

## **AGENDA**

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

**MONDAY, APRIL 10, 2023**

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

**HTTPS://US02WEB.ZOOM.US/J/81227883887?PWD=ZWQVAWFXEVVKETBXVGQ  
4UZLJNMZBDZ09 BY PHONE USING 1-646-568-7788 MEETING ID 812 2788 3887**

**& PASSWORD 877169**

**1701 2ND STREET**

**NEW GLARUS, WISCONSIN 53574**

**7:15 PM**

- I. **CALL TO ORDER**
  - A. Agenda Published
  - B. Roll Call
  - C. Approval of Agenda and Revisions
- II. **INTRODUCTIONS-PRESENTATIONS**
  - A. Wyalusing Trip

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# School District of New Glarus

P. O. Box 7  
1701 Second Street  
New Glarus, WI 53574

District (608) 527-2410  
Fax (608) 527-5101  
www.ngsd.k12.wi.us

March 24, 2023

Members of the New Glarus School Board:

Thank you, once again, for allowing us the opportunity to request the approval of the 56<sup>th</sup> annual (after a few years hiatus ☺) Sixth Grade overnight trip to Wyalusing State Park from May 17 through May 19<sup>th</sup>. As a part of our sixth grade curriculum, the New Glarus Sixth Grade Staff and Students take time out of the regular school structure to spend three days and two nights in and around Wyalusing State Park. Throughout this journey we are able to work together in ways we cannot if we are at school. This trip allows us to provide several hands-on opportunities that involve Wisconsin history, outdoor education, collaboration, while learning about the geography of the area we live in. We are grateful that some NGHS students have agreed to assist us to make this an even better overall Sixth Grade trip.

Our first day will be spent exploring Bethel Horizons near Dodgeville, where participants are offered the chance to hike, rock-climb, learn outdoor adventure games, and get an “up-close and personal” look at native animals. These lessons also often include pond ecology, learning about and identifying native (and invasive) plant varieties as well as bird identification. The staff at Bethel has always been accommodating to our students’ needs and make sure all are welcome. A wonderful way to begin our journey, as well as break up the ride to Wyalusing!

Every year we also try to provide several different opportunities for our students at Wyalusing. In the past we have included activities like: “Star Splitters”, a group that comes to Wyalusing State Park to give lessons for our students to learn about the night sky; and “Stones, Bones, and Sticks”, a presentation on early Native Americans and how they survived in the area surrounding Wyalusing. We have recently added a “learning how to canoe” lesson (weather permitting), including safety tips for safe travel and an orienteering study with hands-on practice at the park.

We would like to make you aware that we have applied for, and received several grants and donations to make our trip affordable for families this year including: Excellence in Education Grant for \$400, Community Fund Grant for \$900, \$700 from the New Glarus PTO, and \$1000 from the New Glarus Brewing Company in addition to our 6<sup>th</sup> grade budgeted field trip monies. These funds allow us to cover the \$40 fee for ALL students! You are certainly welcome to join us at Wyalusing State Park on the evening of May 18<sup>th</sup> at 6:00 pm for our “Family Night”. We are excited to let you know that we plan to organize a bus this year for families interested in traveling to Wyalusing for Family Night. Guests and campers enjoy a great meal followed by an evening of entertaining skits. It’s worth the ride!

We appreciate your consideration to allow this tradition to continue,  
Sixth Grade Team

Amy Burdette

Amy Legler

Bobby Schmitz

Andy Westby

III. **PUBLIC COMMENT PERIOD**

IV. **APPROVAL OF CONSENT AGENDA**

A. Item(s) To Be Removed From Consent Agenda

1. Board Minutes

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

Monday, March 13, 2023

## **CALL TO ORDER**

The meeting was called to order at 7:15 p.m. by Board President, Bill Oemichen. The agenda was posted at the New Glarus Elementary School, New Glarus Middle School, New Glarus High School, Bank of New Glarus, New Glarus Post Office, Lake Ridge Bank – New Glarus Branch, Woodford State Bank – New Glarus Branch, and the District Website.

## **ROLL CALL**

Present: Bill Oemichen, Larry Stuessy, Travis Zimmerman, Corrine Hendrickson, Cari Ann Muggenburg, Ron Roesslein, and Casey Umhoefer.

## **APPROVAL OF AGENDA AND REVISIONS**

Motion by Larry Stuessy to approve the agenda as presented. Second by Casey Umhoefer.  
Motion carried 7-0.

## **INTRODUCTIONS –PRESENTATIONS**

### **Musical**

Musical Director, Amy Doefler and cast members provided the Board with information and a “sneak peek” of the upcoming musical titled “Little Shop of Horrors.”

## **PUBLIC COMMENT PERIOD**

~None

## **APPROVAL CONSENT AGENDA**

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

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

Motion by Larry Stuessy to approve the Consent Agenda as presented. Second by Casey Umhoefer.  
Motion carried 7-0.

## **COMMITTEE UPDATES**

POLICY, COMMUNICATION & ADVOCACY; Met. The Committee reviewed the Class Rank and Cum Laude System proposal, and the NEOLA Drone Policy revision.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET; Did not meet.

