

AGENDA

**SCHOOL DISTRICT OF NEW GLARUS
POLICY, COMMUNICATION & ADVOCACY COMMITTEE MEETING
MONDAY, MARCH 16, 2026
HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING
LINK
HTTPS://US02WEB.ZOOM.US/J/87126717402?PWD=SIOV9CAOKKZLMDJASFXW
ZIZRSMKIPO.1 BY PHONE USING 1-646-568-7788 MEETING ID 871 2671 7402 &
PASSWORD 758954
1701 2ND STREET
NEW GLARUS, WISCONSIN 53574
6:30 PM**

- I. **Call to Order**
- II. **Elementary Handbook Revisions for 2026-27** **2**

NEW GLARUS ELEMENTARY SCHOOL



Handbook for Families and Students

2026-2027

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 for students, which include 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 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-6th. 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 us, please contact us or stop by the office. We are looking forward to continuing this journey together!

Warmly,

Laura Eicher

laura.eicher@ngsd.k12.wi.us

608-527-2410 ext. 2006

4K-6 Principal



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The information in this handbook is the practice and procedures for the daily activities of our staff and students at school. It is driven and directed by the Board of Education’s policies. ([Link to Board Policy](#)) Policies affect daily activities in almost every walk of life. In a well-organized household, policies regulate family member responsibilities and rules of behavior. In an efficient company, policies outline business procedures and employee relations guidelines. In an effective school district, policies govern student activities and school operations. Since school governance is the responsibility of the Board of Education, policy-making is one of the Board's most important functions. Through policy, the Board sets the educational goals for the entire school system and provides directives for administrators and other staff to follow while working toward the district's goals. (2001 WASB Changes and Challenges)



BOARD OF EDUCATION MEMBERS

- Bill Oemichen..... President**
- Ron Roesslien..... Vice-President**
- Cari Ann Muggenberg..... Clerk**
- Travis Zimmerman..... Treasurer**
- Cassie Ballweg..... Director**
- Casey McCoy..... Director**
- Heather Thornton.....Director**

NEW GLARUS ELEMENTARY SCHOOL FACULTY

District Administrator..... Dr. Thayer
Elementary School Principal..... Dr. Eicher
Middle School Principal/Director of Instruction..... Dr. Eichelkraut
High School Principal..... Mr. Worzella
Middle/High School Dean of Students..... Mr. Cernek
Student Services Director..... Mrs. Talarczyk
Four Year Old Kindergarten.....Mrs. Brecklin, Mrs. McMannes, Mrs. Wieser
Kindergarten.....Mrs. Anderson, Mrs. Anfang, Mrs. Retrum
First GradeMrs. Baker, Mrs. Duerst, Mrs. Hedeman
Second Grade.....Mrs. Arnett, Mrs. Hendrickson, Mrs. McGraw, Mrs. Ness
Third Grade.....Mrs. Arnett, Mrs. Buol, Mr. Sysko
Fourth Grade.....Ms. LeGros, Mrs. Schepp, Mrs. Vetterli
Fifth Grade.....Mr. Edge, Mrs. Hooks, Ms. Inabnit, Mrs. White
Sixth GradeMrs. Burdette, Mr. Schmitz, Mr. Westby
Music..... Mrs. Bettin, Mrs. Setterstrom
Library/Media..... Mrs. Hansen
Physical Education..... **Mr. Beutler**, Mr. Colby
Art.....Mrs. Kranz, Ms. Kendrick
Band (5th/6th).....Ms. Doefer, Mr. Schulz
World Languages (6th).....Mr. Belknap, Mrs. Zuleger
Speech TherapistsMrs. Durst, Ms. Root, Mrs. O'Bel
Special Education Teachers.....Ms. Beutler, Ms. Douty, Mrs. Tryba
Intervention Specialist..... Ms. Krause
Early Childhood.....Mrs. Kalina
School Counselor.....Mrs. Macaulay
School Psychologist..... Mrs. Russ
Occupational Therapy.....Ms. Prieue
Physical Therapy..... Mrs. Elgin

SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowan
Custodians.....Mrs. Foley, Mrs. Hovland, Mr. Lahey, Mr. Zimmerman
Food Service Director.....Rebecca Derke
School Nurse..... Mrs. Zimmerman
Office Administrative Assistant..... Mrs. Buesser, Mrs. Maloney
4K Assistants.....Mrs. Truttmann, Mrs. Nimtz, Mrs. Shunk
Teaching Assistants.....Mrs. Dearth, Mrs. Deegan, Mrs. Borchardt, Ms. Wilde
Technology Coordinator Mr. Malaise
Bus DriversMr. Duerst, Mr. Lienhardt, Mr. Stuessy, Mr. Engelke, Mr. Wild



ATTENDANCE

Parents should report the absences of their children by calling the attendance line 608-527-2410. Press 1 for the Elementary Building and at the prompt press 2 for attendance. The reason for the 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 9:00 AM.

- State law and district policy requires schools to inform families of attendance expectations and their children's attendance record.
- All children who are physically and mentally able are required by law to be in school from age 6-18.
- Compulsory attendance laws state that students can be excused from school up to 10 days by a parent or guardian.
- 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 that 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
 - **Parents may excuse their child's absence in writing before the absence. A child may NOT be excused for more than 10 days in a school year under this provision.**
- Automatically generated attendance letters are emailed when students have been absent 4 days, again at 7 days, and finally at 10 days.
- 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. **The goal the Green County Truancy Deferment Program is to help make sure students have good attendance.**
- **Families will receive a letter from the county when attendance reaches the level of concern or in the warning signs area.**
- **Chronic absenteeism is considered at 18 days, regardless of the reason for the absence, excused or unexcused.**

- Obviously, we understand medical issues, illnesses, hospital stays, and extenuating circumstances also impact days of attendance. Notes from doctors are important in order to have clear reason for absences.
- If you have concerns about your child's absences, please do not hesitate to reach out to Dr. Eicher, your child's homeroom teacher, Mrs. Zimmerman, the school nurse, or Mrs. Macaulay, the school counselor. We are here to make sure your child has a positive, healthy school experience and is attending regularly.
- 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 purposes.

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 health area is available for temporary use.

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 the 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 an unexcused absence 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 contact 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 a referral to the Green County Truancy Program or the student may receive a citation.

BEHAVIOR AND DISCIPLINE

Positive Behavioral Interventions and Supports (PBIS)

PBIS stands for Positive Behavioral Interventions and Supports. 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. Students can also earn a PRO (Positive Referral to the Office) for demonstrating empathy and kindness in unexpected situations, and going out of their way to be a bucket-filler kind of person to others. 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 environment. 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 their right for learning in the classroom. Each student is responsible for their 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 their 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 Dr. Eicher, Mrs. Talarczyk, Mrs. Macaulay, 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, a student writing a reflection sheet, and/or 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 concerns 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 us 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.

Bullying and Harassment 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 zero tolerance for bullying in any form in our school. Our district defines bullying as follows:

Definition of Bullying:

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. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being and need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based on the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights.

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 cyberbullying)*

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.

Definition of Harassment:

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights that:

- Places a student in reasonable fear of harm to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school

Harassment also includes "hate speech"- the use of language, behavior, or images/symbols that express prejudice against a particular group on the basis of any protected characteristics.

Anti-Harassment Compliance Officers:

The Board designates the following individuals to serve as the District's Compliance Officers:

Director of Student Services
 Jennifer Talarczyk
 1701 2nd Street
 New Glarus, WI 53574
 608-527-2410

Director of Human Resources
 Nita Duerst
 1701 2nd Street
 New Glarus, WI 53574
 608-527-2410

Reporting and Complaints of Harassing Conduct:

- A. Any student who believes they have been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- B. Any parent who believes their student has been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office,

but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Complaint Procedure:

A Complainant or person subject to harassment may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the Compliance Officer, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the

District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the Compliance Officer will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Within two (2) days of receiving the complaint, the Compliance Officer will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

Within five (5) business days of receiving the complaint, the Compliance Officer will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent or the person alleged to have engaged in harassment of another student;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the Compliance Officer;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the Compliance Officer.

At the conclusion of the investigation, the Compliance Officer shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Bullying and Harassment Prevention:

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/Harassment:

- *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, their 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 the 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 not acceptable. 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.

