

# GLENWOOD CITY HIGH/MIDDLE SCHOOL



## STUDENT HANDBOOK 2019-2020

### **IMPORTANT CONTACT NUMBERS:**

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# **MISSION STATEMENT**

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

## **The Main Thing**

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

### **Goal 1:**

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

### **Goal 2:**

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

### **Goal 3:**

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

### **Goal 4:**

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

*The School District of Glenwood City does not discriminate on the basis of race, color, national origin, sex, disability or age in its educational programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. Nicole Brite has been designated to handle inquiries regarding non-discrimination policies. Please send inquiries to: Nicole Brite, Director of Pupil Services, 850 Maple St. Glenwood City, WI 54013, or call 715-265-7120, or email briternic@gcsd.k12.wi.us.*

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# ATTENDANCE

Students are expected to attend school on a regular basis as outlined in School Board Policy and State Law. Regular attendance helps to promote the development of punctuality, responsibility and self-discipline – invaluable life skills. The law requires students to attend school until they graduate or until the end of the school term, quarter, or semester during which they turn eighteen years old. (Wisconsin Statute Section 118.15(1)(a))

If you are absent, your parent/guardian should contact the school at (715)265-4266 (ext. 1) **OR** oehlklar@gcsd.k12.wi.us before 9 a.m. giving your name and reason for the absence; messages may be left on the attendance office voicemail system.

## **Absences** - Excused:

Excused absences illness or injury, doctor/dental appointment, death in the family, court appearance, religious service, family emergency, suspension or expulsion from school and pre-approved absences for trips and others with administrative approval.

In the event of a medical/dental appointment, the absence will be notated as “parent-excused” (E-PE) until verification from the doctor/dentist has been received by the attendance office. Upon receipt of verification, the absence will be modified to read “medical-excused” (E-ME).

## **Absences** – Unexcused:

A student will be considered unexcused if the student -

- Leaves the building without permission.
- Leaves class without permission.
- Fails to report to assigned class at the designated time.
- Fails to provide an excuse from their parent/guardian for an absence.
- Fails to provide a medical excuse when one is required.

Unexcused absences may result in parent/guardian contact, missed time made up and/or a truancy referral.

Under Wisconsin State Statute Section 118.14(3)c, a parent/guardian may excuse their student up to five times in a semester with any or no reason. These parent/guardian-approved absences should be arranged prior to the day of the absence to qualify as an excused absence under the provision or the absence will be unexcused and subject to the related procedures.

## **Absences** – Pre-Excused Procedures:

1. Parent/guardian communicates with the school to explain the reason, time and date(s) of the anticipated absence.
2. A “Pre-Excused Absence” slip will be issued once approval of the absence has been granted.
3. The student presents the “Pre-Excused Absence” slip to her/his teachers. Teachers sign the slip indicating activities that will be missed; the slip is submitted to the attendance office; a copy is made and provided to the student.
4. The principal will have the final approval regarding whether the absence is to be excused.

**Absences - Return to School Procedure:**

1. The parent/guardian of the absent student communicates with the school office at (715)265-4266 (ext. 1) or oehlklar@gcsd.k12.wi.us on the day of absence. The office needs the name of the student and the reason for the absence. If a phone call or email are not made, a parent/guardian-signed note will be accepted upon the student's return from her/his absence.
2. The student will communicate with her/his teachers upon returning to school after an absence. Make-up work will be issued. Full credit will be awarded for work being made up due to excused absences.

**NOTE:** Students are responsible for all work missed during ANY absence.

**Truancy** is defined by state law as any absence from school for either a partial or 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 three 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 will be issued if the number of unexcused absences exceeds state law (5 per semester).
2. In cases where attendance does not improve, a request will be made for a conference with the principal. A plan of action will be developed aimed at achieving better attendance. Again, parents/guardians will be warned in writing that a truancy referral will be issued if unexcused absences exceed the state law. Restrictions may be applied to what is and what is not an acceptable reason for absences.
3. When students continue to have unexcused absences and exceed the state law, a referral will be submitted to the authorities. Parents/guardians will be notified of this report.

