

Glenwood City

High/Middle School



Parent & Student Handbook
2026-2027

WELCOME

Hello Families!

Welcome to the 2026-2027 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
Josh Fizel - Middle/High School Principal (715)265-4266 josh.fizel@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
Patrick Olson - District Superintendent (715) 265-4757 patrick.olson@gcsd.k12.wi.us

The full GCMS/HS [Staff Directory](#) can be found on our district website.

A copy of our [district calendar](#) is available on our district website.

Important Dates to Note:

First Day of School - August 24th 2026

Parent Teacher Conferences - October 14th 2026 & February 10th 2027

Last Day of School - May 27th 2027

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

Elementary Attendance: (715) 265-4231

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

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

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

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 late to 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: A detention will be assigned to any time a student accumulates 3 cumulative tardies.

Leaving School Without Permission

The school has a responsibility to account for students during the school day. When students choose to leave without permission, we are unable to do that. If students leave school grounds without permission, parents/guardians will be contacted. If status is not determined, we may notify law enforcement to assist. Unexcused absences are subject to attendance policies.

Extra/Co-Curricular Participation

Students must be present prior to the start of the school day. Students will receive a once per season allowance for being delayed, provided they discuss with the High School/Middle School Principal and/or Athletic Director the reason for the delay and are present within one (1) hour of the start of their school day. Students who are absent without an appropriate exempt absence during the school day may not be allowed to practice or participate in a contest on that given day. Please refer to the following table for clarification.

Legend	
Symbol/ Abbreviation of Codes	Meaning/ Explanation
*	In Building- No Impact on Participation
A, H, M	Exempt Absence- Participation IS Allowed
E, I, O, U	Excused/ Unexcused Absence- Participation is NOT Allowed
T	Tardy- No Impact on Participation
CO	Counseling Office
CT	Court
CV	College Visit
DT	Drivers Test
FN	Funeral
IL	Illness
JS	Job Shadow
ME	Medically Excused
MT	Military Training
N	Nurses Office

PE	Parent/Guardian Excused	
PR	Principals Office	
SS	School Suspension	
Examples of: No Impact- May Participate		
Proof provided to the HS/MS Office of appointments or reason for Exempt attendances is required.		
Day Summary Report Code	Reason	Impact on Participation
*-CO	Counseling Office	No Impact- May Participate
*-N	Nurses Office	No Impact- May Participate
*-PR	Principals Office	No Impact- May Participate
A	Field Trip or School Sponsored Activity	No Impact- May Participate
H-CV	College Visit	No Impact- May Participate
H-DT	Drivers Test/Licensing	No Impact- May Participate
H-JS	Job Shadowing	No Impact- May Participate
M-CT	Court	No Impact- May Participate
M-FN	Funeral	No Impact- May Participate
M-ME	Medical Appointment	No Impact- May Participate
T	Tardy	No Impact- May Participate
Examples of: Impact- May NOT Participate		
Day Summary Report Code	Reason	Impact on Participation
E-IL	Illness, sick	Impact- May NOT Participate
E-PE	Parent/Guardian Excused. Family vacation, no reason given, late (not tardy), appointment w/ no proof, etc.	Impact- May NOT Participate
I-SS	In School Suspension	Impact- May NOT Participate
O-SS	Out of School Suspension	Impact- May NOT Participate
U	Unexcused. No contact.	Impact- May NOT Participate

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.

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.

CHILD ABUSE/NEGLECT

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

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.

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.

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.

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 contact 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

STUDENT ISSUED DEVICE POLICY

Receiving your computer

Student Devices

Devices will be distributed within the first week of each school year. All Parents/Guardians are required to sign the School District of Glenwood City Handbook Agreement and other beginning of the year paperwork before the device can be issued. This student issued device policy outlines the procedures and policies for

families to protect the device investment for the School District. Devices will be picked up at the start of each school day and returned to their respective charging location at the end of each school day. Students will retain their original device each year while enrolled in the Glenwood City School District.

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

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

Expectation of Privacy

There is NO Expectation of Privacy!

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

Returning your device

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

Taking care of your device

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

General Precautions

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

Carrying devices

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

Screen Care

1. Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean or put pressure on the top of the device when it's closed.

3. Do not store the device with the screen in the open position.
4. Do not place anything in a carrying case or backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
7. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Managing and Saving your digital work

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

Operating System on your device

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

Email & Electronic Communications

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

Consequences for inappropriate use

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

Protection and Storage

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

Device ID

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

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

Account Security

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

Storing your device

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

Damage to Devices

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

VISITORS

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

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.