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

Methods of Communication

The New Glarus School District uses multiple methods of communication to keep families informed. At the elementary level the following methods are used:

- Emails
- Phone Calls
- Newsletters
- District Facebook
- Parent Teacher Conferences twice a year

Families are encouraged to engage in communication with staff members of New Glarus Elementary School with the hopes of promoting collaboration in the best interest of all students.

Who to Call/Contact

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 assignments, special events, grades, tests, etc. Often it is possible to reach the staff members when calling, but if **he or she they is are** 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 administrative assistant 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

Parent volunteers and other visitors are welcome, so long as the visit does not interrupt instruction and they have cleared the required background check with Human Resources. Visits need to be arranged in advance. Parents and visitors must check in at the main office before going to a classroom. Unauthorized visitors are not allowed into the school building. Visitors and volunteers are not allowed to photograph or record students in the building during school hours.

FOOD SERVICE

Meal Programs

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

Breakfast

Breakfast is served daily in the elementary cafeteria from 7:45 – 8:05. Breakfast is available to all students for \$2.20.

Lunch

A nutritious, well-balanced mid-day meal is prepared with strict adherence to State and Federal guidelines.

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

4K (fullday) - 6 th Grade	\$3.35
Adult/Staff	\$4.95

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.

A microwave is available for 4th-6th graders to use during lunch. A limited number of ala carte items will also be available for 5th and 6th graders.

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

A daily milk option will be available to all elementary students. There is NO need for separate checks for milk break. Milk purchases will be deducted from the family account @ \$.60 per ½ pint.

Daily Milk may be purchased separately at lunchtime – either as additional milk or for students bringing a cold lunch from home (4K-12 & adult) \$.60 per ½ pint.

School District of New Glarus Lunch Balance Procedures

Families, who participate in the School District of New Glarus Food Service Program, will be subject to the following policies and procedures:

PAYMENT POLICY

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school year.

NEGATIVE BALANCES

1. Families will be notified when their family account falls below a positive \$20.00 through an automated email sent through Skyward twice per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, please contact the Food Service Department to make arrangements.
4. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

1. Parents may restrict students from making additional purchases by calling the Food Service Department or set daily ala carte items limits via Family Access. There are three types of restriction set ups:
 - a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
 - b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
 - c. A wanding message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from student's tray.

* The restriction on the system will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Meal balance statements can be printed via Family Access. Payments can also be made by sending a payment to the school office or by making a payment online through E-Funds.
3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year.
4. Unpaid fees will be carried over annually. All fees must be paid prior to high school graduation. If not, unpaid fees may be turned over to collections, or depending on the amount, small claims court. Arrangements may be made with the building principal.
5. Families approved for free and reduced price meal benefits must be refunded remaining balance.

DEFINITIONS

1. A five component lunch is defined as follows:

- a. Vegetable
- b. Fruit
- c. Grain
- d. Protein
- e. Milk

Three out of five must be taken to qualify for a reimbursable lunch. One component out of the three must be a 1/2 cup of fruit, vegetable or a combination of both.

2. A five component breakfast is defined as follows:

- a. Grain
- b. Additional Grain or Protein
- c. Fruit
- d. Vegetable
- e. Milk

Three out of five components must be taken to qualify as a reimbursable breakfast. One component out of the three must be a 1/2 cup of fruit, vegetable or a combination of both.

• Breakfast and lunch meals that don't qualify as a reimbursable meal, by the above standards, will be charged a la carte prices.

3. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch. For example, an additional milk, snack item, bottled drinks or additional entrees. These items will be charged individually.

STAFF MEALS

Staff meals may be purchased at a price determined by the Food Service Department. Staff meals will be priced higher than that of a student's reimbursable rate.

COMPETING SALES

Concessions, Bake Sales, School Stores, etc. are not to compete with Food Service. As per the Department of Public Instruction, there are to be no competitive sales in the cafeteria while breakfast and lunch are being served.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

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). Immunization 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 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 that may be downloaded from the school website (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. 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 they are 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**, the child should be fever-free for 24 hours prior to returning to school, without fever-reducing medicine
- **Vomiting or diarrhea**, the 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 they have 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. 1010. 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, they 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 they stay home and improve, they can always come to school later in the day. If you are 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

If in the winter, the wind-chill factor is 0 or colder, recess will be indoors. Lightning 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 school district app and website, phone calls and texts as well as on the local radio and television stations beginning as early as 6:30 AM. It is important that your child knows where they 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 Apptegy 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 4K/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 them 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 the 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, 2024. 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 the subject matter, together with the expected level of performance for each grade level.

The elements of the reporting process include:

- Report card
- Conferences
- Telephone conversations
- Curriculum informational meetings
- 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 the year include:

- October – 4K-6th Parent/Teacher Conferences
- December – Grade Report Cards
- February – 4K-6th Parent/Teacher Conferences
- March – Grade Report Cards
- June – Grade Report Cards

State and district testing includes:

- Forward Exam (3rd-6th grade)

- I-Ready Math and Reading Assessment - K-6th
- Aimsweb Screener - 4K (fall and spring) K-3rd (fall, winter, and spring)
- Curriculum Based Assessments - all grades

Parent Teacher Conferences

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

4K families also have the opportunity for a Ready, Set, Go conference before school starts in August with their child's teacher.

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-6th grade uses a standards-based report card. 4K-12th grade report cards are generated through the Skyward Student Records system.

The 4K-6th 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.

Description of Grading Criteria

Proficient – Meets grade level expectations for this marking period.

- Demonstrations Demonstrates 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.

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 the 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 three full-time special education teachers, as well as two speech and language therapists, occupational and physical therapists, a consultant instructor for the hearing impaired, a school psychologist, and a school 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.

Multi-tiered Systems of Support - Tier One, Tier Two, Tier Three

The universal, academic instruction in reading and math is considered **Tier One**. ALL students receive Tier One instruction every day in the classroom. On every classroom schedule, there is also a time slot for **Tier Two and Tier Three**. What does that mean?

Tier Two is both a specific time in the day and an instructional practice throughout the day. Tier Two describes the actions teachers take to give students extra practice or reteaching on Essential Learning Outcomes₃ (ELOs). ELOs are the skills shared with families on the report card and the most important skills at each grade level.

Tier Two Specific Time: Time is intentionally set aside every day in the schedule for teachers to work in small groups or with individual students to work on skills that are not yet proficient. Students also work on iReady lessons, center activities, unfinished classroom work, etc. depending on the grade level and the instruction.

Tier Two Embedded Instructional Time: Teaching staff also provide Tier Two opportunities throughout a lesson. This could be when they provide students feedback as they are working independently at their desks, redirect or provide additional individual support through questions, or read one-on-one with students during partner work. These are just a few examples of how Tier Two support may look when embedded into classroom instructional time.

Tier Three is in addition to Tier One and Tier Two for students who may need more time or repetitions with a particular skill. Tier Three is considered an intensive intervention. Most often Tier Three includes working with an interventionist or a special education staff member one-on-one or in a very small group on a specific essential skill.

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 a 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 employees 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 the 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 the 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 originally yours.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by 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 it 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 to 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 the 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 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 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 such as Smart Watches

Students may bring cell phones and listening devices to school if it is absolutely necessary. However, they may NOT be used during school hours and must stay in the student's backpack in the locker. This includes lunch and recess times. Electronic devices may include cell phones, iPods/iPads, smart watches, personal gaming devices, etc. Anything that plays music or can be used to record conversations or communicate to others outside of the classroom is not permitted in the classroom.

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 and/or communication 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 the 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 and on school transportation. 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. Morning announcements and the Pledge of Allegiance will take place shortly after 8:00 AM.

For the safety and security of our staff and students, all outside entrances will remain locked except for the front doors.

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.

AM Drop-off arrangements: (Kiss and Fly)

- The Kiss and Fly line enters the parking lot near the Cenex station and winds through the parking lot on the northside of the front of the building.
- The Kiss and Fly line has two lanes. The right lane is for vehicles dropping off or picking up students. The left lane is for passing. Please do NOT let students out in the passing lane. We do not want anyone to get hurt.
- Door #2 is the main entrance for drop-offs until 8:00. Students arriving at 8:00 or later should enter through Door #1.
- If families would prefer to park rather than wait in the drop-off or pick-up line, there are almost 40 parking stalls on the east side of the parking lot near the Culvers/Cenex Station area. An adult crossing guard is stationed here to help students and families cross the Kiss and Fly line safely.
- Drivers should NOT put their vehicle in park and get out. The Kiss and Fly line is intended to keep traffic moving safely and efficiently past the school.
- Students/families arriving by bicycle should walk their bikes from the corner of 14th Avenue down the sidewalk and around the school to the bike rack. If bicycles are riding on the street, they should enter through the main driveway like all other vehicles, park in the parking lot, and proceed to Door #2 at the crosswalk.
- As vehicles exit through the east parking lot towards 14th Avenue, please be aware of vehicles that have parked in the parking lot who may be backing out.

