

**AGENDA**

**SCHOOL DISTRICT OF NEW GLARUS  
REGULAR SCHOOL BOARD MEETING**

**MONDAY, JULY 13, 2020**

**HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING  
LINK**

**HTTPS://US02WEB.ZOOM.US/J/86828432545?PWD=NKH5DDNGB1DYM3IRAMS  
1RNLIBVG3ZZ09 OR BY PHONE USING 1-646-568-7788 MEETING ID 868 2843**

**2545 & PASSWORD 8ZEPUY**

**1701 2ND STREET**

**NEW GLARUS, WISCONSIN 53574**

**7:15 PM**

- I. **CALL TO ORDER**
  - A. Agenda Published
  - B. Roll Call
  - C. Approval of Agenda and Revisions
- II. **INTRODUCTIONS-PRESENTATIONS**
- III. **PUBLIC COMMENT PERIOD**
- IV. **APPROVAL OF CONSENT AGENDA**
  - A. Item(s) To Be Removed From Consent Agenda
    - 1. Board Minutes

2

# SCHOOL DISTRICT OF NEW GLARUS DISCUSSION AND REGULAR SCHOOL BOARD MEETING

Monday, June 22, 2020

## **CALL TO ORDER**

The meeting was called to order at 7:15 p.m. by Board President, Kari Morrison. The agenda was posted at the New Glarus Elementary School, New Glarus Middle School, New Glarus High School, Bank of New Glarus, New Glarus Post Office, and the District Website. The meeting was held virtually via Zoom and at the New Glarus High School Library due to the Covid-19 pandemic.

## **ROLL CALL**

Present: Kari Morrison, Bill Oemichen, Travis Zimmerman, Larry Stuessy, Debra Fairbanks, Jessica Geib, and Corrine Hendrickson.

## **APPROVAL OF AGENDA AND REVISIONS**

Motion by Bill Oemichen to approve the agenda as presented. Second by Larry Stuessy. Motion carried 7-0 following a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

## **INTRODUCTIONS-PRESENTATIONS:**

~None

## **PUBLIC COMMENT PERIOD**

~None

## **APPROVAL CONSENT AGENDA**

### **ITEM(S) TO BE REMOVED FROM CONSENT AGENDA**

1. BOARD MINUTES & CLOSED SESSION MINUTES
2. APPROVAL OF BILLS
3. TREASURER'S REPORT
4. STAFFING REPORT
5. DONATIONS

Motion by Debra Fairbanks to approve the Consent Agenda. Second by Larry Stuessy. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

## COMMITTEE UPDATES

POLICY, COMMUNICATION & ADVOCACY; Did not meet.

HANDBOOK AND PERSONNEL; Met. Reviewed the 2020-2021 Employee Handbook, and 2020-2021 Staffing.

BUDGET; Met. Reviewed the 2019-2020 Budget Adjustments, and the 2020-2021 Preliminary Budget.

CURRICULUM, SPORTS & CO-CURRICULAR; Did not meet.

FACILITIES, TRANSPORTATION, AND TECHNOLOGY; Did not meet.

## DISCUSSION AND POSSIBLE ACTION ITEMS

### A. 9 WEEK TUITION WAIVER

Dr. Thayer reviewed a 9 Week Tuition Waiver request for a family building a house in the district. The waiver allows their child to begin school at the beginning of the school year even though the house will not be completed until late September.

Motion by Travis Zimmerman to approve the 9 Week Tuition waiver as presented. Second by Bill Oemichen. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

### B. WIAA RENEWAL

The Board reviewed the annual WIAA Membership Renewal.

Motion by Bill Oemichen to approve the annual WIAA Membership Renewal as presented. Second by Debra Fairbanks. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

### C. TRANSPORTATION REPORT

Dr. Thayer reviewed the annual Transportation Report with the Board.

Motion by Larry Stuessy to acknowledge review of the report by the Board. Second by Debra Fairbanks. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

### D. SPORT PARTICIPATION REPORT

Dr. Thayer reviewed the annual Sport Participation Report with the Board.

E. 2019-2020 BUDGET ADJUSTMENTS

Dr. Thayer and Tammy Marty, Business Manager, reviewed the 2019-2020 Budget Adjustments with the Board.

Motion by Travis Zimmerman, Budget Committee Chair to approve the 2019-2020 Budget Adjustments to Fund 38 and Fund 46 as presented. Motion passed 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

F. 2020-2021 PRELIMINARY BUDGET

Dr. Thayer and Tammy Marty, Business Manager, reviewed the 2020-2021 Preliminary Budget with the Board.

Motion by Travis Zimmerman, Budget Committee Chair, to approve the 2020-2021 Preliminary Budget as presented. Motion passed 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

G. SUMMER FACILITY USE

Dr. Thayer reviewed the Summer Facility Use Plan created by the Administration. The plan will be implemented in July.

Motion by Bill Oemichen to approve the Summer Facility Use plan as presented. Second by Travis Zimmerman. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

H. SUMMER MEALS

Dr. Thayer provided the Board with an update on the summer meal plan for July and August.

I. 2020-2021 SCHOOL YEAR PLANNING

Dr. Thayer discussed 2020-2021 school year planning with the board. The Administration Team is reviewing the recently released guidance provided by DPI, and gathering information to begin development of a plan for 2020-2021.

J. 2020-2021 SCHOOL CALENDAR

Dr. Thayer reviewed the 2020-2021 School Calendar with the Board. The current calendar is short one In-Service Day for staff. The Administration proposed approval of a floating In-Service Day in August for staff members to be scheduled by each building principal.

Motion by Larry Stuessy to approve a floating In-Service Day for staff members to be scheduled by each building principal as presented. Second by Corrine Hendrickson. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

K. CESA 2 CONVENTION REPORT

Bill Oemichen, Board Vice-President reported on his attendance at the virtual CESA 2 Convention held on June 16<sup>th</sup>.

L. JULY BOARD MEETING LOCATION

The Board discussed locations for the July Regular Board Meeting. The Board decided to hold the July meeting in person, with Zoom available for public and staff.

M. NEOLA POLICY UPDATES

The Board reviewed NEOLA policy updates 1-61.

Motion by Debra Fairbanks, Policy, Communications, & Advocacy Committee Chair, to approve NEOLA policies 1-61 as presented. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

N. RESIGNATIONS

1. Jeanne Devine – Occupational Therapist

The Board reviewed the resignation letter received from Jeanne Devine, Occupational Therapist.

Motion by Bill Oemichen to approve the resignation of Jeanne Devine, Occupational Therapist as presented. Second by Debra Fairbanks. Motion passed 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

O. NEW HIRES

~None

**FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**

- July 13, 2020 – Discussion & Regular Board Meeting – 7:15 p.m.
- August 3, 2020 – Discussion & Regular Board Meeting – 7:15 p.m.

**ADJOURN**

Motion by Debra Fairbanks, second by Bill Oemichen to adjourn the meeting at 8:37 p.m. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye. Respectfully submitted by Larry Stuessy/Kris Anderson

Respectfully submitted by Larry Stuessy/Kris Anderson



**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
JUNE 30, 2020**

Vendor	Description	Amount
SAN-A-CARE	custodial supplies	8,178.87
COLLEGEBOARD*PRODUCTS	SpringBoard ELA - grades 9 - 11	6,133.05
WARD BRODT MUSIC	New Bari Sax Purchase	4,799.99
PAOLI CLAY COMPANY	GS KILN	4,113.00
REALITYWORKS INC	Real Care Babies	3,933.30
NEW GLARUS UTILITIES	MAY SERV - HS	3,593.41
WINGMAN INSURANCE	Cyber Insurance	3,267.08
NEW GLARUS UTILITIES	MAY SERV - GS	2,686.67
AMZ*SCHOOL OUTFITTER	ES classroom headphones	2,111.09
AMZN MKTP US*MS6SP1KV2	MS Surface for tech department	2,090.00
AMZN MKTP US*MS0M47DT2	MS Surface for tech department	1,979.00
IN *BUSINESS U LLC	Purchased BusinessU - standards based, activity b	1,495.00
NELSONS BUS SERVICE INC	bus rpr	1,229.27
NTLREST SERVS SAFE	CURRICULUM for FCS	1,217.46
BRIMAR INDUSTRIES	Building Signs for Covid-19	1,040.09
SEESAW FOR SCHOOLS	summer school materials	990.00
BSN SPORTS LLC	MS Track Shorts	968.70
NEW GLARUS UTILITIES	MAY SERV - MS	951.51
FOLLETT SCHOOL SOLUTIONS	Library account 432 - books	893.37
AMAZON.COM*MS60A9IB0	Polycom Studio	737.29
NASCO FORT ATKINSON	Hydroponic wall	722.35
LAB AIDS INC	Classroom instructional kits	678.05
SIMPLIFY COMPLIANCE LLC	fraud	671.72
SIMPLIFY COMPLIANCE LLC	fraud	671.72
B.D. JEFFRIES INC	FRAUD	600.00
BSN SPORTS LLC	Coaches Sweatshirts - Incentives	592.54
RICHARDSCHMID	fraud	500.77
"PRO-ED, INC"	fraud	489.72
SP * LILIEDAHL ART VID	fraud	475.00
DAWN SIGN PRESS	fraud	457.01
AMZN MKTP US*MS74R7KS0	HD Webcam	398.00
OXFORD UNIVERSITY PRESS	fraud	388.23
NEWS PUBLISHING CO	Board minutes and agenda items	367.50
AMAZON.COM*MY7U65210 AMZN	PD Books for MS Team	327.10
AMAZON.COM*MY5RY7071 AMZN	Staff Activity	322.20
OFFICEMAX/DEPOT 6869	supplies	299.74
AMAZON.COM*MY3NY1ECO	Books	299.67
CULVER OF NEW GLARUS #042	PBIS end of year gift cards	288.00
COUSINS CONCERT ATTIRE	BAND ATTIRE	268.00
SP * LAWNMOWERSEATS.CO	lawn mower seat	250.00
SAN-A-CARE	CUSTODIAL SUPPLIES	223.36
AMZN MKTP US*MY9A07DV2	4 gallons hand sanitizer	210.92
WILLIAM V MACGILL & CO	Face Shields samples and RN office	204.88

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
JUNE 30, 2020**

OFFICEMAX/DEPOT 6869	Supplies	203.88
NEFFCO.COM	choir awards	203.44
IN *WISCONSIN SCHOOL MUSI	HONORS TUITION	200.00
"NELSON AND PADE, INC."	Aquaculture 101 Conference	199.00
AMAZON.COM*MS49Q02V2 AMZN	Docking station for laptop	198.00
NASCO FORT ATKINSON	classroom training kits	191.87
AMZN MKTP US*MJ8FP6C01	Bluetooth speakerphone	189.00
NASSP PRODUCT & SERVICE	National Honor Society graduation stoles	164.20
NASCO FORT ATKINSON	supplies	161.46
SAN-A-CARE	CUSTODIAL SUPPLIES	161.04
BYU CONTINUING ED2	Online Course for Student	160.00
BYU CONTINUING ED2	Online Course for Student	160.00
NEWEGG INC	24" HD monitor	158.22
New Glarus Post Office	Postage	151.15
AMAZON.COM*MY2HU6N80 AMZN	Supplies	150.36
SSI SCHOOL SPECIALTY	Permit To Leave The Building books	149.80
NASSCO INC	custodial supplies	144.36
NEWEGG INC	24" HD monitor	142.40
NEWEGG INC	24" HD monitor	142.40
OTC BRANDS INC	Summer School - 4K Finish	128.41
AMAZON.COM*M72GTOKD2 AMZN	Staff Activity	114.00
PLANK ROAD PUBLISHING IN	MUSIC SUBSCRIPTION	109.56
OFFICEMAX/DEPOT 6869	HSO SUPPLIES	108.58
OFFICEMAX/DEPOT 6869	Sign Holders for Covid Building Signs	108.19
CASEYS NEW GLARUS	Weekly PBIS Prizes	100.00
AMZN MKTP US*MY5G131N1	Classroom supplies	95.81
OFFICEMAX/DEPOT 6869	supplies	93.70
BLAIN'S FARM & FLEET	custodial supplies	91.92
OVERDRIVE DIST	ebooks	90.00
NASCO FORT ATKINSON	supplies	89.58
AMZN MKTP US*MY89970N1 AM	Extra headphones	87.30
IN *PIXEL PRESS TECHNOLOG	Bloxels renewal	86.40
COSTCO WHSE #1020	Staff cookout supplies	78.84
AMZN MKTP US*MJ9BQ6CI1	(3) external DVD drives	77.97
GREEN & GROWING EDU	PD Germinate Conference	75.00
THEINSTRUMENTALISTAWARDS	choir awards	72.00
"JONES SCHOOL SUPPLY CO.,"	choir plaques	71.17
AMAZON.COM*MS7AL4PS2 AMZN	SSD Drive for laptop	64.99
New Glarus Post Office	Postage	64.80
AMZN MKTP US*MY3M674A1	wireless keyboard/mouse	59.95
PAYPAL *ISKYSOFT	DVD burning software	59.73
USPS PO 5659000694	POSTAGE	57.60
HARDER CORP	custodial supplies	56.61
AMAZON.COM*MS5M95G82 AMZN	PD Books <sup>9</sup>	55.44
BAUDVILLE INC.	School Board Gift	54.93

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
JUNE 30, 2020**

OFFICEMAX/DEPOT 6869	MS Office Supplies	54.23
VIKING HARDWARE	hardware for hanging plexiglass barriers in offices	53.32
PAYPAL *2CO.COM	MalwareBytes license - scanning laptops	52.74
SAN-A-CARE	custodial supplies	50.76
CASEYS NEW GLARUS	End of the Year PBIS Prizes	50.00
408-345-5282ADAPTMIND	CHARGE ERROR	49.95
AMAZON.COM*MS7HK7M82 AMZN	Professional Development Books	47.99
EMC INSURANCE COMPANIES	AUTO INS	43.00
VIKING HARDWARE	painting supplies-maintenance	42.95
AMZN MKTP US*MS1OD65F2 AM	Summer School Supplies	42.62
AMZN MKTP US*MY09B60P0	bags	38.94
AMAZON.COM*MY32R0F82	Card Stock 11x17	37.94
AUDIBLE*MS1UN16W1	PD Books	37.85
AUDIBLE*MY0RP3MS0	PD Reading/Books	37.85
AUDIBLE*MY6LI1ZO2	PD Reading/Books	37.85
THE UPS STORE #2831	Return Positive Attendance Machines	36.78
AMZN MKTP US*M755W2292	FRAUD	31.64
AMZN MKTP US*MY6I69820	SEL yoga for the classroom cards	31.60
BRENDAS BLUMENLADEN	Retiree Gifts	31.45
AMZN MKTP US*MY30X0H62	Cooling fan for laptop	29.99
AMZN MKTP US*MS0VJ13V0	PD Books	28.89
AMZN MKTP US*MS35E22N2	(2) Chromebook sleeves	27.98
AMZN MKTP US*M74Q75KL2	MS Office Supplies	27.24
AMAZON.COM*MY1MF9CW0 AMZN	PD Reading/Books	27.22
FTP*FINANCIAL TIMES	News	27.00
NASSCO INC	custodial supplies	25.56
"JAMF SOFTWARE, LLC"	MacBook management software	24.00
AMZN MKTP US*MY2032LA0	Baseball Team Supplies	23.20
AMZN MKTP US*MS9AS8X11	PD Books	21.79
WISCONSIN SCHOOL MUSIC AS	Large Group Contest Registration	21.00
WISCONSIN SCHOOL MUSIC AS	Large Group Contest Registration	21.00
USPS PO 5659000694	DIPLOMA MAILING POSTAGE	19.65
AMAZON.COM*MS6ZV2JC2	Labels for Chromebooks	19.48
ROYS MARKET	CHARGE IN ERROR	17.91
AMZN MKTP US*MY1V003N0	charged in error	17.84
USPS PO 5659000694	Postage	17.15
NEW GLARUS UTILITIES	MAY SERV - FB	17.00
AMZN MKTP US*M71N21YS2	Power inverter	16.98
OFFICEMAX/DEPOT 6869	supplies	16.86
ADOBE ACROPRO SUBS	renewal	15.81
AMZN MKTP US*M775752U2	FRAUD	15.81
AUDIBLE*MY0Q22TH2	audible	15.77
AUDIBLE*MS5A24T71	PD Books	15.77
AUDIBLE*M729V7SN2	audible	15.77
AUDIBLE US*MS8OD36C1	PD Books	15.46

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
JUNE 30, 2020**

USPS PO 5659000694	postage	15.06
VIKING HARDWARE	custodial supplies	14.99
ROYS MARKET	Staff Cookout	14.61
AMAZON.COM*MY55N2BN1 AMZN	Book for MS PBIS	12.86
NYTIMES	NEWSPAPER	12.58
NYTIMES	NEWS	12.58
AMAZON.COM*MY1Y51JM2 AMZN	Book for School	12.19
VIKING HARDWARE	custodial supplies	11.99
AUDIBLE*MY8TT18W2	PD Books	11.81
AMAZON.COM*MS9MG1GB2 AMZN	PD Books	11.59
VIKING HARDWARE	custodial supplies	11.45
AMZN MKTP US*MY8UY1E21	PE replacement Materials	10.90
AUDIBLE US*MY88X5VX1	PD Reading/Books	10.33
USPS PO 5659000694	DIPLOMA MAILING PACKAGING	8.76
USPS PO 5659000694	Records Request Postage	8.05
NOTEFLIGHT	BAND PROGRAM	7.95
New Glarus Post Office	Postage	6.20
New Glarus Post Office	Postage	6.20
WAL-MART #0802	MS office	6.05
WAL-MART #0802	MS office supplies	5.94
USPS PO 5659000694	Teacher book mailed	2.80
USPS PO 5659000694	Postage	0.85
WAL-MART #0802 SE2	ms office	(6.05)
AMZN MKTP US*M71I17PO2	fraud	(10.44)
AUDIBLE	audible credit	(15.77)
AMZN MKTP US*M775752U2	fraud	(15.81)
WILLIAM V MACGILL & CO	disinfectant supplies	(19.98)
AMZN MKTP US*M755W2292	fraud	(31.64)
408-345-5282ADAPTMIND	REVERSAL	(49.95)
WILLIAM V MACGILL & CO	disinfectant supplies	(63.00)
CHULA VISTA RESORT	Refund for Conference	(82.00)
WALMART.COM	REFUND	(93.88)
WALMART.COM	REFUND	(93.88)
WALMART.COM	REFUND	(93.89)
UWSP - PAYMENT	Refund for Conference	(175.00)
OXFORD UNIVERSITY PRESS	fraud	(388.23)
DAWN SIGN PRESS	fraud	(457.01)
SP * LILIEDAHL ART VID	fraud	(475.00)
RICHARDSCHMID	fraud	(500.77)
SIMPLIFY COMPLIANCE LLC	fraud	(671.72)
SIMPLIFY COMPLIANCE LLC	fraud	(671.72)

**Total Purchasing Activity**

**65,149.28**

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
59814	Bobcat of Janesville	06/29/2020	02-158896	SNOW BLADE	3,539.00
Totals for 59814					3,539.00
59815	CESA 2	06/29/2020	7041	DC EQUITY	166.67
Totals for 59815					166.67
59816	CHENOWETH, BRETT	06/29/2020	LUNCH REF	LUNCH REFUND	3.81
Totals for 59816					3.81
59817	ERICKSON, GREGG	06/29/2020	LUNCH REF	LUNCH REFUND	89.70
Totals for 59817					89.70
59818	FRANCOIS SALES AND SERVICE, INC.	06/29/2020	6034333	VAN RPR	188.37
Totals for 59818					188.37
59819	GENESIS POWER	06/29/2020	GP181-20	RPR GENERATOR	3,906.76
Totals for 59819					3,906.76
59820	ILLUMINATE EDUCATION, INC	06/29/2020	45592	Educlimber licenses	4,136.00
Totals for 59820					4,136.00
59821	JAMES, CHRISTINE	06/29/2020	LUNCH REF	LUNCH REFUND	95.95
Totals for 59821					95.95
59822	JOSTENS	06/29/2020	3069-62520	HONOR CORDS	291.75
Totals for 59822					291.75
59823	KOLASA, TINA	06/29/2020	LUNCH REF	LUNCH REFUND	34.09
Totals for 59823					34.09
59824	LAFORCE INC.	06/29/2020	1135426	DOOR RPR	1,816.00
Totals for 59824					1,816.00
59825	LIFE TRACK SERVICES	06/29/2020	CLASS 2021	SURVEY	1,422.00
Totals for 59825					1,422.00
59826	MID-AMERICAN RESEARCH CHEMICAL CORP	06/29/2020	0702351	CUSTODIAL SUPPLIES	108.08
Totals for 59826					108.08
59827	MONROE ENGRAVING	06/29/2020	35788	engraving services ms	283.36
Totals for 59827					283.36
59828	NATIONAL INVENTORS HALL OF FAME, IN	06/29/2020	789770	CAMP INV	6,900.00
Totals for 59828					6,900.00
59829	NEW GLARUS DAIRY	06/29/2020	JUNE MILK	MILK	331.50
Totals for 59829					331.50
59830	NORTH AMERICAN MECHANICAL INC	06/29/2020	20060056	WATER HEATER SYSTEM GS	96,250.00
Totals for 59830					96,250.00
59831	RICHARDSON SCHOOL, THE	06/29/2020	510544-MAD	TUITION	2,303.00
Totals for 59831					2,303.00
59832	ROBERT W BAIRD & CO INC	06/29/2020	PF-2023202	FINANCIAL SERV	2,750.00
Totals for 59832					2,750.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
59833	STRANG, PATTESON, RENNING, LEWIS, &	06/29/2020	199939	MAY LEGAL SERV	288.00
		06/29/2020	199938	MAY LEGAL SERV	1,680.00
		06/29/2020	199936	MAY LEGAL SERV	1,217.00
		06/29/2020	199937	MAY LEGAL SERV	660.00
				Totals for 59833	3,845.00
59834	SUGAR RIVER POWER CENTER	06/29/2020	21841	TRIMMER LINE	9.95
				Totals for 59834	9.95
59835	TDS TELECOM	06/29/2020	JUNE 2020	JUNE SERV	1,429.46
				Totals for 59835	1,429.46
59836	WINDER, KELI	06/29/2020	LUNCH REF	LUNCH REFUND	47.55
				Totals for 59836	47.55
59837	WISCONSIN STATE JOURNAL	06/29/2020	190-002278	SUBSCRIPTION	462.26
				Totals for 59837	462.26
59838	XISTRIS, JULIA	06/29/2020	LUNCH REF	LUNCH REFUND	25.90
				Totals for 59838	25.90
59839	ACE, KARIN	06/30/2020	SPRING SPO	SPRING SPORT REFUND	25.00
				Totals for 59839	25.00
59840	ASSOCIATED TRUST COMPANY	06/30/2020	16064	ANNUAL FEE	475.00
				Totals for 59840	475.00
59841	DEPARTMENT OF ADMINISTRATION	06/30/2020	505-000004	teach serv	1,500.00
				Totals for 59841	1,500.00
59842	DISCH QUARRY, LLC	06/30/2020	2836	dirt	756.00
				Totals for 59842	756.00
59843	INSTRUMENTALIST AWARDS LLC	06/30/2020	2001	awards	167.00
				Totals for 59843	167.00
59844	LIFELINE AUDIO VIDEO TECHNOLOGIES	06/30/2020	63778	See quote #11345 - ES Gym projector/screen	22,241.00
		06/30/2020	53783	See Estimate #11372 - (2) 85" Flat panel	5,888.00
				Totals for 59844	28,129.00
59845	MARSHFIELD BOOK & STATIONERY	06/30/2020	356169	CUBBIES FOR GS	5,896.00
				Totals for 59845	5,896.00
59846	MONROE POWERSPORTS INC	06/30/2020	88751	POLARIS RANGER	9,413.44
				Totals for 59846	9,413.44
59847	NEW GLARUS DAIRY	06/30/2020	06 22 20	MILK LUNCH	300.90
		06/30/2020	06292020	MILK LUNCH	229.50
				Totals for 59847	530.40
59848	NORTH AMERICAN MECHANICAL INC	06/30/2020	910014525	RPR PUMP 2	756.38
				Totals for 59848	756.38

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
59849	PARAGON DEVELOPMENT SYSTEMS, INC.	06/30/2020	15017012	See doc# 2092670 - Fortinet renewal	3,956.52
				Totals for 59849	3,956.52
59850	SCHOLASTIC INC	06/30/2020	20991021	books	29.43
				Totals for 59850	29.43
59851	VITAL SIGNS	06/30/2020	20243	CAP CONF SIGNS	4,125.00
				Totals for 59851	4,125.00
59852	WEEDEN, SHANNON	06/30/2020	SPRING SPO	SPRING SPORT REFUND	50.00
				Totals for 59852	50.00
59853	WE ENERGIES	06/30/2020	HS/MS JUNE	JUNE SERV	524.66
		06/30/2020	GS JUNE 20	JUNE SERV	650.43
				Totals for 59853	1,175.09
59854	WISCONSIN SCHOOL MUSIC ASSOCIATION	06/30/2020	24190	HONORS TUITION	200.00
				Totals for 59854	200.00
59855	YAUN, NICOLE	06/30/2020	SPRING SPO	SPRING SPORT REFUND	25.00
				Totals for 59855	25.00
59856	ZIERL, MATTHEW	06/30/2020	SPRING SPO	SPRING SPORT REFUND	25.00
				Totals for 59856	25.00
59857	DWD UI	06/30/2020	0000101731	June unemployment	389.62
				Totals for 59857	389.62
59858	KAPUR	06/30/2020	103183	WETLANDS SURVEY	9,780.00
				Totals for 59858	9,780.00
59859	ENVIRONMENTAL MANAGEMEMNT CONSULTIN	07/08/2020	10527	ANNUAL ESHC PROGRAM MAINT	2,550.00
				Totals for 59859	2,550.00
59860	FRONTLINE TECHNOLOGIES GROUP, LLC	07/08/2020	117336	ABSENCE AND SUBS MANAGEMENT FEE	5,037.80
				Totals for 59860	5,037.80
59861	INSTRUCTURE, INC	07/08/2020	351927	CANVAS CLOUD SUBSCRIPTION	5,994.00
				Totals for 59861	5,994.00
59862	INTEGRATED SYSTEMS CORPORATION	07/08/2020	0708079	JULY SERV	425.00
		07/08/2020	0708735	AUG SERV	425.00
				Totals for 59862	850.00
59863	KOMPAS CARE LLC	07/08/2020	76756	SUBSCRIPTION FEE 2020-21	2,901.00
				Totals for 59863	2,901.00
59864	PROJECT LEAD THE WAY, LLC	07/08/2020	227020	MS GATEWAY/LAUNCH PARTICIPATION 2020-21	1,900.00
				Totals for 59864	1,900.00
59865	RHYME BUSINESS PRODUCTS - LEASE	07/08/2020	27298203	JULY LEASE	832.23
		07/08/2020	27346389	JULY LEASE	601.42
				Totals for 59865	1,433.65