CELL PHONES/COMMUNICATION DEVICES

MS Cell Phones

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

HS Cell Phones

Student cell phone use is not permitted during class time. **Cell phones are to be off and away in the students locker during class. Cell phones are prohibited during instructional/class times in accordance with WI State Act 42.** Cell phones may be used before school, during passing time, Lunch and after school. Cell phone use is prohibited at all times in locker rooms and restrooms (WI Statute 175.22) A student not

following these expectations will be directed to the office to turn in the phone. Students may claim the phone at the end of the school day. A plan will be established by school administration in the event of repeated cell phone incidents.

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.

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 2026-2027 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:

- School Devices
- 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.

DRESS CODE/ATTIRE

Students will be appropriately dressed at all times. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Students are encouraged to talk with teachers or administrators if they feel their learning environment is disrupted by another student's attire. Specific dress rules include:

1. Clothing should cover undergarments at all times.
2. No excessive cleavage or midriff may be exposed.
3. No tops cut low under the arms that may expose undergarments may be worn.
4. No clothing will be allowed that defames, degrades, or is offensive to gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment, or culture. Nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances, or violence). Inappropriate clothing will be at the determination of the Principal or Dean of Students. If you have a questionable item, ask before you wear it.
5. Headwear including hats, hoods, du-rags, or bandanas are not to be worn in the school building, brought into the classroom, or carried around during the school day. Exceptions may be made on a case by case basis by an administrator for specific medical, religious, or safety situations. Headwear must remain in your assigned school locker throughout the school day.
6. Sleepwear such as pajamas and slippers are not allowed except on approved days.
7. Outerwear including jackets, coats, gloves, and blankets are not allowed.
8. Students must wear shoes at all times while on school property unless otherwise instructed by a teacher or administrator.

Students found to be in violation of the dress code should be referred to the Office. Students will be required to change into and/or will be provided with alternate clothing. In the event that no appropriate

clothing is available, students will be placed in In-School Suspension until a parent/guardian can bring appropriate clothing.

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

- Attire with any language or images that are vulgar, discriminatory, or obscene.
- Attire that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Clothing that exposes cleavage, private parts, the midriff, or undergarments.
- Sagging or low up pants
- No hats or other non- religion affiliated headgear to be worn during the school day (unless part of a school spirit day or otherwise pre-arranged with administration)

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

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.

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

The following fees pertain to students in grades 9 - 12.

- 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 GCSD School Board requires that a criminal and personal background check be completed as part of the approval process for all Board approved volunteers (*Board Policy 2340*). An approved Board volunteer is anyone who:

1. Drives a school vehicle
2. Goes on an overnight trip
3. Directly supervises students

FOOD AND DRINK

Food and drink, outside of water, are not permitted in the classroom unless granted permission by the teacher.

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.

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 maintain consistent communication between school and home, progress reports will be distributed via email every 3 weeks 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 INFORMATION & REQUIREMENTS

GENERAL GRADUATION PROCEDURES

Attendance Requirement

Students are expected to maintain a **90% attendance rate during their senior year** - refer to the "attendance code key" found in the Student Handbook for a list of absences that are exempt. Students

failing to meet this requirement will have their attendance record reviewed by the HS Principal to determine eligibility for the graduation ceremony.

Foreign Exchange Students

Foreign exchange students are eligible to participate in graduation exercises provided that this is their:

- Last official year of school in both the United States or their home country.
- Students will not be included in class rank and therefore not considered honor students.

Fines & Fees

All fines & fees associated with a student's account must be paid in full to participate in the graduation ceremony a minimum of 1 week prior to the Graduation ceremony.

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 offers an alternative in lieu of half (.5) credit of Physical Education. The 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
- Health Education

Students must have a full course schedule with no more than one study hall or staff assistantship **AND** no more than three 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. The intent of this policy is to promote opportunities for students to extend their learning and take additional higher-level courses. GCHS Administration has the 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. Students will be provided with approval/denial verification from the HS Counselor, Athletic Director or HS Principal.

Please review the following eligibility requirements to determine if a student may qualify for the substitution:

- Open to incoming Juniors and Seniors
- Review of athletic participation will occur from a student's prior academic/athletic year
- Participation in 2 GCHS school sponsored athletics from prior year
- Athletic participation does not have to be at the varsity level
- Students must submit the requirement request form which can be obtained from the GCHS website by accessing this link: [2026-2027 GCHS PE Substitution Request Form](#) or the GCHS Office

Satisfactory completion of the PE substitution must include the following and receive verification from the Head Coach, Athletic Director, School Counselor and HS Principal:

- Student successfully completing a full season in **2 sports** in good standing
- Student remained in good standing in academics/athletics as outlined in the GCHS Student Handbook including, but not limited to: no athletic code violations, no more than 12 missed practices or competitions (combined), school attendance, school behavior and academic performance
- Student met all team expectations

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.