PM Pick-up arrangements:

- The after school pick up line works the same as the morning drop off line. The line enters the parking lot near the Cenex station and winds through the parking lot on the northside of the front of the building.

- The pick up line has two lanes. The right lane is for vehicles dropping off or picking up students. The left lane is for passing. Please do NOT let students out in the passing lane. We do not want anyone to get hurt.
- The main pick-up area is the patio area outside of Door #2. After 3:20ish, students who are still waiting to be picked up will be in or near Door #1.
- Drivers should NOT put their vehicle in park and get out. The pick up line is intended to keep traffic moving safely and efficiently past the school.
- Students/families arriving by bicycle should walk their bikes from the corner of 14th Avenue down the sidewalk and around the school to the bike rack. If bicycles are riding on the street, they should enter through the main driveway like all other vehicles, park in the parking lot, and proceed to Door #2 at the crosswalk.

The parking lot on 2nd Street by Door #15 is reserved for busses and families picking up or dropping off at Kids' World Childcare.

[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 a 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 2:00 PM. 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 students' 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. 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. Any questions concerning this policy should be directed to:

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

New Glarus Middle School



Student Handbook

"BE THE BEST KNIGHT YOU CAN BE"

2026-2027

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Welcome to NGMS!

Welcome to New Glarus Middle School and the 2026-2027 school year! We are very excited to be part of these important years of growth and change in the lives of our seventh through eighth-grade students. New Glarus Middle School strives to provide our students with a safe environment and a positive learning experience with consistent expectations that started in elementary school and follow our students into middle school and through high school.

If at any point you have questions, concerns, or would like to share any information with us, please contact us or stop by the office. We look forward to a great year and to continuing this journey with you!

Sincerely,

Jeff Eichelkraut, Ed.D.
Middle School Principal
jeff.eichelkraut@ngsd.k12.wi.us

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 for students, which include 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 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.



The information in this handbook are the practices and procedures for daily activities of our staff and students at school. It is driven and directed by the Board of Education's policies. ([Link to Board Policy](#)).

Policies affect daily activities in almost every walk of life. In a well-organized household, policies regulate family member responsibilities and rules of behavior. In an efficient company, policies outline business procedures and employee relations guidelines. In an effective school district, policies govern student activities and school operations. Since school governance is the responsibility of the Board of Education, policy-making is one of the Board's most important functions. Through policy, the Board sets the educational goals for the entire school system and provides directives for administrators and other staff to follow while working toward the district's goals.

(2001 WASB Changes and Challenges)

BOARD OF EDUCATION MEMBERS

Bill Oemichen..... President

Ron Roesslein..... Vice-President

Cari Ann Muggenburg..... Clerk

Travis Zimmerman..... Treasurer

Cassie Ballweg..... Director

Casey McCoy..... Director

Heather Thornton.....Director

New Glarus Middle School Faculty

District Administrator..... Dr. Thayer

Middle School Principal.....Dr. Eichelkraut

High School Principal..... Mr. Worzella

Elementary School Principal Dr. Eicher

Student Services Director..... Mrs. Talarczyk

Middle School Athletic/Activities Director.....Mr. Cernek

Middle School PE.....Mr. Colby

7th Grade Teachers.....Mr. Endicott, Mrs. Kovach, Mr. Winden

8th Grade Teachers.....Mr. Eddy, Mrs. Statz, Mr. Turner

Speech TherapistsMs. Root, Mrs. O'Bel

Special Education Teacher.....Mrs. Cassidy

School Psychologist.....Mrs. Russ

Occupational Therapy..... Mrs. Prieue

Physical Therapy..... Mrs. Elgin

SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowan
Custodians.....Mr. Zimmerman, Mr. Darrow
Food Service Director.....Mrs. Derke
Food Service Staff.....Mrs. Dahlman, Mr. Derke, Mr. Soppe
School Nurse..... Mrs. Zimmerman
Office Administrative Assistant..... Mrs. Mitchell
Teaching Assistants.....Mrs. Collins
Technology Coordinator Mr. Malaise
Bus Drivers.....Ms. Bergemann, Mr. Duerst, Mr. Lienhardt, Mr. Stuessy, Mr. Engelke

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.

Athletic and Extracurricular Expectations

Participation in school-sponsored athletics and extracurricular activities is a privilege from which students are able to benefit. The following are from our New Glarus Middle School Athletic Expectations:

Attendance Policy

Students should make every effort to attend all practices and games/events. Any unexcused absences from school and/or practice during the season will result in a one-game/event suspension. All students are expected to attend practice the day before a game/event. If that practice is missed, he/she will also not start the game/event even if the absence is excused.

Behavior Policy

If a student is not being appropriate during a practice/event, a one-game/event suspension may be given. All school discipline-related violations will be dealt with through the Middle School office.

Philosophy and Objectives - EXPOSURE & OPPORTUNITY

New Glarus School District is dedicated to providing students with the opportunity to participate in a variety of athletic events. While athletics is a privilege, students are entitled to a quality athletic experience. In all instances, every coach serves as a mentor and a role model for all student-athletes. The coach also plays a crucial role in helping the district to create responsible students who will turn into responsible adults. Together, we will assist our student-athletes in:

1. Building character.
2. Taking responsibility for their actions (both on and off the court/field).
3. Demonstrating sportsmanship.
4. Respecting officials, coaches, opponents, teammates, and others.
5. Enhancing decision-making abilities.

6. Assuming a leadership role (if desired).
7. Developing relationships with teammates and coaches (peers and adults).
8. Learning and abiding by the rules.
9. Improving sport-specific skills.

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.

***Please note: Additional expectations such as registering for athletics and activities, a physical (necessary when participating in school-sponsored athletics), and further rules and regulations as dictated by the W.I.A.A., Capitol Conference, and New Glarus School District policy/Code of Conduct will be followed.**

Attendance

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'. Parents should report the absences of their children by calling the attendance line 608-527-2410. Press 2 for the Middle School and at the prompt press 2 for attendance. The reason for the 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 9:00 AM.

- State law and district policy requires schools to inform families of attendance expectations and their children's attendance record.
- All children who are physically and mentally able are required by law to be in school from age 6-18.

- Compulsory attendance laws state that students can be excused from school up to 10 days by a parent or guardian.
- 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 that 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
 - **Parents may excuse their child’s absence in writing before the absence. A child may NOT be excused for more than 10 days in a school year under this provision.**
- **Automatically generated attendance letters are emailed when students have been absent 4 days, again at 7 days, and finally at 10 days.**
- 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. The goal of the Green County Truancy Deferment Program is to help make sure students have good attendance.
- Families will receive a letter from the county when attendance reaches the level of concern or in the warning signs area.
- Chronic absenteeism is considered at 18 days, **regardless of the reason** for the absence, excused or unexcused.
- Obviously, we understand medical issues, illnesses, hospital stays, and extenuating circumstances also impact days of attendance. Notes from doctors are important in order to have clear reason for absences.
- If you have concerns about your child’s absences, please do not hesitate to reach out to Dr. Eichelkraut, your child’s homeroom teacher, Mrs. Zimmerman, the school nurse, or Mrs. Morrison, the school counselor. We are here to make sure your child has a positive, healthy school experience and is attending regularly.
- 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 purposes.

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 health area is available for temporary use.

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:

~~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 in 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. 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, that 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 Dr. Eichelkraut, your child's homeroom teacher, or Mrs. Zimmerman, the school nurse. We are here to make sure your child has a positive, healthy school experience and is attending regularly.

~~**Parents may excuse their child's absence in writing before the absence. A child may NOT be excused for more than 10 days in a school year under this provision.**~~

~~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 that 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.~~

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 the 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 an 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.**~~

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 the 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 an unexcused absence 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 contact 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 a referral to the Green County Truancy Program or the student may receive a citation.

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. 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.

Assignments, 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.