**Chronic Absences -** Students who exceed 18 non-medically verified partial or full days absent within the school year are considered to be chronically absent and may be required to make up their missed time as assigned by the principal. (Medically verified absences would include notice from a doctor, dentist, chiropractor, optometrist, or orthodontist from whom the student has received care.) All other absences, excused or unexcused, will apply toward the 18 partial or full-day maximum.



Students who meet the definition of being chronically absent and have not made up the necessary hours will not be permitted to attend, or participate in, any additional school-sponsored activities. This would include, but not be limited to field trips, athletic practices or events, dances (including prom), and other co-curricular sponsored events.

**Tardiness** - A tardy is considered being five or fewer minutes late for any given class hour. If a student arrives to class more than five minutes late, he/she will be considered absent. Excessive tardies may be considered toward truancy.

- High School students will be allowed four (4) tardies **per semester**.
- Middle School students will be allowed four (4) tardies **per quarter**.

Beginning with the fifth tardy and for each subsequent five tardies, students will be subject to the following step system

- 1<sup>st</sup> Offense – Detention & one week of NO TRAVEL
- 2<sup>nd</sup> Offense – Two detentions and two weeks of NO TRAVEL
- 3<sup>rd</sup> Offense – Half-day of In-School Suspension (ISS) and one month of NO TRAVEL
- 4<sup>th</sup> Offense – One day of ISS, one month of NO TRAVEL and parent/guardian meeting

**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 be in compliance 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.

<b>ATTENDANCE CODE KEY</b>	
<b>Abbreviation</b>	<b>Definition</b>
E-CT	Excused - Court
E-CV	Excused - College Visit
E-DT	Excused – Drivers Licensing
E-ME	Excused - Medical
E-SA	Excused – School Activity
E-IL	Excused - Ill (Parent)
E-PE	Excused - Parent/Guardian
I-SS	In-School Suspension
O-SS	Out-of-School Suspension
U-NN	Unexcused – No Note
T-E	Tardy Excused
T-U	Tardy Unexcused

Participation in extra and/or co-curriculars is allowed.

Participation in extra and/or co-curriculars is NOT allowed.

No impact on participation in extra and/or co-curriculars is allowed.

# **BUS TRANSPORTATION**

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

## **Routes**

Bus routes will be established to travel on federal, state, county and town roads to the driveway of eligible students whenever deemed to be practical.

Bus stops will be made at each driveway except where driveways are less than reasonable limits apart. Congested areas will have only limited stops as designated by the administration.

Drivers will discharge the pupil only at the school or designated point of pickup and delivery. Alteration in bus riding arrangements should be cleared by the principal's office. One alternative drop off/pick-up location can be identified utilizing the form located in the appendix and available in the office.

**NOTE:** This location must be within ½ mile of an established bus route.

## **Rider Eligibility**

Any elementary, middle, or high school student living in the School District of Glenwood City is entitled to transportation, without charge, to and from school for regularly scheduled school days.

## **Operation**

Students are required to be at their designated stop at the time of bus arrival. Buses will not wait for students if they are not at their boarding point at the designated time. A variation of 10 minutes should be allowed at bus stops to compensate for traffic and road conditions.

## **Bus Riding Rules**

Students who ride the school bus must obey the bus rules to ensure safety and order for everyone. The bus rules apply to students who ride the bus to and from school as well as those who ride the bus to other school-sponsored activities.

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

The following sequence of steps will be followed for rule infractions. Depending on the severity of the infraction, the administrator may enter the sequence at any step. All incidents will become part of the student's 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.

- 1<sup>st</sup> Offense – conference with principal including verbal warning
- 2<sup>nd</sup> Offense – conference with principal consequence including assigned seat
- 3<sup>rd</sup> Offense - suspension from bus riding privileges up to five (5) days.
- 4<sup>th</sup> Offense – minimum ten (10) day suspension from bus riding privileges; a parent/guardian conference outlining the guidelines for continued riding privileges.



# GENERAL INFORMATION

## ARTICLES PROHIBITED IN SCHOOL:

Problems may arise if students bring articles which may be hazardous to the safety of others or interfere in some way with school procedure. Any items such as toy guns, water pistols, sling shots, knives, or any items considered to be weapons, are not permitted without prearranged approval by the principal. No firearms shall be brought to school without prior arrangements with the principal. Possession of a weapon as defined in District Policy will result in a recommendation for expulsion from school.