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

Senior Trip

Students must meet the following criteria to be eligible to attend the Senior Trip:

- Maintain a 90% attendance rate during their Senior year in alignment with the Student Handbook. Refer to the "attendance code key" for absences that are exempt.
- Be in good academic standing (passing all classes) at the time of the trip.
- Have no more than (1) MAJOR disciplinary referral/infraction during the current semester.
- Administration may review individual circumstances and make final determinations as needed.
- Senior Trip information will be finalized (1) week prior to the trip.
- Beginning in the **2027-2028 school year**, Senior Class Trip fundraising will be capped at **\$15,000**.

Additional Important Information

Student Email and Google access will be shut off on June 30 of each year for Seniors.

2026-27 Senior/Graduation Dates

September 14 → Mandatory Senior/Guardian Meeting at 6:30 PM

Date TBD → Senior Recognition / Signing Day / Future Plans Day **TIME TBD**

May 19 → Scholarship / Awards Night at 5:30 PM

May 22 → Class of 2027 Graduation at 11:00 AM doors open at 10:30 AM

CEREMONY REQUIREMENTS

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. ***All graduates will be checked in prior to entering the ceremony. Any student not in compliance with dress or behavior requirements will be asked to make adjustments. Refusal to comply will result in removal from the ceremony***

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.

Behavior

- Any student who appears intoxicated or otherwise impaired will be removed and not permitted to participate and may result in referral to law enforcement.

Regalia, Honor Cords or Stoles

Stoles: Eligible students to wear an additional stole are → NHS members (academic distinction) or students who receive one through military enlistment. Military members may also receive an additional tassel from their branch of enlistment.

Medals: Students wearing a medal are limited to the following graduates:

- GCHS Valedictorian
- GCHS Salutatorian
- WIAA Scholar Athletes

Cords: Eligible students to wear **GOLD** cords are GCHS Honor Students. These cords will be distributed at the scholarship banquet.

- Eligible students to wear additional cords must meet qualification requirements established by the district sponsored organization or be school issued based on academic achievement. Cords are not issued or eligible to be worn for participation or non-academic purposes. The following are the approved organizations with criteria meeting the eligibility requirements:
 - FFA
 - DECA
 - Spanish
 - FCCLA (Need)
 - Northwoods Tech
 - Youth Apprenticeship

Graduation Ceremony Dress Code

- All graduates must wear the pre-purchased cap and gown. Graduation is considered a semi-formal event. Jeans are acceptable.
- Caps may be decorated. **Finished caps must be turned in no later than the Wednesday before the ceremony. Cap decorations must meet school dress code.**

Graduation Speeches

Final approval of all graduates selected to speak, as well as their speeches, songs or performances will be made by the Graduation Coordinator and/or High School Principal a **minimum of 1 week 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 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

Refer to the Administration of Medication/Emergency Care po5330 linked on page 29 under GCSD Policy Reference. The Medical Authorization Form can be found on the Health Services page of the district website.

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.

PASSES

Hall Passes Students are not permitted in the hallways during class time unless they have an approved pass or are under staff supervision. Students are encouraged to plan their day to allow for visits to lockers

and restrooms before and after school, and between classes. A student will need a pass to go to the Media Center, a teacher's classroom, the office, etc. during a period. Additionally, no students will be allowed to leave the commons area during lunch without staff approval. Any staff member has the right to verify a student's pass. Students abusing hall passes may be subject to disciplinary action.

PERSONAL PROPERTY

The School District of Glenwood City is not responsible for the loss of any personal property. This includes items taken from student lockers or any other place provided for students. The person losing property should contact his/her own insurance or coverage

PHYSICAL DISPLAY OF AFFECTION

Students are to refrain from embracing, kissing and other overt displays of affection, which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences range from verbal warning to office referrals in addition to contacting parents and guardians.

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.

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.

Students must be in good behavioral standing in order to attend dances. At the discretion of the Principal a student may be denied participation/entry to a dance.

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.

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) 265-4757.

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.

TOPPER HOUR

Topper Hour is our homeroom/resource period at the end of a students' school day. Students will report to their homeroom unless otherwise directed through scheduling.

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.

GCSD POLICY REFERENCE

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.

Harassment and Bullying

[Student Anti-Harassment po5517](#)

[Bullying po5517.01](#)

Medication Administration

[Administration of Medication/Emergency Care po5330](#)

Student Use or Possession of Intoxicants, Drugs, or Paraphernalia

[Drug-Free Schools and Communities Act of 1986](#)

Technology/Internet Use/Personal Devices

[Technology Resources and Other Electronic Equipment po5136.01](#)

[Personal Communication Devices po5136](#)