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

FACILITIES, TRANSPORTATION, AND TECHNOLOGY; Met. The Committee discussed consideration of Kraemer Brothers as Construction Manager for the Primary School project and received an update on the facilities projects.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

### **A. CONSIDER KRAEMER BROTHERS FOR CONSTRUCTION MANAGER FOR PRIMARY SCHOOL PROJECT**

The Board and Administration discussed considering Kraemer Brother for Construction Manager for the Primary School project.

Motion by Bill Oemichen, Facilities, Transportation and Technology Committee Chair to recommend approval of Kraemer Brothers for Construction Manager for the Primary School project. Motion carried 7-0.

### **B. RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS, THE ESTABLISHMENT OF AN ESCROW ACCOUNT WITH RESPECT TO AND THE DEFEASANCE OF CERTAIN OF THE GENERAL OBLIGATION REFUNDING BONDS, DATED JULY 13, 2021**

Dr. Thayer and Tammy Marty, Business Manager provided information to the Board about the resolution authorizing the transfer of funds, the establishment of an escrow account with respect to and the defeasance of certain of the general obligation refunding bonds, dated July 13, 2021.

Motion by Larry Stuessy to approve the resolution authorizing the transfer of funds, the establishment of an escrow account with respect to and the defeasance of certain of the general obligation refunding bonds, dated July 13, 2021. Second by Ron Roesslein. Motion carried. 7-0.

### **C. CLASS RANK AND CUM LAUDE SYSTEM**

Dr. Eichelkraut reviewed the proposed Class rank and Cum Laude System proposal with the Board. The Class Rank and Cum Laude System would begin with the Class of 2027.

Motion by Corrine Hendrickson, Policy, Communication & Advocacy Committee Chair to approve the Class Rank and Cum Laude System beginning with the Class of 2027 as presented. Motion carried 7-0.

### **D. DRONE POLICY**

Dr. Thayer reviewed the revised NEOLA Drone Policy with the Board.

Motion by Corrine Hendrickson, Policy, Communication & Advocacy Committee Chair to approve the revised NEOLA Drone Policy as presented. Motion carried 7-0.

### **E. JUUL SETTLEMENT AGREEMENT**

Dr. Thayer reviewed the JUUL settlement agreement for a class action lawsuit the District signed on to about a year ago. The District will receive approximately \$10,000 - \$15,000.

Motion by Casey Umhoefer to approve the JUUL Settlement Agreement allowing the District Administrator to sign on behalf of the School District. Second by Cari Ann Muggenburg. Motion carried 7-0.

F. 5<sup>TH</sup> GRADE FIELD TRIP TO CHICAGO

Sally Nealis, 5<sup>th</sup> Grade teacher presented information to the Board about the 5<sup>th</sup> Grade Field Trip to Chicago on April 6, 2023.

Motion by Casey Umhoefer to approve the 5<sup>th</sup> Grade Field Trip to Chicago as presented. Second by Larry Stuessy. Motion carried 7-0.

G. SAFETY PATROL TRIP TO WISCONSIN DELLS

Salle Nealis, Safety Patrol Advisor presented information to the Board about the annual Safety Patrol Trip to Wisconsin Dells on May 11-12, 2023.

Motion by Cari Ann Muggenburg to approve the Safety Patrol Trip to Wisconsin Dells on May 11-12, 2023 as presented. Second by Casey Umhoefer. Motion carried 7-0.

H. RESIGNATIONS

1. Molly Delwiche – HS Cross Country Assistant Coach  
The Board reviewed the resignation of Molly Delwiche, HS Cross Country Assistant Coach.

Motion by Larry Stuessy to approve the resignation of Molly Delwiche, HS Cross Country Assistant Coach as presented. Second by Cari Ann Muggenburg. Motion carried 7-0.

I. NEW HIRES

~None

**DISCUSSION ITEMS**

A. FACILITY PROJECTS UPDATE

Dr. Thayer provided the Board with a timeline update on the renovations at the high school.

B. OPERATING REFERENDUM COMMUNICIATION

Dr. Thayer provided the Board with an update on the April Operating Referendum Communications plans.

**FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS.**

- April 10, 2023 – Discussion and Regular Board Meeting – 7:15 p.m.
- April 24, 2023 – Reorganizational Meeting – 7:00 p.m.
- April 24, 2023 – Discussion and Regular Board Meeting – 7:15 p.m.

**CLOSED SESSION**

The Board of Education will entertain a motion to convene in closed session pursuant to s. 19.85 (1) (c) (f), and/or (f) as appropriate, to 1. Discuss a staff member's performance, evaluation, and plan for improvement, and 2. Deliberate or negotiate the purchase of public properties, the investment of public

properties, the investment of public funds, or to conduct other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of considering bids from and negotiations relating to selecting a construction management firm. The Board may take action in closed session, if necessary and appropriate. Thereafter, the Board will entertain a motion to reconvene into open session. After reconvening into open session, the Board may take further action that is necessary and appropriate. The board will then entertain a motion to adjourn.

The Board did not move into closed session as it was determined the closed session was not needed.

**ADJOURN**

Motion by Larry Stuessy to adjourn the meeting at 8:32 p.m. Second by Casey Umhoefer. Motion carried 7-0.