## AUTOMOBILE REGISTRATION/PARKING:

Students who park on school property will register their vehicle(s) with the high school office. Registration will be done electronically and provided to all students on the high/middle school website. Automobiles will be registered for the following reasons:

1. To ensure students agree to abide by the rules.
2. To take preventive action concerning thefts/vandalism of cars during school hours.
3. To insure valid insurance policies and autos in case of an accident.
4. To avoid careless driving that may lead to revoked driving privileges.
5. To assist in locating vehicle owner when issues arise.

## Vehicle Use/Parking

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

1. The parking lot is off limits from 8:20-3:30 p.m. without prior approval.
2. Drivers are not to use the bus lanes.
3. Students are required to observe and obey all traffic rules.
4. Both the vehicle and driver must be currently licensed and insured.
5. Vehicles that are parked on school parking lots are considered on school grounds and will be subject to search by school officials if the reason for doing so is justified.

Failure to follow rules will result in disciplinary action as outlined below.

1<sup>st</sup> Offense - Loss of parking privileges for five school days.

2<sup>nd</sup> Offense - Loss of parking privileges for twenty school days.

3<sup>rd</sup> Offense - Loss of parking privileges for the remainder of the school year.

**NOTE:** A complaint may be filed with the Glenwood City Police Department depending on the severity of the incident.

**THE UPPER PARKING LOT IS RESERVED FOR STAFF AND VISITORS.**

Students who park in the upper lot during the instructional day, without prior approval, will receive a consequence as outlined above.

## BEFORE AND AFTER SCHOOL:

No student should be in the building before 8:05 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.

## **BEHAVIOR:**

According to state law, the teacher or school administrator shall have the same rights as a parent to control or discipline a student during the time the student is in attendance or in transit to or from school or any school-sponsored function. The principal shall have the authority to suspend any pupil guilty of the following actions:

1. Using profanity or vulgar language
2. Assault and battery of another person
3. Possession, threat, or the use of any weapons
4. Promoting/participating in attempts to interfere with the educational process
5. Truancy from school
6. Disrespect or damage to school property
7. Persistent violations of the rules and regulations of the school
8. Intentionally defacing another person (slander/libel).
9. Use and/or possession of drugs, alcohol, inhalants, and tobacco
10. Violation of school rules and/policies

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones/electronics are permitted on campus, however, these devices must remain in a student's locker during the instructional day (8:20-3:30). Students who bring their devices to class will have them confiscated and will be subject to the following consequences:

- 1<sup>st</sup> Offense – Teacher records and emails parent regarding violation.
- 2<sup>nd</sup> Offense - Phones/electronics submitted to the office; student can pick it up at the end of the instructional day.
- 3<sup>rd</sup> Offense – Phone/electronics submitted to the office; the parent/guardian will be contacted and arrangements made for the device to be picked up from the office.

If more than three occurrences of cell phone/electronic violations occur during the year, the device will be confiscated until a meeting can be conducted with the parent/guardian, student, and principal in an effort to determine possible next steps which could include suspension and loss of right to possess a cell phone/electronic device in school.

## **CHEATING:**

Cheating, includes copying from others, using a communication device (cell phone/electronic) to obtain information, providing/receiving information about any part of an exam, having/using a "cheat sheet" that is not authorized, and plagiarism. Students who are caught cheating will be subject to disciplinary action as deemed appropriate by the teacher; incidents of cheating will be recorded on the student's discipline file.

## **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.

## **DRILLS:**

**FIRE** - When the fire alarm sounds, students are to move quickly and quietly out the assigned exit to a distance of 100 feet from the building; students will remain with their designated group. Be certain that the entrances to the buildings are clear and available for firefighters.

**SAFETY** – When communication is given, students and staff will enact the appropriate components of our ALICE response. Students are expected to cooperate with staff in charge in an effort to optimize awareness of all students.

**TORNADO** – When communication is given, students and staff and then everyone will proceed to their assigned shelter areas. A tornado drill will also be practiced to help insure the safety of students and staff members.

An “all clear” will sounds, directing students a location which to report.

**EMERGENCY SCHOOL CLOSINGS:**

The District has a goal which places emphasis on communication with families. As a result, the District has secured the services of SchoolMessenger, a phone calling system, to communicate emergency school closing information with you. If school is going to be closed, SchoolMessenger will contact you at the number you have on file in the office – please be sure to update the office, as necessary, with your contact information.