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
59866	SKYWARD	07/08/2020	203603	20-21 ANNUAL LICENSE	38,708.00
Totals for 59866					38,708.00
59867	SOUTHWEST WISCONSIN CONFERENCE	07/08/2020	2020-21 FB	20-21 CONFERENCE DUES - FB	250.00
Totals for 59867					250.00
59868	US CELLULAR	07/08/2020	0380534407	HOTSPOTS	890.80
Totals for 59868					890.80
59869	WIS ASSC OF SCHOOL BOARDS INC	07/08/2020	20909	EE HANDBOOK RENEWAL	500.00
		07/08/2020	20585	WASB DUES 20-21	3,816.00
		07/08/2020	21395	FOCUS SUBS	240.00
Totals for 59869					4,556.00
59870	CASE, MONICA	07/08/2020	FS REFUND	FOOD SERVICE REFUND	14.70
Totals for 59870					14.70
59871	FINK, CATHY	07/08/2020	FS REFUND	FOOD SERVICE REFUND	147.50
Totals for 59871					147.50
59872	GILLASPIE, BYRON	07/08/2020	FS REFUND	FOOD SERVICE REFUND	42.85
Totals for 59872					42.85
59873	KIRCH, ELIZABETH	07/08/2020	FS REFUND	FOOD SERVICE REFUND	32.83
Totals for 59873					32.83
59874	MARTY, ROBIN	07/08/2020	FS REFUND	FOOD SERVICE REFUND	53.85
Totals for 59874					53.85
59875	MROSS, PAUL	07/08/2020	FS REFUND	FOOD SERVICE REFUND	15.13
Totals for 59875					15.13
59876	SANDERS, TAMEA	07/08/2020	FS REFUND	FOOD SERVICE REFUND	21.26
Totals for 59876					21.26
59877	SOMMERS, INGRID	07/08/2020	FS REFUND	FOOD SERVICE REFUND	44.20
Totals for 59877					44.20
Totals for checks					263,283.61

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	125.00	250,432.39	250,557.39
27	SPECIAL EDUCATION FUND	0.00	0.00	7,962.00	7,962.00
39	DEBT SERVICE-REFERENDUM DEBT	0.00	0.00	475.00	475.00
50	FOOD SERVICE FUND	669.32	0.00	3,619.90	4,289.22
***	Fund Summary Totals ***	669.32	125.00	262,489.29	263,283.61

\*\*\*\*\* End of report \*\*\*\*\*

3. Treasurer's Report
4. Staffing Report

18

STAFFING REPORT  
 JULY 13, 2020

CHANGES	Employee Leaving Position	New Employee in Position	hours per day /		Position
			% of empl	Term of Employment	
	Kim Burton coaching resignation	Kevin Parman	varies	2020-21 Winter Season	HS Girls Basketball Head Coach
	Brittany Meoska resignation	Stephanie Way	100%	2020-21 school year	Guidance Counselor High School

OPEN POSITIONS	Position	Term of Employment	hours per day /		Reason for opening	
			% of empl			
Teacher	Special Education Teacher	2020-21 school year	100%	Nicole Ruegsegger resignation	on hold	
Teacher	Occupational Therapist	2020-21 school year	60%	Jeanne Devine resignation		
Coach	HS Volleyball Asst Coach	2020 Fall Season	varies	Kendra Mussehl coaching resignation		
Coach	HS Football Asst Coach	2020 Fall Season	varies	Mark Stateler coaching resignation		
Coach	HS Football Asst Coach	2020 Fall Season	varies	Bob Wahl coaching resignation		
Coach	HS Boys Baseball Asst Coach	2020 Spring Season	varies	Additional need per policy	on hold	
Coach	MS Track Coach	2020 Spring Season	varies	Tammy Newberry resignation	on hold	
Coach	MS Track Coach	2020 Spring Season	varies	Mark Woelfel coaching resignation	on hold	



# New Glarus FFA Alumni



Donations to the Lunch program

Week 1-140 Gallons of milk

Week 2-140 pounds of butter

Week 3-140 pounds of cheese curds

Week 4-140 ½ gallons of chocolate milk

Week 5-140 pounds of cheese curds

Week 6-140 gallons of milk

Week 7-140 pounds of butter

Week 8-140 gallons of chocolate milk

Week 9-140 pounds of cheddar cheese

Week 10-140 pounds of butter

Week 11-140 gallons of milk and 260 cookies

## 11 week totals

630 gallons of milk

420 pounds of butter

420 pounds of cheese

For a Total value of \$4179.50 donated to the lunch program

The following will be delivered the week of July 20th

Vita Plus donation (\$825.00) to the Alumni-will be used towards

1 pack of Hoesly's hot dogs (8) and 1 pack of buns(8) per family- 120 packages

**Total Lunch "Safer at Home" program Donation value-\$5004.50**

- B. Discuss Item(s) Removed From Consent Agenda
- V. **COMMITTEE UPDATES**
  - A. Policy, Communication & Advocacy
  - B. Handbook and Personnel
  - C. Budget
  - D. Curriculum, Sports & Co-Curricular
  - E. Facilities, Transportation and Technology
- VI. **DISCUSSION AND POSSIBLE ACTION ITEMS**
  - A. Elementary Student Handbook

22

# **NEW GLARUS ELEMENTARY SCHOOL**



## **Handbook for Families and Students**

**“The Knight Way is the Right Way”  
2020-2021**

# Strategic Plan

## New Glarus School District

### Vision

To be a leader in K-12 education and prepare *all* students for future success.

### Mission

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

### Core Values

- We will recruit and retain high quality staff.
- We will provide a safe learning environment.
- We will create a culture that is respectful and values diversity.
- We will develop students of good character who are strong and engaged citizens.
- We will develop practical, life skills of students, which includes the ability to be flexible and adapt to change.
- We will develop students who have strong academic skills, can think critically and creatively, and can communicate effectively.
- We will provide instruction that is rigorous, engaging and effectively uses data.
- We will partner with families and the community in the education of our students.
- We will provide leadership that is collaborative, responsible for student learning, and fiscally responsible.
- We will take responsibility to prevent student failure and ensure student growth.

### Strategic Goals

- 1) Increase the percent of students college, career, and life-ready by developing the whole learner.
- 2) Recruit and retain high quality staff and assist all staff as they continually improve and grow.
- 3) Provide high quality facilities that foster academic and emotional growth.
- 4) Ensure equity so all students have equal access to high quality educational experiences.

## Dear New Glarus Elementary Families,

Welcome to the New Glarus Elementary school!

The elementary building houses grades 4K-5<sup>th</sup>. We are excited to welcome new families and friends to our school. We are looking forward to another great year together.

If you have questions, concerns, or would like to share any information with me, feel free to contact me or stop by the office. When I am in my office, my door is open!

Warmly,  
Laura Eicher  
Elementary Principal



# TABLE OF CONTENTS

Student Policy Goals and Board of Education Members.....	Page 6
Elementary School Faculty & Staff.....	Page 7
Classroom Assignments.....	Page 9
<b>ATTENDANCE</b> .....	Page 11
<b>BEHAVIOR AND DISCIPLINE</b> .....	Page 12
Positive Behavior Interventions and Supports (PBIS).....	Page 12
School Discipline Policy.....	Page 14
Bullying Prevention and Procedure.....	Page 15
Student Grooming/Dress Code.....	Page 16
<b>COMMUNICATION</b> .....	Page 18
Who to Call.....	Page 18
Visiting the School.....	Page 18
<b>FOOD SERVICE</b> .....	Page 19
Breakfast.....	Page 19
Lunch.....	Page 19
Milk.....	Page 19
<b>NURSING SERVICES</b> .....	Page 20
Health Screening.....	Page 20
Medications.....	Page 20
Sick Children.....	Page 21
<b>SCHOOL CLOSINGS</b> .....	Page 22
Inclement Weather.....	Page 22
Severe Storms, School Closing and Early Dismissal.....	Page 22
<b>TEACHING AND LEARNING</b> .....	Page 23
Family Educational Rights and Privacy Act (FERPA) .....	Page 23
Communicating Progress with Parents.....	Page 24
Parent Teacher Conferences.....	Page 25
Report Cards.....	Page 25
Curriculum and Staff.....	Page 27
Homework.....	Page 27
<b>TECHNOLOGY</b> .....	Page 28

Acceptable Internet User Policy.....	Page 28
Children’s Internet Protection Act (CIPA) .....	Page 32
Cell Phones, Listening Devices, Games, and Other Electronics.....	Page 32
Use of Telephone.....	Page 33
<b>TRANSPORTATION</b> .....	Page 34
Arrival and Pickup.....	Page 34
Riding the School Bus.....	Page 35
<b>OTHER INFORMATION</b> .....	Page 36
Administrative Statement.....	Page 36
Personal Belongings.....	Page 36
District Non-Discrimination Statement.....	Page 36

The information in this handbook is the practice and procedures for daily activities of our staff and students at school. It is driven and directed by the Board of Education's policies. The purposes of the Board of Education's policies are as follows:

1. To individualize the learning program in order to provide appropriately for each student, according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student through helping him/her feel respected and worthy, and through a learning environment which provides positive encouragement.
4. To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way reasonable for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

## BOARD OF EDUCATION MEMBERS

**Kari Morrison..... President**

**Bill Oemichen..... Vice-President**

**Larry Stuessy..... Clerk**

**Travis Zimmerman.....**  
**Treasurer**

**Debra Fairbanks ..... Director**

**Jessica Geib.....Director**

**Corrine Hendrickson..... Director**



## NEW GLARUS ELEMENTARY SCHOOL FACULTY

District Administrator..... Dr. Thayer  
 Elementary Principal (Grades 4K-5)..... Mrs. Eicher  
 Middle School Principal (Grades 6-8)..... Mr. Stateler  
 High School Principal (Grades 9-12)..... Dr. Eichelkraut  
 Special Education/Curriculum Director..... Mrs. Krantz  
 Four Year Old Kindergarten..... Mrs. Brecklin and Mrs. Hooks  
 Kindergarten.....Mrs. Duerst, Mrs. Hooks, Mrs. Wieser  
 Kindergarten/First Grade..... Ms. Lederman, Mrs. Roska  
 First Grade .....Mrs. Hedeman, Mrs. Baker  
 Second Grade..... Mrs. McGraw, Mrs. Ness  
 Second/Third Grade..... Mrs. Arnett, Mrs. Buol, Mr. Sysko  
 Third Grade..... Mrs. Arnett, Mrs. Pritchett  
 Fourth Grade.....Ms. LeGros, Mrs. Vetterli  
 Fourth/Fifth Grade.....Mrs. Macaulay, Mrs. Schepp, Mr. Edge  
 Fifth Grade..... Mrs. Burdette, Mrs. Nealis  
 Music..... Mrs. Bettin  
 Library/Media..... Mrs. Hansen  
 Physical Education..... Mr. Beutler  
 Art..... Mrs. Kranz  
 Speech Therapists ..... Mrs. Schettler, Ms. Bentley, Mrs. O'Bel  
 Special Education Teachers..... Mrs. Bristow, Mrs. Tryba, Ms. Zweifel  
 Intervention Specialist..... Ms. George  
 Early Childhood.....Mrs. Bristow  
 School Counselor..... Mrs. Tidd  
 School Psychologist..... Ms. O'Brien  
 Title I Coordinator..... Ms. George  
 Occupational Therapy.....Mrs. Devine  
 Physical Therapy..... Mrs. Elgin





## SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowen  
Custodians..... Mr. Fredig, Mr. Todd, Mrs. Clarke  
Kitchen Staff.....Rebecca Derke, Ms.  
Dani  
School Nurse..... Mrs. Zimmerman  
Office Secretary..... Mrs. Buesser, Mrs.  
Elmer  
4K Assistants..... Mrs. Truttman, Mrs. Dorn  
Teaching Assistants.....Mrs. Andreas, Mrs. Nimitz, Mrs.  
Dearth  
Technology Coordinator ..... Mr. Malaise  
Bus Drivers.....Ms. Bergemann, Mr. Duerst, Mr. Heimann, Mr. Lienhardt,  
Mr. Stuessy, Mr. Vetterli



### CLASSROOM ASSIGNMENTS

Room #	Grade
22	Guidance
23	Special Education
24	Conference/Office
27	Library
28	Fifth Grade
29	Fifth Grade
30	Fourth/Fifth Grade
31	Fourth/Fifth Grade
32	Fourth/Fifth Grade
36	Title I/Intervention
37	Kindergarten/First Grade
38	Speech and Language
39	Kindergarten
40	Early Childhood/Special Education
41	Kindergarten
42	Kindergarten/First Grade
43	Kindergarten/First Grade
44	4 Year Old Kindergarten
45	First Grade
46	4 Year Old Kindergarten
47	Art
48	First Grade
101	OT/PT
104	Second Grade
105	Second Grade
108	Small Group Instruction
110	Second/Third Grade
113	Second/Third Grade
117	Second/Third Grade
120	Third Grade
124	Third Grade

125	Fourth Grade
128	Fourth Grade
138/142	Staff Workroom
16	Wrap Around Care
14	Music
GYM	Physical Education



## **ATTENDANCE**

Parents should report the absences of their children by calling the attendance line 527-2410 Press 1 for the Elementary Building at prompt press 2 for attendance. The reason for absence should be included in the message. If parents do not contact the office, we will attempt to reach you by phone or email through the school message system. All known or prearranged attendance notices are put into the system by 9:00 each morning. Absences that are unknown will have calls placed to parents/guardians after 9:00AM.

All children who are physically and mentally able are required by law to be in school from age 6-18. **The state law allows students to be excused from school no more than 10 days total in a school year.** The New Glarus School District in cooperation with the Green County Human Services Department meets monthly to review attendance concerns and provide support for students and families.

Please note, attendance letters will automatically be sent to families after 4 full days of absences, 7 days, and 10 days.

If you have concerns about your child's absences, please do not hesitate to reach out to Mrs. Eicher, your child's homeroom teacher, Mrs. Zimmerman, the school nurse, or Mrs. Tidd the guidance counselor. We are here to make sure your child has a positive, healthy school experience and is attending regularly.

There are two types of absences – excused and unexcused.

If families know of an absence in advance, a note to the teacher and/or office must be provided. Prearranged, excused absences commonly include the following:

- Medical appointments which are impossible to make outside of school hours
- Religious holidays
- Family trips that can ONLY be taken during the school year. The intent is to allow families to have a special opportunity together that would otherwise not be possible, providing it is within the 10 day limitation by state law.
- Court appearance or legal procedures
- Band students for the playing of Taps at military funerals

Students are also excused for absences because of illness. Please send a doctor's note after a child has missed three or more days because of illness to be sure illness absences are well documented for attendance/truancy.

When children become ill at school, parents are contacted and asked to pick up the child. Persons listed on the Emergency Information in Skyward will be notified if parents cannot be reached. A small health area is available for temporary use.



# **BEHAVIOR AND DISCIPLINE**

## **Positive Behavior Interventions and Supports (PBIS)**

PBIS stands for Positive Behavior Interventions and Supports. The Department of Public Instruction website has further information regarding PBIS and available resources.

Our goal is to promote a positive atmosphere where students demonstrate desired “Knight” behaviors. Students are recognized for these desired behaviors through verbal praise, a personal thank-you, a call home, a postcard, special privileges, or a Knight Card. These techniques are used to encourage and reward acceptable behaviors.

Students are directly taught the expected behaviors throughout the school-classroom, playground, hallway, bathroom, cafeteria, etc. Students are recognized for using the taught behaviors and are rewarded for this. Our school focuses on the positive impact between the direct teaching of expectations, desired responses, and beneficial results.

### **PBIS School Wide Expectations**

**Be Respectful**

**Be Responsible**

**Be Safe**

The expectations for students are very clear and are displayed throughout the school environments. The universal language is used by all staff. Staff may define the expectations further and with more detail within the classroom.

These behavior expectations are to be followed on school grounds, school buses and in the school building. They will be explicitly taught through the PBIS plan.

Each student has the right to an education; however, all students have the same right. Any student, who disrupts other students' right to learn or the teachers' right to teach, can lose his/her rights for learning in the classroom. Each student is responsible for his/her own actions. Our school is committed to providing a safe and happy environment for students and teachers to learn.

Some items of serious concern include a violation of state statutes as well as school policies. Included here are: alcohol, illegal drugs, tobacco; weapons, explosives, theft, vandalism, assault, harassment/bullying and bomb threats.

Other behaviors not acceptable are: profanity (spoken, gestured, or written), cheating, fighting, intimidation, threats, disruptive behaviors, and insubordination (refusal to follow directions).

### **School Discipline Policy**

Beyond the classroom discipline policy there is the "visit to the office" for serious infractions. Should anyone be sent to the discipline team, we may provide a "time out" from the normal environment so that the child may (1) calm down, (2) reflect on the inappropriate behavior(s) and -- utilizing a member of the discipline team as an intermediary -- look closely into his/her own responsibility in the situation without taking the staff away from the other children for a long period of time. In such instances there may be a follow-up involving the discipline team, staff member(s) and the student to discuss strategies for avoiding similar occurrences in the future. Consequences will be individualized based on the frequency and severity of the situation. The discipline team consists of Mrs. Eicher, Mrs. Krantz, Mrs. Tidd, or any other staff member designated by the administrative team to act on disciplinary issues.

The staff and discipline team will document all date(s) and reason(s) involving any disciplinary action and the subsequent consequences. This documentation is called an Office Discipline Referral (ODR).

The consequence can be a verbal warning, student writing a reflection sheet, and/or and ODR which would include parental contact. These are examples of a continuum of possible consequences.

Subsequent occurrences may result in parental involvement, with consequences ranging from loss of recess, to in-school suspension, to out-of-school suspension for severe behaviors. Obviously, once a student has been sent to the office several times, we are dealing with a problem that necessitates parental involvement and support.

Our school is committed to making the environment a safe place for all students, and we refuse to tolerate harassment or bullying in any form. Students who believe they are the victim of harassment should immediately report their concern to the principal, guidance counselor, or teacher. Formal complaints will be taken seriously and will be subject to thorough review and investigation.

If there is any part with which you have a question or concern, please call me immediately so we can discuss it.

We appreciate your cooperation and support. We hope that our emphasis on the three expectations and what it means to be a Knight will find their way into the community as well.

### **Bully Prevention and Procedure**

The New Glarus School District is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will have a zero tolerance of bullying in any form in our school. Our district defines bullying as follows:

**Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.**

#### ***Bullying behavior can be:***

- 1. Physical (ex: assault, hitting or punching, kicking, theft, threatening behavior)*
- 2. Verbal (ex: threatening or intimidating language, name-calling, racist remarks)*
- 3. Indirect (ex: spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures via mobile phone or the internet – also known as cyber bullying)*

#### **Prohibition:**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to every activity under school supervision.

#### **Staff will do the following to prevent bullying and to help students feel safe in our school:**

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). This includes the playground at the elementary school*
- Watch for signs of harassment/bullying and stop it when it occurs*
- Respond quickly and sensitively to bullying reports*
- Take parents' concerns about bullying seriously*

- *Look into all reported bullying incidents*
- *Assign consequences for bullying based on the district's discipline code*
- *Provide immediate consequences for retaliation against students who report bullying*
- *Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so*

**Students will do the following to prevent bullying:**

- *Treat each other respectfully at all times*
- *Refuse to bully others*
- *Refuse to let others be bullied*
- *Refuse to watch, laugh, or join in when someone is being bullied*
- *Report bullying to a staff member or the office and complete an incident report*
- *Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated*

**Possible Consequences of Bullying:**

- *Loss of break time*
- *Lunch time in the office*
- *Time spent in the office*
- *Student writes a behavior plan*
- *Student writes a letter to parents*
- *After-school detention*
- *In-school suspension*
- *Out-of-school suspension*
- *Police referral*
- *Recommendation for expulsion*

***Any student who retaliates as a result of the report will result in an automatic in-school or out-of-school suspension.***

***All assigned consequences will be kept confidential. Only the student involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcomes.***

**Student Grooming/Dress Code**

Common sense is the best standard for daily dress and proper grooming. We believe that proper grooming and cleanliness add to the well-being and self-respect of students.

We encourage parents to take an interest in this and believe that cooperation between home and school will help students develop good personal hygiene habits.

Accountability for personal appearance of students in the New Glarus School District rests with the students and their parents/guardians.

Dress or grooming that could cause a health problem, a physical danger, a disruption or distraction to others or that sends a negative message will not be allowed.

The following guidelines concerning grooming and dress should be followed:

- Any apparel that promotes alcohol, drugs, or tobacco or displays profanity and/or sexually explicit material is forbidden. Any attire that implies a negative message regarding race, religion, or ethnicity, or otherwise depicting socially unacceptable subjects will not be allowed at school. Clothing with “double meaning” expressions about any of the previously mentioned items is not acceptable.
- All shirts (tops) must hang down to at least the waistband and have a full front and back. Students shall have no skin or undergarments exposed from mid-thigh\* to the armpit line\*. See through shirts or blouses, bare midriffs, strapless and/or backless outfits are prohibited. Straps and ties are acceptable if attached at both shoulders.
  - Mid-thigh: the point where fingertips touch the thigh when arms are relaxed and at the sides.
  - Armpit line: the line that connects the upper armpits across the chest and around the back.
- All pants must be secured at the waistband. Pants should not hang down to a point where the student’s skin or undergarments are exposed.
- Appropriate footwear must be worn at all times. Specific requirements may be applied to certain classes due to safety concerns.
- Backpacks and purses are to remain in the student’s locker during regular school hours.



The final decision regarding appropriate dress will rest with the administration. This may include concerns regarding dress not mentioned in this policy that may affect the safety, health, or well-being of the students of the school. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration.

**Students not complying will be asked to change the non-compliant clothing.**

# **COMMUNICATION**

## **Who to Call**

Parents are encouraged to contact (i.e. email, phone, etc.) their child's teacher(s) with any questions or concerns that pertain to such items as homework assignments, special events, grades, tests, etc. Often it is possible to reach the staff members when calling, but if he or she is not available, a message will be taken or you can leave a message on the staff member's voicemail.

**When parents need to get an important message to their child during the school day, the message should be left with the school secretary at (608) 527-2410. In order to minimize class interruptions, messages should be limited to important ones such as family illness or a parent being absent from home after school. Parents should prearrange with their children that forgotten lunches or books will be left at the front office for the students to pick up during the day. In an effort to avoid interrupting classroom learning, calls will not be made to individual classes during the school day.**

## **Visiting the School**

**During the pandemic crisis, no visitors will be allowed into the building. When we are not in a health crisis,** parent volunteers and other visitors are welcome at any time, so long as the visit does not interrupt instruction. Parents and visitors must check in at the main office before going to a classroom. Unauthorized visitors are not allowed into the school building.



# **FOOD SERVICE**

## **Breakfast**

The Breakfast Program operates out of the Elementary kitchen, but all students are welcome to participate. School lunches are served at both schools. These programs provide all participants with a nutritious, well-balanced meal, which follow the dietary guidelines. Breakfast is served from 7:45 a.m. – 8:00 daily. Breakfast is available to all students for \$1.70 and \$2.15 for adults.

## **Lunch**

A nutritious, well-balanced lunchtime meal is prepared with strict adherence to State and Federal guidelines. Parents and grandparents are encouraged to eat lunch with their children at any time.

Qualified individuals may participate in the free and reduced breakfast and lunch programs. Application forms can be obtained at the front office or on the district website under the food service tab.

### **Lunch Prices**

Kindergarten-5 <sup>th</sup> Grade	\$2.75
Adult/Staff	\$4.15
Elderly	\$3.65

Families are required to pay in advance for the lunch program and should maintain a positive balance in the account. The School Board policy states that each family will be given a line of credit not to exceed \$10.00. After reaching this limit students will not be allowed to take part in the lunch/breakfast program until payment has been made and a positive balance has been established.

**If a student is allergic to a particular food, a note to that effect from the parent/doctor should be sent to school and placed on file.**

## **Milk**

NO need for separate checks for milk break. Milk will be deducted from the family account @ \$.50 per ½ pint.

Daily Milk purchased separately at lunch time – either as an additional milk or for students bringing a cold lunch from home (K-12 & adult) \$.50 per ½ pint.

**A microwave will be available for 4th/5th graders to use during lunch.**

# **NURSING SERVICES**

## **Health Screening**

Mrs. Zimmerman, RN, provides nursing services to the students of our district. Mrs. Zimmerman will be in the district 5 days each week. The following screenings will be conducted:

- Immunization Review – Grades K and all transfer students (State Law). Immunizations records must be shared with the school nurse as required by law.
- Vision Screening – Parent and/or teacher referrals.
- Hearing Screening – Parent and/or teacher referrals.
- Head Lice Checks – As deemed necessary by occurrence (exempt from objection – to control, all students may be examined). If children are found to have viable nits or live lice, they will be need to leave school, be treated for the lice, and can return to school with proof of treatment. Children will be rechecked for lice and nits and are allowed back to school when they have no viable nits and lice.

The screenings are conducted for your child's benefit. Medical referrals are made as necessary if problems or concerns are detected. Feel free to contact Mrs. Zimmerman at 527-2810 (ext. 1010) if there are any questions or concerns. If there are objections to your child's participation, please notify the school nurse in writing.

In addition to the above screenings, the district has a number of forms which may be downloaded from the school website ([www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us)) or picked up in the office. Included are:

- Kindergarten Physical Exam
- Kindergarten Dental Health Form
- Kindergarten Eye Health Examination Report
- Physician/Parent Medication Administration Consent Form
- Authorization for Self Administration of Inhaled Medications
- Varicella Report
- Student Health Concern Form

## **Medications**

**All medications, whether over the counter or prescription, must be brought to the office in the original container with a signed medication form. Forms for medications are available in the office or visit the school website on [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us). Medications will be dispensed by office staff and recorded in our log. Students with inhalers, Epi-pens and other emergency medications**

**may keep these items with them and/or their teacher provided the office is properly notified.**

### **Sick Children – Is my child too sick to go to school?**

We may find ourselves asking this often. Sometimes this is a clear-cut decision while other times it is not. Please do not send your child to school when he or she is not feeling well. **If you feel your child is not well enough to go out for recess, it may be wise to keep them home.**

Here are some guidelines, which may make this decision a little easier:

- **Fever**, child should be fever-free for 24 hours prior to returning to school, without fever reducing medicine
- **Vomiting or diarrhea**, child should be symptom free (without medication) for 24 hours before returning to school
- **Unusual fatigue, paleness, and/or loss of appetite**
- **Sore throat**, especially if combined with a fever or swollen glands
- **Strep throat** suspected or diagnosed strep throat. Your child has to remain home until he/she has been on antibiotics for 24 hours before returning to school.
- **Pink Eye (Conjunctivitis)** If the eye is red, irritated, and/or draining, keep the child home and call your doctor. If the doctor has given the OK to return to school, please contact the school nurse at 527-2410 ext. 1029. Pink eye can be highly contagious and most cases are caused by a virus, which will not respond to an antibiotic. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case. The eye needs to be clear and/or medication administered for 24 hours before returning to school.
- **Rashes** can be highly contagious. Please contact your doctor
- **Chicken pox**
- **Live head lice or viable nits**

If your child suffers from any of the listed symptoms, he/she should be kept home from school. When deciding if your child can go to school, use your best judgment and keep this in mind: if the child is uncomfortable he/she won't be able to concentrate or learn. If he/she stays home and improves, they can always come to school later in the day. If you're still unsure, please contact your child's pediatrician or any 24-hour nurse on call hotline.