Respectfully submitted by Clerk, Corrine Hendrickson/Kris Anderson



CHECK NUMBER VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
299 WISCONSIN RETIREMENT SYSTEM	03/15/2023	20230315AD	Payroll accrual	39,079.07
	03/15/2023	20230315AF	Payroll accrual	39,079.07
Totals for 299				78,158.14
531 ELECTRONIC TAX FILING	03/15/2023	20230315AD	Payroll accrual	4,734.33
	03/15/2023	20230315AD	Payroll accrual	8,425.43
	03/15/2023	20230315AD	Payroll accrual	38,950.15
	03/15/2023	20230315AD	Payroll accrual	36,026.04
	03/15/2023	20230315AF	Payroll accrual	8,425.43
	03/15/2023	20230315AF	Payroll accrual	36,026.04
Totals for 531				132,587.42
860 WI DEPARTMENT OF REVENUE	03/15/2023	20230315AD	Payroll accrual	210.00
	03/15/2023	20230315AD	Payroll accrual	21,707.60
Totals for 860				21,917.60
1030 WEA TAX SHELTERED ANNUITY TRST	03/15/2023	20230315AD	Payroll accrual	11,293.34
	03/15/2023	20230315AD	Payroll accrual	417.08
	03/15/2023	20230315AD	Payroll accrual	3,654.16
	03/15/2023	20230315AD	Payroll accrual	2,080.63
	03/15/2023	20230315AF	Payroll accrual	1,750.04
Totals for 1030				19,195.25
1292 EMPLOYEE BENEFITS CORP	03/15/2023	20230315AD	HSA EMPLOYEE CONTR	9,036.25
	03/15/2023	20230315AF	EMPLOYER CONTR	26,625.00
Totals for 1292				35,661.25
64531 AFLAC WORLDWIDE HEADQUARTERS	03/15/2023	20230315AD	Payroll accrual	36.38
Totals for 64531				36.38
64533 DEAN HEALTH PLAN, INC	03/15/2023	20230315AD	Payroll accrual	1,342.88
	03/15/2023	20230315AD	Payroll accrual	1,334.56
	03/15/2023	20230315AD	Payroll accrual	8,568.86
	03/15/2023	20230315AD	Payroll accrual	166.82
	03/15/2023	20230315AD	Payroll accrual	767.36
	03/15/2023	20230315AD	Payroll accrual	222.43
	03/15/2023	20230315AD	Payroll accrual	1,598.68
	03/15/2023	20230315AD	Payroll accrual	0.00
	03/15/2023	20230315AF	Payroll accrual	889.71
	03/15/2023	20230315AF	Payroll accrual	7,354.04
	03/15/2023	20230315AF	Payroll accrual	4,348.48
	03/15/2023	20230315AF	Payroll accrual	945.32
	03/15/2023	20230315AF	Payroll accrual	7,609.84
	03/15/2023	20230315AF	Payroll accrual	7,562.56
	03/15/2023	20230315AF	Payroll accrual	47,705.38
	03/15/2023	20230315AF	Payroll accrual	0.00
Totals for 64533				90,416.92
64535 DELTA DENTAL OF WISCONSIN	03/15/2023	20230315AD	Payroll accrual	131.41
	03/15/2023	20230315AD	Payroll accrual	1,111.58
	03/15/2023	20230315AD	Payroll accrual	23.19
	03/15/2023	20230315AD	Payroll accrual	116.60
	03/15/2023	20230315AD	Payroll accrual	20.63
	03/15/2023	20230315AD	Payroll accrual	194.32
	03/15/2023	20230315AD	Payroll accrual	256.52
	03/15/2023	20230315AF	Payroll accrual	1,453.32

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
64535	DELTA DENTAL OF WISCONSIN	03/15/2023	20230315AF	Payroll accrual	131.55
		03/15/2023	20230315AF	Payroll accrual	660.60
		03/15/2023	20230315AF	Payroll accrual	893.76
		03/15/2023	20230315AF	Payroll accrual	82.54
		03/15/2023	20230315AF	Payroll accrual	6,194.10
		03/15/2023	20230315AF	Payroll accrual	745.62
				Totals for 64535	12,015.74
64536	EMPLOYEE BENEFITS CORPORATION	03/15/2023	20230315AD	Payroll accrual	833.32
		03/15/2023	20230315AD	Payroll accrual	348.33
				Totals for 64536	1,181.65
64537	MADISON NATIONAL LIFE	03/15/2023	20230315AD	Payroll accrual	711.88
		03/15/2023	20230315AF	Payroll accrual	1,850.68
		03/15/2023	03-15-23	accl adj	-74.96
				Totals for 64537	2,487.60
64538	MINNESOTA MUTUAL LIFE	03/15/2023	20230315AD	Payroll accrual	687.20
		03/15/2023	20230315AD	Payroll accrual	909.90
		03/15/2023	20230315AD	Payroll accrual	94.40
		03/15/2023	20230315AF	Payroll accrual	137.44
				Totals for 64538	1,828.94
64539	NEW GLARUS COMMUNITY FOUNDATION EIE	03/15/2023	20230315AD	Payroll accrual	228.33
				Totals for 64539	228.33
64540	UNITED WAY GREEN COUNTY INC	03/15/2023	20230315AD	Payroll accrual	100.00
				Totals for 64540	100.00
64541	WAND ENTERPRISES	03/13/2023	03/13/2023	ASSEMBLY	1,600.00
				Totals for 64541	1,600.00
64542	DUET RESOURCE GROUP	03/24/2023	03/14/2023	HS PROJECT - FURNITURE	100,073.43
				Totals for 64542	100,073.43
64543	EMMONS BUSINESS INTERIORS, LLC	03/24/2023	HS PROJECT	EBI - HS Project furniture Bid teacher desk, tables	13,634.66
				Totals for 64543	13,634.66
64544	ANDERSON, KRISTIN	03/24/2023	03/08	mileage	82.79
				Totals for 64544	82.79
64545	BADGER STATE PROPANE	03/24/2023	70420	PROPANE	467.81
				Totals for 64545	467.81
64546	BSN SPORTS, LLC	03/24/2023	920728486	HETS	24.00
				Totals for 64546	24.00
64547	CASSIS, MAX	03/24/2023	MARCH 2023	STIPEND	14.00
				Totals for 64547	14.00
64548	COMMON THREADS FAMILY RESOURCE CENT	03/24/2023	75297-101	4QTR TUITION	16,500.00
				Totals for 64548	16,500.00
64549	DOWNING, PATRICK	03/24/2023	03/14/2023	piano tuning	100.00
				Totals for 64549	100.00