Behavior and Discipline

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 the core PBIS expectations – 'Be Respectful', 'Be Responsible', and 'Be Safe', along with the expectation of "Be Kind". These expectations are explained in more detail in multiple settings on 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.

Bullying Prevention, Procedures, and Student Anti-Harassment

New Glarus Middle School is committed to maintaining an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This applies to conduct occurring in any manner or setting over which the District exercises control, including on school property, or at another location if such conduct occurs during an activity sponsored by the school.

Bullying and Harassment will not be tolerated in any form and all necessary steps will be taken to eliminate bullying and harassment, including suspension or expulsion of students.

Definition of Bullying

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. Furthermore, it may be serious enough to negatively impact a

student's educational, physical, or emotional well-being and need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based on the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights.

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)

Definition of Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights that:

- Places a student in reasonable fear of harm to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school

Harassment also includes "hate speech"- the use of language, behavior, or images/symbols that express prejudice against a particular group on the basis of any protected characteristics.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers:

Director of Student Services
Jennifer Talarczyk
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Middle School Principal/Curriculum Director

Jeff Eichelkraut
1619 2nd Street
New Glarus, WI 53574
608-527-2410

Director of Human Resources

Nita Duerst
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Reporting and Complaints of Harassing Conduct

- A. Any student who believes they have been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- B. Any parent who believes their student has been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Complaint Procedure

A Complainant or person subject to harassment may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the Compliance Officer, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the Compliance Officer will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Within two (2) days of receiving the complaint, the Compliance Officer will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

Within five (5) business days of receiving the complaint, the Compliance Officer will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent or the person alleged to have engaged in harassment of another student;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the Compliance

Officer;

- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the Compliance Officer.

At the conclusion of the investigation, the Compliance Officer shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Bullying and Harassment Prevention

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 passing times

- 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.

PBIS (Positive Behavior Interventions and Supports)

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 on 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 to 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.

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 a verbal or written statement of untruth.

Dress/Apparel Expectations

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices that:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. The principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by the depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Each school may engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building-specific dress expectations. The development of the dress code shall be completed using the following guidelines:

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

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 at 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.

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

Note: "Substance" is not only limited to alcohol and drugs. Restricted drugs such as prescription or over-the-counter drugs; steroids; and other products that 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.

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 administrative assistant at (608) 527-2410, extension *3100. 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. Calls directly to student cell phones are also discouraged during the school day.

Methods of Communication

New Glarus Middle School will make every effort to communicate with all stakeholders including students, staff, parents, and members of the community. The ways in which New Glarus Middle School communicates to stakeholders includes:

- Emails
- Report cards
- Phone calls
- Monthly parent communication
- Parent-Teacher conferences each trimester
- Social Media posts through the New Glarus School District Facebook page
- Posts on the New Glarus School District website (www.ngsd.k12.wi.us)
- Apptegy
- Middle School Blog

Stakeholders are encouraged to engage in communication with staff members at New Glarus High School with the hopes of promoting collaboration in the best interest of all students.

Visiting the School

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

Food Service

Meal Programs

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

Breakfast

Served: 8:55 - 9:00 am daily. Middle School Breakfast charge is \$2.30.

Lunch

A nutritious, well-balanced mid-day meal is prepared with strict adherence to State and Federal guidelines.

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

Regular Student Lunch	\$3.60
Additional Milk	\$.60

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.

A la Carte

Students have the option to pick items from the a la carte selections which are an additional charge to the food service account.

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.*

PAYMENT POLICY

The Food Service Program is a pre-payment program. Families are

expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school year.

NEGATIVE BALANCES

1. Families will be notified when their family account falls below a positive \$20.00 through an automated email sent through Skyward twice per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, please contact the Food Service Department to make arrangements.
4. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

1. Parents may restrict students from making additional purchases by calling the Food Service Department or set daily ala carte items limits via Family Access. There are three types of restriction set ups:
 - a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
 - b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
 - c. A warning message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.
 - * Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from student's tray.

* The restriction on the system will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Meal balance statements can be printed via Family Access. Payments can also be made by sending a payment to the school office or by making a payment online through E-Funds.
3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a “cash only” basis for the rest of the school year.
4. Unpaid fees will be carried over annually. All fees must be paid prior to high school graduation. If not, unpaid fees may be turned over to collections, or depending on the amount, small claims court. Arrangements may be made with the building principal.
5. Families approved for free and reduced price meal benefits must be refunded remaining balance.

School Closings

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 knows 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.

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 safety for our students.

Student IDs, Lockers, and Other Materials

Student IDs

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, etc.

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 the consent of the student, without notifying the student, and without obtaining a search warrant.

Students should keep their lockers locked and not share their combinations 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.

1 to 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 Chromebooks. 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.

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.

Teaching and Learning

Teams - Grade-Level and Content

A grade-level, instructional team approach is utilized at New Glarus Middle School. In grades 6, 7, and 8, all students are assigned to a grade-level instructional team. Each grade level team includes 4 homeroom teachers which are also content specialists. The grade-level teams include a math, an English/language arts, a science, and a social studies teacher. The teaching staff meets weekly as a grade-level team as well as with their content team. For example, the 6th, 7th, and 8th-grade math teachers also met weekly to provide vertical alignment of content in the middle school.

Working in teams 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
Science

Mathematics
Social Studies

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 during their elementary school, middle school, and high school educational careers and possibly beyond.

Surveys:

Agriculture

Art

Band

Business

Choir

Family and Consumer Sciences

Personal Finance

Health

Introduction to Computer Science

German

Physical Education

Spanish

Technical Education

Technology

Students will have the opportunity to take classes that allow them to discover their talents, unique abilities, and interests. These programs also expose students to areas not necessarily covered by the 'Cores'. In 7th and 8th grades, there is a student elective process that allows students to select some classes.

Multi-tiered Systems of Support - Tier One, Tier Two, Tier Three

The universal, academic instruction in reading and math is considered **Tier One**. ALL students receive Tier One instruction every day in the classroom. On every classroom schedule, there is also a time slot for **Tier Two and Tier Three**. What does that mean?

Tier Two is both a specific time in the day and an instructional practice throughout the day. Tier Two describes the actions teachers take to give students extra practice or reteaching on Essential Learning Outcomes (ELOs). ELOs are the skills shared with families on the report card and the most important skills at each grade level.

Tier Two Specific Time: Time is intentionally set aside every day in the schedule for teachers to work in small groups or with individual students to work on skills that are not yet proficient. Students also work on iReady lessons, center activities, unfinished classroom work, etc. depending on the grade level and the instruction.

Tier Two Embedded Instructional Time: Teaching staff also provide Tier Two opportunities throughout a lesson. This could be when they provide students feedback as they are working independently at their desks, redirect or provide additional individual support through questions, or read one-on-one with students during partner work. These are just a few examples of how Tier Two support may look when embedded into classroom instructional time.

Tier Three is in addition to Tier One and Tier Two for students who may need more time or repetitions with a particular skill. Tier Three is considered an intensive intervention. Most often Tier Three includes working with an interventionist or a special education staff member one-on-one or in a very small group on a specific essential skill.

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 essential learning targets (ELOs) 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 essential learning outcome. An 'emerging' mark is earned if the student is showing growth but has not yet met the learning target set forth by the content. A grade of 'NA' for 'not assessed at this time' may be used to indicate that an essential learning target was not assessed during the given grading period. A grade of 'NE' for 'not enough evidence of learning' may be used to indicate that the student did not provide enough evidence of learning on a given essential learning outcome during the grading period. The 'NE' grade may be given for a variety of reasons, including attendance, missing assignments/incomplete work, 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 have been observed or are 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.

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. Books are loaned out to students. Lost or damaged material will be at the borrower's expense.

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. Athletic clothing is strongly recommended. Long sleeves may be needed when outside during cool weather.

Special Education

Students in need of 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 – 108th 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 Student Services at 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 are 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 Student Services.

Technology

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.

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 email 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 email 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 employees 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 a 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 the 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 originally yours.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by 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 it 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 to 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 a 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 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 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.

Cell Phones/Electronic Devices

A cell phone/technology in the school setting is a tool and not a toy or device to be used for entertainment purposes. When students bring their cell phones/technology to school, there are expectations for how they are used.