**If a child has missed three or more consecutive days for an illness, a doctor's note regarding the illness should be given to the school nurse when the child returns to school. This documentation is important for tracking illnesses and absences from school.**

# SCHOOL CLOSINGS

## Inclement Weather

In the winter, if the wind-chill factor is 0 or colder, recess will be indoors. Lightening and rain will also move recess indoors.

## Severe Storms, School Closing, Delayed Start, and Early Dismissal

Whenever school is to be closed due to bad weather it will be announced on local radio and television stations beginning as early as 6:30 AM. It is important that your child know where he/she should go due to an early closing. Arrangements with a neighbor or relative might be helpful. The school will NOT personally contact parents to inform them of the change.

Early closing will be posted on the school website and on local radio and television stations. We will also utilize the SchoolMessenger system with an automated message to the designated phone number listed in Family Access.

**\*\*Please note - When an Early Closing time is announced, expect that we will begin dismissing from classrooms approximately 15 minutes prior to the posted early release time. For example, if the early closing time is announced for a 12:30 dismissal, classrooms will begin dismissing students to buses and the pick up line at 12:15 with K/1 going first , followed by 2nd/3rd at 12:20, and 4th/5th at 12:25. This is the same staggered dismissal plan used everyday in order to dismiss all of our elementary students to buses and to pick up in a safe and orderly fashion.**

# TEACHING AND LEARNING

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Glarus School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Glarus School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Glarus School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs and videos; and
- Sports programs, showing weight, height, and year in school of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want the New Glarus School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 12, 2018. The New Glarus School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Grade level

Parents also have the right to inspect certain surveys and to opt their children out of those surveys that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside of the school district). If a survey asks students for information in any of the following eight categories, parents have the right to inspect the survey:

- Political affiliations or beliefs of students or their family.
- Mental and psychological problems of students or their family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or their parents.
- Income (other than that required by law to determine eligibility for program participation or financial assistance)

### **Communicating Progress with Parents**

Student progress is reported to parents in a variety of ways throughout the year. The aim is to communicate effectively how each student is developing, both individually and according to district expectations, as the student advances through the elementary grades. The report card is just one component of the reporting process. The combined process will help parents and students understand the skills and topics introduced by subject matter, together with the expected level of performance for each grade level.

The elements of the report process include:

- Report card
- Conferences
- Telephone conversations
- Curriculum informational meetings
- Curriculum maps posted on the website
- Written and verbal communications with the teacher
- Samples of student work
- Friday Folders
- State and District assessments
- District website
- Parent Advocacy Team

Formal opportunities for parent/teacher communication throughout a non-pandemic year include:

- October – 4K-5th Parent/Teacher Conferences
- December –Grade Report Cards
- January - Reading Teacher Conferences
- March – Grade Report Cards
- March – 4K Parent/Teacher Conferences, Math Teacher Conferences
- June – Grade Report Cards

State and district testing includes:

- Forward Exam (3<sup>rd</sup>-5<sup>th</sup> grade)
- Phonological Awareness Literacy Screening (PALS) - 4K
- I-Ready Math and Reading Assessment - K-5
- Curriculum Based Assessments - all grades

### Parent Teacher Conferences

New Glarus Elementary School provides opportunities for formal parent-teacher conferences. The first will take place in October. This conference is a 15 minute meeting between parents and teachers.

Conferences with reading and math teachers are also available later in the school year.

4K parents and teachers meet for 15 minutes for both fall and spring conferences. 4K, kindergarten and first grade families also have a Ready, Set, Go conference with their child's teacher prior to the start of the school year.

**\*Parent teacher conferences during the pandemic crisis will be determined by what is considered safe for teachers and families.**

### Report Cards

The purpose of Report Cards is to share the process of student progress with parents. The Report Card is an important means of communication to parents and students about what a teacher has observed and recorded related to specific grade level expectations. The 4K-5<sup>th</sup> grade uses a standards based report card. 4K-12<sup>th</sup> grade report cards are generated through the Skyward Student Records system.

The 4K-5<sup>th</sup> grade report cards are issued at the end of each trimester. The standards based system provides parents with specific information about their child's learning. The emphasis is based on an analysis of student work in relation to what a student should know and be able to do at a given point in the school year. As students work toward achieving grade level expectations in all curricular areas, teachers carefully consider a student's performance in all academic areas including art, music, and physical education by examining their performance on a collection of work over time

and on classroom-based assessments. Students are rated based on achievement of essential curriculum skills which are aligned with the Common Core State Standards. Our report card committee has also written grade level rubrics which outline the specific characteristics/expectations of performance.

**Description of Grading Criteria:**

Proficient – Meets grade level expectations for this marking period.

- Demonstrations solid and consistent understanding of skills.
- Applies knowledge and skills that lead to quality work that meets grade level expectations.
- Requires minimal support to complete work.

Emerging – Approaching grade level expectations for this marking period.

- Demonstrates partial and/or inconsistent understanding of skills
- Requires additional reinforcement and practice of skills to produce work that is near grade level expectations
- Requires regular support to complete work.

Beginning – Below grade level expectations for this marking period.

- Demonstrates minimal understanding of skills
- Requires additional instruction and practice of skills; work produced is below grade expectations.
- Requires additional time and significant support to complete work.

**Knight Behavior:**

All of the items evaluated in this category are directly observed by the teacher and represent a child's behavior in relation to the school-wide expectations of being respectful, responsible, and safe. The expectations are observed in all areas of the school such as classroom, playground, cafeteria, hallways, etc.

**Comments:**

Written comments on the report card provide an anecdotal supplement of the grades reflected by the student's performance. The comments on the report card may reflect:

- A general statement of academic progress, as well as personal and social development
- Specific strengths
- Areas for growth
- Identification of goals for future learning
- Specific information regarding Knight Behavior

Teacher comments are written in an effort to create a comprehensive picture and foster understanding of the progress and learning needs of each student. Parent/teacher

conferences also provide an additional opportunity for parents to talk about their child's strengths and areas of growth.

### Curriculum and Staff

The academic course of study includes reading, writing, spelling, mathematics, science, and social studies - often referred to as the core instruction. Additional courses include art, music, and physical education with certified staff to teach these areas – often referred to as the encore classes.

We have two full time and one part time special education teachers, as well as two speech and language therapists, an occupational and physical therapists, a consultant instructor for the hearing impaired, a school psychologist, and a guidance counselor. A library/media specialist is also on our staff to assist students in checking out fiction and non-fiction reading materials as well as teaching basic technology skills.

### Tier Two Time

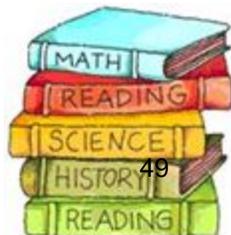
The Tier Two Time is a daily session designed to assist students with the skills they are developing, as well as reinforcing the curriculum as they continue to grow as life-long learners. It is time set aside in the daily schedule. The time is provided for students who need additional intervention to practice and repeat skills for mastery, and allow students who have mastered particular skill areas to enrich their experience.

### Homework

We do not assign homework at the elementary level. Students are asked to read with their families nightly - could be their reading book from class, a library book, or a book from the classroom. Sometimes nightly reading may be students reading to parents, and other times it may be parents reading to children. Reading should be a lifelong hobby and source of entertainment and enjoyment. Not homework!

Practicing math skills with real life applications like cooking, measuring, constructing, crafting, or number games are also more important for developing lifelong learning of math processes and applications than assigning math worksheets as homework.

During the school year, children have a full time job - being a student. It is especially important for our young learners to have time to play and enjoy being with their families. Parents also have jobs and work to provide for their children. Families should be able to enjoy their time together without the pressure and stress of homework for young learners.



# **TECHNOLOGY**

## **Acceptable Internet Use Policy for Students**

The Internet is a global telecommunications network that is a wealth of data, resources, materials, information, projects, and people. It is an excellent educational tool and will be used on a research basis within the New Glarus School District. The following six guide points (Educational Purpose, Student Internet Access, Unacceptable Uses, Your Rights, Limitation of Liability, and Personal Responsibility) are to help students make good choices while they are using the district network.

### **A. Educational Purpose**

- NGSD has been established for a limited educational purpose only. The term "educational purpose" includes classroom activities and career development.
- NGSD has not been established as a public access service or a public forum. The New Glarus School District has the right to place restrictions on the material you access or post through NGSD. You shall follow the rules set forth in the district handbooks.
- You may not use NGSD for commercial purposes. This means you may not offer, provide, or purchase products or services through NGSD.
- You may not use NGSD for political lobbying. But you may use NGSD to communicate with elected representatives and to express your opinion on political issues.

### **B. Student Internet Access**

- All students will have access to Internet World Wide Web information resources at school.
- All students will be provided with individual e-mail accounts. At the 4K-5th grade level, students do not necessarily know their email address or use it for school related purposes
- The student and parent must sign this agreement to be granted an e-mail account on NGSD.

### **C. Unacceptable Uses**

The following uses of NGSD are considered unacceptable:

#### **1. Personal Safety**

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

## **2. Illegal Activities**

- You will not attempt to gain unauthorized access to NGSD or to any other computer system through NGSD or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use NGSD to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

## **3. System Security**

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

## **4. Inappropriate Language**

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

## **5. Respect for Privacy**

- Users will not repost a message that was sent to them privately without permission of this person who sent them the message.
- Users will not post private information about another person.

## **6. Respecting Resource Limits**

- Users will use the system only for educational and professional or career development activities.
- Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota.
- Users will subscribe only to high quality discussion group mail lists that are relevant to their education or career development.

## **7. Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original yours.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use at work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

## **8. Inappropriate Access to Material**

- Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is conduct research and both your teacher and parent have approved.
- If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
- Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The District fully expects that you will follow your parent's instructions in this matter.

## **D. Your Rights**

### **1. Free Speech**

- Your right to free speech, as set forth in the Discipline Code, applies also to your communication on the Internet. The NGSD is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

## **2. Search and Seizure**

- You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of NGSD may lead to discovery that you have violated this Policy, the Discipline Policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your email files.

## **3. Due Process**

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through NGSD.
- In the event there is a claim that you have violated this Policy or Discipline Policy in your use of NGSD, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the principal or his/her designee or you will be provided with notice and opportunity to be heard in the manner set forth in the Discipline Policy.
- If the violation also involves a violation of other provisions of the Discipline Policy, it will be handled in a manner described in the Discipline Policy. Additional restrictions may be placed on your use of your Internet account.

## **E. Limitation of Liability**

The New Glarus School District makes no guarantee that the functions or the services provided by or through NGSD will be error free or without defect. The New Glarus School District will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of services. The New Glarus School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The New Glarus School District will not be responsible for financial obligations arising through the unauthorized use of the system.

## **F. Personal Responsibility**

When using the NGSD, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you

leave little "electronic footprint," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

**I have read the above guidelines for network use, and further understand that my use of the Internet and network is intended to further my education as a student in the District. Should I fail to adhere to these guidelines, my privileges of accessing the Internet at school will be revoked.**

### **Children's Internet Protection Act (CIPA)**

The Internet is an extraordinary resource for students. Some information, however, is not suitable for students. In an effort to protect students who access the Internet through the school, Congress enacted the Children's Internet Protection Act (CIPA). CIPA requires that schools leave both technology protection resources and an Internet safety policy in place.

The school district has installed Internet Filtering devices. The school district has also established a policy, which outlines the guidelines for Internet use.

### **Cell Phones, Listening Devices, Games, and Other Electronics**

Students may bring cell phones and listening devices to school if it is absolutely necessary. However, they may NOT be used during school hours. This includes lunch and recess times.

Students who bring cell phones or other electronic devices to school need to keep them in their backpacks in their lockers during the school day, NOT in their pockets. Parents and students need to be aware that the lockers at the elementary building do NOT lock. Therefore, the electronic devices may be brought to school at the student's own risk. If it is important that a student has the ability to use a cell phone before or after school and there is a concern about the device being kept safe, the device may be checked in at the office in the morning and checked out of the office at the end of the day.

If a teacher observes a student using or possessing any of these electronic devices during school hours:

1. the item must be given to the teacher without question or argument

2. the item will be turned over to the principal's office
3. the item may be picked up after school hours

Should this become a recurring problem, parents will be asked to retrieve the offending items from the office.

### Use Of Telephone

Students may use the classroom telephone to call home by obtaining permission from his/her teacher. The office telephones are used for business purposes.



### Video and Audio Recording

The New Glarus School District uses video surveillance/electronic monitoring systems in the schools. This may include either video or audio footage, or both. Whenever individuals are on school property, their actions/behavior are subject to being monitored/recorded.

# **TRANSPORTATION**

## **Arrival and Pickup**

Breakfast will be served starting at 7:45 AM. At that time, students will be supervised in the gym. Morning announcements and the Pledge of Allegiance will take place in the gym with all staff and students present. Students will be able to report to their classrooms after the morning announcements.

**For the safety and security of our staff and students, all outside entrances will remain locked except for the front doors. ALL students should enter through the front doors by the office every morning.**

**School begins at 8:00 AM; students arriving after 8:05 will be counted tardy.**

**If students are not riding the bus or walking home after school, they must be picked up by 3:40 PM.** Again, there is no supervision for students after that time. Students not picked up by 3:40 will be taken to Small World for childcare in the elementary cafeteria. Parents will need to pick up children from Small World and pay the childcare fee.

### **AM Drop off arrangements: (Kiss and Fly)**

- Enter from the south parking lot area
- Drop off along the west sidewalk. Please move as far forward as possible to allow more vehicles to drop off behind you, make a U-turn, and exit on the south end of the lot.
- No unattended vehicles. If you want to leave your vehicle, please park in the south lot or across the street at Veterans' park.
- Drivers should NOT put their vehicle in park and get out. The Kiss and Fly line is intended to keeping traffic moving safely and efficiently past the school.

### **PM Pick up arrangements:**

- Families with last names beginning with A-L will pick up students in the north lot by the flagpole. Please move as far forward as possible to allow more vehicles to pick up behind you, make a U-turn, and exit on the south end of the lot. (Same routine as AM Kiss and Fly)
- Families with last names beginning with M-Z will enter from the south parking lot area, pick-up along the west sidewalk. Please move as far forward as possible to allow more vehicles to pick up behind you, make a U-turn, and exit on the south end of the lot. (Same routine as AM Kiss and Fly)

- No unattended vehicles. If you want to leave your vehicle, please park in the south lot or across the street at Veterans' park.

**The parking lot in front of the office entrance is reserved for morning busses, staff, and handicap parking. Please DO NOT park in this lot for drop off or pick up.**

### Riding The School Bus

Students are under the authority of the driver while being transported. Refusal to obey rules or orders of the driver will make a child liable to be reported to school officials and perhaps to be denied transportation privileges.

Students may ride a bus to another person's home only if there is room on the bus and if there is a note from the parents. Arrangements must be made prior to the day of the change and the note from the family is required. Your cooperation is appreciated.



**If parents need to make a change in a child's after school plan, please call the elementary office by 2:00PM. After 2:00, it is difficult to guarantee the message will get to the child before dismissal time.**

## **OTHER INFORMATION**

### **Administrative Statement**

The administration reserves the right to issue consequences for acts of discipline not specifically stated herein. The administration also reserves the right to amend any provisions in this handbook. Any revisions will follow district guidelines and policies.

### **Personal Belongings**

Each child should have his or her belongings marked before coming to school. Marking student's sweatshirts, coats, snow pants, etc. with a first and last initial will help lost items find their rightful owners. Tennis shoes are required for physical education classes.

All items brought to school are the sole responsibility of the owner. *Toys from home are not allowed at school except for items brought for show and tell or sharing time in the classroom.* In the event an item is lost, your child should check the lost and found.

### **District Non-Discrimination Policy**

It is the policy of New Glarus School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex) Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of New Glarus.

Any questions concerning this policy should be directed to:

District Administrator  
School District of New Glarus  
1701 2<sup>nd</sup> St.  
P.O. Box 7  
New Glarus, WI 53574



# New Glarus Middle School



## Student Handbook

*"BE THE BEST KNIGHT YOU CAN BE"*

**2020-2021**

New Glarus Middle School Student Handbook  
2020-2021

**Table of Contents**

<b>Welcome</b>	<b>4</b>
Letter from the Principal	4
Vision & Mission Statement	4
Core Values & Strategic Goals	5
<b>Academic Program, Policies and Regulations</b>	<b>5</b>
Teaming, Course Offerings, Surveys,	5-6
Cores, Survey, Intervention, Enrichment, Guidance	6
Services	
Mandated Reporter & Special Education	7
Library/Media Center, 1:1 Devices, Books & Supplies	8
Physical Education & Meal Programs	9
<b>Student Responsibilities</b>	<b>9</b>
Attendance Information	9
Absence Procedures & Truancy	10-11
Tardy Information & Transportation	11
Student Behavior & Academic Integrity	12
Student ID & Lanyards, Dress/Apparel Expectations	12
Non-Discrimination, Lockers	13-14
Cell Phones & Other Electronics, Substance Use Policy	14-15
Social Gatherings, Administration	16
<b>Communication</b>	<b>16</b>
Whom to Call	16
Visiting the School, Reporting Procedures & Grades	16
No School Procedures, Severe Weather	17

New Glarus Middle School Student Handbook  
2020-2021

<b>Appendix 1 – Children’s Internet Protection Act (CIPA)</b>	<b>18</b>
<b>Appendix 2 – Family Educational Rights &amp; Privacy Act (FERPA)</b>	<b>19-20</b>
<b>Appendix 3 – Bullying &amp; Harassment Prevention &amp; Procedures</b>	<b>21-22</b>
<b>Appendix 4 – Academic Honesty Policy</b>	<b>23-25</b>

New Glarus Middle School Student Handbook  
2020-2021

**From the Principal's Desk**

We welcome you to the New Glarus Middle School! The middle school years are a time of extensive growth and transition: intellectually, physically, emotionally, and socially. New Glarus Middle School strives to provide our sixth through eighth-grade students a safe environment for a positive learning experience with consistent expectations that started in the elementary and follow our students into middle school and throughout high school. Adjustment to changes is all a part of transition; and having a smooth transition is a goal at NGMS. We look forward to working together with you for the benefit for all of our students.

Sincerely,

Mark Stateler  
Principal

---

**Vision**

To be a leader in K-12 education and prepare all students for future success.

**Mission**

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

**Core Values**

- We will recruit and retain high-quality staff.
- We will provide a safe learning environment.
- We will create a culture that is respectful and values diversity.
- We will develop students of good character who are strong and engaged citizens.
- We will develop practical, life skills of students, which includes the ability to be flexible and adapt to change.
- We will develop students who have strong academic skills, can think critically and creatively, and can communicate effectively.
- We will provide instruction that is rigorous, engaging, and effectively uses data.

## New Glarus Middle School Student Handbook 2020-2021

- We will partner with families and the community in the education of our students.
- We will provide leadership that is collaborative, responsible for student learning, and fiscally responsible.
- We will take responsibility to prevent student failure and ensure student growth.

### Strategic Goals

1. Increase the percent of students college, career, and life-ready by developing the whole learner.
2. Recruit and retain high-quality staff and assist all staff as they continually improve and grow.
3. Provide high-quality facilities that foster academic and emotional growth.
4. Ensure equity so all students have equal access to high-quality educational experiences.

### **Academic Program, Policies, and Regulations**

#### Teaming

The instructional team approach is utilized at New Glarus Middle School. In grades 6, 7, and 8; all students are assigned to an instructional team. Teaming allows a group of students and staff members to develop a group identity and personal relationships while still being a member of the larger learning community. These teams provide the students with a sense of stability and consistency as they transition from grade to grade and, eventually, to their secondary level of education.

#### Course Offerings

##### **Cores:**

English Language Arts	Health	Mathematics
Physical Education	Science	Social Studies

# New Glarus Middle School Student Handbook 2020-2021

## **Surveys:**

Agriculture	Art	Band	Business
Choir	Family and Consumer Sciences		
Introduction to Computer Science	German		Music
Spanish	Technical Education		Technology

## **Cores**

When students are in their 'Core' rotation, they are taking the required classes (i.e. English Language Arts, Mathematics, Science, and Social Studies). These are progressive courses that students will be a part of throughout their elementary, middle school, and high school educational careers and possibly beyond.

## **Survey**

Students will have the opportunity to take classes that allow students to discover their talents, unique abilities, and values. These programs also expose students to areas not necessarily covered by the 'Cores'. There is a student elective process that allows students to select classes.

## **Intervention**

When students demonstrate difficulty with a skill or lesson, further instruction is used as an intervention. This may come in the form of further practice with a skill, further instruction, or a combination of both and more. Students that receive Intervention time do so daily.

## **Enrichment**

There are multiple times in a day for students to continue to develop skills, as well as reinforcing the current curriculum they are learning. In addition to math and reading, students have the opportunity to choose enrichment options. These options include 'Enrichment Surveys', Band, Choir, Foreign Language, etc.

## **Guidance Services**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

### **Mandated Reporter**

Due to the regular interaction with students, educators are required to report whenever financial, physical, sexual or other types of abuse has been observed or is suspected.

Under The Keeping Children and Families Safe Act (P.L. 108-36), child maltreatment is defined as:

- Any recent act or failure to act on the part of a parent or caretaker that results in death, serious physical or emotional harm, sexual abuse, or exploitation;
- An act or failure to act that presents an imminent risk of serious harm.

A "child" under this definition generally means a person who is under the age of 18 or who is not an emancipated minor.

### **Special Education**

Students in need specialized instruction in order to succeed in their learning program may be referred for a team evaluation under the provisions of Public Law 108-446 – 108<sup>th</sup> Congress (IDEA of 2004).

Referrals generally come from a classroom teacher or a parent. A referral must be made to the Director of Special Education. The team evaluation is assigned to be case managed by a member of the special education team in reference to the needs documented on referral. This may include the school psychologist, learning specialists, behavioral specialist, speech and language clinicians, school nurse, and teachers. If you would like more information, please call the Director of Special Education at [608-527-5515](tel:608-527-5515).

Students with identified special needs will be provided with scientifically research-based specialized instruction in their specific areas of need. This individualized specialized instruction will be provided in the "least restrictive environment"(LRE). The specialized instruction needed and the LRE is determined by the Individual Education Program Team. The range of options may include support personnel within the regular education classroom setting, resource room instruction to support regular classroom curriculum, or specialized instruction taking place within the resource room environment with replacement curriculum individualized.

As a community of learners, one of our goals for all our children is to acquire an appreciation for diversity, recognizing all our strengths and weaknesses so that we may work together efficiently and cooperatively.

Any questions regarding special education services should be addressed to the Director of Special Education.

# New Glarus Middle School Student Handbook 2020-2021

## Library/Media Center

There is a diverse collection of print and non-print resources providing curriculum support for teachers and students at the Library/Media Center. In addition to periodicals, the print collection includes fiction, non-fiction, biography, and reference books. ~~The library has computers with Internet access which are used only for school related research and word processing. Students are systematically taught research skills by the librarian in conjunction with encore classes, classroom assignments, or projects.~~ Books are loaned out to students. Lost or damaged material will be at the borrower's expense.

## 1:1 Devices

The New Glarus School District assigns each of its students in kindergarten-12th grade an electronic device. In New Glarus Middle School, students are responsible for a Chromebook. Students and parents complete a User Agreement prior to the distribution of the Chrome Books. It is important to note that students are responsible for both the physical well-being and the use of the devices whether the location is on-campus or off-campus. For further information on 'use', please see Appendix 1 (CIPA) for the policy on Internet use.

## Video and Audio Recording

~~The New Glarus School District uses video surveillance/electronic monitoring systems in the schools. This may include either video or audio footage, or both. Whenever individuals are on school property, their actions/behavior are subject to being monitored/recorded.~~

## Books and Supplies

Students will have textbooks 'checked-out' to them on the first day of school in their classrooms. Additionally, other classroom materials (i.e. paper, writing utensils, etc.) will be supplied by the middle school. Students can choose to bring their own supplies to school as well.

## Physical Education

The required dress for all physical education classes is tennis shoes. These should be kept at school to avoid not having the appropriate shoes on PE days, but may also be the shoes that students wear to school. Students will not be

## New Glarus Middle School Student Handbook 2020-2021

allowed to participate without tennis shoes. Athletic clothing is strongly recommended. Long sleeves may be needed when outside during cool weather.

### Meal Programs

These programs provide all participants with a nutritious, well-balanced meal, which follows the dietary guidelines.

#### *Breakfast*

Served: 7:45 – 8:00 am daily.

#### *Lunch*

A nutritious, well-balanced noon meal is prepared with strict adherence to State and Federal guidelines. ~~Parents and grandparents are encouraged to eat lunch with their children at anytime.~~

Qualified individuals may participate in the free and reduced breakfast and lunch programs. Application forms can be obtained at the front office.

Families are required to pay in advance for the lunch program and should maintain a positive balance in the account. The School Board policy states that each family will be given a line of credit not to exceed \$10.00.

*Note: If a student is allergic to a particular food, a note to that effect from the parent/doctor should be sent to school and placed on file.*

### **Student Responsibilities**

New Glarus Middle School utilizes a system that rewards positive behaviors (PBIS). Within this system is minimal use of punitive measures (assigned punishments). The intent is to place a focus and positively reinforce the universal expected behaviors. When there is a need for a consequence, the primary goal is to make it a ‘natural consequence’ that is tied into the behavior and allows for a teachable moment. There is a PBIS matrix (see appendices) that is utilized to prompt reinforcements and provide teachable moments for the students.

### Attendance Information

Good school attendance is one of the first essentials to success in school and one of the components of the NGMS PBIS expectation of ‘Be Responsible’. All

New Glarus Middle School Student Handbook  
2020-2021

students, parents, and staff are required to observe the compulsory school attendance law (s. 118.15). The State Statutes, Green County Ordinances, and Village of New Glarus Ordinances require that you adhere to attendance and truancy laws.

*According to state law 118.15(1)(a), it is the responsibility of the parent or guardian to make sure that his/her child attends school daily during the full time that school is session. Wisconsin Statutes 118.15(1)(a) reads as follows: Except as provided under paragraphs (b) to (d) and Sub. (4), unless the child is excused under Sub. (3) or has graduated from high school. Any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the year in which the child becomes 18 years of age.*

All children who are physically and mentally able are required by law to be in school from age 6-18. Students may only be legally excused because of illness. State law now requires that we list unexcused absences. Parents may excuse their children by calling the school office attendance line 527-2410, by the day's end of the absence.