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
64550	EMPLOYEE BENEFITS CORPORATION	03/24/2023	3965408	ADMIN FEES MARCH	393.50
				Totals for 64550	393.50
64551	IDEAL PRINTING	03/24/2023	54530	receipt books	285.00
				Totals for 64551	285.00
64552	MALAISE, DONALD	03/24/2023	03/17/	mileage	70.74
				Totals for 64552	70.74
64553	MARTY, TAMMY	03/24/2023	03/08	mileage/meal	124.40
		03/24/2023	03/14	mileage	23.71
				Totals for 64553	148.11
64554	MID-AMERICAN RESEARCH CHEMICAL CORP	03/24/2023	0785463	Custodial supplies	740.86
				Totals for 64554	740.86
64555	MONONA GROVE SCHOOL DISTRICT	03/24/2023	1156	DAHE COUNTY SCHOOL CONSORTIUM	2,710.00
				Totals for 64555	2,710.00
64556	NASSCO INC	03/24/2023	6271409	CUSTODIAL SUPPLIES	22.40
				Totals for 64556	22.40
64557	ROYS MARKET	03/24/2023	MARCH 2023	FACS SUPPLIES	361.71
				Totals for 64557	361.71
64558	TDS TELECOM	03/24/2023	MARCH 2023	MARCH SERV	141.92
				Totals for 64558	141.92
64559	VIVACITY TECH PBC	03/24/2023	227474-2	See quote 227474 - 22-23 Chromebooks -Qty 220, includes cases, warranty, Google licenses (ECF)	71,940.00
				Totals for 64559	71,940.00
64560	W I A A	03/24/2023	2023 BBB R	BBB REGIONAL	1,730.66
		03/24/2023	2023 GBB R	GBB REGIONAL	1,779.97
		03/24/2023	2023 GBB R	GBB REGIONAL	1,187.83
				Totals for 64560	4,698.46
64561	WISCONSIN SCHOOL BUS ASSOC	03/24/2023	1105-23	DUES	220.00
				Totals for 64561	220.00
64562	VILLAGE OF NEW GLARUS	03/29/2023	03/28/2023	CAR PARADE PERMIT	35.00
				Totals for 64562	35.00
64563	AUTO VALUE NEW GLARUS	04/06/2023	MARCH 2023	BUS SUPPLIES	127.37
		04/06/2023	709037805	BUS SUPPLIES	67.71
				Totals for 64563	195.08
64564	BAUS REFRIGERATION	04/06/2023	6107	HS FREEZER REPAIR	293.94
				Totals for 64564	293.94
64565	CDW GOVERNMENT INC	04/06/2023	HR98405	1 See quote NGHG849 dated 02/23/23 - (30) Staff laptops, HP ProBook 450 G9	26,124.60

