

NEW GLARUS ELEMENTARY SCHOOL



Handbook for Families and Students

**“The Knight Way is the Right Way”
2023-2024**

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-5th. 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
4K-5 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](#)) The purposes of the Board of Education's policies are as follows:

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

BOARD OF EDUCATION MEMBERS

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/High School Principal (Grades 9-12)..... Dr. Eichelkraut
Middle School Assistant Principal..... Mr. Edge
Middle/High School Dean of Students..... Mr. Cernek
Student Services Director..... Mrs. Talarczyk
Four Year Old Kindergarten..... Mrs. Brecklin and Mrs. Bright
Kindergarten.....Mrs. Duerst, Mrs. Hooks, Mrs. Retrum, Mrs. Wieser
First GradeMrs. Baker, Mrs. Hedeman, Mrs. Roska
Second/Third Grade.....Mrs. Arnett, Mrs. Buol, Mrs. McGraw, Mrs. Ness,
Mrs. Arnett, Mrs. Macaulay, Mr. Sysko
Fourth/Fifth Grade.....Ms. LeGros, Mrs. Schepp, Mrs. Vetterli, Ms. Nealis,
Mrs. Hooks, Mrs. White
Music..... Mrs. Bettin
Library/Media..... Mrs. Hansen
Physical Education..... Mr. Beutler
Art..... Mrs. Kranz
Speech Therapists Mrs. Schettler, Ms. Root, Mrs. O'Bel
Special Education Teachers..... Mrs. Bristow, Mrs. Tryba, Ms. Zweifel
Intervention Specialist..... Mrs. Pritchett
Early Childhood.....Mrs. Bristow
School Counselor.....Ms. Rasmussen
School Psychologist..... Mrs. Russ
Occupational Therapy.....Ms. Priewe
Physical Therapy..... Mrs. Elgin



SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowan
Custodians.....Mrs. Clarke, Mr. Zimmerman
Kitchen Staff.....Rebecca Derke, Nicole Yaun
School Nurse..... Mrs. Zimmerman
Office Secretary..... Mrs. Buesser, Mrs. Maloney
4K Assistants..... Mrs. Truttman, Ms. Kendrick
Teaching Assistants..... Mrs. Nimtz, Mrs. Dearth, Mrs. Wilde
Technology Coordinator Mr. Malaise
Bus Drivers.....Ms. Bergemann, Mr. Duerst,Mr. Lienhardt, Mr. Stuessy, Mr. Engelke



CLASSROOM ASSIGNMENTS

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

138/142	Staff Workroom
16	Wrap Around Care
14	Music
GYM	Physical Education



ATTENDANCE

Parents should report the absences of their children by calling the attendance line 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.

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. Eicher, your child's homeroom teacher, Mrs. Zimmerman, the school nurse, or Ms. Rasmussen, the school counselor. 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.

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. The Department of Public Instruction website has further information regarding PBIS and available resources at <https://dpi.wi.gov/rti/positive-behavioral-intervention-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. 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 his/her right for learning in the classroom. Each student is responsible for his/her own actions. Our school is committed to providing a safe and happy environment for students and teachers to learn.

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

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

School Discipline Policy

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

Student Grooming/Dress Code

Common sense is the best standard for daily dress and proper grooming. We believe that proper grooming and cleanliness add to the well-being and self-respect of students. We encourage parents to take an interest in this and believe that cooperation between home and school will help students develop good personal hygiene habits.

Accountability for 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
- Seesaw (some grade levels/departments)
- 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

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

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

Visiting the School

Parent volunteers and other visitors are welcome, so long as the visit does not interrupt instruction. Visits should 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.

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 \$1.80 and \$2.30 for adults.

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

Kindergarten-5 th Grade	\$2.85
Adult/Staff	\$4.45

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/5th graders to use during lunch.

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. This milk break will typically take place in the morning or afternoon for PM 4K students.

NO need for separate checks for milk break. Milk 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 (K-12 & adult) \$.60 per ½ pint.

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 he or she is not feeling well. **If you feel your child is not well enough to go out for recess, it may be wise to keep them home.**

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

- **Fever**, 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 he/she has been on antibiotics for 24 hours before returning to school.
- **Pink Eye (Conjunctivitis)** If the eye is red, irritated, and/or draining, keep the child home and call your doctor. If the doctor has given the OK to return to school, please contact the school nurse at 527-2410 ext. 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, he/she should be kept home from school. When deciding if your child can go to school, use your best judgment and keep this in mind: if the child is uncomfortable he/she won't be able to concentrate or learn. If he/she stays home and improves, they can always come to school later in the day. If you're still unsure, please contact your child's pediatrician or any 24-hour nurse on call hotline.