The closing of school, because of emergency conditions, will also be announced on one or more of the following radio and/or television stations:

**Radio Stations**

WCCO	830 AM
WMEQ	92.1 FM
B95	95.1 FM
The Zone	100.7 FM
Moose Country	106.7 FM

**Television Stations**

KSTP-TV	Channel 5
FOX UPN 9	Channel 9
KARE 11-TV	Channel 11
WEAU-TV	Channel 13
WQOW TV	Channel 18

**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.

**Athletic Fees**

- Per academic year, high school student athletes will be required to pay a \$30 fee for each sporting season for which they participate. The maximum fee paid each year will be for three athletic seasons or \$90.
- Per academic year, middle school student athletes will be required to pay a \$20 fee for each sporting season for which they participate. The maximum fee paid each year will be for three athletic seasons or \$60.

## HIGH SCHOOL PROGRAMS

EXTRA-CURRICULAR PROGRAMS	CO-CURRICULAR PROGRAMS
Baseball	All-School Musical
Basketball (Girls & Boys)	Art Club
Cheerleading	Destination Imagination
Cross Country	DECA
Football	FCCLA
Golf	FFA
Hockey (Girls & Boys)	National History Club
Softball	National Honor Society
Track & Field (Girls & Boys)	Pep Band
Volleyball	Show Choir
Wrestling	Student Council
	Tech. Ed. Club
	Yearbook

## MIDDLE SCHOOL PROGRAMS

EXTRA-CURRICULAR PROGRAMS	CO-CURRICULAR PROGRAMS
Basketball (Girls & Boys) – 7 <sup>th</sup> /8 <sup>th</sup> Grade	Destination Imagination
Cross Country – 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Grade	FFA
Football - 7 <sup>th</sup> /8 <sup>th</sup> Grade	Student Council
Track & Field – 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Grade	Yearbook
Volleyball - 7 <sup>th</sup> /8 <sup>th</sup>	
Wrestling - 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Grade	

## 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 two times per grading period. The progress report will provide snapshot as to the progress being made to date in each of your courses. In addition, grades may be monitored on-line by accessing the school website and following the link to Skyward Family Access. Information regarding grades, attendance, food service balance, and behavior referrals can be monitored on-line.

### Incompletes

A student will be eligible for an "incomplete" at the discretion of the teacher and principal. Students and parent/guardians will be notified of the incomplete and a deadline to complete all work. If the assigned work is not completed by the deadline, the teacher will assign the appropriate grade.

The Grade Point Average (GPA) is based on a 4.00 point system:

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
	B- = 2.67	C- = 1.67	D- = 0.67	

**HONOR ROLL:**

The Honor Roll is determined four times per year and is based on quarter grades. The criteria for the honor roll is -

**Glenwood City High/Middle School  
Grading Scale**

A	100-94
A-	93-91
B+	90-88
B	87-84
B-	83-81
C+	80-78
C	77-74
C-	73-71
D+	70-68
D	67-64
D-	63-61
F	<61

"A" Honor Roll 3.50-4.00  
"B" Honor Roll 3.00-3.49

**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 CSI)
- 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.

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:

- a. Student must be enrolled and in attendance according to policies of the School District of Glenwood City from the beginning of his/her junior year.
- b. 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:
 

1. Advanced Math Concepts (if 4 <sup>th</sup> credit of math)	5. Human Anatomy/Adv. Anatomy
2. Advanced Placement (AP) offerings	6. Physics
3. Calculus	7. Spanish 4
4. College Prep English	

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:

- a. Student declaration of intent for scholarship
- b. Highest composite ACT score
- c. The total number of credits earned during comparable years
- d. Highest composite score from the ACT Aspire 10

If a tie still 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.

### **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 needs to be met along with the following additional items:
  - The student submits a plan clearly outlining how he/she will obtain credits and the rationale for the request.
  - Any non-Glenwood City credits must meet the minimum requirements of the Glenwood City School District equivalent.
  - The administration approves the plan.
  - The plan has Board of Education approval.

### **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 expulsion of offenders. It is the policy of the School District of Glenwood City to maintain a learning environment free of any form of harassment or intimidation toward and between students.

