9-12, are closed to elementary and middle school students

- Dances designated for grades 6-8, are closed to elementary and high school students
- Appropriate dress (as determined by supervisor) and conduct is expected of all who attend.
- Students are expected to follow the Student Code of Conduct while in attendance

High school students attending school social functions will not be able to return to the function once they have decided to leave.

SEARCHES

In the interest of promoting safety and attempting to ensure that schools are safe and drug free, District officials may occasionally conduct searches. District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Students are responsible for prohibited items found in their possession, including items in their personal belongings. A vehicle owner/driver has full responsibility for the security and content of his or her vehicle parked on District property. Vehicles parked on District property are under the jurisdiction of the District. District officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. Desks, lockers, District-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectations of privacy in District property. Students are responsible for any item found in District property provided to the student that is prohibited by law, District policy, or the Code of Conduct.

SECURITY CAMERAS

The School District utilizes security cameras to ensure a certain level of safety and security. Cameras are operational 24 hours a day both inside the building and in parking and outdoor area(s) surrounding the building. Camera footage can be used to assist in confirming suspected rule/policy infractions.

STUDENT RECORDS

There is a Federal and State law (S.118.125(1)(16)) that states what the responsibilities are for school districts when dealing with requests for student information. Parents/guardians of minors or adult students may give permission for schools to release certain information to non educational institutions or individuals.

This information is called directory information and is specified in the law as the student's name, address, telephone number, date and place of birth, level of education, weight and height of members of athletic teams, photographs, degrees, awards received, and most recent school attended with dates of attendance.

The law requires that before the directory information can be released; there must be a public notice of the categories of information designated as directory with enough time for parents/guardians and/or students to object. The policy of the Glenwood City Schools is to release directory information according to the law for all students except where an objection has been received from the parent or adult student.

Federal and State law also provides the following rights for adult students, parents/guardians:

- Inspect and review records by notifying the Records Custodian in writing one work day prior to the inspection date
- Seek amendment of the record for inaccurate or inappropriate information. Amendment request need to be submitted in writing to the Records Custodian
- File a complaint with Family Policy Compliance Office of the U.S. Department of Education
- There are several other parts of the law pertaining to who has access to non directory information

For more information, please contact the Pupil Services Director, at (715) 265-4266.

SENIOR TRIP

In order to qualify for the senior class trip, a senior must meet (or be on track to meet) the necessary requirements for graduation. Students must earn or pay for the cost of the trip. The senior trip is classified as an extracurricular activity, so all rules governing extracurricular activities are enforced.

All students will have two signed forms on file:

The school's code of conduct policy

- A senior trip code of conduct / parent permission agreement
- **Reminder:** Attending the senior trip is a privilege, not a right. Students may lose the privilege to go on the trip for the following reasons:
 - Violation of the Student Code of Conduct more than once in his/her high school career
 - Administration determines the trip would be detrimental to the student's academic progress toward graduation
 - The student owes time due to excessive absences or for disciplinary reasons

TEXTBOOKS/OTHER SCHOOL OWNED MATERIALS

In the majority of classes, students will be issued a book or books, or other pieces of equipment or materials for which they will be responsible. Students may be held responsible for the replacement or repair costs for lost/damaged books, equipment, or other materials. For those books, equipment, or materials that experience excessive wear, fines may be assessed by teachers/administration.

VEHICLE USE/PARKING

To provide maximum safety for all students, those who drive will observe the following:

- Drivers are not to use the bus lanes.
- Students are required to observe and obey all traffic rules.
- Vehicles parked on school parking lots are considered to be on school grounds and will be subject to search by school officials if the reason for doing so is justified.
- The school IS NOT responsible for lost items, stolen items, or vandalism to vehicles in the parking lot.

Violation of safe driving practices (i.e. speeding through the parking lot, failing to yield to pedestrians, inappropriate parking) may result in suspension of driving/parking privileges and/or detention. A complaint may be filed with the Glenwood City Police Department depending on the severity of the incident.

VISITOR PASSES

Visitor passes for students will not be granted due to liability concerns. Anyone (including parents and/or guardians) wishing to enter any school building must first check in at the front office.

APPENDIX

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

Appendix I Harassment and Bullying (of Students)

Appendix II Harassment and Bullying (of Staff)

Appendix III Student Harassment Complaint Statement Form

Appendix IV Internet Safety and Acceptable Use Policy

Appendix V Physician Order for School Medication Administration

Appendix VI Student Issued Device Handbook

SCHOOL DISTRICT OF GLENWOOD CITY

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. "Intimidate" means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. Bullying takes many forms, including but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

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

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

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

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

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

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

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 principal, social worker, a guidance counselor, or teacher. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal or other administrator for review and action as necessary. The principal or other administrator will compose a written record of any verbal complaints.