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>INVOICE NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE/CHECK AMOUNT</u>
Totals for 64565					26,124.60
64566	CLARK ELECTRIC	04/06/2023	8673	HS KITCHEN - REWORK STEAM TABLE OUTLETS	95.00
		04/06/2023	8775	GS BUILDING FIRE ALARM UPGRADE	1,017.36
		04/06/2023	8776	GS POWER/DATA CABLES	1,359.69
Totals for 64566					2,472.05
64567	COLSTAD, JOHN	04/06/2023	WINTER 202	WINTER SPORT EVENT	925.00
Totals for 64567					925.00
64568	INTRADO INTERACTIVE SERVICES CORP	04/06/2023	342940	RENEWAL	2,894.06
Totals for 64568					2,894.06
64569	NEW GLARUS WELDING, LLC	04/06/2023	94443	metal class supplies	1,165.00
Totals for 64569					1,165.00
64570	PROFESSIONAL PEST CONTROL, INC	04/06/2023	613124	March serv	53.00
		04/06/2023	613123	March serv	91.00
Totals for 64570					144.00
64571	RHYME BUSINESS PRODUCTS - LEASE	04/06/2023	33715813	MARCH LEASE	1,344.15
Totals for 64571					1,344.15
64572	RIDDELL/ ALL AMERICAN SPORTS CORP	04/06/2023	981803152	FB HELMET RECOHD	3,484.20
Totals for 64572					3,484.20
64573	RSCHOOLTODAY	04/06/2023	83124	TRIP REQUEST	895.00
Totals for 64573					895.00
64574	SCHETTLER, DANIEL	04/06/2023	WINTER 202	WINTER SPORT EVENT	887.50
Totals for 64574					887.50
64575	SEAMLESS GUTTERS UNLIMITED, LLC	04/06/2023	2023-0067	RPR GS ROOF	783.00
Totals for 64575					783.00
64576	SKYWARD, INC.	04/06/2023	223643	See quote 10826 tk - FortiGate-400F	14,347.91
Totals for 64576					14,347.91
64577	TAHER, INC.	04/06/2023	64628	Feb serv	50,395.40
Totals for 64577					50,395.40
64578	US CELLULAR	04/06/2023	0570143461	HOT SPOT	351.75
Totals for 64578					351.75
64579	WE ENERGIES	04/06/2023	HS/MS MARC	MONTHLY SERV	4,290.03
		04/06/2023	GS2 MARCH	MONTHLY SERV	3,468.78
Totals for 64579					7,758.81
Totals for checks					724,541.06

Budgetary Checks # 64531 - 64579  
Direct Deposits - 900033576 - 33723  
EFTPS - Wisconsin Retirement System - #299  
EFT - Electronic Tax Payment System - # 531  
EFT - Dept of Revenue - #860  
EFT - WEA Tax Sheltered Annuity - #1030  
EFT - EBC - HSA payments - #1292

**SCHOOL DISTRICT OF NEW GLARUS**  
**PURCHASING CARD ACTIVITY**  
**March 31, 2023**

Vendor	Description	Amount
EMC INSURANCE COMPANIES	District Insurance	19,561.18
EMC INSURANCE COMPANIES	District ins	9,785.60
RENNING LEWIS & LACY S.C.	legal services for Jan/Feb	7,232.57
NEW GLARUS	HS JAN SERV	6,988.22
NELSONS BUS SERVICE INC	Bus repair	6,716.67
NEW GLARUS	HS FEB SERV	6,563.69
NEW GLARUS	GS Jan Serv	5,269.96
MCDONALD HOPKINS LLC	Deductible	5,000.00
NEW GLARUS	GS FEB SERV	4,973.73
BADGER COACHES	5th grade ft transportation	2,304.75
NEWS PUBLISHING CO	agenda/meeting minutes/hiring positions	1,557.41
NEW GLARUS	MS JAN SERV	1,472.32
NEW GLARUS	MS FEB SERV	1,406.75
MUSEUM OF SCIENCE AND OVERTURE CENTER	fifth grade field trip Lion King	1,312.00 1,308.50
SAN-A-CARE	custodial supplies	1,062.70
WISCONSIN SCHOOL MUSIC AS	Solo and Ensemble Medals	786.35
INDUSTRIAL ARTS SUPPLY	Advanced Metals Toolbox Supplies	710.44
NELSONS BUS SERVICE INC	BUS REPAIR	665.65
WASTE MGMT WM EZPAY	MARCH SERVICES	639.43
AMAZON.COM*HC8LD5VB2 AMZN	A.P. - U.S. History National Exam Prep Books	617.00
BYU CONTINUING ED2	BYU Course Enrollment	585.00
SAN-A-CARE	custodial supplies	538.18
AMZN MKTP US*HD49O80U1	Supplies	525.73
AMZN MKTP US*HY5GT43C0	Classroom Supplies	512.76
AMZN MKTP US*H53X31J81	Knight Store	458.41
ODP BUS SOL LLC# 106869	Paper-Color Stock	448.08
WASBO FOUNDATION	Conference	425.00
WISCONSIN SCHOOL MUSIC AS	Medals for Solo/Ensemble Contest for MS & HS	392.75
EPIC SPORTS	Volleyball Setter Nets-Equipment	378.41
IN *EMERGENCY LITE SERVIC	batteries for Emer. lights and Exit lights	348.30
AMZN MKTP US*H568A7ZW2	OT PT Supplies (scissors, reading pen, dot spots) Code	343.74
JUSTAWARDMEDALS.COM	8th grade completion	336.75
BRENDAS BLUMENLADEN	Musical Flower Fundraiser	334.18
FOLLETT SCHOOL SOLUTIONS	Books	334.09
FOLLETT SCHOOL SOLUTIONS	Library Account 432 - Books	320.82
AMZN MKTP US*H59Y77520	Books	315.99
"PROJECT LEAD THE WAY, INC"	pltw pbs lab	315.00
WM SUPERCENTER #802	Silent Auction Baskets	309.98
UNIV OF WISC ATHLTC DEPT	Badger Band Concert Tickets	300.00
STEVE WEISS MUSIC INC	Percussion Sticks	288.87
LAKESHORE LEARNING MATER	Supplies	260.83
AMZN MKTP US*H77R94Q81	Lenovo Mini for Data Center	259.99