When children become ill at school, parents are contacted and asked to pick up the child. Persons listed on the Emergency Information in Skyward will be notified if parents cannot be reached. A small health area is available for temporary use.

### ***Absence Procedures***

Parents/guardians should call the school on the morning of an absence for the following reasons:

**Excused Absences**

- ***Illness***
- ***Family Illness (family responsibilities prohibit attendance)***
- ***Quarantine imposed by an official***
- ***Death in immediate family***
- ***Funeral for close relatives***

***Note: The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days. If parents cannot provide an excuse when required, the absence will be considered unexcused.***

New Glarus Middle School Student Handbook  
2020-2021

**Truancy**

“Truancy” means any absence of part or all of a school day during which the school was not notified of the legal cause of such absence by the parent or guardian of the absent student. Truancy will be referred to law enforcement for issuance of a ticket. Habitual truancy (unexcused absences) will be referred to the County District Attorney’s office, or local law enforcement. "Habitual truancy" is defined as being unexcused absence for part or all of five school days within a semester. Additionally, students missing more than ten days of school during a school year may be considered truant regardless of the absence being considered excused.

The Principal shall make the determinations of truant students under District excused/unexcused policy and procedures. Parent/guardian notification of student truancy and review of Wisconsin requirements shall take place by phone or written contacts by the end of the second day after an unexcused absence.

**Transportation**

In accordance to The Wisconsin Department of Public Instruction guidelines, The New Glarus School District provides transportation for students. Should parents/guardians choose to opt-out of this service, they become responsible for their students arriving and departing school grounds at the posted times. Students are expected to follow the PBIS Matrix as included in this handbook while on the bus. This includes:

- *Respect toward the driver*
- *Find seat quickly*
- *Not blocking aisles*
- ~~*2 students per seat*~~
- *Stay seated during travel*
- *Hands and articles in bus*

Students are not required to participate in the district’s transportation options. Alternative options not provided by the district include:

- *walking*
- *biking*
- *parent drop-off*

*Note: There will be a drop-off/pick-up plan available at registration or in the office. There will also be crossing guards before and after school to assist in maintaining a safe environment for our students. Bike racks will be available for students to park their bikes (although bike racks are quite visible, vandalism does occur and the school cannot be held responsible).*

# New Glarus Middle School Student Handbook 2020-2021

## **Student Behavior**

All students are expected to conduct themselves in a manner that reflects an understanding of their responsibilities as members of the New Glarus Middle School community and the rights of other students, faculty members, and visitors to our school. Violations of school or classroom rules create an unsafe environment and have a negative impact on a student's ability to profit from educational experiences. Because every possible act of misbehavior cannot be anticipated, there cannot be a rule to cover every possible situation. Students are expected to use their common sense and act appropriately at all times, in accordance with the standards described within this handbook.

New Glarus Middle School utilizes three core expectations – 'Be Respectful', 'Be Responsible', and 'Be Safe'. These expectations are explained in more detail in multiple settings with the NGMS Behavior Matrix which is posted throughout the middle school and in the Appendix section of this handbook.

In the event where a student's behavior warrants 'office intervention' or assistance beyond the classroom, the student receives an Office Discipline Referral (ODR). An ODR is an infraction that is documented and monitored by the Principal's Office.

## **Academic Integrity**

The policy for Academic Honesty can be found in Appendix 4 of this handbook. In most cases, the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence but should strive to follow the procedure as outlined.

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

## **Student ID & Lanyards**

Part of being the "Best Knight You Can Be" includes the responsibility to have student identification. Students will utilize their ID cards for lunch, printer/copier, library use, a hall pass, etc.

## **Dress/Apparel Expectations**

Accountability for the personal appearance of students in the New Glarus School District rests with the students and their parents/guardians.

## New Glarus Middle School Student Handbook 2020-2021

Dress or grooming that could cause a health problem, a physical danger, disruption or distraction to others or that sends a negative message will not be allowed.

The following guidelines concerning grooming and dress should be followed:

- Any apparel that promotes alcohol, drugs, or tobacco or displays profanity and/or sexually explicit material is forbidden. Any attire that implies a negative message regarding race, religion, or ethnicity, or otherwise depicting socially unacceptable subjects will not be allowed at school. Clothing with “double meaning” expressions about any of the previously mentioned items are not acceptable.
- All shirts (tops) must hang down to at least the waistband and have a full front and back. Students shall have no skin or undergarments exposed from mid-thigh\* to the armpit line\*. See-through shirts or blouses, bare midriffs are prohibited.
- All pants must be secured at the waistband. Pants should not hang down to a point where the student’s skin or undergarments are exposed.
- Appropriate footwear must be worn at all times. Specific requirements may be applied to certain classes due to safety concerns.

The final decision regarding appropriate dress will rest with the administration. This may include concerns regarding dress not mentioned in this policy that may affect the safety, health, or well being of the students of the school. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration.

Students not complying will be asked to change the non-compliant clothing. They will not return to class until their clothes are changed (parents may bring a change of clothing to school). Habitual offenders will face disciplinary consequences.

### **Non-Discrimination**

It is the policy of New Glarus School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex) Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

## New Glarus Middle School Student Handbook 2020-2021

The district encourages informal resolution of complaints under this policy. If any person believes that the School District or any part of the school organization has failed to follow laws and regulations, or in some way discriminated against students on the basis of sex, color, handicap, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the School District Office at 1701 2nd Street, New Glarus, WI to the attention of the Superintendent. Complaints alleging a failure to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements should also be sent to the School District Office for processing according to the set complaint procedure.

### **Lockers**

Students will have access to their own personal lockers throughout the school day as a convenience. They are school property and should not be damaged or defaced. The school is not responsible for the loss or theft of items from lockers.

As students transition into NGMS, they will start as 6th-grade students getting used to their lockers, organization, etc. During their second trimester, 6th-grade students are introduced to locks and the expectation of using the lock on their locker (i.e. locking and unlocking, using combination, etc.). Student use of combination locks on their lockers continues through 8<sup>th</sup> grade. This allows for a smooth transition into high school where students have lockers with combination locks built into them.

Students and parents should be aware of the School District Search and Seizure Policy. The New Glarus Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In discharge of that responsibility, school authorities may search school property such as lockers used by students, the person or their property, including vehicles of a student, in accordance with the District Search and Seizure Policy... if there is "reasonable suspicion" that a student has violated, or is violating, either a particular law or a particular rule of the school.

### **Cell Phones and Other Electronics**

If students choose to bring cell phones or other electronic devices (i.e. mp3 players, hand-held games, etc.), they should be turned off and placed into the student's respective locker. Students may also store their device in the middle school office until dismissal. Phones out in the classroom, or causing a disruption (i.e. "going off" in class, falling out onto the floor, etc.) without teacher approval will be confiscated and given to the office. The

## New Glarus Middle School Student Handbook 2020-2021

administration may hold onto any cell phone or device being used without authorization, and parents will be asked to pick it up.

Parents are asked to not text or call students on their phones and communicate with the middle school office if needed. Parents have the ability to relay messages through the middle school office and that is the preferred method of communication. Additionally, students may request to use a phone in the middle school office if they need to contact their parents.

### Substance Use Policy

The use of drugs, alcohol, and tobacco products of any kind by students poses a serious threat not only to their own well-being but also to the well-being of the school system. Drugs and alcohol have no place in an educational environment where the goals are learning and growth, and they will not be tolerated during school hours or on school property or at any school-sponsored activity or event. Actions include, but are not limited to:

- Purchasing or attempting to purchase
- Using (prior or at school)
- Possession of drug paraphernalia
- Possession
- Selling or distributing or intending or attempting to sell or distribute

***Note: "Substance" is not only limited to alcohol and drugs. Restricted drugs such as prescription or over-the-counter drugs; steroids; and other products which may be misused (aerosols, solvents, etc.) also fall into the parameters defining "Substance".***

Students who violate this policy will be subject to disciplinary action. The school will cooperate fully with the police to deal with violations of the law on school property.

### Social Gatherings

Assemblies, dances, and other social gatherings will occur during the school year. These events, designed to be educational as well as entertaining, require those involved to adhere to behavioral expectations and safety precautions:

1. Students are expected to follow the PBIS expectations as listed in this handbook, which include:
  - a. Arrive to the destination quickly and quietly, remaining with your supervisor/group.
  - b. Give your attention to the program/event.
  - c. Follow the instructions of the staff members.

# New Glarus Middle School Student Handbook 2020-2021

## **Administration**

The administration reserves the right to issue consequences for acts of discipline not specifically stated herein. The administration also reserves the right to amend any provisions in this handbook. Any revisions will follow district guidelines and policies.

## **Communication**

### **Whom to Call**

Parents are encouraged to contact (i.e. email, phone, etc.) their child's teacher(s) with any questions or concerns that pertain to such items as homework assignments, special events, grades, tests, etc. Often it is possible to reach the staff members when calling, but if he or she is not available, a message will be taken or you can leave a message on the staff member's voicemail.

When parents need to get an important message to their child during the school day, the message should be left with the school secretary at (608) 527-2410. In order to minimize class interruptions, messages should be limited to important ones such as family illness or a parent being absent from home after school. Parents should prearrange with their children that forgotten lunches, PE clothes, instruments, or books will be left at the front office for the students to pick up during the day. In an effort to avoid interrupting classroom learning, calls will not be made to individual classes during the school day.

### **Visiting the School**

Students are not to bring student visitors to school. Unauthorized visitors are prohibited from school grounds from 8:00 am to 3:30 pm. Additionally, students will not be released to individuals that are not guardians or listed on a student's emergency list. This includes middle school-specific activities (i.e. dances, lock-ins, etc.). Community members are welcome to schedule appointments to meet with school personnel.

New Glarus Middle School provides opportunities for formal parent-teacher conferences along with the other buildings in the district. It is a chance for parents to check-in about the class or the student's progress, as well as an opportunity for parents and the student's team of teachers to work together as a team to find ways of helping a particular student. Because time is limited during the parent-teacher conferences, NGMS also practices an open-door policy for students and parents. Parents and students may request a team

New Glarus Middle School Student Handbook  
2020-2021

meeting at any point during the school year. This is a request that the school may make from time to time as well.

## New Glarus Middle School Student Handbook 2020-2021

### **Reporting Procedures & Grades**

The middle school report cards are issued online, and on paper at the parent's request, at the end of each trimester. NGMS utilizes learning targets as evidence of learning, students can earn one of two grade marks - Proficient or Emerging. A 'proficient' mark is earned if the student has provided evidence that they have met the learning target. An 'emerging' mark is earned the student is showing growth but not yet met the learning target set forth by the content.

In an effort to continue to grow in providing a comprehensive picture and foster understanding of the progress and learning needs of each student, NGMS will send communication home multiple times a month. The most common forms will be with individual progress reports and grade level and school level updates.

### **No School Procedures**

Whenever school is to be closed due to bad weather it will be announced on local radio and television stations beginning as early as 6:30 AM. It is important that your child know where he/she should go due to an early closing. Arrangements with a neighbor or relative might be helpful. The school will *not* personally contact parents to inform them of the change.

Early closing will be posted on the school website and on local radio and television stations. We will also utilize the School-Messenger system with an automated message to the designated phone number listed in Family Access.

*Note: Information is also available through the district website ([www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us)).*

### **Severe Weather**

The New Glarus School District has implemented safety procedures for severe weather situations that occur while school is in session. Evacuation routes are marked in each classroom and the staff has been trained on the process to best provide the safety for our students.

Appendix 1

**CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

The Internet is an extraordinary resource for students. Some information, however, is not suitable for students. In an effort to protect students who access the Internet through the school, Congress enacted the Children's Internet Protection Act (CIPA). CIPA requires that schools leave both technology protection resources and an Internet safety policy in place.

The school district has installed Internet Filtering devices. The school district has also established a policy, which outlines the guidelines for Internet use.

All students must have a signed Internet policy permission form on file in the office. The form is located in the middle school office.

Appendix 2

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Glarus School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Glarus School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Glarus School District to include this type of information from your child's education records in certain school publications.

***Examples include: a playbill, the annual yearbook; honor roll or other recognition lists; graduation programs and videos; and sports programs.***

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want the New Glarus School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 12, 2018. The New Glarus School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing

New Glarus Middle School Student Handbook  
2020-2021

- Grade level

Parents also have the right to inspect certain surveys and to opt their children out of those surveys that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside of the school district). If a survey asks students for information in any of the following eight categories, parents have the right to inspect the survey:

*Political affiliations or beliefs of students or their family.*

*Mental and psychological problems of students or their family.*

*Sex behavior or attitudes.*

*Illegal, anti-social, self-incriminating, or demeaning behavior.*

*Critical appraisals of individuals with whom students have close family relationships.*

*Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.*

*Religious practices, affiliations, or beliefs of students or their parents.*

*Income (other than that required by law to determine eligibility for program participation or financial assistance).*

### Appendix 3

#### **BULLYING & HARASSMENT PREVENTION AND PROCEDURES**

The New Glarus School District is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will have a zero tolerance of bullying or harassment in any form in our school. Our district defines bullying as follows:

*Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.*

Bullying behavior can be:

- Physical (contact)	- Verbal (words/body language)
- Indirect (body language, technological communications, etc.)	

#### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

#### **Staff will:**

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). This includes all of the playgrounds in the New Glarus School District
- Watch for signs of harassment/bullying and stop it when it occurs
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on the district's discipline code
- Provide immediate consequences for retaliation against students who report bullying

New Glarus Middle School Student Handbook  
2020-2021

- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so

**Students will:**

- Treat each other respectfully at all times
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to a staff member or the office and complete an incident report
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated

Possible Consequences (but not limited to):

- |                                     |   |
|-------------------------------------|---|
| - Detention (lunch or after school) | - Suspension (In-School or Out-of-School) |
| - Office Referral                   | - Recommendation for Expulsion            |
| - Police Referral                   |   |

Any student who **retaliates** as a result of the report will result in an **automatic in-school or out-of-school suspension**.

**All assigned consequences will be kept confidential. Only the student involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcomes.**

## Appendix 4

### **Academic Honesty Policy**

Dishonesty, or cheating, is defined as:

- copying from others;
- having or using notes, formulas or other information in either written or programmable calculator or other technology-based formats without teacher permission;
- having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information;
- taking an exam for another student;
- providing or receiving information about all or part of an exam;
- having or using a “cheat sheet” that is not specifically authorized by the teacher;
- altering a graded exam and resubmitting it for a better grade; and
- working together on a take-home exam unless authorized by the teacher of the class where the take-home exam is used.

Plagiarism in papers and assignments includes, for example:

- giving or getting improper assistance on an assignment meant to be individual work;
- acting as a provider of paper(s) for a student or students;
- making up data for an experiment (“fudging data”); and
- citing nonexistent sources (articles, books, etc.).

Examples of other forms of academic dishonesty include:

- misrepresenting academic accomplishments, such as tampering with computer records; and
- deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.

Use of computers in any of the following ways is prohibited:

- Unauthorized copying of any software;
- Copying or using another student’s data disk or flash drive information; and
- Unauthorized use of hard copy (printed material) to develop one’s own software.

## Disciplinary Actions

Any action taken with respect to cheating shall take into account:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for dealing with alleged academic dishonesty in grades 6<sup>th</sup> through 8<sup>th</sup> shall be cumulative throughout a student's academic career in the New Glarus Middle School, starting at 6<sup>th</sup> grade cumulative to 8<sup>th</sup> grade.

### First Offense

The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. ~~The letter grade "F" will be issued for the assignment in cases of verified academic dishonesty.~~

- ~~• Homework—The student will lose credit on the assignment and may receive a grade reduction for the marking period.~~
- ~~• Test or Quiz—The student will lose credit on that test or quiz and will receive a grade reduction for the marking period. Extra credit cannot be used to compensate for loss of credit due to dishonesty.~~
- ~~• Marking Period or Semester Exam—The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.~~
- ~~• If the first offense occurs while a student is enrolled at New Glarus High School, the student will be ineligible for membership or continued membership in National Honor Society.~~
- The teacher will contact the parent/guardian by phone, make a documentation of the call, ~~and send a copy of the disciplinary report (written description of the incident) to the parent/guardian.~~ The parent/guardian is asked to verify receipt of same with a signature and return it to the teacher no later than the following school day.

New Glarus Middle School Student Handbook  
2020-2021

- The teacher will submit a copy of the disciplinary report to the office of the principal.
- If the matter is not resolved, the teacher will refer it to the principal.

Second Offense

- Penalties and procedures as in the first offense; plus:
- The teacher, who observes the alleged dishonesty, will confront the individual student **and contact the student's parents,** preferably not in the presence of other students, give a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. **The letter grade "F" may be recommended for the course in case of verified academic dishonesty.**
- The teacher will submit a copy of the disciplinary report to the office of the principal.
- The principal will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.



# NEW GLARUS HIGH SCHOOL



## STUDENT HANDBOOK 2020-2021

# Table of Contents

<i>Principal's Welcome</i>	4
<i>Introduction</i>	5
<i>New Glarus School District</i>	6
<b>DIRECTORY</b>	7
ACADEMIC HONESTY	8
ADMINISTRATION	11
ADVISORS	11
ADVISORY	11
ATTENDANCE	11
BULLYING PREVENTION AND PROCEDURES	13
CELL PHONES/COMMUNICATION AND LISTENING DEVICES	15
CHILDREN'S INTERNET PROTECTION ACT (CIPA)	15
CLOSED CAMPUS	15
CODE OF STUDENT RIGHTS AND RESPONSIBILITIES	16
DISCIPLINE	17
DISTRICT NON-DISCRIMINATION/HARASSMENT POLICY	18
DRESS CODE AND STUDENT APPEARANCE	18
DRIVING & STUDENT PARKING	19
ELECTOR REGISTRATION	19
EMERGENCY INFORMATION	19
EXTENSION OF SCHOOL	19
EXTRA-CURRICULAR ACTIVITIES	20
FALSE FIRE ALARMS	27
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	27
FIELD TRIPS	28
FIRE DRILLS	28
FOOD & BEVERAGES	28
GRADUATION REQUIREMENTS	29
HALL PASSES AND FIRST 10 RULE	29

# Table of Contents

HOMECOMING	29
HONOR ROLL	29
NATIONAL HONOR SOCIETY	30
PARTICIPATION FEES	30
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS	30
SCHOOL HOURS	30
SELECTIVE SERVICE REGISTRATION	30
SEVERE WEATHER/TORNADO EVACUATION	31
STUDENT, ALCOHOL AND DRUG ABUSE	31
STUDENT ID AND LANYARDS	31
STUDENT MENTAL HEALTH / PHYSICAL SAFETY CONCERNS	31
STUDENT SCHEDULING	32
STUDENT HEALTH CONCERN FORM	32
STUDENT LOCKERS	32
TARDINESS	32
VISITORS TO SCHOOL	33
WEAPONS ON SCHOOL PREMISES	33
WORK STUDIES	33
STUDENT ACCEPTABLE USE POLICY	34



# Principal's Welcome



Dear Parents and Students,

Welcome to a new school year! Perhaps more than any other year, I look forward to students returning to New Glarus High School and the start of a new school year. The three strong points of emphasis for this upcoming 2020-2021 school year are:

- An Equitable Experience For All Students
- High Expectations For Learning and Growth
- Character Development

New Glarus High School is a quality school that aims to provide an equitable experience for all students. We want every student to have the opportunity to experience the benefits of strong academic and extra-curricular experience. All students will have the opportunity to take rigorous courses, earn credits at the post-secondary level, and participate in any extracurricular activity.

As staff members, we hold our students to high expectations for achievement and growth because here at NGHS, we don't just want to be *one of* the best; we want to be *the* best. We ask our students to be their best by rising up to the challenge every day, and reaching their full potential.

The final emphasis is character development. New Glarus High School is committed to developing fine students and individuals. Character education continues to be a large part of what we do at New Glarus High School.

While the school year may look a little different than normal, I hope that you and your student share in our excitement about the start of school. Let's all work together to make the 2020-2021 school year as awesome as it can be!

Sincerely,

Jeff Eichelkraut, Ed.D.  
Principal  
New Glarus High School



# Introduction



The following pages comprise the 2020-2021 Student Handbook. It is filled with information that is important for both students and parents.

**It will also cover the rights of students and parents, student rules and regulations of our school, and a list of several forms, which must be reviewed and signed by the student and a parent.**

Your school board and administrators have spent the past several years developing a strategic plan for the New Glarus School District. The results are a collaborative effort of community members, business people, educators, parents, and students. In this handbook you will find our mission statement.

As a school, our main focus will be academics and good citizenship. We want each of you to be able to make the best use of your time, your abilities, and the activities offered to you. Accepting your academic challenges and the responsibilities of good citizenship will help you participate successfully in school and in the future.

It is our hope that each of you will experience a rewarding school year.



# New Glarus School District



## **Vision**

To be a leader in K-12 education and prepare all students for future success.

## **Mission**

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

## **Core Values**

- We will recruit and retain high quality staff.
- We will provide a safe learning environment.
- We will create a culture that is respectful and values diversity.
- We will develop students of good character who are strong and engaged citizens.
- We will develop practical, life skills of students, which includes the ability to be flexible and adapt to change.
- We will develop students who have strong academic skills, can think critically and creatively, and can communicate effectively.
- We will provide instruction that is rigorous, engaging and effectively uses data.
- We will partner with families and the community in the education of our students.
- We will provide leadership that is collaborative, responsible for student learning, and fiscally responsible.
- We will take responsibility to prevent student failure and ensure student growth.

## **Strategic Goals**

- 1) *Increase the percentage of students who are college, career, and life-ready by developing the whole learner.*
- 2) *Recruit and retain high quality staff and assist all staff as they continually improve and grow.*
- 3) *Provide high quality facilities that foster academic and emotional growth.*
- 4) *Ensure equity so all students have equal access to high quality educational experiences.*

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

# DIRECTORY

## ASSISTANCE

High School, Middle School, Elementary School and District Offices

608-527-2410

*The high school office is staffed from 7:00 a.m. – 4:00 p.m. Attendance calls may be left on the voicemail attendance line at the same number (608-527-2410, opt. 3, opt. 2).*

## FACULTY & ADMINISTRATION

Kris Anderson	District Administrative Assistant
Matt Belknap	Middle/High School Spanish
Peter Bertling	Science
Rebecca Derke	Food Service Director
Amy Doefer	Middle/High School Band
Nita Duerst	HR Financials
Dr. Jeff Eichelkraut	9-12 Principal
Cara Fitzgerald	English
Leif Gilbertson	Science
Jonathan Goodness	Physical Education
Tamara Haight	Middle/High School Business Education
Melissa Holland	Special Education
Warren Howard	Math
<b>Hanna Kearns</b>	<b>Middle/High School Agriculture</b>
Beth Kirch	Food Service
Ann Klassy	Food Service
Stephanie Knellwolf	Math
Jennifer Krantz	Special Education Coordinator
Rebecca Kuhl	English
Don Malaise	Technology Coordinator
Julie Martin	MS/HS Family and Consumer Science
Tammy Marty	Business Manager
Kathryn McBride	Middle/High School Librarian
Larry McGowan	Director of Buildings and Grounds
Jake Mihm	Industrial / Engineering
Angela O'Bel	Speech and Language
Jane O'Brien	6-8 Counselor / District Psychologist
Laurie Plourde	9-12 Counselor / Youth Apprenticeship Coord.
Patrick Porwoll	English
Daniel Powers	Science
Angie Rear	High School Building Secretary
<b>NEW STAFF</b>	<b>Special Education</b>
Renee Setterstrom	Middle/High School Choir
Andrew Schulz	Middle/High School Band
John Soppe	Food Service
Brittany Spencer Grant	MS Physical Education/Athletic Director
Lexa Speth	Social Studies
Kyland Taylor	History and Social Studies
Dr. Jennifer Thayer	District Administrator
Jerry Tordoff	History and Social Studies
<b>NEW STAFF</b>	<b>9-12 Counselor</b>
Karen Wenger	Math
Alison Winters Hanson	Middle/High School Art

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

Kayla Zimmerman  
Emily Zuleger  
Stephanie Zweifel

District Nurse  
Middle/High School German  
Special Education

## ACADEMIC HONESTY -

The School District of New Glarus regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of what a student will not do

- Plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- Submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and re-submitting work from another person or another class are all unacceptable practices.
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records, give false information, or forge.
- Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
- Provide notes, signature, or other documents that are forgeries to school officials or teachers.

### **Teacher/Staff Responsibilities – Staff will**

- Educate students during the first week of class as to what constitutes cheating and what is acceptable and unacceptable behavior.
- Reference the Academic Honesty Policy and reinforced it on a regular basis.
- Be vigilant in the supervision of all exams and alert to indications of cheating.
- Carefully proctor tests to prevent cheating.
- Secure grade book and marked documents so grades are private and confidential.
- Secure test answers/answer keys from student access.
- By precept and concept support these ethical commitments related to academic honesty.

### **Parent/Guardian Responsibilities – Parent/Guardian will**

- Communicate to their son/daughter the values of moral and ethical behavior.
- Refrain from placing undue pressure for high grades.
- Be aware of a student's need for a quiet time and a place for study.
- Support the student's efforts, but not edit, type, word process or in any other way do the work.
- Encourage the student's wise use of time.

### **Student Responsibilities – Students will**

- Protect his/her own work, not lend or borrow homework.
- Use technology appropriately.
- Not look at another student's test or allow his/her test to be seen by another student.
- Not talk during a test or about the test until all classes have had a chance to take it.

## **Violation of Academic Honesty Policy**

The following rules for conduct apply to all students in grades 5-12 and violation of the rules could result in consequences as described. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The Principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined. Consequences and procedures for students in grades K-4 shall be established by the building Principals.

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

Dishonesty, or cheating, is defined as

- Copying from others.
- Having or using notes, formulas or other information in either written or programmable calculator or other technology based format without teacher permission.
- Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
- Taking an exam for another student.
- Providing or receiving information about all or part of an exam.
- Having or using a "cheat sheet" that is not specifically authorized by the teacher.
- Altering a graded exam and resubmitting it for a better grade.
- Working together on a take-home exam unless authorized by the teacher of the class where the take home exam is used.

Plagiarism in papers and assignments includes

- Giving or getting improper assistance on an assignment meant to be individual work.
- Acting as a provider of paper(s) for a student or students.
- Making up data for an experiment ("fudging data").
- Citing nonexistent sources (articles, books, etc.).

Examples of other forms of academic dishonesty include

- Misrepresenting academic accomplishments, such as tampering with computer records.
- Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.

Use of computers in any of the following ways is prohibited:

- Unauthorized copying of any software.
- Copying or using another student's data disk or flash drive information.
- Unauthorized use of hard copy (printed material) to develop one's own software.