**Harassment is defined as creating an unpleasant or hostile situation that is uninvited through the use of verbal or physical conduct and may include threats or demands.**

Students who wish to file a harassment complaint should do so with the principal. 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/guardian is not comfortable with making a complaint to the principal, the complaint may be made to any staff member with the understanding that incidents will be reported to the principal for review and action.

Students will be informed of the harassment policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint. A copy of the *Student Harassment Complaint Statement Form* is included in the appendix (Appendix III) and may also be accessed on the high/middle school webpage.

### **HAZING:**

No person may intentionally or recklessly engage in acts which 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 which endangers the physical health or safety of the student. In this section "forced activity" means any activity which 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.

### **NON-DISCRIMINATION**

The School District of Glenwood City is committed to an equal educational opportunity for all students. It is the policy of the School District of Glenwood City, pursuant to S.118.13, Wisconsin Statute and P19, that no person, on the basis of race, color, national origin, sex, disability or age shall be denied access to educational programs/activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups.



**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. You are entrusted with and financially responsible for your locker. (Statute 968.10 and 968.11, and 968.13). Students are issued a combination padlock from the office and are to keep their lockers locked.

**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 are issued a combination padlock from the physical education department to be used in the locker rooms.

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.

**PARENT-TEACHER CONFERENCES:**

Parent-Teacher Conferences are held during the first and third nine-week grading period. Parents/guardians are encouraged to be in contact with staff throughout the year to help form a relationship and improve student achievement.

**REMINDER:**

Grades can be accessed at via Skyward Family Access at any time during the school year.

**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 will result in the student being assigned to the failed class during the subsequent school year.

## **SCHOOL DANCES:**

All dances must be sponsored by a school organization and have approval of the school administration. Unless special arrangements are made, all dances are to be held on school premises. Requests must be submitted to the principal at least ten school days prior to the event.

- Admission shall be open only to Glenwood City High/Middle School students and approved guests.  
Student guest passes are available in the office/online and must be approved three days prior to the event before a guest is allowed to attend.
- Dances designated as grades 9-12 dances are closed to elementary and middle school students, unless accompanied by a parent/guardian. Dances designated as grades 6-8 dances are closed to elementary and high school students, unless accompanied by a parent/guardian.
- Dances or parties shall end no later than 10:00 p.m. on school nights or 12:00 midnight on non-school nights (nights in which there is not school the following day).
- Appropriate dress (as determined by supervisor) and conduct is expected of all who attend.

High school students attending school social functions may leave them at any time they wish, however, they will not be able to return to the function once they have decided to leave.

## **SCHOOL DRESS:**

Students are not permitted to wear clothes that are distracting, cause classroom disruptions, or are inappropriate for the school setting. Short shorts, short skirts, muscle shirts, spaghetti strap tops, and midriff shirts are not appropriate. For safety reasons, no chains, wallet chains or non-medical collars are accepted. Baggy pants, in which underwear is exposed will not be allowed. Clothing that displays profanity, is sexually suggestive, promotes gang activity, alcohol, tobacco, or promotes drug usage are not permitted.

Headwear may not be worn in the school building.

Students are also not permitted to bring coats or backpacks into the classroom. Those items, when brought into the school, should be secured in the student locker during the instructional day.

Students wearing clothing that is perceived to be inappropriate will be asked to change; refusal to change may result in disciplinary action including the student being sent home.

## **SECURITY:**

Every effort will be made to ensure the safety and welfare of students and staff. In this vein, the School District of Glenwood City has adopted policies that provide for the following –

### **1. Building & Grounds Surveillance**

The purpose of the video surveillance system is to enhance the safety and security of students and staff as well as to enhance building security while respecting the privacy rights of individuals.

### **2. School Security – Locking of Doors**

Doors will be locked according to the following guidelines:

1. The high school (east) entrance shall be unlocked at 6:00 a.m. on school days.
2. Students are not provided access to the area beyond the lobby until 8:05 a.m.

**STUDENT FEES:**

Students registering in the High School are charged the following fees:

- Driver Education--\$200 (as enrolled, prior to being issued a learner's permit)
- Class Dues—determined by class

**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, contact Ms. Nicole Brite, Pupil Services Director, at (715)265-4266.