**SCHOOL DISTRICT OF NEW GLARUS****PURCHASING CARD ACTIVITY****March 31, 2023**

AMZN MKTP US*HC0BP1VN2	Counseling Office/Scholarship Supplies	257.10
SPECTRUM	March serv	252.10
ODP BUS SOL LLC# 106869	paper & supplies	249.39
AMZN MKTP US*HC35E95E2	Classroom supplies, materials	243.73
AMZN MKTP US*H79RA4O21	magnets, water colors, letter tray, reading strips etc	239.21
SQ *MUSIC FILING SOLUTION	Files for Music Storage	236.00
MHEALEKS	ALEKS Math online subscriptions for interventions and	235.76
SQ *MUSIC FILING SOLUTION	Band Files for Music Storage	231.00
ODP BUS SOL LLC# 106869	Supplies	226.86
EVENT* WISCONSIN SKYWA	Skyward Spring Conference	225.00
EVENT* WISCONSIN SKYWA	Skyward Registration	225.00
EVENT* WISCONSIN SKYWA	SKYWARD USER GROUP REGISTRATION	225.00
STAYBRIDGE SUITES	Hotel stay/Brainstorm	218.00
SUGAR RIVER PIZZA CO	Activity Fund - Boys Basketball - Team Dinner	197.20
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
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BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
BYU CONTINUING ED2	BYU Course Enrollment	195.00
AMZN MKTP US*HG80I6DR2	Student Supplies	189.25
KALAHARI RESORT - WI	FCCLA State Conference Hotel (Down Payment)	189.00
AWSA	AWSA Conference	181.00
WASDA	WASSA Spring Conference Registration	175.00
SAN-A-CARE	custodial supplies	167.84
EF EDUCATION FIRST	EF payment March 23.pdf	165.00
EF EDUCATION FIRST	Insurance for Galapagos Tour with EF	165.00
ROCKET INDUSTRIAL	custodial supplies	162.94
WARD BRODT MUSIC	flute repair	162.28
"PROJECT LEAD THE WAY, INC"	pltw pbs lab	158.00
WALGREENS #9741	PBIS gift cards	150.00
ROCKY ROCOCO BELTLINE	lunch for our 6-8 graders for Math 24 competition	149.73
HILTON HOTELS	Hotel for WASBO conference	143.68
AMZN MKTP US*H50BY7EM1 AM	6th grade Science Supplies Amazon	138.61
BAUDVILLE INC.	Trophies for outgoing school board members	137.52
AMZN MKTP US*HC0RO0APO	needle felting materials, paint stuff.	136.61
AMZN MKTP US*HC6PB6LH1	Supplies 132.72	132.72
KENDALL HUNT PUBLISHING	Informal reading measure	131.43
AMAZON.COM*HG2YK0OEO AMZN	Books	128.11

**SCHOOL DISTRICT OF NEW GLARUS****PURCHASING CARD ACTIVITY****March 31, 2023**

AMZN MKTP US*H54307K20	School Supplies	127.45
J.W. PEPPER	HS Grad Music & Vocal Jazz	126.59
COSTCO WHSE#1491	Office Supplies	126.35
AMZN MKTP US*H73318OB1	supplies	125.75
BEHAVIOR SCIENCE SYS	Child Development Screener CDR	125.00
SPECTRUM	March Serv	119.97
AMZN MKTP US*HC1V01H71	Compasses and Charger.pdf	119.79
AMZN MKTP US*H58EF82G0	bubble wrap for end of tri	119.28
OVERDRIVE DIST	Audiobooks	118.22
AMZN MKTP US*HG7YR1BK1	Supplies for Marketing, Entrepreneurship and Economi	115.90
KALAHARI RESORT - WI ECOM	Skyward Spring Conf.	114.40
KALAHARI RESORT - WI ECOM	Hotel for Skyward Convention	114.40
KALAHARI RESORT - WI ECOM	SKYWARD USER GROUP LODGING	114.40
MADISON METRO SCHOOL DIST	Planetarium Field Trip	112.50
AMZN MKTP US*HY1851TD0	Supplies	111.32
AMZN MKTP US*H53UP9UK2 AM	Health Class Materials	108.08
AMZN MKTP US*HC4T53FL1	Library supplies	107.29
AMAZON.COM*HC1E34VI1 AMZN	Books	105.44
AMZN MKTP US*HCOLW8I02	jms art supplies	103.45
CASEYS PIZZA 3572	post musical/ pre pep band dinner	101.28
AMZN MKTP US*H53021F11	Supplies	101.22
USPS PO 5659000694	POST PROM POSTAGE	100.80
PIXTON EDU@PIXTON.COM	Library Account 439 - Software	99.00
AMZN MKTP US*H57ZM6TLO	MS Office Stanchion	98.95
CULVERS OF NEW GLARUS	Math 24 Competition	98.79
FESTIVAL FOODS	HS FCS Lab Supplies	96.65
AMAZON.COM*H59MC74H0	Supplies	96.40
J.W. PEPPER	Ellington for MS Band	92.99
AMZN MKTP US*HG2W05721	Books	88.30
AMAZON.COM*H784Z5LN0	Supplies	86.49
MICHAELS STORES 3745	chemistry project	85.91
"ATTAINMENT COMPANY, INC A"	Attainment Co Math workbooks	84.00
AMZN MKTP US*HD4S30RS1	charcoal pencils and eraser shields	83.51
AMZN MKTP US*HC1XB5EX1	ph Down hydroponics	79.99
AMAZON.COM*H725P2IE1	(2) SSD for laptops	79.98
RIO GRANDE INC	metal	79.95
AMZN MKTP US*HG2CM5DC2	Library supplies	79.87
AMZN MKTP US*H78TF3ZI1	Stylus pens for assessment	78.15
IL TOLLWAY-WEB	tolls for bus	75.55
PICK N SAVE #131	HS FCS Food Lab Supplies	74.94
AMZN MKTP US*HC0R53UU2	supplies	74.70
CASEYS PIZZA 3572	Musical opening night dinner	73.99
New Glarus Post Office	Postage	72.55
LAS PALMAS MEXICAN RESTA	CDE Competition Lunch	68.58
AMZN MKTP US*H73VM0T41	Kleenex	67.47