## **Disciplinary Actions**

Any action taken with respect to cheating shall take into account

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

- ~~□ Second, the rights of the student who has violated this policy and the need to provide an appropriate action:~~

~~Procedures for dealing with alleged academic dishonesty in grades 7-12 shall be cumulative throughout a student's academic career in the New Glarus School District; starting at 7<sup>th</sup> grade cumulative to 8<sup>th</sup> grade, and then starting over at 9<sup>th</sup> grade cumulative through graduation from high school.~~

~~Cumulative Penalties shall be:~~

### ~~First Offense~~

- ~~1. The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" will be issued for the assignment in cases of verified academic dishonesty.
  - ~~(a) Homework – The student will lose credit on the assignment and may receive a grade reduction for the marking period.~~
  - ~~(b) Test or Quiz – The student will lose credit on that test or quiz and will receive a grade reduction for the marking period. Extra credit cannot be used to compensate for loss of credit due to dishonesty.~~
  - ~~(c) Marking Period or Semester Exam – The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.~~
  - ~~(d) If the first offense occurs while a student is enrolled at New Glarus High School, the student will be ineligible for membership or continued membership in National Honor Society.~~~~
- ~~2. The teacher will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt of same with a signature and return it to the teacher no later than the following school day.~~
- ~~3. The teacher will submit a copy of the disciplinary report to the office of the Principal.~~
- ~~4. If the matter is not resolved, the teacher will refer it to the Principal.~~

### ~~Second Offense~~

- ~~1. Penalties and procedures as in the first offense; plus:~~
- ~~2. If the second offense occurs while a student is enrolled at New Glarus High School, the student will be held responsible for all elements of responsibility under First Offense parameters and will also be ineligible for position (title) of valedictorian or salutatorian.~~
- ~~3. The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" may be recommended for the course in case of verified academic dishonesty.~~
- ~~4. The teacher will submit a copy of the disciplinary report to the office of the Principal.~~
- ~~5. The Principal will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the Principal to discuss possible disciplinary action.~~

### ~~Third Offense (High School Only)~~

- ~~1. All penalties and procedures in first and second offense will be applicable under the third offense; plus the student~~

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

~~(a) Will be ineligible for position (title) of honor student at graduation.~~

~~(b) Will be ineligible for any scholarships controlled or sponsored by the District.~~

~~2. Penalties for the third offense will remain in effect for the student's entire high school career.~~

~~Under the Academic Dishonesty policy, students will have the opportunity to earn back levels of eligibility and erase any prior violation of this policy. If a student remains violation-free for eighteen (18) calendar months from the completion of their last penalty, their last violation will be removed from their Academic Dishonesty record.~~

## **ACADEMIC HONESTY**

The School District of New Glarus regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

### **Teacher/Staff Responsibilities – Staff will**

- Educate students during the first week of class as to what constitutes cheating and what is acceptable and unacceptable behavior.
- Reference the Academic Honesty Policy and reinforce it on a regular basis.
- Be vigilant in the supervision of all exams and alert to indications of cheating.
- Carefully proctor tests to prevent cheating.
- Secure grade book and marked documents so grades are private and confidential.
- Secure test answers/answer keys from student access.
- By precept and concept support these ethical commitments related to academic honesty.

### **Parent/Guardian Responsibilities – Parents/Guardians will**

- Communicate to their son/daughter the values of moral and ethical behavior.
- Refrain from placing undue pressure for high grades.
- Be aware of a student's need for a quiet time and a place for study.
- Support the student's efforts; but not edit, type, word process or in any other way do the work.
- Encourage the student's wise use of time.

### **Student Responsibilities – Students will**

- Protect his/her own work, not lend or borrow homework.
- Use technology appropriately.
- Not look at another student's test or allow his/her test to be seen by another student.
- Not talk during a test or about the test until all classes have had a chance to take it.

## **Violation of Academic Honesty Policy**

The following rules for conduct apply to all students in grades 9-12. A student will be subject to disciplinary action for any form of academic dishonesty, resulting in consequences as described. The Principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

Students shall not engage in any act of deception or falsification of work product. This includes examples as follows:

- Plagiarism in written, creative, or oral work. (Plagiarism is using the language structure, idea and/or through of another without acknowledgment of the source.)
- Giving or receiving unauthorized assistance on exams.
- Altering grades or other academic records, giving false information, or providing notes, signature, or other forged documents to school officials or teachers.
- Submitting identical work in more than one course without the prior approval of the instructor. (Students may further develop previous work with prior approval of the instructor.)

## **Disciplinary Actions**

Any action taken with respect to cheating shall take into account

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for dealing with alleged academic dishonesty in grades 9-12 shall be cumulative through a student's graduation from New Glarus High School.

Cumulative Penalties shall be:

### **First Offense**

1. The teacher who observes the alleged dishonesty will address the individual student, preferably not in the presence of other students, provide a written description of the incident ("disciplinary report") to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.
  - (a) Homework - The student will complete and re-submit the assignment, which may be eligible for partial credit.
  - (b) Test or Quiz - The student will retake that test or quiz, which may be eligible for partial credit.
  - (c) Marking Period or Semester Exam - The student will retake that exam, which may be eligible for partial credit.
2. The teacher will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report to the parent/guardian.
3. The teacher will submit a copy of the disciplinary report to the office of the Principal.
4. The principal will follow up with the student and the parents.
5. The student will be ineligible for membership or continued membership in National Honor Society.

### **Second Offense**

1. Penalties and procedures as in the first offense; plus the student
  - (a) Will be ineligible for position (title) of valedictorian or salutatorian.

## **Third Offense**

1. All penalties and procedures in first and second offense will be applicable under the third offense; plus the student
  - (a) Will be ineligible for position (title) of honor student at graduation.
  - (b) Will be ineligible for any scholarships controlled or sponsored by the District.
2. Penalties for the third offense will remain in effect for the student's entire high school career.

Under the Academic Dishonesty policy, students will have the opportunity to earn back levels of eligibility and erase any prior violation of this policy. If a student remains violation-free for eighteen (18) calendar months from the completion of their last penalty, their last violation will be removed from their Academic Dishonesty record.

## **ADMINISTRATION**

The administration reserves the right to issue consequences for acts of discipline not specifically stated herein. The administration also reserves the right to amend any provisions in this handbook. Any revisions will follow District guidelines and policies.

## **ADVISORS**

9<sup>th</sup> Grade Ms. Doefer, Mr. Gilbertson, Ms. Holland, Ms. Kearns, Ms. Knellwolf, Mr. Taylor

10<sup>th</sup> Grade Mr. Bertling, Mr. Goodness, Ms. Haight, Ms. Kuhl, Ms. Winters Hanson

11<sup>th</sup> Grade Ms. Fitzgerald, Ms. Holland, Ms. Martin, Mr. Porwoll, Ms. Speth, Mr. Tordoff, Ms. Zuleger

12<sup>th</sup> Grade Mr. Belknap, Ms. Douty, Mr. Howard, Mr. Mihm, Mr. Powers, Ms. Wenger

## **ADVISORY**

For the 2020-2021 school year, Advisory will be scheduled as a seventh hour and will go until 3:30 p.m. The practices and procedures of seventh hour follow the practices and procedures of a normal class period.

Advisory will be held in teachers' classrooms. It is designed for assisting students who have fallen behind, or do not understand the concepts, in a class. Students will be referred by teachers by Friday of the week prior and students will be notified on Monday of their referral. Students will be scheduled into a classroom for one week, and will be allowed to leave once they are back on track, as determined by the supervising teacher.

There will be no formal daily up referrals. However, students can use Advisory to visit teachers if they have questions. Teachers can refer a student to stop by during seventh hour, otherwise known as Office Hours. Students who fail to show to an Office Hours visit can be referred to the office.

## **Intensive Support**

Intensive Support is to assist students who are not meeting expectations in academics, attendance, or behavior. Students will be expected to work on coursework or credit recovery materials during this time, and

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

will be scheduled to attend Intensive Support for six weeks. They can apply for release for the second six weeks of the trimester.

## **ATTENDANCE**

Good school attendance is one of the first essentials to success in school. All students, parents, and staff are required to observe the compulsory school attendance law (s. 118.15). The State Statutes, Green County Ordinances, and Village of New Glarus Ordinances require that you adhere to attendance and truancy laws.

### **Absence Procedures**

No student may be absent from school without the school being informed in advance by a parent or guardian.

#### **1. Unanticipated Absences**

(a) Parents/guardians should call the school on the morning (by noon) of an absence.

Circumstances classified as unanticipated absences are

- (i) Student Illness- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days. If parents cannot provide an excuse when required, the absence will be considered unexcused.
- (ii) An illness in the immediate family which requires the absence of the student because of family responsibilities.
- (iii) A death in the immediate family or funerals for close relatives.
- (iv) Quarantine as imposed by a public health officer.

#### **2. Absences Excused by Advanced Notice**

(a) If a student needs to be absent from school, and his/her parents/guardians know in advance, the student is to obtain an anticipated absence form from the school office. The absence request must be made in writing in advance of the absence and provide sufficient time for the student to obtain coursework from all of his/her teachers. The student should take the form to each of his/her teachers for assignments and teacher approval. A student may be excused in writing for any reason by his/her parent or guardian prior to an absence for no more than a total of ten days in the school year. Examples of commonly requested absences are

- (i) Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
- (ii) Religious holidays.
- (iii) Family trips that can only be taken during the normal school term.
- (iv) A court appearance or other legal procedure which requires the attendance of the student.
- (v) Students in grades 6-12 will be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

#### **3. Excused School-Related Absences**

(a) If a student knows they are going to be absent in advance for a school related function, they need to fill out an advanced make-up or blue sheet prior to the absence. Examples are

- (i) Attendance at special events of educational value as approved by the Principal or his/her designee.
- (ii) Approved school activities during class time.

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

- (iii) In-school and out-of-school suspensions.
- (iv) Expulsion from school
- (v) Special circumstances that show good cause, which are approved in advance by the Principal or his/her designee.

### **Make-Up Work and Missed Exams**

All work and exams missed due to an anticipated absence must be completed according to school guidelines. All work and exams missed due to an absence other than an anticipated absence must be made up upon return to school. **A guideline to follow is if** teachers provide work for students to complete during an absence, the first day of work must be submitted on the first day that the student returns, the second day on the second day of return and so forth. ~~Under no circumstances should the makeup work timeline be longer than the number of days a student was absent from school.~~ Teachers may extend the timelines to students who have special circumstances involved in the absence, and teachers may refer students for reteaching.

In addition

1. All work and exams, including trimester exams missed due to a school imposed suspension, shall be made up upon return to school with one day allowed for each day of suspension.
2. Exams given for absent or suspended students may be different from that given to students present for the test, but shall cover the same concepts and knowledge tested in the original test.
3. ~~Students failing to complete the work within the prescribed period of time shall receive a failing grade for the work or test missed at the discretion of the instructor.~~

For unexcused absences, students will receive no credit for daily assignments missed during an unexcused absence. Exams and projects missed during an unexcused absence may be made up. Students must be prepared to turn in projects or take exams on the day they return to school. Make up times will be scheduled at the earliest convenience of the instructor. No student shall be denied credit in a course or subject solely because of his/her unexcused absences.

"Truancy" means any absence of part or all of a school day during which the school was not notified of the legal cause of such absence by the parent or guardian of the absent student. Truancy will be referred to law enforcement for issuance of a ticket. Habitual truancy (unexcused absences) will be referred to the County District Attorney's office, or local law enforcement. "Habitual truancy" is defined as being unexcused absent for part or all of five school days within a trimester.

### **Truancy Action**

1. The Principal shall make the determinations of truant students under District Excused/Unexcused Policy and Procedures.
2. Parent/guardian notification of student truancy and review of Wisconsin requirements shall take place by phone or written contacts by the end of the second day after an unexcused absence.
3. Review of attendance obligations and responsibilities shall take place between student and designated attendance officer.
4. School officials will continue to monitor student attendance and explore schedule modification options, if appropriate.

5. Students who have unexcused absences may be disciplined by the Principal or school attendance officer. Discipline may be detention, Saturday school, in-school suspension or other appropriate measures.

## **BULLYING PREVENTION AND PROCEDURES**

The New Glarus School District is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will have zero tolerance for bullying or harassment in any form in our school. Our District defines bullying as follows:

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the School District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **STAFF will do the following to prevent bullying and to help students feel safe in our school.**

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). This includes the playground at the elementary school.
- Watch for signs of harassment/bullying and stop it when it occurs.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the District's discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so.

### **STUDENTS will do the following to prevent bullying.**

- Treat each other respectfully at all times.
- Refuse to bully others.

- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to a staff member or the office and complete an incident report.
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.

### **Possible Consequences of Harassment/ Bullying are**

- Loss of break time
- Lunch time in the office
- Time spent in the office
- Student writes a behavior plan
- Student writes a letter to parents
- After-school detention
- In-school suspension
- Out-of-school suspension
- Police referral
- Recommendation for expulsion

Any student who **retaliates** as a result of the report will result in an **automatic in-school or out-of-school suspension**.

**All assigned consequences will be kept confidential. Only the student involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcomes**

## **CELL PHONES/COMMUNICATION AND LISTENING DEVICES**

Students are encouraged to leave electronic devices in their locker unless they are needed for class. Students may use electronic devices during break, passing times and lunch break.

The classroom teacher will provide a list of expectations for electronic devices. These expectations will include the opportunities to use the devices in class. Students are expected to stay within those expectations of the classroom teacher.

If a teacher observes a student using or possessing any of these items inappropriately, or outside of classroom expectations, then the following will apply.

1. The item must be given to the teacher without question or argument.
2. The item will be turned over to the Principal's office.
3. The first offense will be a reminder of appropriate use of technology from the Principal.
4. Subsequent offenses may result in a student daily phone check-in to the office, or requiring the student's parent/guardian to pick up the phone after school hours.

The use of cellular telephones to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas.

Any arguments may result in a more severe disciplinary action. Repeat offenders will also face the following disciplinary consequences: checking in of phone, detention, in-school suspension, or out-of-school suspension.

## **CHILDREN’S INTERNET PROTECTION ACT (CIPA)**

The Internet is an extraordinary resource for students. Some information, however, is not suitable for students. In an effort to protect students who access the Internet through the school, Congress enacted the Children’s Internet Protection Act (CIPA). CIPA requires that schools have both technology protection resources and an Internet safety policy in place.

The School District has installed Internet filtering devices. The School District has also established a policy which outlines the guidelines for Internet use.

All students must have a signed Acceptable Use Policy Agreement on file with the office. The Acceptable Use Policy is available online through the School District’s website and through Family Access during school registration.

## **CLOSED CAMPUS**

The School District of New Glarus is a closed campus. All students Pre-K through Grade 12 will not be allowed to leave the School District grounds during the school day, ***including the designated lunch periods.***

Students must remain in school or on school grounds during the school day. During lunch period, students may not be in hallways where classes are in session. Students may not be in or at vehicles or in the parking lot during break time or lunch period. Students who leave school grounds in violation of the closed campus policy will be considered truant.

Students will be allowed to leave campus when they are involved in school-related programs such as: work release programs, youth options classes, co-op programs, and designated field trips or rewards as part of P.B.I.S. It is understood that students will be allowed to leave campus for necessary medical appointments and as dictated by exceptional circumstances, after permission is granted by parents/guardians and the administration.

## **CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

This code of student rights and responsibilities was adopted with the idea that every student has certain rights and responsibilities in respect to other individuals. No right, however, is absolute. The freedom to exercise one’s rights ceases when that exercise unduly infringes upon the rights of others. The purpose of this code is not only to protect the rights of the individual, but to protect the rights of the student body

### **STUDENT RIGHTS**

1. Each student has the right to an education.
2. Each student has the right to be free from assault or intimidation.
3. Each student has the right to hold property free from theft or damage.
4. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
5. Each student has the right to expect courteous behavior from other students and school personnel.
6. Each student has the right to determine his/her own dress so long as it complies with the school dress code.

7. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
8. Each student has the right not to be pre-judged for an alleged violation of this code and has the right to present his/her version before any judgment is made.

## **STUDENT RESPONSIBILITIES**

Each student will attend school and scheduled classes unless ill or excused by school officials.

1. Each student will report to classes on time and be prepared for class.
2. Each student will take advantage of available resources and learning opportunities presented to him/her and develop and learn to the best of his/her abilities.
3. Each student will complete assigned work within the time designated and will give the best possible performance in all testing situations.
4. Each student will accept help from the classmates and be willing to help others when they can.
5. Each student will participate in school sponsored events and activities.
6. Each student will obey all rules, directives, and District policies which are communicated either verbally or in writing.
7. Each student who has complaints and concerns will register these concerns with those who have the most direct responsibility to address them.
8. Each student is expected to care for school items checked out to them. Text books must be covered.

## **DISCIPLINE**

Each student has the right to an education; however, must remember that their fellow students have the same right. Any student, who disrupts other students' right to learn or the teachers' right to teach, can lose his/her rights. Each student is responsible for his/her own actions.

We do not want to list discipline in a negative way. The majority of students are respectful and positive. Most problems can be handled through quick, verbal reprimands. Unfortunately, there are potentially severe violations that need to be addressed in a formal manner.

Some items of serious concern include violation of state statutes as well as school policies. Included here are: alcohol, illegal drugs, tobacco, weapons, explosives, theft, vandalism, and assault, harassment/bullying, and bomb threats. The school has adopted a zero tolerance policy regarding offenses endangering the property, health, or safety of others.

Other unacceptable behaviors are: profanity (spoken, gestured, or written), cheating, fighting, intimidation, and threats, disruptive items (squirt guns, firecrackers, noise makers, music devices, skateboards, pagers, cell phones, laser pointers, matches, lighters, etc.), and insubordination (refusal to obey teachers, administrators, or staff members reasonable directives). All students are expected to cooperate with investigations conducted by school personnel. Failure to cooperate will be considered insubordination.

If a discipline problem arises when a substitute teacher is in charge, a double detention may be issued.

Students should be aware of the School District Search and Seizure Policy. The New Glarus Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In discharge of that responsibility, school authorities may search school property

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

such as student lockers, or the person or their property, including students' vehicles; if, in accordance with the District Search and Seizure Policy, there is "reasonable suspicion" that a student has violated, or is violating, either a particular law or a particular rule of the school.

When discipline problems do arise, consequences may result in a verbal reprimand, after school detention, removal from class, a suspension, or expulsion. When a detention is issued, it is the responsibility of the student to notify their parents. Students have 24 hours to make arrangements. It is the student's responsibility to follow through with detention arrangements. When a suspension that excludes a student from school is issued, he/she may not be in the school building or on school grounds during the suspension. When state statutes are violated, the police will also be notified. The school board will be involved in cases where the health and safety of others is concerned.

### **Removal from Class**

If a teacher finds it necessary to remove a student from class and send him/her to the office, the student is to report immediately to the office. The teacher will give the office/Principal a telephone call. The student will write a plan to change the behavior. Parents will be notified. Offenses will be treated in the same manner as other discipline matters listed above. Repeated violations may result in the offending student being dropped from that class and placed in an alternative educational setting as established by the District's Code of Classroom Conduct.

## **DISTRICT NON-DISCRIMINATION/HARASSMENT POLICY**

It is the policy of New Glarus School District that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex) Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. Any person believes that the School District or any part of the school organization has failed to follow laws and regulations, or in some way discriminated against students on the basis of sex, color, handicap, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the School District Office at 1701 2nd Street, New Glarus, WI to the attention of the Superintendent. Complaints alleging a failure to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements should also be sent to the School District Office for processing according to the set complaint procedure.

## **DRESS CODE AND STUDENT APPEARANCE**

Accountability for personal appearance of students in the New Glarus School District rests with the students and their parents/guardians.

Dress or grooming that could cause a health problem, a physical danger, a disruption or distraction to others, or that sends a negative message, will not be allowed.

The following guidelines concerning grooming and dress should be followed.

- Any apparel that promotes alcohol, drugs, or tobacco or displays profanity and/or sexually explicit material is forbidden. Any attire that implies a negative message regarding race, religion, or ethnicity, or otherwise depicting socially unacceptable subjects will not be allowed at school. Clothing with “double meaning” expressions about any of the previously mentioned items is not acceptable.
- ~~□ Coats, jackets, and other forms of outside wearing apparel, including hats, caps, visors, hoods, bandanas, and other forms of head coverings are prohibited during the school day. The only headwear allowed will be for medical or religious purposes and with prior administrative approval.~~
- All shirts (tops) must hang down to at least the waistband and have a full front and back. Students shall have no skin or undergarments exposed from mid-thigh\* to the armpit line\*. See through shirts or blouses, bare midriffs, strapless and/or backless outfits are prohibited. Straps and ties are acceptable if attached at both shoulders.
- Mid-thigh: the point where fingertips touch the thigh when arms are relaxed and at the sides.
- Armpit line: the line that connects the upper armpits across the chest and around the back.
- All pants must be secured at the waistband. Pants should not hang down to a point where the student’s skin or undergarments are exposed.
- Appropriate footwear must be worn at all times. Specific requirements may be applied to certain classes due to safety concerns.
- ~~□ Backpacks and purses are to remain in the student’s locker during regular school hours.~~

The final decision regarding appropriate dress will rest with the administration. This may include concerns regarding dress not mentioned in this policy that may affect the safety, health, or well-being of the students of the school. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration.

Students not complying will be referred to the office and will call their parents. In addition, the student will be asked to change the non-compliant clothing. They will remain in in-school suspension until their clothes are changed (parents may be required to bring a change of clothing to school). Habitual offenders will face disciplinary consequences.

## **DRIVING & STUDENT PARKING**

Students driving to school must purchase a parking pass and use the appropriately marked parking spaces in the student parking lot (south of the school). Each student, upon completion of a Vehicle Registration Form and purchase of a parking pass, will receive a designated parking stall. Students must park in their designated stall. Students not parking in their designated stall, or parking in the school lots without a purchased pass, can be towed or ticketed. Inappropriate driving practices are subject to legal action by the police and loss of student parking privileges.

The Vehicle Registration Form is available online through the School District’s website and through Family Access during school registration.

Please be aware that vehicles and the parking lot are off-limits during school hours as noted above in our Closed Campus Policy. If students need an item from a vehicle during school hours, they must first get a pass from the office.

## **ELECTOR REGISTRATION**

All students are reminded of their right to participate in federal, state, and local elections upon reaching the age of 18. Registration may take place at the time of voting. Polling locations are determined by your residence address.

## **EMERGENCY INFORMATION**

All families must keep their children's emergency information up to date through Family Access or by contacting the office.

## **EXTENSION OF SCHOOL**

Students are reminded that while on school grounds, school buses, field trips, athletic contests, etc., they remain under the rules of school. Students are further informed that the Districts' school buses are equipped with video surveillance for discipline and safety reasons.

## **EXTRA-CURRICULAR ACTIVITIES**

New Glarus offers a variety of activities and athletics. This activity and athletic participation is a privilege from which all students are able to benefit. Therefore the philosophy of New Glarus School District's activities and athletic handbook emphasizes the following:

1. Students participating in any of the activities or athletics sponsored by the New Glarus School District are representing themselves, their parents, the school, the community, and their team or organization.
2. **All students participating in any school sponsored activity (clubs, organizations, dances, field trips, etc.) or sport must adhere to the academic training rules as set forth by this handbook.**
3. The W.I.A.A. states that a code of conduct must be on file for all students participating in extra-curricular activities. This code of conduct must also remain in effect twelve months out of the year. They require each School District to set up training rules prohibiting the use of alcoholic beverages, tobacco and controlled substances unless properly prescribed.
4. The use of alcoholic beverages by anyone under the age of 21 is illegal according to state laws. The use of tobacco products by anyone under the age of 18 is illegal under state laws. The use of controlled substances is illegal for everyone unless properly prescribed. The use of performance-enhancing substances is against WIAA rules and regulations. Keeping this in mind, along with the obvious health concerns of using the above listed drugs, the New Glarus School District sets forth the rules and regulations listed in this handbook.

### **Applicability of the Extra-Curricular Code of Conduct**

When a student represents New Glarus in a school-sponsored activity, that activity is covered by this code as long as the student's participation is not mandated by a course requirement and is tied to a grade. This means that all clubs, organizations, dances (prom and homecoming), field trips, etc. are subject to this code.

According to the W.I.A.A. rules this handbook must be in effect twelve months of the year. Although mandated by the W.I.A.A. for interscholastic athletics, this code applies to both W.I.A.A. sponsored activities as well as non-W.I.A.A. activities. A new code will be signed each school year. The code and any changes will go into effect on August 1st for each school year. If the student and the parents have signed the previous code, the new code will be in effect as of August 1st even if the student is not participating until later in the school year.

### **Extra-Curricular Code of Conduct and Pledge Sheet**

A signed copy of the New Glarus High School Athletic and Activities Handbook Pledge Sheet must also be on file with the School District before any student is allowed to participate in practices, contests, or events for any sport or activity. The student and his or her parents or legal guardian must sign this pledge sheet. According to W.I.A.A. rules, the school must have this pledge sheet signed and on file, or the student is ineligible.

### **Personal Conduct**

1. All students shall conduct themselves in a manner that reflects positively on themselves, their family, the community, and the School District while representing New Glarus High School.
2. Students who use or possess alcoholic beverages, tobacco products, controlled substances or performance enhancing substances will be suspended from interscholastic competition. See Disciplinary Action and Penalties for Major Violations.
3. Athletes must meet the practice requirements as set by each individual coach.
4. According to the W.I.A.A., a student violation that occurs during the W.I.A.A. tournament series, or an existing penalty that extends into the tournament series, will result in the student being ineligible for the entire tournament series.
5. According to W.I.A.A. rules, any student ejected from a contest will automatically miss the next contest in which his or her team competes.
6. Students may be suspended or disciplined from competition or an event by an individual coach or advisor for insubordination or disrespect to any school employee, coach, or official.

### **Transportation Regulations**

Team members of any sport must use the school provided transportation to reach the site of a contest. Team members must also return using the same transportation, unless the parent or legal guardian of the student gives permission in writing to the head coach that the student may ride home with the parents or legal guardian in their private vehicle. Transportation may or may not be provided to and from practices. Practice transportation schedules and guidelines will be provided and established by the coaches. A coach/advisor may release a student to his/her parent or guardian. No responsibility will be assumed by the School District for any mode of transportation not provided by the School District.

In cases of a practice for one of the sports in which we co-op or tri-op, parents must give written permission to their student's coach, in advance, allowing only their son or daughter to drive to practice in their vehicle.

Failure to follow transportation rules will result in a one (1) contest/activity suspension.

## **Parents and Coaches Pre-Season Meeting**

At the beginning of each school year, there will be an electronic meeting including all sports and extracurriculars for the purpose of reviewing the changes in the Athletic and Activities Code. Each student that plans to participate in an extra-curricular activity must watch this meeting with a guardian. In addition, coaches may hold pre-season meetings for the purpose of organization for that season. Each individual team will meet separately and discuss team rules specific to their sport. This meeting will be with the entire coaching staff and the parents of all students involved in the program, freshmen through seniors. The purpose of the meeting will be to discuss the logistics of the season, meet the parents, discuss team and school rules, and answer any questions that the parents may have regarding the specific sport.

## **Awards**

Students competing at the varsity level will be eligible for three team awards: the MVP and Captain's Awards, which are voted on by the team and coaching staff; and the Coach's Award, which is voted on by the coaching staff only. Letters will also be awarded to the varsity participants whom the coach feels are deserving of a letter. This will be left to the individual coach's discretion, but playing time, attitude, respect, responsibility, sportsmanship, and dedication will all be considered.