**TELEPHONE:**

A phone is available inside the office for student use. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

**TEXTBOOKS:**

Textbooks are furnished free to students. The student must pay for unusual damage or loss of textbooks. If a book is damaged and is deemed no longer usable, the student will be charged the cost of replacement.

**TOBACCO-FREE SCHOOL:**

The School District has adopted a tobacco free policy for students and adults. Students are not permitted to use or display tobacco items, including look a-likes (i.e. e-cigs, vapes), while on school property or attending school-sponsored events. This policy is in effect while engaged in all school activities regardless of the venue.

**VISITORS:**

Students are not allowed to bring student visitors to school. Parents/guardians and other interested adults are invited to visit the school but are asked to make prior arrangements with the building principal. Additionally, all visitors are required to obtain a pass from the high/middle school office before being admitted to the building.

**WEAPONS:**

Possession of a weapon as defined below and in District Policy 443.6 is a violation of school rules that may result in a recommendation for expulsion from school. "Weapon" is defined as any firearm, whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use is 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 or death.

**WEBSITE:**

Our school website address is [www.gcsd.k12.wi.us/high](http://www.gcsd.k12.wi.us/high). The website allows you to gain information about our school district. You will be able to visit the school calendar, see upcoming events, check out the lunch menu, and view daily announcements, as well as the sports calendar. In addition, there are email links to all members of the staff for efficient communication.

**WEIGHT ROOM:**

No student is allowed in the weight room unless under the direct supervision of his/her teacher, or other Board-approved supervisor. Prior to students using the weight room, the supervisor is expected to review all safety rules, including the teaching of the proper use of free weights and machines.

# **STUDENT DISCIPLINE**

## **DISCIPLINE CODE:**

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

- a. the seriousness of the offense, and
- b. the previous disciplinary record of the student.

A student who is referred for violating a rule contained within this code will receive a consequence dependent on the seriousness of the infraction. Parents/guardians will be notified of all behavior infractions reported to the office that are met with a consequence.

Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but also may result in suspension or dismissal/expulsion from school.

## **DETENTION RULES:**

1. Detention will be held in an area designated by the principal.
2. Students must be on time (7:45 a.m. or 3:35 p.m.) and bring study materials with them.
3. No gum, candy, pop, or miscellaneous items in the room.
4. No talking or distracting behavior.
5. Detention will be dismissed at 8:15 a.m. or 4:05 p.m.
6. Failure to meet any of these requirements may lead to additional consequences.

## **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. 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

- a) If it finds the student guilty of repeated refusal or neglect to obey school rules.
- b) 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.
- c) 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.
- d) 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 the State Superintendent. A decision of 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 basically 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.

The court also said the required notice and opportunity for the student to tell his or her version of the facts must occur, in most cases, before the suspension. There need be no delay, however, between the times the notice is given and the time the student is given a chance to present his or her side of the matter. Only in extreme situations, when the student poses a continuing danger to the persons or property, may a suspension occur before the above procedures are followed. In such a situation, the Court said the required notice and informal hearing must be held as soon as practical. The Court carefully pointed out in the Goss case that it is not holding that students in suspension situations are entitled to counsel, to confront and cross-examine witnesses and to call their own witnesses.

In summary, in Wisconsin, a student may be suspended from school for not obeying rules or for conduct that endangers the health, safety or property of others. However, to validly suspend a student, the school authorities must follow the procedures outlined in the state law, and in addition they must follow the procedures required by the Fourteenth Amendment as enunciated in the Goss case.

Furthermore, the school rules should be clearly defined, and the students, teachers and parents/guardians must be given notice regarding what is prohibited. A student cannot be expected to comply with rules he or she has not had opportunity to know about. The rules must be for legitimate educational purposes.

Finally, the school cannot enforce rules that impermissibly infringe on a student's constitutional rights.

## **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:

1. Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.
2. Using reasonable and necessary force to obtain possession of a weapon or other dangerous object within a pupil's control.
3. Using reasonable and necessary force for the purpose of self-defense or the defense of others under s.939.48.
4. Using reasonable and necessary force for the protection of property under s.939.49.
5. 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.
6. Using reasonable and necessary force to protect the safety of others.
7. Using incidental, minor or reasonable physical contact designed to maintain order and control.