**SCHOOL DISTRICT OF NEW GLARUS**  
**PURCHASING CARD ACTIVITY**  
**March 31, 2023**

WALGREENS	PBIS and Supplies	67.41
SP BJOREM SPEECH	speech sound cue cards (learning materials)	67.22
MENARDS MADISON WEST WI	ceiling tile	67.07
UNITED GREENHOUSE SYSTEMS	Greenhouse Repairs	66.00
AMZN MKTP US*H71CROCNO	Supplies	65.89
MICHAELS STORES 3745	chemistry project	62.67
WHITE ROSE FLORIST	Flowers arrangement	62.40
UNITED GREENHOUSE SYSTEMS	Greenhouse Maintenance	62.00
AMZN MKTP US*HC4G71R02 AM	Office Supplies	60.28
AMZN MKTP US*H718E1I51	OUTDOOR FLAGS - HS/ES	59.98
SCHOOL SPECIALTY ECOMM	Passbooks for Office	58.90
WAL-MART #0802	SOUL! Bingo Activity	58.29
BACKBLAZE.COM	Online backup March charge	56.85
ODP BUS SOL LLC# 106869	Cardstock for Referendum Flyers	56.39
AMZN MKTP US*HD3490EM1	math materials	53.66
ODP BUS SOL LLC# 106869	Office Supplies	51.16
AMZN MKTP US*H786Q19S0	Forward Craft	50.76
AMZN MKTP US*HG76R6RI2	Counseling Office Supplies	50.51
KWIK TRIP 30200003020	PBIS gift cards	50.00
CASEYS #3572	PBIS gift cards	50.00
AMAZON.COM*H59BH0D40	PBIS Prize	50.00
AMZN MKTP US*HC8WT7QO1	classroom supplies, materials	49.98
WARD BRODT MUSIC	Reed Order	47.99
UW MADISON WISC UNION	Math 24 meal	47.21
AMAZON.COM*H572692G1 AMZN	FS - TAPE DISPENSERS	46.77
FLINN SCIENTIFIC INC	MOLE SET	46.00
WARD BRODT MUSIC	flute repair	46.00
GEORGE VITENSE GOLFLAN	Golf Team Practice Expense	46.00
GEORGE VITENSE GOLFLAN	Golf Team Practice Expense	46.00
VERONA POSTAL CONNECTIONS	defeasance mailing	45.08
AMZN MKTP US*HC50A3HN0	conference room supplies	44.99
ROYS MARKET	Lab Supplies	44.99
J.W. PEPPER	Vocal Jazz Accompaniment	44.98
GRAINGER	water buckets - fs	44.70
AMZN MKTP US*HG7SF9EU0	Educational student learning materials	44.64
PICK N SAVE #5131	MS FCS Food Lab Supplies	44.46
WALGREENS #11647	Musical Photos for boards	44.34
TARGET 00021063	Supplies and Materials	44.04
SP SWEEPSCRUB.COM	floor scrubber repair parts	42.95
J.W. PEPPER	MS Spring Concert Music	42.24
SVDP VERONA STORE	Musical	41.20
AMZN MKTP US*HG91B3O40	Recorder music folders	41.13
AMZN MKTP US*H57IV1PM1	Books	41.05
AMZN MKTP US*HG48M3XV1	Classroom supplies- markers	39.89
AMAZON.COM*H787M96W0 AMZN	Books for students 17	39.72