## **Special Eligibility Rules**

All students participating in athletics at New Glarus High School in a school-sponsored sport must have a W.I.A.A. physical card signed by their parent(s) or legal guardian, giving them permission to participate. This card must also be signed by a doctor attesting to physical fitness and health allowing them to participate in athletic competition. A physical must be performed every other year to be valid. In the years where a physical is not required, a parent or guardian must sign the electronic W.I.A.A. parent permission card allowing their son or daughter to participate. Either the physical card or parent permission slip must be signed or the student/athlete will be not allowed to participate in practices or competition. Also, students must have turned in all their equipment from their previous sport to be considered eligible.

## **ACADEMIC ELIGIBILITY**

The top priority of all students should be to maintain the highest academic performance consistent with his/her ability. A student at New Glarus must continually make a commitment to pass all classes in which he or she is enrolled. It is required that a student be passing all classes. Failing one class in any grading period will result in academic ineligibility. A grade of incomplete will be considered failing until it is made up and it becomes a passing grade.

Failure to maintain academic eligibility will result in the immediate suspension of the student from the sport or activity. An athlete who is academically ineligible to compete in meets or games will be required to attend practices while under suspension. If after twenty-two (22) school days from the date grades are posted, the student's grades have improved, reinstatement is possible. The student will be responsible to petition the teachers of each of his or her classes. If passing and the student is given approval from all teachers and the administration, the student will be allowed full participation.

## 2020 – 2021 Return to Play Dates

Fall – varies by sport due to school not being in session when each sport starts (WIAA chart below)

Sport	Boys Soccer	Girls Volleyball	Football & Cheerleading	Cross Country	Girls Swimming
Minimum Ineligibility Period: 21 Days or	8 games	5 meets	3 games	4 meets	5 meets
Student Regains Eligibility on this Date or After Sitting Out the Required Number of Events	Sept. 15	Sept. 15	Sept. 10	Sept. 15	Sept. 9

Winter – January 12, 2021

Spring – April 21, 2021

Coaches will be expected to promote and monitor the academic growth of their students. Academics must be viewed by the students, parents, and coaches as a priority and academics as well as athletic growth should be the goal of every program and athlete.

The Principal will conduct weekly student academic progress checks each Monday. Any student with a failing grade (F) on this report will be contacted by the Principal, and will be given two (2) weeks to raise his/her grade. If a student is failing any class for three consecutive grade checks, he/she will lose activity eligibility until the next academic progress check. The student must continue to attend practice during this time, but is not eligible to play in games or participate in events. Once the student has raised his/her grade to passing on a subsequent academic progress check, he/she will be eligible to participate in all activities.

### Attendance Eligibility

The objective of this code is to encourage students who are participating in athletics and extracurricular activities to be in school on the days of practice and contests. On the day of a contest, that day's attendance will determine eligibility for the contest. For weekend events, the previous school day will be used to determine attendance eligibility.

Students must be in school the entire day in order to compete in the athletic contest or extra-curricular event that evening. Extreme emergencies can be an exception at the discretion of the Principal and the Athletic Director.

In regards to other absences during non-contest or practice days, each student is awarded three (3) excused absences during the season where they can be excused from part of the school day and still practice. In non-athletic activities, the student will be allowed three excused absences during the semester where they can be excused from part of the school day and still participate in the after school activity. In regards to illness, the student must be in school the second half of the day to be eligible for practice. The Principal will inform the

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

athlete when his/her excused absences are up. In the cases of dental, medical, and driver's license appointments, all students are required to bring a note from the doctor, dentist or driver examiner verifying their absence. These do not count as one of the absences once the verification note is received.

Any unexcused absences from any part of the school day will prohibit the student from practicing or participating in any co-curricular event after school. If the student is more than ten (10) minutes late for school or class and it is unexcused, it will count as an unexcused absence. Also, if an event is scheduled for a non-school day a student who is unexcused for the day before that event will be unable to participate in the event or contest.

Keeping in mind the above attendance rules, it is also required that the student attend the next regularly scheduled school day following a contest or event. Students being unexcused from school the day after an event or contest will be unable to participate in the next event or contest.

## **Offenses**

### **Minor Offense**

A Minor Offense would include missing a practice, undesirable in-school behavior, disrespect towards coach, advisor, etc., unsportsmanlike action either during practice or contests. These offenses will be dealt with individually by the coach or advisor involved. Disciplinary action may be taken if deemed warranted and the parents will be informed of such disciplinary action.

### **Major Offense**

A Major Offense would include:

1. The use, possession, buying or selling of intoxicating beverages, tobacco, controlled substances or performance enhancing substances that are on the banned list from W.I.A.A. Please note that for anyone under the age of 21, alcoholic beverages are illegal drugs and tobacco is considered an illegal drug for anyone under the age of 18.
2. Suspension from school, whether it be in school, or out of school. A student that is suspended from school will be ineligible to attend any practice, contest, or event during the time of his or her suspension. If there are no scheduled events during the duration of the suspension, the student will be ineligible for the next athletic contest or activity.
3. Pleading guilty to a criminal act or being convicted of a criminal act as determined by the courts.
4. Failure to cooperate with investigations related to code of conduct.
5. Attending a party, being in a vehicle or tavern where alcohol, tobacco or controlled substances are present, unless accompanied by a parent, will be considered a violation even if the student is not consuming. A student attending a gathering where alcohol, tobacco or controlled substances are being used will be considered to be in violation of this code of conduct except as follows:
  - (a) Attendance at an establishment licensed to sell alcoholic beverages in addition to food or recreational services. (i.e. restaurant, bowling alley, golf course)
  - (b) Attendance at family gatherings, including weddings, where alcoholic beverages are available to people over 21 years old and the student does not consume alcoholic beverages.
  - (c) A student will not be considered in attendance at a gathering if they simply arrived to provide a ride to a friend in need of transportation. This purpose must be verified by the student's parents

and the person that received the ride. The student may not enter the location, but simply call for the individual to come to the vehicle.

### **Disciplinary Action and Penalties for Major Violations**

The following penalties will be enforced in the case of any code of conduct violation. Please keep in mind that the use of alcoholic beverages, tobacco and controlled substances are against the law as set forth by the federal, state, and local governments.

### **Reporting and Administration of the Code of Conduct**

If a student reports an incident to the Principal or Athletic Director and cooperates with the investigation they may have the report count as a self-referral. Self-referrals may only be used once every two years. **Upon being made aware** of a violation an adult must report the violation in writing to the Athletic Director or Principal within 30 days in order for it to be considered for investigation. Incidents that occurred more than one calendar year in the past will not be investigated.

The standard of proof required for investigation will be reasonable suspicion. The Athletic Director or Principal must have reasonable suspicion to believe that a violation has taken place. The Athletic Director or Principal will make an attempt to contact the parent(s) or legal guardian and inform them of the situation. An attempt will be made to notify the parents or guardian that their son or daughter will be questioned on the matter. The student(s) involved will be interviewed and made aware of the allegations against him or her. The student will have the opportunity to present his or her side of the story. After this interview, the investigation may continue, disciplinary measures may be imposed, or the investigation may be dropped. The Athletic Director or Principal will make this decision after review of the information.

A violation may involve an eyewitness and that witness may submit the complaint in writing. However, there will be times when neither an eyewitness nor a written statement will be available or possible. In this case, the Athletic Director or Principal will interview the student as long as there is reasonable suspicion to do so. There will be other times when students take the responsibility to report themselves as violators of the code.

### **First Offense- (40% of the Season / 20% of the Season)**

Students involved in athletics will be suspended for 40% of the sport season in which they are currently participating. Students can lessen the sentence to 20% by turning themselves in ("self-referral") to the Principal or Athletic Director. If not currently participating in a sport, students will be ineligible for the first 40% / 20% of the next sport in which they participate.

The student/athlete will be required to practice with the team, attend the contest in street clothes, and sit with the team during the contest. If the contest happens to be an away contest the student/athlete will ride the school provided transportation.

If the student is a member of an extra-curricular activity the student must practice or attend organizational meetings with that organization, but he/she will be ineligible twenty-two (22) school days and nights. That penalty will be reduced to eleven (11) school days and nights upon self-referral.

Students who receive a first offense violation will be referred to and expected to participate in the Student Assistance Program at New Glarus High School.

### **Second Offense- (100% of Season / 60% of the Season)**

Students involved in athletics will be suspended for 100% of the sport season in which they are currently participating. If they turn themselves in and meet the self-referral guidelines, their sentence can be reduced to 60% of the season. Students not currently participating in a sport will be ineligible for the first 100%/ 60% of the next sport in which they participate. If the season is completed before the entire penalty is served, the student must serve the balance of the penalty by sitting out the first part of the season in the next sport in which he or she participates (see Carry-Over Policy below).

Example: A student commits his or her second offense after 15 games of the basketball season have been played. In this situation, the student will miss 30% of the scheduled basketball games. To complete the 60% penalty, the student will be unable to participate in the first 30% of the contests in the next sport in which he or she chooses to participate.

If the student is a member of an extracurricular activity, the student will be ineligible to participate for one trimester from the date when a violation is found. If the student reports his/her violation to the Athletic Director / Principal, the second offense will be a nine (9) week penalty. If the violation occurs over the summer, the nine (9) week penalty will begin with the next event that the activity performs, or the first day of school, whichever comes first.

If the student will become eligible at some time during a specific sport season, he/she must practice with the team and attend contests in street clothes in order to complete the suspension penalty. The student will also be ineligible for all extra-curricular activities that he/she may be involved in while under suspension for a second offense violation.

Students who receive a second offense violation will be referred to and expected to participate in the Student Assistance Program at New Glarus High School.

### **Third Offense- (1 Calendar Year)**

A student involved in athletics or extra-curricular activities will be suspended for one calendar year from the date of conviction.

If the student will become eligible at some time during a specific sport season, he/she must practice with the team and attend contests in street clothes in order to complete the suspension penalty. The student will also be ineligible for all extra-curricular activities that he/she may be involved in while under suspension for a third offense violation.

Students who receive a third offense violation will be referred to and expected to participate in the Student Assistance Program at New Glarus High School.

Any additional offenses will result in the student being ineligible for athletics and activities for the remainder of his/her high school career.

## **Carry-Over Policy**

A student must serve his/her suspension and finish the entire season, or the suspension will carry over to the next sport or activity until the full suspension is served. Also, penalties will carry over from year to year, and they will carry over from handbook to handbook.

## **Earning Back Levels of Eligibility**

Under the activities/athletic code, students will have the opportunity to earn back levels of eligibility and erase any prior violation of the athletic/activities code. If a student completes the Student Assistance Program and remains violation-free for eighteen (18) calendar months from the completion of their last penalty, their last violation will be removed from their activities/athletic record.

Example: A student has a violation in October of their 9<sup>th</sup> grade year. The student serves his/her suspension, which is complete on December 1. On June 1, following the completion of their 10<sup>th</sup> grade year, the first violation is removed from their record. The student violates the code in the fall of their 11<sup>th</sup> grade year. Although it is the student's second violation, it will be considered a first offense violation with the penalty being 40% / 20%, depending upon the circumstances associated with that violation.

## **The Appeal Process**

If a student or parent is dissatisfied with the decision made by the Athletic Director or Principal, they may appeal that decision in writing to the Athletic Director or Principal within three (3) days after being informed of the decision. The Athletic Director or Principal will then schedule a meeting of the extra-curricular council no later than three (3) days from the time that the Principal receives the appeal. The parents and/or student will have the opportunity to present evidence or challenge evidence provided at this meeting. The student/athlete will remain under suspension while the appeal process is taking place.

The extra-curricular council will consist of the following people

- The Athletic Director (if not involved in the initial ruling)
- One varsity head coach
- One activity advisor
- One teacher not involved in extracurricular activities

The members of the council will be chosen every year and will meet once at the beginning of the year to review the code. An alternate will be chosen for each of the group members listed above. If one member is unable to attend, the alternate will take his or her place. Anytime council members might experience a conflict of interest, they must remove themselves from the council. No coach or advisor will be allowed to rule on the guilt or innocence of a student on his or her team at the time of the ruling.

The extra-curricular council may take one of two actions

1. Sustain the Athletic Director's or Principal's decision.
2. Overturn the Athletic Director's or Principal's decision.

In making the decision, the council should consider whether or not the evidence against the student is reasonable, whether or not the student was treated fairly, and whether or not the penalty was in accordance with this code.

## **FALSE FIRE ALARMS**

Any student creating a false fire alarm will be referred to authorities and charged according to state law, as well as face suspension from school.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Glarus School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Glarus School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Glarus School District to include this type of information from your child's education records in certain school publications.

Examples include

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs and videos.
- Sports programs, showing weight, height, and year in school of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want the New Glarus School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Friday, September 18, 2015. The New Glarus School District has designated the following information as directory information

- Student's name
- Address
- Telephone listing

- Grade level

Parents also have the right to inspect certain surveys and to choose to opt-out their children from surveys that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside of the School District).

If a survey asks students for information in any of the following eight categories, parents have the right to inspect the survey.

- Political affiliations or beliefs of students or their family.
- Mental and psychological problems of students or their family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or their parents.
- Income (other than that required by law to determine eligibility for program participation or financial assistance).

## **FIELD TRIPS**

All students going on a field trip must have a signed field trip permission form on file in the office. The Signature Form is available online through the School District's website and through Family Access during school registration.

## **FIRE DRILLS**

When the alarm sounds:

1. Proceed to proper exit area (Routes are posted in each classroom).
2. Move quickly and quietly out of building and proceed to south end of the student parking lot (at least 100 feet away from building).
3. Wait outside. You will be instructed when to return to the building.

## **FOOD & BEVERAGES**

All food and beverages are permitted in the hallways, but trash must be thrown away, or the privilege will be revoked. No open containers of food or drink may be kept in student lockers.

## **GRADUATION REQUIREMENTS**

Starting in 2013, a minimum of 28 credits must be earned in your four years of high school including: 4 credits of English, 4 credits of math, 3.5 credits of social studies including .5 credits of service learning, 3 credits of science, 1.5 credits of physical education, .5 credit of Health during your freshman year, .5 credits of Employability Skills during your sophomore year and 9 elective credits. (17 required credits and 11 elective credits for a total of 28 credits). Students must also have some training in the area of Personal Finance prior to

graduation. **Due to the COVID-19 pandemic, the graduation expectations may change to match the Wisconsin Graduation requirements.**

## HALL PASSES AND FIRST 10 RULE

Student movement within the halls during classes is to be held to a minimum. In addition, students are not to be in the halls the first ten minutes after the bell rings. If students need to leave their classroom, they will present their school ID and request permission from their teachers. ask their teacher to leave for their desired reason. Teachers may employ a sign out sheet to track students leaving the classroom. ~~School IDs will be their hall pass, which must be on the front and visible. With the exception of emergency, failure to have an ID will lead to natural consequences of not being able to leave classrooms during classes.~~

In the case of a planned departure during classes (e.g. medical or dental appointment), students must obtain a pass from the office in order to leave their classroom. Students will then report to the office to sign out of the building before departure.

## HOMECOMING

Students are eligible for homecoming if they are involved in an organization or sport at New Glarus High School. If a student is not involved with either, they can be eligible by completing their service learning project prior to homecoming or by participation in a youth apprenticeship program. Students would declare what they are representing and can represent any sport or organization on the court and/or in the parade. Students and sports would be verified by completion of the sports season. In organizations, students would simply need to complete a sheet with an adviser signature that they have been a part of the organization and participated in a worthwhile event of some kind. Any student athlete who has been declared ineligible for any part of the fall season will not be eligible for court. The King will be selected from the senior male-representatives and voted on by the student body. The Queen will be selected from the senior female representatives and voted on by the student body. King or Queen of the Junior Prom are not eligible to be Homecoming King or Queen.

## HONOR ROLL

- 3.20 – 3.49 GPA in grading period shall make Honor Roll
- 3.50 – 3.74 GPA in grading period shall make High Honor Roll
- 3.75 – 4.00 GPA in grading period shall make Highest Honor Roll
- Trimester grades will be used to determine Honor Roll.
- Honor Rolls will be complete when grades are final.
- Senior Class Scholarships are figured on the most recent cumulative GPA at the time of the scholarship deadline. The cumulative GPA after Trimester 2 of a student's senior year is used in preparation for the graduation ceremony and end of the year honors, including the selection of the valedictorian.

## NATIONAL HONOR SOCIETY

After six trimesters of high school, a student may be eligible to be selected for National Honor Society if he/she meets the following criteria specified in the National Constitution.

- Scholarship: a minimum of 3.400 Cumulative GPA.
  - Once selected, a student must maintain a minimum of 3.200 GPA to remain in NHS.

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

- Leadership: a record of positive contribution to school and/or community.
- Character: demonstrates traits that are consistent with National Honor Society.

All academically eligible students will be notified. Completion of a Student Activity Information Form will be required for final consideration by the Faculty Council.

## **PARTICIPATION FEES**

The participation fee will be established each school year and the fee must be paid before the first practice of a sport in which a student will be participating. If the fee is not paid the student will be ineligible for practice and competition until the fee is paid.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

Schools nationwide are finding new ways to encourage positive behavior in the classroom, in the hallway and throughout the whole school. Positive Behavior Interventions and Supports works because it helps students understand what is expected of them, gives teachers a framework for acknowledgement and consequences, and enables administration to use data to make decisions about discipline.

P.B.I.S. at New Glarus High School is in its fourth year. At New Glarus High School, students will learn Knight PRIDE (Perseverance, Respect, Integrity, Dedication and Excellence in their chosen endeavors). Throughout the year, students will have behavior lessons called CoolTools, shown to them during their classes. Students will also be rewarded with Knight Kash for positive behavior, which can be redeemed through prize drawings which are done throughout and at the end of each trimester.

At the end of each trimester, there will be Rewards Day for students. The activities are intentional to celebrate the positive contributions that all students are making to our school.

## **SCHOOL HOURS**

School is open from 7:30 a.m. - 3:45 p.m. Students arriving early may be in the commons area, or in an area designated and supervised by a teacher. Students are to be out of the building by 3:45 unless under supervision.

## **SELECTIVE SERVICE REGISTRATION**

Male students reaching the age of 18 must register with Selective Service. You may see the Principal for details.

## **SEVERE WEATHER/TORNADO EVACUATION**

When a warning of a tornado or severe weather is relayed to the students, evacuation will take place with all students and staff taking the proper route to designated areas. ~~The designated areas are the North end of the building (LMC Hallway and Middle School Hallway).~~

## **STUDENT, ALCOHOL AND DRUG ABUSE**

It is incumbent upon the District to maintain a positive environment for learning and to provide for the health and safety of students. Therefore, the following actions are prohibited by students anywhere on school premises, in any District-owned or contracted vehicle and at any school-sponsored function or activity at all times.

1. The use, possession, sale or distribution of alcohol, drug paraphernalia or illegal drugs (including prescription medication not prescribed to the student).
2. Being under the influence of alcohol or illegal drugs.
3. The possession, distribution or sale of look-alike drugs.
4. The misuse of over-the-counter or prescription drugs.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such tests shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be disciplined for refusing to submit to a breath test.

Violations of this policy shall result in school suspensions and other appropriate dispositions including, but not limited to, referral to the Student Assistance Program, referral to law enforcement authorities, citations under applicable municipal ordinances and expulsion from school. Students shall be disciplined in accordance with established procedures.

## **STUDENT ID AND LANYARDS**

Students will utilize their ID cards for lunch, library use, ~~hall passes~~ and other privileges. Students who misplace or “forget” their ID will need to purchase a new ID in the office. ~~Failure to have an ID will lead to natural consequences of not being able to leave during classes, check out books and loss of privileges associated with IDs (e.g. to eat first in lunch).~~

## **STUDENT MENTAL HEALTH / PHYSICAL SAFETY CONCERNS**

New Glarus School District is dedicated to the mental health and physical safety of our students. The District has established procedures and supports for students experiencing stress that may be demonstrated by depression, self-injurious behaviors up to suicidal threats. This information serves as Passive Consent for your student to receive brief Social Emotional Counseling or a Depression Screening if the need is determined by the District procedures. Active Consent will be obtained if the student denies the support. You can request Active Consent through the high school counseling office.

## **STUDENT SCHEDULING**

Scheduling is completed each spring for the following school year. Changes from the master schedule must be handled through ~~Ms. Meeska~~ and the high school office in accord with the following Drop/Add Procedure.

Drop/Add must be completed during the **first week** of each trimester. No drops or additions will be made during the first day of the trimester.

~~A student that is overloaded may drop a class, but if it is after the drop/add deadline with permission from the high school principal, the student will take an F for the grading period and will receive no credit for the trimester.~~

~~A student waiting to drop/add after the cutoff date will need permission to enroll in a new class from the counselor and the new teacher before being allowed to drop the current class. The student receives no credit for the class being dropped, and will have to make up work in the class being entered for grading purposes. Work done in a dropped class will not count toward credit in the added class.~~

## **STUDENT HEALTH CONCERN FORM**

Any student who has a health concern of which the office should be made aware must have a health concern form on file in the office. The Student Health Form is available online through the School District's website and through Family Access during school registration.

## **STUDENT LOCKERS**

The school board retains ownership and possessor control of all student lockers. Designated school officials, employees, or agents may search a student's locker without consent of the student, without notifying the student, and without obtaining a search warrant.

Students should keep their lockers locked and not share their combination with others. Students are responsible for their locker and its contents. Lockers must be kept clean and free of food products for an extended period of time. Pictures attached to the interior of the locker must be school appropriate.

**Students may not write on, deface, or attach stickers to lockers. No items may be attached to locker exteriors without permission from the office. Failure to comply with these guidelines will result in discipline action in accordance with established procedures.**

## **TARDINESS**

A pattern of tardiness on the part of any student will not be allowed. It is the belief of New Glarus High School that promptness to class is part of good academia and an important life skill. In addition, being tardy is disrespectful to your instructor and a distraction to your classmates. In an effort to reduce tardiness, New Glarus High School has the following protocol for each trimester:

~~Students who are tardy first are late to school must report to the office and sign in.~~ Students who are late to school first period must report to the office, sign in, and report to class once they have a pass from the office. Parents will be notified via email that morning about their student being late to school.

In addition to classroom interventions, there will be consequences for being tardy in multiple classes. Attendance records will be kept and monitored every class period throughout the school day. When a student reaches five (5) unexcused tardies for a trimester, they will be called to the office and will receive a warning. In

addition, parents and coaches will be notified. The following interventions will apply if the student continues to record unexcused tardies.

### **10 TARDIES**

At 10 tardies, the student will meet with the principal in regards to tardies.

~~A detention will be issued and must be served before or after school, or during the lunch period.~~

### **20 TARDIES**

~~The student will serve a detention before or after school or at lunch. In addition, students will be asked to complete the tardy reduction plan and contract. Students have one week to make up their detentions. After one week, the detention doubles.~~

### **30 TARDIES**

~~The student will serve a detention before or after school or at lunch and students will complete the tardy reduction contract. and a parent-student conference will be held. Students have one week to make up their detentions. After one week, the detention doubles.~~

### **40 TARDIES**

If the student reaches over 40 tardies, there will be a parent-student conference with the principal.

## **VIDEO AND AUDIO RECORDING**

The New Glarus School District uses video surveillance/electronic monitoring systems in the schools. This may include either video or audio footage, or both. Whenever individuals are on school property, their actions/behavior are subject to being monitored/recorded.

## **VISITORS TO SCHOOL**

Students are not to bring student visitors to school. Unauthorized visitors are prohibited from school grounds from 8:00 am to 3:30 pm.

## **WEAPONS ON SCHOOL PREMISES**

No person shall possess, use, or store a weapon on school property, on school buses, or at any school related event, or at any event that is under the supervision of school authorities. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty).

Any student violating this policy shall be subject to penalties outlined in state and federal law including possible expulsion, and mandatory referral for expulsion from school for possession of a firearm. Parents/guardians and law enforcement officials will be notified when this policy is violated. Weapons will be confiscated by the District or by law enforcement officials, as appropriate.

## WORK STUDIES

Students who are involved in work studies will work through one of the CTE (Career & Technical Education) teachers. Students will be expected to sign out with the office on a daily basis before going to work studies. The students will need to follow the rules of athletic academic eligibility to be able to leave school for work studies. Students will also meet the following expectations.

1. Arrive at school and class on time.
2. Make up assigned Advisory time.
3. Complete the work study paperwork.

In addition, all employers will be expected to complete an evaluation of the student employee which will be part of the student assessment.

## STUDENT ACCEPTABLE USE POLICY

The Internet is a global telecommunications network that is a wealth of data, resources, materials, information, projects, and people. It is an excellent educational tool and will be used on a research basis within the New Glarus School District. The following six guide points (Educational Purpose, Student Internet Access, Unacceptable Uses, Your Rights, Limitation of Liability, and Personal Responsibility) are to help students make good choices while they are using the District network.

### Educational Purpose

- NGSD has been established for a limited educational purpose only. The term "educational purpose" includes classroom activities and career development.
- NGSD has not been established as a public access service or a public forum. The New Glarus School District has the right to place restrictions on the material you access or post through NGSD. Students shall follow the rules set forth in the District handbooks.
- Students may not use NGSD for commercial purposes. This means students may not offer, provide, or purchase products or services through NGSD.
- Students may not use NGSD for political lobbying. But students may use NGSD to communicate with elected representatives and to express their opinions on political issues.

### Student Internet Access

- All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- All students will be provided with individual email accounts.
- Students and parents must sign the agreement to be granted an email account on NGSD.

### Unacceptable Uses

The following uses of NGSD are considered unacceptable:

#### Personal Safety

- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Students will not agree to meet with someone they have met online.

*NEW GLARUS HIGH SCHOOL ~ [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us) ~ [newglarushighschool.blogspot.com](http://newglarushighschool.blogspot.com)*

*PBIS School Of Merit ~ U.S. News & World Report America's Best High Schools*

- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### **Illegal Activities**

- Students will not attempt to gain unauthorized access to NGSD or to any other computer system through NGSD or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not use NGSD to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### **System Security**

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should students provide their password to another person.
- Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problem, because this may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

### **Inappropriate Language**

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, the user must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Respect for Privacy**

- Users will not repost a message that was sent to them privately without permission of this person who sent them the message.
- Users will not post private information about another person.

### **Respecting Resource Limits**

- Users will use the system only for educational and professional or career development activities.
- Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

- Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota.
- Users will subscribe only to high quality discussion group mail lists that are relevant to their education or career development.

### **Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were originally theirs.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use that work, students should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

### **Inappropriate Access to Material**

- Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of student access is to conduct research and both the students' teacher and parent have approved.
- If students mistakenly access inappropriate information, they should immediately tell their teacher or another District employee. This will protect students against a claim that they have intentionally violated this Policy.
- Students should seek instruction from their parents if there is additional material that they think would be inappropriate to access. The District fully expects that students will follow their parent's instructions in this matter.