Expectations

1. If they are brought into a classroom, students are expected to keep their cell phones put away and out of sight.
 - a. Teachers may require students to keep their cell phones in their lockers, a pocket, a pencil/tool bag, etc., or in cell phone "houses"/containers within the classroom where they are checked in at the beginning of each class period.
 - b. Students can always choose to leave their cell phones in their lockers or at home.
2. All cell phone or technology use while on school property and during the school day should follow the district's Acceptable Use Policy.
3. The use of cell phones to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms, and other similar private areas.
4. **Students should follow all other expectations for cell phone use that the classroom teacher or grade-level team has provided.**

Procedures for those who don't follow the expectations:

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 (cell phone) 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 the appropriate use of technology from the Principal.
4. Subsequent offenses may result in a student's daily phone check-in to the office or requiring the student's parent/guardian to pick up the phone after school hours.

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

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.

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 including school transportation, their actions/behavior are subject to being monitored/recorded.

Transportation

Arrival and Dismissal

- **Arrival**

For students arriving by bus, walking or getting dropped off, enter through the main middle school entrance. **Arrival time is 7:45-8:00**

- **Dismissal**

For students walking or getting picked up after school, exit the main middle school doors and walk across the crosswalk to the parking lot by the field. For students riding a bus, exit the main middle school doors to the buses in front of the school

**Student's last class will end at 3:30, at which time they will be dismissed and the buses will leave the MS/HS building at 3:35.

AM Drop Off / PM Pick Up Area

Student drop off and pick up by a personal vehicle at the beginning and end of the school day will be in the parking lot across from the school by the field. Students will cross the street at the crosswalk which will have an adult crossing guard assisting with student safety.

Transportation/Busing

In accordance with 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**
- **Stay seated during travel**
- **Hands and articles in the 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, etc.

Other Information

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. 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.

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 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 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 the second Sunday in September. 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).

Appendix 3

Academic Honesty Policy

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from an artificial intelligence platform as one's own () (See Policy 7540.08 - Artificial Intelligence (AI));
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others;
- L. intentionally accessing another's work for the purpose of presenting it as one's own;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

Faculty and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

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 teacher will contact the parent/guardian by phone, and make documentation of the call.
- 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.
- 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 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 Middle School Student Handbook
2026-2027

Appendix 4

PBIS Matrix

KNIGHT PRIDE PLAN	Behavioral Expectations			
Location	Be Kind	Be Respectful	Be Responsible	Be Safe
Arrival /Dismissal & Hallway	<ul style="list-style-type: none"> ● Positively greet others ● Keep space tidy ○ Throw away trash, even if it's not yours 	<ul style="list-style-type: none"> ● Be aware of other classes/activities ● Walk on the right side of the hallway 	<ul style="list-style-type: none"> ● Wait in designated area ● Take care of personal items ● Go directly to destination ● Check into and sign out of office ● When late in morning ● When leaving early ○ Office staff must communicate with parents/guardians when students leave early. 	<ul style="list-style-type: none"> ● Walk ● Use crosswalks & sidewalks ● Walk bike between stadium and middle/high school ● Follow assigned routes (inside/outside)
Bathroom	<ul style="list-style-type: none"> ● Awareness of others' personal space 	<ul style="list-style-type: none"> ● Give privacy to others ● Help out custodial staff ● Pick up after yourself ● Keep area clean for next user ● Take ownership of space ● Patiently wait your turn ● Stalls and sinks 	<ul style="list-style-type: none"> ● Flush toilet ● Wash hands with soap 	<ul style="list-style-type: none"> ● Keep areas dry ● Bathrooms are a "cellphone-free" area ● Sign out to use bathroom
Cafeteria	<ul style="list-style-type: none"> ● Positive conversation ● Invite others to table 	<ul style="list-style-type: none"> ● Wait patiently ● Be aware of other classes ● Keep condiments at station 	<ul style="list-style-type: none"> ● Bring your ID ● Clean your table ● Leave when dismissed 	<ul style="list-style-type: none"> ● Allergy awareness
School Environments (school property, including buses)	<ul style="list-style-type: none"> ● Respond to others positively ● Include all classmates ● Encourage others ● Make your interactions positive (staff & peers) ● Put personal items that are not yours in the lost and found 	<ul style="list-style-type: none"> ● Pay attention to speaker ● Follow directions ● Use appropriate language ● Use appropriate voice level ● Put trash in trash can ● Put recycling in recycle bins 	<ul style="list-style-type: none"> ● Follow timelines ○ Be on time ○ Assignment completion ● Positive role modeling ● Bring ID ● Use work time productively ● Return materials where they belong ● Keep track of usernames / passwords ● Keep devices & areas clean & dry ● Care for technology ● Follow grade-level plan for cellphones ● Lock lockers 	<ul style="list-style-type: none"> ● Control hands, feet, body ● Use materials as taught ● Keep chair flat on floor

NEW GLARUS HIGH SCHOOL



STUDENT HANDBOOK 202625-202726

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Introduction



The following pages comprise the ~~2026 - 2027~~2025-2026 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 or guardian.

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.



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 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.*

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- 4) *Ensure equity so all students have equal access to high quality educational experiences.*



Welcome to New Glarus High School



Dear New Glarus High School Students and Families,

Welcome back to another exciting school year at New Glarus High School! We look forward to working with you this year. I encourage each of you to approach every opportunity with enthusiasm and dedication. Whether you are returning students or new members of our community, know that our dedicated staff is here to support and guide you every step of the way.

If you ever have questions, concerns or something you would like to discuss, please don't hesitate to reach out to me directly or drop by the high school office. Here is to a fantastic school year ahead!

Sincerely,

Jeff Worzella
High School Principal

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. ([Link to Board Policy](#)). The purposes of the Board of Education's policies are as follows:

Policies affect daily activities in almost every walk of life. In a well-organized household, policies regulate family member responsibilities and rules of behavior. In an efficient company, policies outline business procedures and employee relations guidelines. In an effective school district, policies govern student activities and school operations. Since school governance is the responsibility of the Board of Education, policy-making is one of the Board's most important functions. Through policy, the Board sets the educational goals for the entire school system and provides directives for administrators and other staff to follow while working toward the district's goals.

(2001 WASB Changes and Challenges)

BOARD OF EDUCATION MEMBERS

Bill Oemichen	President
Ron Roesslein	Vice-President
Cari Ann Muggenburg	Clerk
Travis Zimmerman	Treasurer
Cassie Ballweg	Director
Casey McCoy	Director
Heather Thornton	Director

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

Charles Anderson	Math
Kris Anderson	District Administrative Assistant
Tyler Bass	Industrial / Engineering
Matt Belknap	Middle/High School Spanish
Peter Bertling	Science
Rychia Bosman	Science
Sara Brenkman	Middle/High School Librarian
Mitchell Cernek	Dean of Students / Athletic Director
Cassidy Colby	Science
Dani Dahlman	HS Kitchen Manager
Rebecca Derke	Food Service Director
Amy Doefer	Middle/High School Band
Nita Duerst	HR Financials
Sadie Einbeck	Math
Jonathan Goodness	Physical Education
Jenny KoprasHuber	Special Education Aide
Dunnell Kendrick	Middle/High School Art
Rebecca Kuhl	English
Joanna Walters	English
Ryan Lehman	MS/HS Family and Consumer Science
Don Malaise	Technology Coordinator
Tammy Marty	Business Manager
Larry McGowan	Director of Buildings and Grounds
Hanna Mielke	Middle/High School Agriculture
Shelley Molencamp	Special Education Aide
Kali Montgomery	9-12 Counselor
Mattisen Mullranin	HS Administrative Assistant
Angela O'Bel	Speech and Language
Jane O'Brien	Youth Apprenticeship Coordinator
Patrick Porvoll	English
Angie Rear	Data Specialist / District Registrar
Taylor Riley	Special Education Aide
Erin Russ	School Psychologist
Emalie Sternberg Renee Setterstrom	Middle/High School Choir
Andrew Schulz	Middle/High School Band
Erin Speth	MS/HSiddle/High School Business Education & YA Coordinator
Lexa Speth	Social Studies
Kerri Steinmann	Special Education
Jennifer Talarczyk	Director of Student Services
Kyland Taylor	History and Social Studies
Dr. Jennifer Thayer	District Administrator
Sam Weinbrenner	Special Education
Karen Wenger	Math
Mark Woelfel	History and Social Studies
Jeff Worzella	High School Principal
Kayla Zimmerman	District Nurse

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Stephanie Zweifel
Emily Zuleger

Special Education
Middle/High School German

ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from an artificial intelligence platform as one's own (See Policy 7540.08 - Artificial Intelligence (AI));
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others;
- L. intentionally accessing another's work for the purpose of presenting it as one's own;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

Faculty and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. Additionally, all stakeholders play a part in maintaining academic honesty by:

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

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- 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.