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

SCHOOL CLOSINGS

Inclement Weather

In the winter, if the wind-chill factor is 0 or colder, recess will be indoors. 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 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 SchoolMessenger system with an automated message to the designated phone number listed in Family Access.

****Please note - When an Early Closing time is announced, expect that we will begin dismissing from classrooms approximately 15 minutes prior to the posted early release time. For example, if the early closing time is announced for a 12:30 dismissal, classrooms will begin dismissing students to buses and the pick up line at 12:15 with K/1 going first , followed by 2nd/3rd at 12:20, and 4th/5th at 12:25. This is the same staggered dismissal plan used everyday in order to dismiss all of our elementary students to buses and to pick 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, 2021. 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
- Curriculum maps posted on the website
- Written and verbal communications with the teacher
- Samples of student work
- Friday Folders
- State and District assessments
- District website
- Parent Advocacy Team

Formal opportunities for parent/teacher communication throughout the year include:

- October – 4K-5th Parent/Teacher Conferences
- December – Grade Report Cards
- February – 4K-5 Parent/Teacher Conferences
- March – Grade Report Cards
- June – Grade Report Cards

State and district testing includes:

- Forward Exam (3rd-5th grade)
- I-Ready Math and Reading Assessment - 4K-5
 - 4K - preliteracy screening only
- Curriculum Based Assessments - all grades

Parent Teacher Conferences

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

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

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-5th grade uses a standards-based report card. 4K-12th grade report cards are generated through the Skyward Student Records system.

The 4K-5th grade report cards are issued at the end of each trimester. The standards-based system provides parents with specific information about their child's learning. The emphasis is based on an analysis of student work in relation to what a student should know and be able to do at a given point in the school year. As students work toward achieving grade level expectations in all curricular areas, teachers carefully consider a student's performance in all academic areas including art, music, and physical education by examining their performance on a collection of work over time and on classroom-based assessments. Students are rated based on achievement of essential curriculum skills which are aligned with the Common Core State Standards. Our report card committee has also written grade level rubrics that outline the specific characteristics/expectations of performance.

Description of Grading Criteria:

Proficient – Meets grade level expectations for this marking period.

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

Emerging – Approaching grade level expectations for this marking period.

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

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 guidance counselor. A library/media specialist is also on our staff to assist students in checking out fiction and non-fiction reading materials as well as teaching basic technology skills.

Tier Two Time

Tier Two Time is a daily session designed to assist students with the skills they are developing, as well as reinforce the curriculum as they continue to grow as life-long learners. It is time set aside in the daily schedule. The time is provided for students who

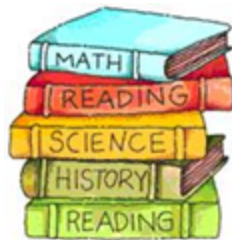
need additional intervention to practice and repeat skills for mastery and allows students who have mastered particular skill areas to enrich their experience.

Homework

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

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

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

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

1. the item must be given to the teacher without question or argument
2. the item will be turned over to the principal's office
3. the item may be picked up after school hours

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

[Use Of Telephone](#)

Students may use the classroom telephone to call home by obtaining permission from 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. ALL students should enter through the grade-level designated doors every morning.

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

If students are not riding the bus or walking home after school, they must be picked up by 3:40 PM. Again, there is no supervision for students after that time.

AM Drop-off arrangements: (Kiss and Fly)

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

PM Pick-up arrangements:

- Families with last names beginning with A-L will pick up students in the north lot by the flagpole. Please move as far forward as possible to allow more vehicles to pick up behind you (but do not block the driveway leading to the back of the school). After picking up your child(ren) make a left turn and use the exit on the north end of the lot.
- Families with last names beginning with M-Z will enter from the south parking lot area, pick up along the west sidewalk. Please move as far forward as possible to allow more vehicles to pick up behind you, make a U-turn, and exit on the south end of the lot. (Same routine as AM Kiss and Fly)
- No unattended vehicles. If you want to leave your vehicle, please park in the south lot or across the street at Veterans' park.

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

Also, we ask that parents going to Kids World in the back parking lot, do NOT drive through the parking lot between 7:35 and 8:00 for the safety of buses and children.

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