### **Your Rights**

#### **Free Speech**

- Students' right to free speech, as set forth in the Discipline Code, applies also to their communication on the Internet. The NGSD is considered a limited forum, similar to the school newspaper, and therefore the District may restrict student speech for valid educational reasons. The District will not restrict student speech on the basis of a disagreement with the opinions they are expressing.

#### **Search and Seizure**

- Students should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights students have in the privacy of their lockers.
- Routine maintenance and monitoring of NGSD may lead to discovery that students have violated this Policy, the Discipline Policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Parents have the right at any time to request to see the contents of their student's email files.

#### **Due Process**

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through NGSD.
- In the event there is a claim that students have violated this Policy or Discipline Policy in their use of NGSD, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the Principal or his/her designee or they will be provided with notice and opportunity to be heard in the manner set forth in the Discipline Policy.
- If the violation also involves a violation of other provisions of the Discipline Policy, it will be handled in a manner described in the Discipline Policy. Additional restrictions may be placed on the student's use of his/her Internet account.

### **Limitation of Liability**

The New Glarus School District makes no guarantee that the functions or the services provided by or through NGSD will be error free or without defect. The New Glarus School District will not be responsible for any damage students may suffer, including but not limited to loss of data or interruptions of services. The New Glarus School District is not responsible for the accuracy or quality of the information obtained through or

stored on the system. The New Glarus School District will not be responsible for financial obligations arising through the unauthorized use of the system.

### **Personal Responsibility**

When you are using the NGSD, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave a little "electronic footprint," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Students and parents are required to read the above guidelines for network use, and further understand that student use of the Internet and network is intended to further student education as a student in the District. Should students fail to adhere to these guidelines, their privileges of accessing Internet at school will be revoked.

Completion of the Acceptable Use Policy (AUP) Form is required for every student using technology at New Glarus School District. It is available online through the District website and through Family Access during school registration.





**New Glarus School District  
Summer Health and Safety Procedures - updated July 13, 2020**



*\* The opportunities that follow and facility usage are limited to New Glarus School District students and staff/coaches at this time. Further usage may be allowed at a later date if restrictions are lifted and state/county recommendations can be followed. \**

All WIAA sports programs will follow WIAA sports specific return to play guidance:

- WIAA Sport Specific Return to Play Source:  
<https://www.wiaawi.org/Portals/0/PDF/Health/Covid/WIAA-SummerGuide-Sport-Specific.pdf>
- DHS Map: Green County Risk Level - <https://www.dhs.wisconsin.gov/covid-19/local.htm>

<b>WIAA Risk Level</b>	<b>DHS Risk Level</b>
High	High
Moderate	Medium
Low	Low
Lowest	N/A (Cure or Vaccine)

**NGSD Risk Level Gathering Requirements:**

- High - No gathering of more than 15 inside, 25 outside (all social-distanced)
- Moderate - No gathering of more than 15 people at a time inside. Up to 50 individuals may gather outdoors.
- Low - Gathering sizes of up to 50 individuals, indoors or outdoors.
- Lowest – No limitations on gathering

Protocols to be followed by all other individuals and groups on school property:

- ❖ The use of a face mask is strongly recommended when coming and going from venues where physical distancing can be hard to maintain (i.e. doorways, hallways, etc)
  - Entry and dismissal should be staggered to assist with this
- ❖ Hand sanitizing should occur when individuals enter and exit the building at the supplied hand sanitizing stations; and other periodic hand sanitizing is recommended
- ❖ Physical distancing of a minimum of 6 feet should be maintained
- ❖ Space capacity maximums:
  - Classrooms - 10 students
  - Gymnasiums (HS & ES) - 15 students
  - Multi-Purpose Room (MPR) - 15 students
  - Outside Field Space (Football, Soccer) - 25 students
  - Weight Room - 8 students

- ❖ Bathroom access will be limited to the Commons in the HS, outside the MPR in the MS, and outside the gym in the ES
- ❖ Drinking fountain access will be limited to re-fillable bottles only
  - Individuals should bring a filled water bottle from home
  - Sharing of water bottles is strictly prohibited
- ❖ No food and beverages, with the exception of water, can be brought into school
- ❖ Upon completion of activity, students should leave the premises
- ❖ No competitions/leagues/tournaments involving other schools allowed
- ❖ Come to school prepared for activity as there will be no locker room access
- ❖ Spectators are not allowed

Pre-entry Screening:

- ❖ All individuals will be sent the following screening questions and asked to not enter the building if they have any of the symptoms. Additionally, signs will be posted.
  - Screening Questions:
    - Fever (higher than 100.3\*)
    - Cough
    - Sore Throat
    - Shortness of Breath
    - Close contact, or cared for someone with COVID-19
    - Required to be in quarantine for any reason
  
- ❖ If an individual displays any positive symptoms from the above list, they will not be allowed to participate and will be asked to leave the premises and contact a healthcare professional. If students cannot leave the premises immediately, they will be placed in an isolation room and parents must provide a prompt pick-up.

*Individuals unable to follow the protocols and/or guidelines will be asked to leave.*

**New Glarus School District Athletics  
Return to Play Risk Levels by Sport**

WIAA Sport Specific Return to Play Source:

<https://www.wiaawi.org/Portals/0/PDF/Health/Covid/WIAA-SummerGuide-Sport-Specific.pdf>

DHS Map: Green County Risk Level - <https://www.dhs.wisconsin.gov/covid-19/local.htm>

<b>WIAA Risk Level</b>	<b>DHS Risk Level</b>
High	High
Moderate	Moderately High and Moderate
Low	Low
Lowest	Cure or Vaccine

**NGSD Risk Level Gathering Recommendations:**

- High - No gathering of more than 15 inside, 25 outside (all social-distanced)
- Moderate - No gathering of more than 15 people at a time inside. Up to 50 individuals may gather outdoors.
- Low - Gathering sizes of up to 50 individuals, indoors or outdoors.
- Lowest – No limitations on gathering

**WIAA Sport Specific Return to Play Risk Levels and Correlation Activity Examples below:**

## **Baseball Practice Risk Levels:**

**High Risk Level** – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Individual drills without sharing balls or equipment.
- Individual tee work into a pop up net or in a batting cage where the individual is putting the ball on the tee himself.
- Batting practice with the utilization of a pitching machine in a cage or on the field, one person dropping and retrieving baseballs.

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Players playing catch.
- Bunting drills with one coach/player and one batter.
- Short toss/front toss where the coach/player is at least 10 feet away from the hitter.
- Batting practice with one pitcher and one catcher using disinfected baseballs.
- Relay drills/cutoff drills involving outfielders throwing to infielders.
- 1st and 3rd defense practice where baserunners are executing a steal and defense must react with ball.
- Catchers fielding bunts in front of home plate or dropped third strikes from a coach and throwing to first base.
- Fungo with one coach hitting to fielders (fielders waiting their turn should be 6 feet apart from other fielders).
- Pick-off plays at each base involving a pitcher throwing to infielders at their respective bases.
- Catchers throwing to second.
- Pop-ups.
- Pitchers throwing “bullpen sessions” with a catcher and a coach instructing them (coach should maintain 6 foot distant from pitcher when instructing/demonstrating).

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Intra-squad scrimmage.
- Game with consultation with health and school administration.
- 1st and 3rd defense practice where baserunners are executing a steal and defense must react without ball.
- Run Down practice where players are attempting to tag a runner after runner gets in a “pickle”.

## **Basketball Practice Risk Levels:**

**High Risk Level** – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Conditioning
- Speed/agility
- Individual ball skills
- Individual offensive/defensive work

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Drills that include passing the ball, offensive work, etc.
- Weight room usage – see Weight Room document
- Contact drills within pods
  - Boxing out/Rebounding Drills
  - Offense vs. Defensive drills in smaller number: 1 vs. 1, 2 vs. 2, 3 vs. 3.
  - Station work

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Full team practices
- Competitions
  - Single games vs. single opponents
    - Recommended plan for disinfecting of ball during significant breaks in play
  - Multi-team tournaments are discouraged
  - Out of area opponents are discouraged
  - Double Headers
    - Allow time for disinfection of bench area, basketballs
    - Plan in place for clearing first teams out and bringing second teams in

## **Cross Country Practice Risk Levels:**

**High Risk Level** – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Conditioning
- Speed/agility
- Track work should utilize every other lane (spacing)
- Athletes must refrain from running in groups, or following directly behind a runner (6 ft.)

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Working with/running with a partner in training drills.
- Maintain the same partners/no switching partners.

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Training may happen in groups (pods) - recommend that the pods consist of the same athletes for every workout.
- Track work can utilize every lane
- Race Preparation/Competition Structure
  - Competitions between 2 teams - following maximum number guidelines
  - Competitions with multiple teams, following maximum number guidelines (including workers, officials, timers, etc.)
  - Consider wave starts – top 2 runners from each school in first wave, 3rd and 4th in second wave, etc. Leave 2 min between each wave start.
  - Out of area opponents, discouraged
  - Start Line – No common bins should be available at the starting line for personal items. All personal items, including warm-ups, headphones, etc., should not be taken to the starting area.
  - Finish Line – Recommend that lanes are created for the finish. Runners are designated to finish in a specific lane to avoid contact.

## Considerations for Football Practice:

Note: The focus here should be getting back to normal football while still maintaining social distancing when not playing. Sanitation guidelines must also be followed to maintain consistent cleanliness for all. The use of equipment and footballs are allowed but they must be cleaned at an adequate schedule. All drills from High and Moderate Risk Levels can be conducted at this level.

High Risk Level – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors. Note: The focus here is on individual skill development such as stance, footwork, first steps, ball handling with own ball, football conditioning, non-contact with other players, no football exchanges or use of shared equipment, and follow social distancing with continuous sanitation.

- Positional Groups: Quarterbacks, Running Backs, Wide Receivers
  - Footwork drills for all positions. Individual ball security drills without sharing a ball (ball disinfected before anyone else uses)
  - Individual cutting drills using cones, stationary dummies, or lines (WR – route running, RB – running paths and routes, QB – drop backs, sprint outs, and option paths)
  - QB can work on footwork progression for handoffs and for passing game route progression
  - QB can throw to stationary dummy for warm up and retrieve own ball
  - WR/RB work on blocking footwork and steps
  - RB agilities for footwork drills, cuts, and step-overs
- Positional Group: Offensive Lineman
  - Stance and start with cadence work
  - Run blocking steps/handsets
  - Pass blocking steps/handsets
  - Footwork drills
  - Run blocking drills with chutes
- Positional Group: Defensive Lineman
  - Stance and start with get off drills
  - Footwork drills (ex: Circle Drill)
  - Hand and arm work drills with no player contact (ex: Speed Ladder)
  - Run stopping drills with chutes
  - Full movement drills (ex: Pursuit Drill or Directional Bear Crawling)
- Positional Group: Linebackers, Defensive Backs
  - Stance and footwork drills (ex: backpedal, weave, breaks/cuts, etc.)
  - Footwork and read step drills (ex: Shuffle and Alley Run Drills)
  - Partner tackle tracking and mirror steps drills with no player contact
  - Pass drop drills
  - Run/Reaction drills (ex: Battle Chute Movement Drills)
- Advanced Detail Drill Examples in High Risk Level (Positional Group: Linebackers)

- Stance and footwork drills (ex: Read Steps, Shuffle, Alley runs). Go two or three at a time spaced out by 10 yards using field lines. Respond to verbal or visual cues of coach to work on movement skills. Coach is in front of the group.
- Stagger width starting point so that players can see.
- Partner tackle tracking and mirror steps drills. Players align on yard lines 10 yards apart – one is designate as O scout, the other D. Offensive player players runs, jogs, changes direction on his line. D player mirror staying on his line. If coach wants to close the vertical distance have players move 10 yards apart and O player stays on his line while D players closes to the next 5-yard line.

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Positional Groups: Quarterbacks, Running Backs, Wide Receivers
  - Mesh or shell drills vs. air (ex: QB-RB practice exchanges)
  - Passing and catching drills (ex: Route Running; QBs throws to same WRs)
  - Throwing progression and passing techniques drills with one partner
  - Offense can be run against air or stationary dummies not held by another player or coach)
- Positional Group: Offensive Lineman
  - Run blocking drills with sleds
  - Run/Pass blocking assignment drills (ex: individually or in small group; keep consistent pods)
  - Run/Pass blocking drills with use of pads, chutes, etc.
- Positional Group: Defensive Lineman
  - Run stopping drills (ex: use of pad or sled)
  - Pass rush drills with partner handwork
  - Movement drills (ex: Twist, Slant, Angle Drills with partner and pad)
  - Stunt Drill with obstacle in front
- Positional Group: Linebackers, Defensive Backs
  - Pass drop drills (ex: include ball but clean after each use)
  - Battle chute movement drills (ex: Key Read Drills)
  - Delivery of blow on a sled/pad
  - Tackle drills with bag/donuts (note: not held at time of contact by another athlete)
  - Defeat block/pass drills (ex: Rush vs. Pop Up Drills)
- Advanced Detail Drill Examples in Moderate Risk Level (Positional Group: Defensive Backs)
  - Run/Pass read and react drill (ex: Crack, Stalk, Route Recognition Drills). Set up scout players using cones on yard line to ensure social distancing. DB aligns on yard line 10 yards depth, 5 yards width. Scout executes blocking pattern or route designated by coach but stays 5 yards width away. LB reacts to offensive movement and gain ground to the 5-yard mark between the groups.

- Partner tackle tracking drill (ex: backpedal tempo, and cushion drill). Players align on yard lines 10 yards apart – one is designate as O scout, the other D. Offensive player players runs, jogs, changes direction on his line. D player mirror staying on his line. If coach wants to close the vertical distance have players move 10 yards apart and O player stays on his line while D players closes to the next 5-yard line.

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Positional Groups: Quarterbacks, Running Backs, Wide Receivers, Offensive Lineman, Defensive Lineman, Linebackers, Defensive Backs
  - All drills previously stated from High Risk Level and Moderate Risk Level
  - One-on-one, small group, and large group development allowed (Inside and Outside)
  - No use of close huddle (ex: must be spaced out or “loose”)
  - Maintain social distancing when not in a drill (ex: use cones, tape, or paint for markings)

## **Golf Practice Risk Levels:**

**High Risk Level** – Range, practice green work and course play, without competitions, that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Individual play can be permitted with no more than four players per group. All league, clinic, camps and organized activities will remain suspended.
- Holes will be filled or adapted to allow for easy ball retrieval, no bunker rakes; trash removed by individual players. Flags should not be touched for any reason. The player should bring their own water and remove trash upon leaving.
- Practice facilities may be open but are restricted to 10 or less people practicing strict social distancing. Enhanced practice ball sanitation protocol.
- Golf instruction and club fitting in person may be conducted on an individual basis while practicing strict social distancing. Cloth facial covering recommended for instructors and students. Group teaching and coaching programming is conducted virtually.
- Outdoor workout activities allowed with proper social distancing and no more than 10 people.
- Virtual events are permitted based on appropriately spaced tee times. No staff administration of events and no pre or post gatherings. All scoring is done digitally. Individual play only. No shotguns.
- Follow the USGA Back2Golf Operations Playbook and PGA Jr. League Guidelines:  
[https://www.usga.org/content/dam/usga/images/course-care/covid-19-resourcecenter/back2golf/back2golf\\_operations\\_playbook-version4-0-june10-2020.pdf](https://www.usga.org/content/dam/usga/images/course-care/covid-19-resourcecenter/back2golf/back2golf_operations_playbook-version4-0-june10-2020.pdf)  
[https://docs.google.com/document/d/e/2PACX1vQ1oEw931iYxsVIBfmUtqcrOSTvIq2LX3ECgOyTSYADFFtEF0RATa5segvSi\\_zfF4MchVFVpFxFxNx51D/pub](https://docs.google.com/document/d/e/2PACX1vQ1oEw931iYxsVIBfmUtqcrOSTvIq2LX3ECgOyTSYADFFtEF0RATa5segvSi_zfF4MchVFVpFxFxNx51D/pub)

**Moderate Risk Level** – Range, practice green work and course play that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants. 16

- Normal golf groups are permitted; walking or riding in golf carts is permitted. Restrictions apply and will vary by locality.
- Practice facilities may be open but are restricted to 50 or less people practicing strict social distancing. Enhanced practice ball sanitation protocol.
- Golf instruction and club fitting conducted with adherence to strict social distancing guidelines. Small group clinics may be resumed based upon the practice facility space available to abide by the social distancing guidelines.
  - Smaller group play allowed at the facility.
  - Shotguns allowed with strict social distancing and staging that eliminates the potential for large gatherings.
  - Groups no larger than 50 players may be held. It is important to note that the 50 player limitation refers to gatherings (ex. scoreboard area, clubhouse, registration, etc.). As long as an event organizer can have protocols in place to ensure that people do not

have gatherings of 50 or more, then these groups can conduct a golf event with a larger field size as long as it via tee times.

- No gathering points for registration or awards ceremony. Functions may be held with social distancing protocol and local F&B guidelines adhered to. Any awards presentation should follow the local government guidelines at that time.
- Practice facility follows local guidelines and strict social distancing that must be monitored by a staff member.
- Arrivals of participants are not be prior to 30 minutes before tee time (limit practice time).
- Follow the USGA Back2Golf Operations Playbook and PGA Jr. League Guidelines:  
[https://www.usga.org/content/dam/usga/images/course-care/covid-19-resourcecenter/back2golf/back2golf\\_operations\\_playbook-version4-0-june10-2020.pdf](https://www.usga.org/content/dam/usga/images/course-care/covid-19-resourcecenter/back2golf/back2golf_operations_playbook-version4-0-june10-2020.pdf)  
[https://docs.google.com/document/d/e/2PACX1vQ1oEw931iYxsVIBfmUtqcrOSTvIq2LX3ECgOyTSYADFFtEF0RATa5segvSi\\_zfF4MchVFVpFxFxNx51D/pub](https://docs.google.com/document/d/e/2PACX1vQ1oEw931iYxsVIBfmUtqcrOSTvIq2LX3ECgOyTSYADFFtEF0RATa5segvSi_zfF4MchVFVpFxFxNx51D/pub).

**Low Risk Level** – Range, practice green work and course play that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Facility is fully operational. No restrictions.
- On course water available.
- New normal trash operations may occur.
- All groups allowed. No restrictions.
- Follow the USGA Back2Golf Operations Playbook and PGA Jr. League Guidelines:  
[https://www.usga.org/content/dam/usga/images/course-care/covid-19-resourcecenter/back2golf/back2golf\\_operations\\_playbook-version4-0-june10-2020.pdf](https://www.usga.org/content/dam/usga/images/course-care/covid-19-resourcecenter/back2golf/back2golf_operations_playbook-version4-0-june10-2020.pdf)  
[https://docs.google.com/document/d/e/2PACX1vQ1oEw931iYxsVIBfmUtqcrOSTvIq2LX3ECgOyTSYADFFtEF0RATa5segvSi\\_zfF4MchVFVpFxFxNx51D/pub](https://docs.google.com/document/d/e/2PACX1vQ1oEw931iYxsVIBfmUtqcrOSTvIq2LX3ECgOyTSYADFFtEF0RATa5segvSi_zfF4MchVFVpFxFxNx51D/pub).

## **Soccer Practice Risk Levels:**

**High Risk Level** – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Conditioning
- Speed/agility
- Individual ball skills
- Individual offensive/defensive work

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Players may do drill work within a pod (1-6). Keep same pods together/no switching.
- May do short bursts of contact such as offense vs. defense with a partner.
- Weight room usage – see Weight Room document
- Contact drills within pods
  - Offense vs. Defensive drills in smaller number: 1 vs. 1, 2 vs. 2, 3 vs. 3
  - Skill work within stations

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Live scrimmages.
- Drills with sustained physical contact
- Competitions
  - Single games vs. single opponents
    - Recommended plan for disinfecting of ball during significant breaks in play
  - Multi-team tournaments are discouraged
  - Out of area opponents are discouraged
  - Double Headers
    - Allow time for disinfection of bench area, soccer balls
    - Plan in place for clearing first teams out and bringing second teams in.

## **Softball Practice Risk Levels:**

**High Risk Level** – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Individual drills without sharing balls or equipment.

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Players playing catch.
- Batting practice with one pitcher and one catcher.
- Fungo with one coach hitting to fielders.
- Catchers throwing to second.
- Pop-ups/fly balls.

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Intra-squad scrimmage.
- Game with consultation with health and school administration.

## **Volleyball Practice Risk Levels:**

**High Risk Level** – Drills that can be done during the High risk level to reduce exposure with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

- Players may do form drills and ball handling work without partners
- Solo cardio conditioning (i.e. single-person calisthenics)
- Weight lifting
- Modify drills or activities to limit/reduce potential violations of social distancing requirements including but not limited to: high fives, huddles, and team meetings.

**Moderate Risk Level** – Drills that can be done during the Moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Players may do drills and ball handling work with a partner
- Stay with one practice partner/no switching partners
- Solo cardio conditioning (i.e. single-person calisthenics)
- Modify drills or activities to limit/reduce potential violations of social distancing requirements including but not limited to: high fives, huddles, and team meetings.

**Low Risk Level** – Drills that can be done during the Low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Players may live drill and scrimmage with teammates
- Players may live drill with multiple partners in practice
- Team cardio conditioning
- Modify drills or activities to limit/reduce potential violations of social distancing requirements including but not limited to: high fives, huddles, and team meetings.



-----**DRAFT**-----



**School District of New Glarus  
Reopening Plan for the 2020-21 School Year**

**Objectives:**

- Have as many students in school as possible, as safely as possible
- Emphasize safety and minimize contact by having students in cohorts as much as possible
- Provide a fluid instructional model so students can be in and out of school as needed
- Provide options for families

<b>PLAN A - FULL OCCUPANCY WITH COHORT SCHEDULE</b>	
Decision Considerations	<ul style="list-style-type: none"><li>● General guideline - state classification system by county:<ul style="list-style-type: none"><li>○ Plan A - Low or Moderate</li><li>○ Plan B - Moderate High</li><li>○ Plan C - High</li></ul></li><li>● Cases in NG will be prioritized for consideration of moving from plan to plan</li></ul>
Attendance	<ul style="list-style-type: none"><li>● All students are allowed to attend</li><li>● Families may decide to opt out to allow their child to participate via Plan D</li></ul>
Schedule	<ul style="list-style-type: none"><li>● Students will attend school Monday through Friday</li><li>● Modifications to student daily schedules:<ul style="list-style-type: none"><li>○ Elementary - Students in cohorts of 25 or less; stay with that cohort all day with one teacher</li><li>○ NGMS - Students stay in cohorts of 25 or less; stay with that cohort all day; teachers move</li><li>○ NGHS - Students in two classes for 4 weeks; exposed to only two classrooms of students for those four weeks</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ IEP Services and Supports - Will be provided following each building's health/safety protocols</li> <li>● No assemblies, large gatherings or field trips</li> </ul>
Medical Monitoring of Students & Staff	<ul style="list-style-type: none"> <li>● All students and staff requested to do temperature self-check prior to arrival at school</li> <li>● Deny entrance to school if students or staff report any of the following symptoms: <ul style="list-style-type: none"> <li>○ Headache</li> <li>○ Fever</li> <li>○ Cough or sneezing</li> <li>○ Sore throat</li> <li>○ Diarrhea</li> <li>○ Loss of taste or smell</li> </ul> </li> </ul>
Personal Protective Equipment	<ul style="list-style-type: none"> <li>● Sanitizing stations</li> <li>● Masks/Shields provided and required for all staff</li> <li>● Masks/Shields provided and strongly recommended for students</li> <li>● Social distancing signs and cues</li> </ul>
Infection Response	<ul style="list-style-type: none"> <li>● Students or staff that test positive for Covid-19 will be denied readmittance until cleared to return by a medical professional</li> <li>● Students or staff that are identified as having direct contact with a person that tested positive for Covid-19 will be directed to quarantine</li> <li>● Contact tracing will be conducted when a confirmed case of Covid-19 within the school setting; the following areas will be reviewed to determine those that may have had contact: <ul style="list-style-type: none"> <li>○ Classroom</li> <li>○ Bus</li> <li>○ Lunch</li> <li>○ Recess</li> </ul> </li> <li>● Communication of confirmed Covid-19 cases will be provided using one of two messages: <ul style="list-style-type: none"> <li>○ No Contact - Communicate with families, students, and staff that a person in the school has tested positive for Covid-19, but contact tracing suggests that there is no reason to believe that the student/staff had direct contact with the infected person; provide suggestions to monitor health</li> <li>○ Possible Contact - Communicate with families, students, and staff that a person in the school has tested positive for Covid-19, and contact tracing suggests that there is a possibility that the student/staff had direct contact with the infected person; provide recommendations to monitor health and inform of required quarantine</li> </ul> </li> </ul>
Building & Grounds Considerations	<ul style="list-style-type: none"> <li>● May need to provide isolation rooms for students identified as not well enough to be at school</li> </ul>

	<ul style="list-style-type: none"> <li>● HVAC will operate with as much outside air mix as possible.</li> <li>● Provide sanitizing cleaner bottles and hand sanitizer for every classroom.</li> <li>● Remove furniture in common areas</li> </ul>
Policy Considerations	<ul style="list-style-type: none"> <li>● Develop protocol for handling of students and staff identified as not well enough to be at school.</li> <li>● Graduation Policy - 5460</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>● Assigned seats</li> <li>● One student per row, except siblings who can sit together</li> <li>● Load bus from back to front; unload bus from front to back</li> <li>● Masks provided and strongly encouraged</li> </ul>