Students who violate this policy are subject to disciplinary consequences. If the teacher concludes that academic dishonesty has occurred on a low-stakes, homework or formative assessment, a 0 will be assigned and such offenses will be documented as "minors" in Educlimber. If the teacher determines that academic dishonesty has occurred on a high-stakes, high point value, summative assessment or the student is repeatedly academically dishonest on low-stakes assessments, the following steps will be taken:

First Offense

1. The teacher who observes the alleged dishonesty will address the individual student, preferably not in the presence of other students, to investigate the alleged academic dishonesty. The student will have an opportunity to present their perspective. If the staff member does not feel comfortable investigating, the principal may be a part of the conversation. The initial letter grade will be an "F" and issued for the assessment in cases of verified academic dishonesty.
Assessment - The student will retake that assessment, which may be eligible for partial credit.
2. The teacher will contact the parent/guardian
3. The teacher will enter the Academic Dishonesty in Educlimber as a "major" incident.
4. The principal will follow up with the student and the parents.
5. For first offense, the student will be ineligible for front steps, Tier 2 lunch, and RP (responsibility pass) privileges for a minimum of 3 weeks.

Second Offense

1. The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.
a. Assessment - The student will retake that assessment, which may be eligible for partial credit.
2. The teacher will contact the parent/guardian The teacher will enter the Academic Dishonesty in Educlimber as a "major" incident.
3. The student will be ineligible for National Honor Society membership for 18 months.
4. The student will be ineligible for front steps, Tier 2 lunch, and RP privileges for a minimum of 6 weeks.
5. The principal will follow up with the student and the parents.

Third Offense

1. If the student is found to have a third academic dishonesty, then the following steps apply:

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- (a) The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.
- (b) Assessment- The student will retake that test or quiz, which may be eligible for partial credit.
- 2. The teacher will contact the parent/guardian
- 3. The teacher will enter the Academic Dishonesty in Educlimber as a "major" incident The student will be ineligible for National Honor Society membership for 18 months.
- 4. The student will be ineligible for front steps, Tier 2 lunch, and RP privileges for a minimum of one trimester.
- 5. The principal will follow up with the student and the parents.
- 6. The student will be ineligible for the position of valedictorian and ineligible for the title of honor student at graduation.

If there is a 4th academic dishonesty violation, the student will be ineligible for any scholarships controlled or sponsored by the district. Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

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.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

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 th Grade	Mr. Belknap, Mr. Bass, Ms. Bosman, Ms. Einbeck, Ms. Zweifel, Ms. Wenger
10 th Grade	Mr. Anderson, Ms. Colby, Ms. Doeber, Ms. Mielke, Ms. Steinmann, Mr. Taylor
11 th Grade	Mr. Bertling, Mr. Goodness, Ms. Kendrick, Ms. Kuhl, Ms. (E) Speth, Mr. Weinbrenner
12 th Grade	Mr. Lehman, Porwoll, Ms. (L) Speth, Ms. Walters, Mr. Woelfel, Ms. Zuleger
9 th Grade	Mr. Lehman, Porwoll, Ms. (L) Speth, Ms. Sternberg, Ms. Walters, Mr. Woelfel, Ms. Zuleger
10 th Grade	Mr. Belknap, Mr. Bass, Ms. Bosman, Ms. Einbeck, Ms. Zweifel, Ms. Wenger
11 th Grade	Mr. Anderson, Ms. Colby, Ms. Doeber, Ms. Mielke, Ms. Steinmann, Mr. Taylor
12 th Grade	Mr. Bertling, Mr. Goodness, Ms. Kendrick, Ms. Kuhl, Ms. (E) Speth, Mr. Weinbrenner

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 an 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.

Make-Up Work and Missed Assessments

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. 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 assessments, missed due to a school imposed suspension, shall be made upon return to school with one day allowed for each day of suspension.
2. Assessments 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.

Assignments, assessments and projects missed during an unexcused absence may be made up. Assessments and projects missed during an unexcused absence may be made up. Students must be prepared to turn in projects or take assessments 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 a referral to the Green County Truancy Program or the student may receive a citation

BELL SCHEDULE

1 st Hour	8:00-9:02 a.m.
2 nd Hour	9:05-10:07 a.m.
Breakfast	10:07-10:13 a.m.
3 rd Hour	10:15-11:17 a.m.
4 th Hour	11:20-12:22 p.m.
Tier 2	12:24-12:52 p.m.
Lunch	12:52-1:19 p.m.
5 th Hour	1:22-2:25 p.m.
6 th Hour	2:28-3:30 p.m.

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BULLYING PREVENTION AND PROCEDURES

New Glarus High School is committed to maintaining an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This applies to conduct occurring in any manner or setting over which the District exercises control, including on school property, or at another location if such conduct occurs during an activity sponsored by the school.

Bullying and Harassment will not be tolerated in any form and all necessary steps will be taken to eliminate bullying and harassment, including suspension or expulsion of students.

Definition of Bullying

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)

Definition of Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights that:

- Places a student in reasonable fear of harm to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school

Harassment also includes "hate speech"- the use of language, behavior, or images/symbols that express prejudice against a particular group on the basis of any protected characteristics.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers:

Director of Instruction

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Dr. Jeff Eichelkraut
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Director of Student Services
Jennifer Talarczyk
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Director of Human Resources
Nita Duerst
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Reporting and Complaints of Harassing Conduct

- A. Any student who believes they have been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- B. Any parent who believes their student has been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Complaint Procedure

A Complainant or person subject to harassment may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the Compliance Officer, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are

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known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the Compliance Officer will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Generally, within two (2) days of receiving the complaint, the Compliance Officer will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

Generally, within five (5) business days of receiving the complaint, the Compliance Officer will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent or the person alleged to have engaged in harassment of another student;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the Compliance Officer;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the Compliance Officer.

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At the conclusion of the investigation, the Compliance Officer shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Bullying and Harassment

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).
- 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 Harassment/ Bullying are

- Loss of break time
- Lunch detention in the office
- Time spent in the office
- Student writes a behavior plan
- Student writes a letter to parents
- Safety Plan is created by administrator
- In-school suspension

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- 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

During instructional time, students may only use digital technology devices, including cell phones, available to them for purposes pre-authorized by the teacher. Personal electronic devices should otherwise be stowed in the teacher designated location within the classroom or learning space.

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 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 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 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**.

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Students must remain in school or on school grounds during the school day. During lunch period, students should not disrupt classes that 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 their 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.

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COMMUNICATION

New Glarus High School will make every effort to communicate with all stakeholders including students, staff, parents, and members of the community. The ways in which New Glarus High School communicates to stakeholders includes:

- Monthly email to students and parents about upcoming events at New Glarus High School.
- Social Media posts through the New Glarus School District Facebook page.
- Parent-Teacher Conferences every trimester.
- Phone calls, emails, and conferences as needed.

Stakeholders are encouraged to engage in communication with staff members at New Glarus High School with the hopes of promoting collaboration in the best interest of all students.

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, vapes, 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.

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 such as student lockers, or the person or their property, including students' backpacks or 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, lunch detention, removal from class, a suspension, or expulsion. . 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 call the office/Principal. The student will create 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

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;

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- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others.

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Each school may engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building-specific dress expectations.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

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 will receive a student parking permit to display from their rearview mirror. Inappropriate parking or 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.

EXTRACURRICULAR 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 rules as set forth by this handbook.
3. The WIAA states that a code of conduct must be on file for all students participating in extracurricular 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.

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.**

Commented [1]: Redundant

According to the WIAA rules this handbook must be in effect twelve months of the year. Although mandated by the WIAA for interscholastic athletics, this code applies to both WIAA sponsored activities as well as non-WIAA 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.