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

The Following Procedures Will be Used:

- 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 principal/designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstance of each alleged incident.
- C.** The principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, intimidation or bullying permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the district takes these complaints seriously, they will be subject to immediate review and investigation. The director of human resources will be called immediately when a complaint has been filed. Every effort will be made to complete this initial review within fifteen (15) calendar days after the complaint has been received. The principal/designee shall give a written report to the complainant after the completion of the initial review.
- D.** If any party is not satisfied with the report of the principal/designee, a written appeal may be submitted to the

Superintendent of Schools/designee indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the principal/designee's answer. The Superintendent of Schools/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.

- a.** 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.
- E.** 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.
- F.** 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.
- G.** 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

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

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

SCHOOL DISTRICT OF GLENWOOD CITY

512 HARASSMENT & BULLYING (prev. 4700)

The School District of Glenwood City is committed to providing a workplace free of harassment and bullying. Our employees are entitled to work in an environment where the conduct of others does not unreasonably interfere with work performance. The authority for the Board of Education to regulate such conduct includes state and federal laws, regulations and guidelines and court decisions. For purposes of this policy, harassment refers to conduct that is sufficiently severe or pervasive such that an abusive or hostile working environment exists. Such conduct may be physical, verbal, or written, and includes threats as well as actions. Harassment can occur as a result of a single incident or a pattern of behavior. Similarly, bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing, name-calling, put-down, threatening looks, false rumors, false accusations, retaliation for reporting harassment or bullying, and similar activities.

No employee shall be subject to unlawful harassment directed at any of the following categories: sex, sexual orientation, race, national origin, ancestry, color, age, creed, religion, pregnancy, marital status, arrest or conviction record, membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States, use or nonuse of lawful products off the employer's premises during nonworking hours, disability, honesty testing, genetic testing, declining to attend a meeting or to participate in any communication about religious or political matters, or any other reason prohibited by state or federal law.

Administration is charged with creating and maintaining a workplace free of harassment and bullying. An administrative rule will further define harassment and sexual harassment, outline the procedure for filing complaints, protect confidentiality, discourage retaliation, provide a clearly understood complaint process, establish sanctions for violations of this policy, and provide for the education of all staff regarding this policy.

The Board further recognizes that state law grants authority to administration to suspend and the Board to expel any student who endangers the property, safety or health of an employee regardless of whether the endangering activity takes place at school.

LEGAL REFERENCE: WISCONSIN STATUTES

Sections 111.31 – 111.395 [Wisconsin Fair Employment Act]
 Section 118.195 [Discrimination against handicapped teachers prohibited]
 Section 118.20 [Teacher discrimination prohibited]
 Section 120.13 (1)(b)2.d [Basis for expulsion]
 Section 947.013 [Harassment]

FEDERAL STATUTES (as amended)

Title VI & VII of the Civil Rights Act of 1964
 Americans with Disabilities Act of 1990
 Age Discrimination Employment Act of 1967
 Section 504, Rehabilitation Act of 1973
 Title IX, Education Amendments of 1972
 Immigration Reform Control Act of 1986
 Pregnancy Discrimination Act of 1978

Ref: Rule 511, Complaint Procedures for Employment Discrimination, Harassment, Bullying and Workplace Violence
 Form 512-A, Formal Employee Harassment Complaint
 Form 512-B, Employee Harassment Complaint Statement
 Form 512-C, Employee Harassment Complaint Investigation/Determination Checklist

Policy Adopted:12/12/94
 Policy Revised:8/14/95
 Policy Revised:3/12/01
 Policy Revised:4/8/02

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

Policy Revised:5/12/03

STUDENT HARASSMENT COMPLAINT STATEMENT FORM

Name of student being harassed: _____

Name of student being accused: _____

Name of student filing statement: _____

- Complainant
- 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 additional sheets if necessary.)

[illegible]

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

Signature: _____ Date: _____

363.2 Rule - Student Use of Technology

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.
 - a.** In an effort to comply with changes to CIPA: The "Protecting Children in the 21st 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 email
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 email 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. Email 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 repost 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 email)

- **Referral to building administrator
- **Contact with parent/guardian
- **Referral to law enforcement agency as appropriate
- **Loss of privileges

- 1st offense – 2 weeks
- 2nd offense – 9 weeks
- 3rd 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

- 1st offense – 18 weeks
- 2nd 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

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 Statutes

- [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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School District of Glenwood City Student Issued Device Handbook

Receiving your computer

Student Devices:

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

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

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

Expectation of Privacy

There is NO Expectation of Privacy!

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

Returning your device

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

Taking care of your device

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

General Precautions

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

Carrying devices

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

Screen Care

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

Managing and Saving your digital work

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

Operating System on your device

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

Email & Electronic Communications

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

Consequences for inappropriate use

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

Protection and Storage

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

Device ID

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

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

Account Security

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

Storing your device

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

Damage to Devices

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