PLAN B - HALF OCCUPANCY WITH COHORT SCHEDULE	
Decision Rules	<ul style="list-style-type: none"> <li>● General guideline - state classification system by county: <ul style="list-style-type: none"> <li>○ Plan A - Low or Moderate</li> <li>○ Plan B - Moderate High</li> <li>○ Plan C - High</li> </ul> </li> <li>● Cases in NG will be prioritized for consideration of moving from plan to plan</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● Students will be divided into two groups (A group and B group)</li> <li>● One group attends school while the other group attends via online learning sessions</li> <li>● Groups alternate weeks to allow them to attend in person</li> <li>● Families may decide to opt out to allow their child to participate via Plan D</li> </ul>
Schedule	<ul style="list-style-type: none"> <li>● Students will attend school Monday through Friday</li> <li>● Modifications to student daily schedules: <ul style="list-style-type: none"> <li>○ Modifications to student daily schedules: <ul style="list-style-type: none"> <li>■ Elementary - Same as Plan A but at 50% capacity</li> <li>■ NGMS - Same as Plan A but at 50% capacity</li> <li>■ NGHS - Same as Plan A but at 50% capacity</li> </ul> </li> </ul> </li> <li>● No assemblies, large gatherings or field trips</li> <li>● Stagger arrival and dismissal times</li> </ul>
Medical Monitoring of Students & Staff	<ul style="list-style-type: none"> <li>● All students and staff requested to do temperature self-check prior to arrival at school</li> <li>● Deny entrance to school if students or staff report any of the following symptoms: <ul style="list-style-type: none"> <li>○ Headache</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Fever</li> <li>○ Cough or sneezing</li> <li>○ Sore throat</li> <li>○ Diarrhea</li> <li>○ Loss of taste or smell</li> </ul>
Personal Protective Equipment	<ul style="list-style-type: none"> <li>● Sanitizing stations</li> <li>● Masks/Shields required for all staff</li> <li>● Masks/Shields required for students</li> <li>● Social distancing signs and cues; maintaining 6 feet will be more likely under this plan</li> </ul>
Infection Response	<ul style="list-style-type: none"> <li>● Students or staff that test positive for Covid-19 will be denied readmittance until cleared to return by a medical professional</li> <li>● Students or staff that are identified as having direct contact with a person that tested positive for Covid-19 will be directed to quarantine</li> <li>● Contact tracing will be conducted when a confirmed case of Covid-19 within the school setting; the following areas will be reviewed to determine those that may have had contact: <ul style="list-style-type: none"> <li>○ Classroom</li> <li>○ Bus</li> <li>○ Lunch</li> <li>○ Recess</li> </ul> </li> <li>● Communication of confirmed Covid-19 cases will be provided using one of two messages: <ul style="list-style-type: none"> <li>○ No Contact - Communicate with families, students, and staff that a person in the school has tested positive for Covid-19, but contact tracing suggests that there is no reason to believe that the student/staff had direct contact with the infected person; provide suggestions to monitor health</li> <li>○ Possible Contact - Communicate with families, students, and staff that a person in the school has tested positive for Covid-19, and contact tracing suggests that there is a possibility that the student/staff had direct contact with the infected person; provide recommendations to monitor health and inform of required quarantine</li> </ul> </li> </ul>
Building & Grounds Considerations	<ul style="list-style-type: none"> <li>● May need to provide isolation rooms for students identified as not well enough to be at school</li> <li>● HVAC will operate with as much outside air mix as possible.</li> <li>● Acquire hands-free soap and hand towel dispensers if available.</li> <li>● Provide sanitizing cleaner bottles and hand sanitizer for every classroom.</li> <li>● Remove furniture in common areas</li> </ul>
Policy Considerations	<ul style="list-style-type: none"> <li>● Consider development of protocol for handling of students and staff identified as not well enough to be at school.</li> </ul>

	<ul style="list-style-type: none"> <li>● Graduation Policy - 5460</li> <li>● Attendance - 5200</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>● Assigned seats</li> <li>● One student per row, except siblings who can sit together</li> <li>● Load bus from back to front; unload bus from front to back</li> <li>● Masks provided and strongly encouraged</li> </ul>

<b>PLAN C - VIRTUAL LEARNING</b>	
Decision Rules	<ul style="list-style-type: none"> <li>● General guideline - state classification system by county: <ul style="list-style-type: none"> <li>○ Plan A - Low or Moderate</li> <li>○ Plan B - Moderate High</li> <li>○ Plan C - High</li> </ul> </li> <li>● Cases in NG will be prioritized for consideration of moving from plan to plan</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● Students will participate in scheduled classes via online learning</li> <li>● Students will be expected to show evidence of engagement and work completion 150</li> </ul>
Schedule	<ul style="list-style-type: none"> <li>● Students will receive online lessons Monday through Friday</li> </ul>
Medical Monitoring of Students & Staff	<ul style="list-style-type: none"> <li>● All families will be asked to report any confirmed cases of Covid-19 and recovery date</li> </ul>
Personal Protective Equipment	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
Infection Response	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
Building & Grounds Considerations	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
Policy Considerations	<ul style="list-style-type: none"> <li>● Graduation Policy - 5460</li> <li>● Attendance - 5200</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>

**PLAN D - Voluntary Virtual Learning Plan**

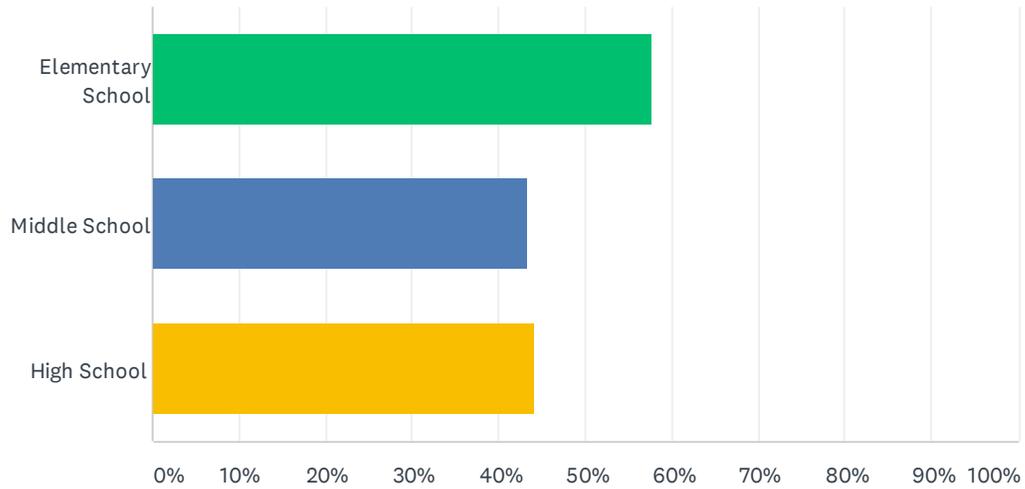
Decision Rules	<ul style="list-style-type: none"> <li>● Not applicable</li> <li>● Parents voluntarily decide to receive at-home learning; option to revisit each trimester</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● Students will participate in scheduled classes via online learning</li> <li>● Students will be expected to show evidence of engagement and work completion</li> </ul>
Schedule	<ul style="list-style-type: none"> <li>● Students will receive online lessons Monday through Friday</li> </ul>
Medical Monitoring of Students & Staff	<ul style="list-style-type: none"> <li>● All families will be asked to report any confirmed cases of Covid-19 and the date when they recover</li> </ul>
Personal Protective Equipment	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
Infection Response	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
Building & Grounds Considerations	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
Policy Considerations	<ul style="list-style-type: none"> <li>● Attendance - 5200</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>

Additional Considerations:

- District should issue a statement to families regarding the inherent risk of sending your children to school during a pandemic. While we will make significant modifications to our daily practice, we cannot guarantee that there will not be transmission of Covid-19 in our schools.
- The district should provide regular updates regarding the status of active Covid-19 cases in the school district and in Green County. This will allow us to communicate to families that a change in the educational plan may be coming soon.
- Consider how the district will help families transition from one plan to another. Consider these questions:
  - How much lead time will be provided for a transition?
  - How will the district support families that have difficulty transitioning immediately?
  - What tools of communication will be used to communicate decisions?

## Q1 Please check which schools you have children in:

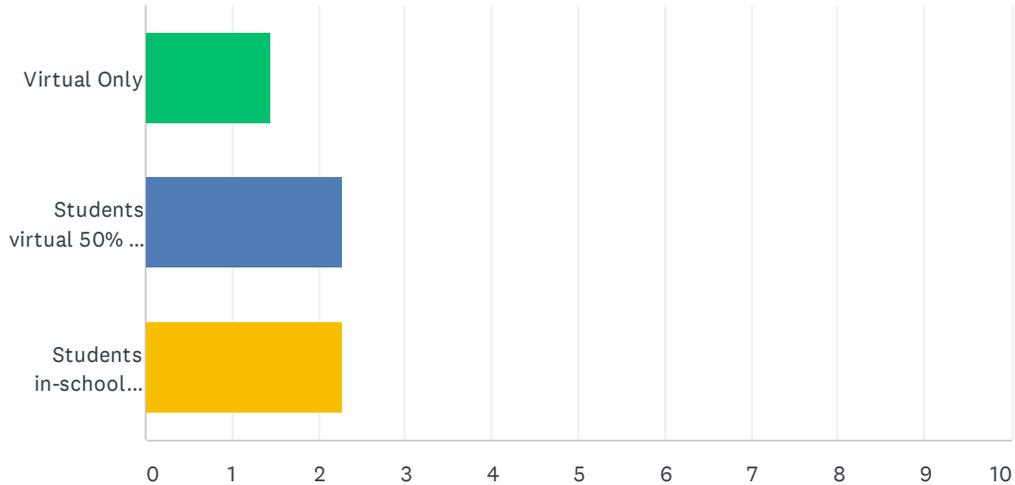
Answered: 470 Skipped: 0



ANSWER CHOICES	RESPONSES	
Elementary School	57.66%	271
Middle School	43.40%	204
High School	44.04%	207
Total Respondents: 470		

**Q2 Please rank the following in order of your preference for schools reopening in the fall, with 1 being your first choice and 3 being your last.**

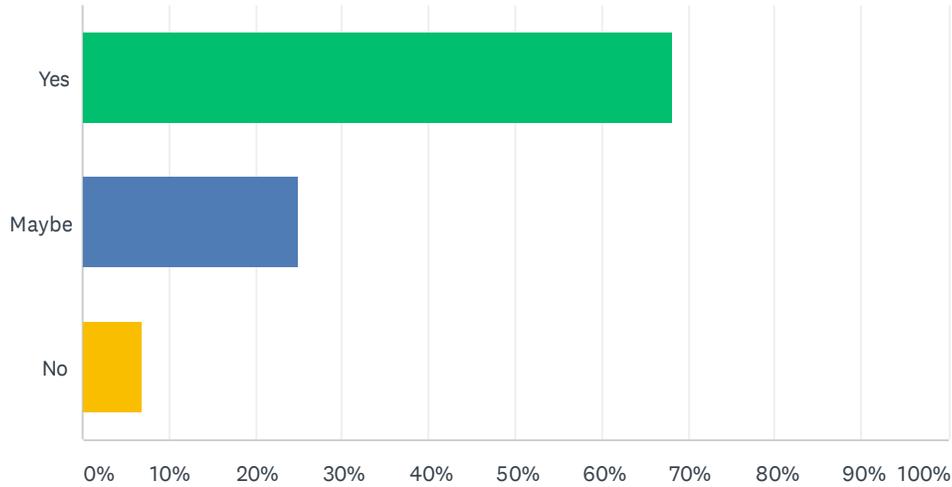
Answered: 470 Skipped: 0



	1	2	3	TOTAL	SCORE
Virtual Only	15.11% 71	15.11% 71	69.79% 328	470	1.45
Students virtual 50% of the time and in-school 50% of the time with safety protocols	31.49% 148	64.68% 304	3.83% 18	470	2.28
Students in-school everyday with significant safety protocols and changes in place.	53.40% 251	20.21% 95	26.38% 124	470	2.27

Q3 Would you support having your child with limited groups of students throughout the day (cohort model), rather than changing classes multiple times, if it meant we could have more students in school at a time?

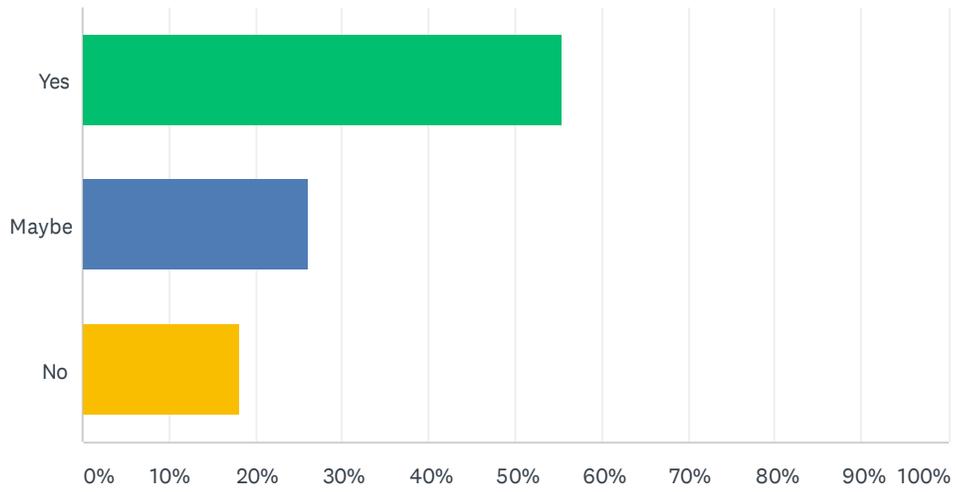
Answered: 470 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	68.30% 321
Maybe	24.89% 117
No	6.81% 32
TOTAL	470

### Q4 Would you support students wearing face masks or face shields if it meant we could have more students in the school at a time?

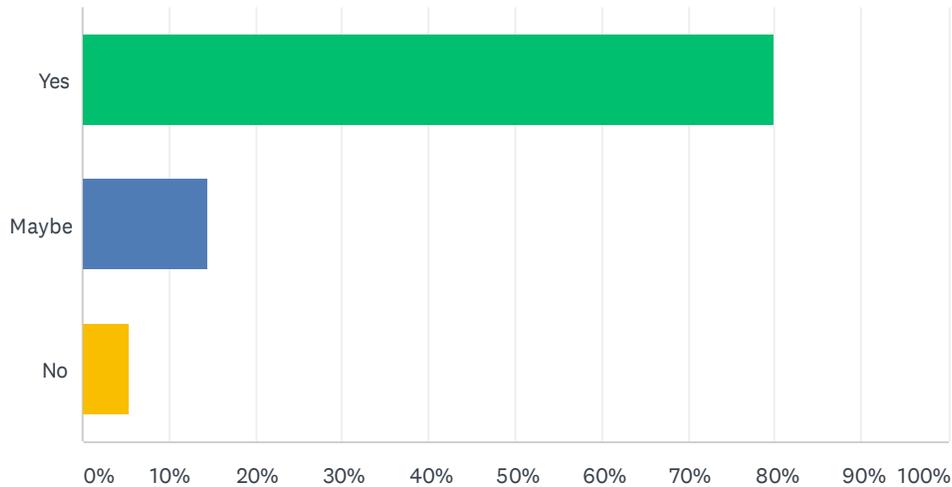
Answered: 470 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	55.53%	261
Maybe	26.17%	123
No	18.30%	86
TOTAL		470

Q5 If we utilize virtual instruction again, or you prefer that your children learn virtually this year, do you have the internet capability for live streaming so your children can learn in a "live" setting on-line?

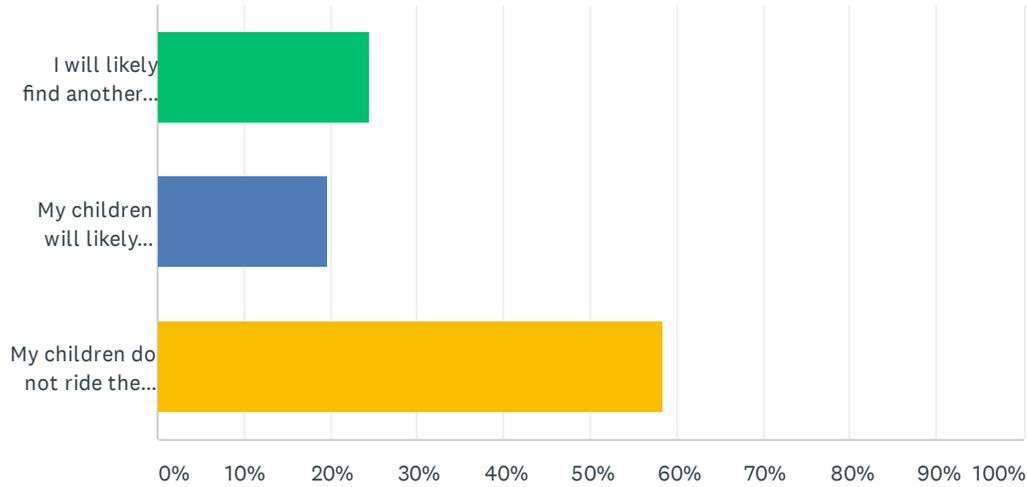
Answered: 470 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	80.00% 376
Maybe	14.47% 68
No	5.53% 26
TOTAL	470

## Q6 Please share your preference for bus transportation this year:

Answered: 470 Skipped: 0



ANSWER CHOICES	RESPONSES
I will likely find another way to get my children to school this year.	24.47% 115
My children will likely ride the bus, which may include many health and safety protocols such as one student per assigned seat and more routes with earlier pick-ups and later drop-offs.	19.57% 92
My children do not ride the bus to school.	58.30% 274
Total Respondents: 470	

F. 2020-2021 Academic Standards	
G. 2020-2021 Employee Handbook - Emergency Closure	159

## 9.06 Emergency School Closures

### Teaching Staff:

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

### Hourly Employees and Other Non-teaching Staff:

- A. All custodians are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible. Secretarial Staff may be required to help with the school closing process. The employee's immediate supervisor will provide directives to the secretarial staff in such situations.
- B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. If the day is not rescheduled, the employee may elect one of the options listed below in Section 9.07. Employees shall be required to make days up in the event that the District schedules make-up days.
- C. If employees report to work and a decision to close schools is made after that time, those employees will be paid only for the actual hours worked on such day.
- D. The hourly employee (non-teaching staff) may select one of the following options if the District does not reschedule the day/time:
  - a. The employee may elect to not be compensated for the day/time school was closed.
  - b. The employee may elect to use compensatory time off, vacation, personal, or sick leave time if available.

The employee must enter their time off by the next school day after the school closing if they wish to elect to take one of the approved time-off choices available.

### Emergency Closures of More Than Five Consecutive Work Days:

~~If an Emergency School Closure lasts for more than five consecutive work days, then the following procedures will be put in place beginning on the sixth day. All regular, full-time and part-time salaried, hourly, and extracurricular employees will continue to be paid at their regular rate of pay if they are available to work and meet the work expectations (virtual and/or on site) as directed by the administration.~~

~~Employees who are unable to work or do not meet the work expectations as directed by administration may elect to use applicable paid time off including sick, personal, or vacation time. In the event an employee does not have eligible paid time off, they would be in unpaid status. Benefit eligibility will not be affected by employees in unpaid status during the duration of time defined above.~~

~~All non-regular, itinerant or variable hourly employees will not be paid during the time of district closure, unless their services are needed. Non-regular, itinerant, and variable hourly staff includes all substitute teachers, officials, athletic and special event workers, and other staff who work on a temporary, casual, or variable basis for the district.~~

If an Emergency School Closure lasts for more than five consecutive work days, then the following procedures will be put in place beginning on the sixth day. All regular, full-time and part-time salaried

and hourly employees will continue to be paid for 50% of their regular assigned hours at their primary rate of pay if they are available to work and meet the work expectations (virtual and/or on-site) as directed by the administration. The remaining 50% of the time will be paid based on the actual number of hours worked up to 50% of their regular hours, or they may elect to use applicable paid time off including sick, personal, or vacation time. In the event an employee does not have eligible paid time off, they would be in unpaid status. Benefit eligibility will not be affected by employees in unpaid status during the duration of time defined above.

Employees who are unable to work or do not meet the work expectations as directed by administration may elect to use applicable paid time off including sick, personal, or vacation time. In the event an employee does not have eligible paid time off, they would be in unpaid status. Benefit eligibility will not be affected by employees in unpaid status during the duration of time defined above.

Extracurricular employees will be paid 25% of the assigned amount if the season does not start, 75% will be paid if the season is 50% or less completed and 100% will be paid if greater than 50% of the season is completed.

All non-regular, itinerant or variable hourly employees will not be paid during the time of district closure, unless their services are needed. Non-regular, itinerant, and variable hourly staff includes all substitute teachers, officials, athletic and special event workers, and other staff who work on a temporary, casual, or variable basis for the district.

#### Pros to updated language:

- Employees continue to be on the district payroll and we have pay to handle their regular benefits and deductions.
- All insurance benefits would continue.
- There is an incentive to work as much as they can up to 50% of the time so that they don't have to use their own time off allocations.
- Staff stay connected to the district. We don't want them to leave after the situation is done.
- They could possibly apply for unemployment for the remainder of their pay if qualified.
- Coach and Advisor positions will get paid for the amount of work completed.

#### Cons to updated language:

- Some employees will not be paid at their complete regular pay.

### 3.32 Workplace Safety

- A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees must know the following: (1) Location of fire alarms and fire extinguishers; (2) evacuation routes; and (3) whom to notify in case of fire.
- B. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees must not risk their safety in fighting fires.
- C. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his or her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
- D. Notification of Safety and Health Standards: § 101.55, Wis. Stats. requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter.
- E. The District shall not discriminate against or terminate any employee for exercising any right afforded by this section. An employee may file a grievance under Part I, Section 5 of this *Handbook* and Board policy to address the workplace safety issues as defined in subsection F, below. The employee may, in his or her discretion also file a complaint with the state Division of Equal Rights within thirty (30) calendar days if the employee believes a violation of the first sentence of this paragraph occurred.
- F. Weapons Prohibition: Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: §§ 120.13(1), 948.60, .605, .61, Wis. Stats.
  - 1. This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this provision (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).
  - 2. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
  - 3. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the

safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.

- G. Disaster Preparedness: All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.
- H. All employees are required to use all safety equipment, including personal protective equipment (PPE), as directed by the district and/or their direct supervisor. Employees are also required to follow all manufacturer and material safety data sheet safety guidelines when products and materials are used on school property and on school-approved trips.





# School District of New Glarus

1701 Second Street  
New Glarus, WI 53574

District (608) 527-2410  
Fax (608) 527-5101

**To:** School Board

**Re:** Seclusion and Restraint Report for 2019-20 School year

**Date:** July 13, 2020

**Report completed by:** Jennifer Krantz- Director of Special Education

## Elementary School

Number of Incidences 2019-20	Total number of students involved	Number of Students with Disabilities
Seclusion-0	0	0
Restraint -0	0	0

## Middle School

Number of incidences 2019-20	Total number of students involved	Number of Students with Disabilities
Seclusion-0	0	0
Restraint- 0	0	0

## High School

Number of Incidences 2019-20	Total number of students involved	Number of Students with Disabilities
Seclusion-0	0	0
Restraint -0	0	0

**Training Report:** The following staff members are all certified in Nonviolent Crisis Intervention which promotes prevention of escalating behaviors and safe techniques for physical restraint to be used as a last resort. Certifications are good for one year.

CESA 2 Trainer- Kristi Kimblerin

August 15, 2019

1. Julie Nimitz
2. Sandy Rahberger
3. Melissa Holland
4. Shelley Molencamp
5. Tracy Bristow
6. Emily Tryba
7. Teri Dearth
8. Mark Stateler
9. Laura Eicher
10. Jenny Krantz
11. Christy Douty
12. Nicole Ruegsegger
13. Heather Cassidy
14. Sam Weinbrenner
15. Jennifer Wilde
16. Becky Deegan
17. MaryKaye Dorn
18. Jane O'brien
19. Jody Gerner



**Academic Eligibility for the Fall sports period** – The WIAA Board voted unanimously to allow a school option to defer academic eligibility grade requirements for all students until the first grading period of the 2020-21 school year. Therefore, a member school may choose to set aside the failing grade minimum in the WIAA Rules of Eligibility and/or your school’s academic requirements through the first grading term. This option is available if your school board approves it.



July 12, 2020

Nita Duerst  
Human Resource Director  
New Glarus School

Dear Nita Duerst

I am writing to inform you that I am resigning my position as custodian at New Glarus School as of Friday July 24<sup>th</sup>, 2020. I am resigning my position because I have an opportunity to retire from full-time work. Thank you for the opportunity to work at New Glarus School.

Sincerely,

Dale Heidig

**Fwd: 2020 Volleyball Season**

1 message

**Brittany Spencer Grant** <brittany.spencer@ngsd.k12.wi.us>  
To: Nita Duerst <nita.duerst@ngsd.k12.wi.us>

Tue, Jul 7, 2020 at 9:00 AM

Can we get this posted ASAP?

----- Forwarded message -----

From: **Kendra Mussehl** <kmussehl12@gmail.com>

Date: Tue, Jul 7, 2020 at 8:49 AM

Subject: 2020 Volleyball Season

To: Brittany Spencer Grant <brittany.spencer@ngsd.k12.wi.us>, Kayla Zimmerman <kayla.zimmerman@ngsd.k12.wi.us>, Laura Marty <martylj@hotmail.com>

Good Morning-

I wanted to update the 3 of you on my decision about coaching volleyball during the 2020 season.

I have chosen to not coach volleyball during the 2020 season. I have spent a lot of time weighing out the pros and cons of coaching and although the pros outweigh the cons, what is best for me and my small family is that I resign from coaching this season.

I am close to finishing my journey on becoming a special education teacher and right now my main focus needs to be on my schooling and my family.

I have coached for 5 years (I think), and I truly look forward to the season each and every year, not only do I learn more about volleyball each year but I learn more and more about myself as a person, and my passion to help athletes is a priority in my life, with that being said once my life settles down and I am mentally ready, I will be back coaching and that is a promise!

I am more than happy to talk to any of you more about my choice, please feel free to reach out at any time.

Thank you all for your help and understanding during this time.

-Kendra Mussehl

--



**Brittany Spencer Grant, CMAA**

Athletic Director & Physical Education/Health Teacher

New Glarus Middle & High School

---

P (608)527-2410 ext 3112

E [brittany.spencer@ngsd.k12.wi.us](mailto:brittany.spencer@ngsd.k12.wi.us)



Date: July 6, 2020

To: Nita Duerst, New Glarus School District Human Resource; Dr. Jeff Eichelkraut, Head Football Coach; New Glarus School District School Board; Dr. Jennifer Thayer, New Glarus School District Superintendent

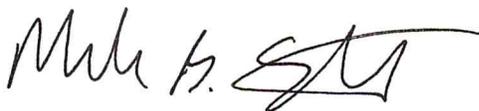
Re: New Glarus-Monticello Varsity Assistant Football Coach Resignation

When I graciously accepted the position and privilege of coaching football for the New Glarus-Monticello Football program, in 2016, I did so with one strong understanding - it would not impede my role as the middle school principal.

As it has been recently brought to my attention, there is a perception that this impediment may be or will be present for the upcoming season, I stand by my commitment and hereby resign my position as New Glarus-Monticello Varsity Assistant Football Coach.

It has been with great pleasure and extreme honor that I served the NGM football program. I am grateful for the opportunity to interact and grow with the program's players and coaches.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark B. Stateler". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark B. Stateler  
Principal  
New Glarus Middle School



**New Hire Board Approval  
07/13/2020**

**Name:** Kevin Parman  
**Position:** High School Head Girls Basketball Coach  
**Percentage of employment:** varies  
**Term of employment:** 2020-21 Winter Season  
**Pay rate:** \$3350

**New Hire Board Approval  
07/13/2020**

**Name:** Stephanie Way  
**Position:** High School Guidance Counselor  
**Percentage of employment:** 100%  
**Term of employment:** 2020-21 school year  
**Placement on Salary Grid:** MA, Level 15

- VII. **FUTURE AGENDA ITEMS**
- VIII. **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**
  - A. August 3, 2020 - Discussion and Regular Board Meeting
  - B. August 17, 2020 - Annual Meeting
- IX. **ADJOURN**

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.