Extra-Curricular Code of Conduct Form

A signed copy of the New Glarus High School Athletic and Activities Handbook Form 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 WIAA 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. For athletes, all WIAA eligibility and code of conduct expectations apply.
5. 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, parents must complete a transportation waiver in advance to allow their student not to use school-sponsored transportation.-

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

Eligibility Rules

All students participating in athletics at New Glarus High School must complete the athletic registration, and have an active/signed physical exam form on file. A physical must be completed every other year to be valid. Students are not allowed to participate in practices or competition until the athletic registration and physical exam form are complete. Note: students also must have turned in all team issued 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. Coaches/Advisors are expected to promote and monitor the academic growth of their students. In order to maintain academic eligibility, a student must meet the academic standard defined below:

- Weekly Grade Checks

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Starting Week 4 of each trimester, the Athletic Director will conduct weekly grade checks each Monday at 10:00 AM. Any student with a failing grade (F) will be contacted by the Athletic Director, and will be placed on "Academic Watch". If a student is earning any failing grades for two consecutive weeks, the student, his/her parents, and his/her coach/advisor will be notified, and the student will be placed on "Academic Warning". If a student is failing any class for three consecutive weeks, he/she will be placed on "Academic Suspension" and will lose activity eligibility until the next grade check. The student must continue to attend practice during this time, but is not eligible to play in games or participate in events.

· Trimester Grade Reports

Earning a failing grade on a Trimester Report Card will result in immediate academic ineligibility. If ineligible, students will be unable to compete in events for a minimum of 15 school days per the WIAA. Following the mandatory wait period, students must be passing all classes to regain eligibility. If a student receives a failing grade on the Trimester 3 Report Card, "the maximum ineligibility period shall be the lesser of: a) 21 consecutive days beginning with the date of the earliest allowed competition in a sport; or b) one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction.)" Note: A grade of incomplete will be considered failing until it is made up and becomes a passing grade.

Attendance Eligibility

In regards to competition, students must be in school by the beginning of 3rd hour to be eligible for any school sponsored event that day. With proper documentation, exceptions would be made if students have: a responsibility pass, a medical appointment, or a driver's education appointment. Extreme emergencies can be an exception at the discretion of the Athletic Director.

In regards to practice, a student must be present and accounted for throughout the second half of the school day (by the start of 4th hour) in order to be eligible to participate that day. With proper documentation, exceptions would be made if students have: a responsibility pass, a medical appointment, or a driver's education appointment. Extreme emergencies can be an exception at the discretion of the Athletic Director.

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, vaping devices, controlled substances or performance enhancing substances that are on the banned list from WIAA
2. An expulsion or five-day suspension.
3. For athletes, all WIAA eligibility and code of conduct expectations apply. Failure to cooperate with investigations related to code of conduct.
4. 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, graduation parties (during pre-established times), ~~as the pre-established Graduation Party time, including~~ weddings, and other events 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 Offenses

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 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. The Athletic Director or Principal will make an attempt to contact the parent(s) or legal guardian and inform them of the situation

Commented [2]: Getting rid of self referral

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

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Athletic Director or Principal will interview the student as long as there is reasonable suspicion to do so. ~~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 extracurricular 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 extracurricular 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.

Athletics

	<u>Possession, Consumption, Buying, Selling..</u>	<u>In Presence Of...</u>
<u>1st Offense</u>	<u>20% of season</u>	<u>1 game/event</u>
<u>2nd Offense</u>	<u>50% of season</u>	<u>2+ game/event</u>
<u>3rd Offense</u>	<u>One Calendar Year</u>	<u>50% of season</u>

Extracurricular Activities that Compete or Perform

	<u>Possession, Consumption, Buying, Selling..</u>	<u>In Presence Of...</u>
<u>1st Offense</u>	<u>20% of season</u>	<u>1 Meeting/Practice</u>
<u>2nd Offense</u>	<u>50% of season</u>	<u>2+ Meeting/Practice</u>
<u>3rd Offense</u>	<u>One Calendar Year</u>	<u>50% of Season</u>

- If the offense includes the use of an alcoholic beverage or drugs, a mandatory referral to the New Glarus AODA coordinator will be made.
- Any violation of the activities code will apply to an activity in which the student has had previous

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participation, or has shown intent to participate in.

- If the suspension results in a fraction, it will be rounded up to the higher number.
- Athletes are not allowed to serve an athletic code violation in an extracurricular activity.
- During suspension from a sports season, the student-athlete is required to practice with the team, attend games/performances in street clothes, and must end the season in good standing with the coach/advisor.
- For suspension to be served, the student must complete the entire season in good standing with the coach/advisor. If behavior/attendance is *not* meeting the team's standards, a meeting will be scheduled with: student-athlete, at least one parent/guardian, the head coach/advisor, and the athletic director to bring this to the attention of the student-athlete and their family. If behavior/attendance continues to be an issue after this meeting/notice, the student would no longer be allowed to participate in the season, and the suspension would NOT be fulfilled.

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 AODA Program 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 9th grade year. The student serves his/her suspension, which is complete on December 1. On June 1, following the completion of their 10th grade year, the first violation is removed from their record. The student violates the code in the fall of their 11th 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

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- 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.

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

FOOD & BEVERAGES

Food and beverages are permitted in the hallways and students are asked to make sure that all waste is thrown away. In addition, a general rule is that students should not keep open containers of food or drink in their lockers. Food is allowed in the classrooms with teacher permission.

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, .5 credits of Employability Skills during your sophomore year and 11 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.

HALL PASSES

If students need to leave their classroom, they will ask their teacher to leave for their desired reason. Teachers may employ a sign out sheet to track students leaving the classroom.

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 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's 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. If the representatives were the King or Queen of the Junior Prom, they 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.

INCOMPLETE GRADES

Grades are posted and final at the end of each trimester. From time to time, there may be extenuating circumstances in which a student may need to have an incomplete for a grade. An incomplete grade can be requested by the student or suggested by a teacher. Reasons for incomplete grades may be the following:

- The student has missed a significant amount of school prior to the end of the trimester.
- The student needs additional time to learn essential learning outcomes from the course.
- The student has not completed all required assessments for the course.

Students will not be allowed to request an incomplete grade for the purpose of improving their GPA (e.g.- requesting an incomplete to improve their grade from an A- to an A). Students can request an incomplete through the high school office prior to the end of the trimester. Students will have one week after the grade is posted to complete their incomplete grade.

LAUDE SYSTEM

Due to significant shifts in the collegiate admissions process, the Laude System is currently being placed on hold to ensure our recognition practices align with the metrics that offer the greatest advantage for student acceptance to college. Recent statewide initiatives, specifically the Direct Admit program and the Wisconsin Guarantee have placed a renewed emphasis on Grade Point Average (GPA) as the primary determinant for automatic college admission. Because these admission opportunities are directly calculated using specific GPA benchmarks rather than the points-based accumulation used in the Laude Model, we are pausing the Laude System to prioritize the reporting structures that best position our students for these new collegiate opportunities.

For more information on the Laude System, see the High School Course Handbook.

Beginning with the Class of 2027, New Glarus High School will be using the Laude System to recognize students and their academic achievements. The purpose of the Laude System is to recognize students for the rigor of their academics and their success in high level classes. The Laude System also reduces competition for GPA and encourages collaboration among students and encourages academic risk taking. In a Laude System, the focus is on learning and not on GPA.

Award Levels

There are three levels of awards:

- Summa Cum Laude (With Highest Distinction)
- Magna Cum Laude (With Great Distinction)
- Cum Laude (With Distinction)

Laude Score

A student's Laude Score will be determined by multiplying the student's cumulative GPA after the second trimester of their senior year by the number of recognized Cum Laude Recognition courses completed in all four years.

Cut-Off Scores

- 50 — Summa Cum Laude
- 35-49.99 — Magna Cum Laude
- 20-34.99 — Cum Laude
- Below 20 — No Laude Status

Cum Laude Recognition Courses

The courses listed below are used in the calculation for Laude Points. Students only earn Laude Points for courses that they complete with a passing grade. Three trimester courses count as 1.5 points each. Two trimester courses count for 1.0 point each. One trimester courses count as .5 points each. The following are courses considered as Laude Recognition Courses:

English

- AP Language and Composition
- AP Literature
- College Reading
- College Writing
- Education in a Pluralistic Society

Math

- AP Precalculus
- AP Calculus AB
- AP Calculus BC
- AP Statistics

Science

- PLTW — Principles of Biomedical Science
- PLTW — Human Body Systems
- PLTW — Medical Interventions
- AP Biology

- AP Chemistry
- AP CSP
- AP CSA

Agriculture

- PLTW — Environmental Sustainability

Social Studies

- AP US History
- AP Psychology
- AP Government
- AP Comparative Government
- Introduction to Education and Teaching

Art

- Senior Studio + Participation in the Capitol Conference Art Show

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Band

- Students in Band can count 1.5 credits of band from their senior year towards the Laude System providing they have been in band at least 9 trimesters and participated in Solo and Ensemble and have earned a 1st at State Solo and Ensemble.