# 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.

## **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 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 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 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 if you have any questions regarding your child's need to stay home.

## **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 which 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, prevent 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 constitutes a high degree of negligence.

No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion. Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage administration and documentation are delineated in this policy's Administrative rule.

Legal references:

Wisconsin State Statues

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

- 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 Alternative Drop-off & Pick-up Transportation Form
- Appendix VI Student Handbook Agreement Form

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.

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

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  
Policy Revised:5/12/03

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



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

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

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

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

CROSS REF: Linking WI School Libraries and Class

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

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

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

#### **STAFF RESPONSIBILITIES:**

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

#### **STUDENT RESPONSIBILITIES AND CONDITIONS:**

1. Use the Internet for school-related, educational activities and research only
2. Follow copyright laws and restrictions. Users should assume that all material is copyrighted unless explicitly noted.
3. Do not plagiarize Internet resources and present them as your own work
4. Do not use the computer to check personal e-mail
5. Never reveal your personal name, telephone number, address, photograph, or e-mail address unless approved by classroom instructor

6. The use of forums or social networking will only be allowed under the direct supervision of a teacher for educational purposes
7. Subscribing to any services or ordering of any goods is prohibited
8. Employing the Internet for commercial purposes is prohibited
9. Use computer equipment appropriately.
10. Network users will respect all forms of password protection and use responsible file management
11. Never download files or copy information onto storage devices or hard drives without permission
12. Report security problems or inappropriate use of the network to the classroom supervisor immediately
13. Educational staff Internet supervisors will determine what constitutes inappropriate use of the Internet or violation of these rules and regulations.
14. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.

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

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

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

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

#### **STUDENT RESPONSIBILITIES:**

1. Use of school e-mail accounts are for approved e-mail exchange activities only. The student is responsible for using the school access provided in an ethical, responsible and legal manner for school-related tasks only; i.e. using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within the School District of Glenwood City is prohibited.
2. Students are expected to use school appropriate language in e-mail exchanges.
3. E-mail accounts are the property of the School District of Glenwood City, and therefore, appropriate staff may review e-mail files.
4. Any harassing or inappropriate message received will be reported to the supervising teacher immediately.
5. Students will respect the privacy of e-mail and will not re-post communications without consent of the sending party.
6. Students will use all resources on the Internet in accordance with the policies of the institutions providing the service and the procedures developed by the School District of Glenwood City.

#### **PENALTIES FOR IMPROPER USE:**

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

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

\*\*Referral to building administrator

\*\*Contact with parent/guardian

\*\*Referral to law enforcement agency as appropriate

\*\*Loss of privileges

1<sup>st</sup> offense – 2 weeks

2<sup>nd</sup> offense – 9 weeks

3<sup>rd</sup> offense – 18 weeks

Illegal Use of district technology

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

Consequences term based on annual offense

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

**APPEALS PROCESS:**

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

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

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

The Superintendent may request more information from those involved and may request a meeting of any or all those involved in the decision-making process. Such 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



# **GLENWOOD CITY HIGH SCHOOL/MIDDLE SCHOOL STUDENT HANDBOOK, NETWORK/INTERNET & MEDIA RELEASE AGREEMENT 2019-2020**

- I have been provided a copy of the appropriate student handbooks (based on placement). I have had the opportunity to look over the handbook(s) and ask questions of clarification. I understand that I will be held accountable to the rules and consequences within the student handbook.
- As a user of the Glenwood City School District Network/Internet, I agree to comply with the rules outlined in the Technology Education – Access to the Internet Policy (363.2). I further understand that violations of this policy may result in disciplinary action including revocation of privileges and/or legal action as outlined in the Student/Parent Handbook and/or Technology Education – Access to the Internet Policy (363.2).
- I understand that photographs or audio/video recordings during classroom or extra-curricular activities may be taken during the school year. These materials may be used for informational/instructional purposes. In addition, these materials may be used to provide information about the School District of Glenwood City to the public through written publications, video, television, or the Internet.

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

**NOTE:**

*Only one (1) signature sheet per family is required to be submitted – additional sheets should be submitted only if more than four students are enrolled. You may also acknowledge receipt of this material through Skyward registration; please contact the high/middle school office for additional information.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date