Business

- Marketing Principles

Choir

- Students in Choir can count 1.5 credits of choir from their senior year towards the Laude System providing they have participated in choir at least 9 trimesters and participated in Solo and

Ensemble and have earned a 1st at State Solo and Ensemble.

Employability

- College and Career Readiness

Family and Consumer Sciences

- Exploring Hospitality
- Medical Terminology

Foreign Language

- Spanish 4/5
- German 4/5

Technology and Engineering

- Introduction to Engineering & Design
- Fundamentals of Construction

For all students, class rank will no longer be published on report cards or transcripts. If class rank is absolutely needed for admission into a college or university or for a scholarship or award, please contact the school counselor for the required information.

MANDATED REPORTER

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

MEAL PROGRAMS

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

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Breakfast

Served daily as part of 2nd hour. High school breakfast charge is \$2.30

Lunch

A nutritious, well-balanced mid-day meal is prepared with strict adherence to State and Federal guidelines.

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

Regular Student Lunch \$3.60

Premium Student Lunch \$4.25

Adult/Staff \$4.70

Additional Milk \$.60

A la Carte

Students have the option to pick items from the a la carte selections which are an additional charge to the food service account.

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.

Families, who participate in the School District of New Glarus Food Service Program, will be subject to the following policies and procedures:

PAYMENT POLICY

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school year.

NEGATIVE BALANCES

1. Families will be notified when their family account falls below a positive \$20.00 through an automated email sent through Skyward twice per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, please contact the Food Service Department to make arrangements.
4. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application

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must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

1. Parents may restrict students from making additional purchases by calling the Food Service Department or set daily ala carte items limits via Family Access. There are three types of restriction set ups:

- a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
- b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
- c. A warning message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.
 - * Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from the student's tray.
 - * The restriction on the system will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Meal balance statements can be printed via Family Access. Payments can also be made by sending a payment to the school office or by making a payment online through E-Funds.

3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year.

4. Unpaid fees will be carried over annually. All fees must be paid prior to high school graduation. If not, unpaid fees may be turned over to collections, or depending on the amount, small claims court. Arrangements may be made with the building principal.

5. Families approved for free and reduced price meal benefits must be refunded the remaining balance.

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

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

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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.

At New Glarus High School, students will learn about initiative, integrity, and perseverance. 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.

RESPONSIBILITY PASS

A responsibility pass is an option for senior students who are in good academic standing. The responsibility pass may be granted to a student who has an Academic Support class that connects with the beginning or end of the school day. For example, a student who has a 6th hour Academic Support and is in good academic standing could leave after the 5th hour to complete their Academic Support class at home. Students will not be granted a responsibility pass for an hour that is in the middle of the day.

Seniors:

- **Trimester 1:**
 - To qualify for RP at the start of the school year, seniors must have a cumulative GPA of 3.5 or higher or a Trimester 3 GPA of 3.5 or higher from the previous year.
- **Trimester 2:**
 - For the start of Trimester 2, eligibility will be based on cumulative GPA until Trimester 1 grades are posted. Qualifying Cumulative GPA is 3.5 or higher.
 - Once Trimester 1 grades are posted, additional seniors with a Trimester 1 GPA of 3.5 or above will be added to the Responsibility Pass list.
- **Trimester 3:**
 - For the start of Trimester 3, eligibility will be based on cumulative GPA until Trimester 2 grades are posted. Qualifying Cumulative GPA is 2.8 or higher.
 - Once Trimester 2 grades are posted, additional seniors with a Trimester 2 GPA of 2.8 or above will be added to the Responsibility Pass list.
 - To qualify for a double Responsibility Pass, Seniors must have a total of two of the following courses: AP and Dual Credit courses.

Juniors:

- Juniors may qualify for Responsibility Pass during Trimester 3 if they have a cumulative GPA of 3.5 or above.

Important Notes:

1. **Notification of RP Qualification:**
 - At the beginning of the Trimester, parents and students will be notified via email by the HS Principal. Once final grades are available and a student qualifies for the Responsibility Pass but did not qualify previously, parents and the qualifying student will be notified. The student's schedule will then be updated to reflect RP rather than Academic Support.

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2. Revocation of RP:

- o The Responsibility Pass may be revoked at any time at the discretion of the High School Principal. This decision may be made based on the student's academic performance, behavior, or other factors that may impact their ability to responsibly manage their time.

The Responsibility Pass provides students with the opportunity to manage their time effectively and take ownership of their academic progress. We encourage students to take full advantage of this opportunity while maintaining a balance with their other responsibilities.

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.

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 and other privileges. Students who misplace or “forget” their ID will need to purchase a new ID in the office.

STUDENT MENTAL HEALTH / PHYSICAL SAFETY CONCERNS

The NGSD 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 counselor.

STUDENT SCHEDULING

Scheduling is completed each spring for the following school year. Changes from the master schedule must be handled through 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 or experiences extenuating circumstances may drop a class after the drop/add deadline with permission from the high school principal

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.

TARDINESS

It is the belief of New Glarus High School that promptness to class is part of good academia and an important life skill. In an effort to reduce tardiness, New Glarus High School has the following protocol for each trimester:

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Students who are late to school 1st hour will 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 15 tardies, the student will meet with the principal in regards to being tardy to class. In addition, parents and coaches will be notified. The following interventions will apply if the student continues to record unexcused tardies.

15 TARDIES

At 15 tardies, the student will meet with the principal in regards to tardies.

30 TARDIES

At 30 tardies per trimester, the student may be eligible for a Tier 2 intervention to reteach and reinforce the importance of being on time.

If the behavior continues, general interventions, such as a detention, a contract, or a parent-student meeting may be used.

TIER 2 TIME

Tier 2 time will be held after 4th period. Tier 2 is a time for both intervention and enrichment and all students will have the opportunity to receive both; as well as additional assistance from their teachers. Prior to Monday, staff will select students for Tier 2 times in which students need to attend. Students will also have the opportunity to select locations for Tier 2 time.

All communication for Tier 2 will be done through a program called Flexisched, through which students can make their requests their Tier 2 schedule. Each student will have an assigned homeroom location to which they will report during their Tier 2 time on Mondays to establish their Tier 2 plan each week. For Tuesday-Friday, students will have the opportunity to work with the teachers of their classes to receive additional instruction based on their needs. If a student doesn't have or make any Tier 2 location requests, they will report to their homeroom location. Tier 2 time will count as part of each student's attendance record.

Additionally, students who are in good academic standing, and have exemplary attendance, can apply for rest spot access during Tier 2 time. Students who are eligible for rest spot access will be able to sign up using FlexiSched and they will eat during Tier 2 time. They will access the rest spot locations during the regular, or second, lunch. Please note that teacher referrals take precedence over rest spot access.

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.

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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.

WITHDRAWING FROM A CLASS

A student can withdraw from a class after the first week of the trimester. If a student chooses to withdraw from a class, they can complete a withdrawal application form and once the application form is completed and approved, the student can be dropped from the class. If a student withdraws from a class after the first week, a W will be entered on their transcript noting that they withdrew from the class. A student cannot withdraw from a class to regain eligibility for athletics or extracurricular activities. If a student is failing a class and is currently ineligible, they must get the grade to passing prior to withdrawing from the course. A student can only withdraw from a class after the first week three times in their high school career.

WORK STUDIES

Students who are involved in work studies have the opportunity to leave school to fulfill work obligations and receive high school credit for doing so. Work studies is treated as a class and students are expected to complete the work, through Canvas, required for Work Studies. The students will need to follow the rules of athletic academic eligibility to be able to leave school for work studies.

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.

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- 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 e-mail accounts.
- Students and parents must sign the agreement to be granted an e-mail 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.
- 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 a 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 problems, 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.

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- 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 e-mail frequently, delete unwanted messages promptly, and stay within their e-mail 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.

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- 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.

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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 the 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.

V. **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 MAY 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 ACCOMMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.