**SCHOOL DISTRICT OF NEW GLARUS****PURCHASING CARD ACTIVITY****March 31, 2023**

SVDP ODANA STORE	Musical	39.65
JUNG GARDEN CENTER -	SCHOOL GARDEN SUPPLIES	38.97
UW MADISON WISC UNION	Math 24 meal	38.30
WALGREENS #11647	Musical Photos for boards	38.28
TEACHERSPAYTEACHERS.COM	MS Music Escape Room Activities	36.89
AMZN MKTP US*HC62M79O0	Classroom Supplies	36.77
ODP BUS SOL LLC# 106869	OFFICE SUPPLIES	36.05
KAHOOT! ASA	Library Account 439 - Software	36.00
PICK N SAVE #5131	HS FCS Lab Supplies	35.99
PICK N SAVE #5131	HS FCS Lab Supplies	35.64
AMZN MKTP US*HG7G980O2	foam for needle felting ms	35.45
PAYPAL *ECONOMICSWI ECONO	Economics conference - the registration fee	35.00
TST* NEW GLARUS BAKERY	Snacks for bus meeting	34.20
ROY'S MARKET	Milk Lab 6th Grade	34.10
AMAZON.COM*H74LQ67B1 AMZN	bulletin board	33.58
AMZN MKTP US*HG8DK4991 AM	Musical	32.41
ODP BUS SOL LLC# 106869	supplies	32.19
TEACHERSPAYTEACHERS.COM	decor	32.00
PAYPAL *TEACHNMETOT	Professional Development	30.00
WARD BRODT MUSIC	F Horn Repair	30.00
FTP*FINANCIAL TIMES	News	30.00
AMZN MKTP US*HC5QG2P40	Student Supplies	29.98
AMZN MKTP US*HG8Z08PM2	HS FCS Lab Supplies	29.95
AMZN MKTP US*HC54Z77Q2 AM	Office Supplies	29.72
EBAY O*19-09821-17070	ag dept. repairs	29.51
J.W. PEPPER	MS Spring Concert Music	29.50
ODP BUS SOL LLC # 101170	OFFICE SUPPLIES	29.08
STATSMEDIC.COM	Monthly subscription for AP stats videos	29.00
AMZN MKTP US*HC05E4C61	Cable for Sound equipment	28.87
NEW GLARUS	FB	28.84
NEW GLARUS	FB Field - Jan Serv	28.84
AMZN MKTP US*HC4B116Y0	Book	28.83
SHELL LUMBER AND HARDWARE	Ag Department	28.79
TST* LAKE DELTON MONKS	Dinner while at WASBO conference	28.77
CLKBANK*COM_2JRI4V8Y	Middle School Track - Instructional Materials	28.48
J.W. PEPPER	Vocal Jazz Accompaniment	27.99
J.W. PEPPER	HS Vocal Jazz	27.99
AMAZON.COM*H72SN7S40	ms supplies	27.92
DISCOVERY EDUCATION	Digital seats for physics class	27.50
AMZN MKTP US*HG86I1ZB2	Musical	27.41
J.W. PEPPER	HS Vocal Jazz	27.20
AMZN MKTP US*HC6I65PC2	Classroom Supplies, materials	27.17
KALAHARI RESTAURANT - WI	WISE Conference	27.00
WARD BRODT MUSIC	Reed Order	26.99
AMZN MKTP US*HG11I47J1	Cable for Jazz band18	26.98

**SCHOOL DISTRICT OF NEW GLARUS**  
**PURCHASING CARD ACTIVITY**  
**March 31, 2023**

AMZN MKTP US*H78NO1F71	Student Supplies	26.95
AMAZON.COM*HG0X02300	Expo markers for classroom	26.93
ODP BUS SOL LLC# 106869	Office Supplies	25.98
AMZN MKTP US*H71NX7AW0	Maple Syrup	25.73
NEW GLARUS HARDWARE	Musical	25.35
PIZZAPUBWISCONSINDELLS	conf meal	25.30
SAGE PUBLICATIONS	Book - The Governance Core for Schools	25.28
AMZN MKTP US*HY8DB6700	Soap for bio lab	25.00
CURATOR GROUP PTY LTD	Social media/digital signage	25.00
BOOM CARDS	Boom Card Yearly Renewal	25.00
WARD BRODT MUSIC	Reed Order	24.99
UW MADISON WISC UNION	Math 24 meal	23.99
AMZN MKTP US*HC9KD3M22	mic cable adapters	23.98
AMZN MKTP US*H52M93UN2 AM	Health Class Materials	23.97
GEOGUESSR.COM	Annual Subscription	23.88
AMZN MKTP US*H512Z1L12	classroom supplies	23.43
AMAZON.COM*HC9HF05F2	Books for students	23.38
AMZN MKTP US*HC68V5GH2	Art Supplies	23.36
AMAZON.COM*HD4BJ5UR2	Puzzles	23.23
AMZN MKTP US*HC5N22RM2 AM	Office Supplies	22.95
AMZN MKTP US*H51RX7YJ1	Musical	22.14
COSTCO WHSE#1491	Batteries for Musical	22.14
AMZN MKTP US*H553Z1EV2	classroom supplies	21.99
AMZN MKTP US*H51BA6E81	Musical	21.09
J.W. PEPPER	Contest Judges Scores	20.99
AMZN MKTP US*H50F533L2 AM	Science Supplies 6th grade	20.99
AMAZON.COM*HC9308OS2	HS FCS Supplies	20.99
J.W. PEPPER	MS Spring Concert Music	20.59
PAYPAL *ECONOMICSWI ECONO	Accidental charge from Economics Wisconsin	20.00
PAYPAL *ECONOMICSWI ECONO	Economics conference - the registration fee	20.00
PAYPAL *ECONOMICSWI ECONO	Economics conference - the registration fee	20.00
AMAZON.COM*HG3NR9TI0 AMZN	Post it Tabs	19.77
ROY'S MARKET	Treats, air freshener	19.76
AMZN MKTP US*H70OP0N71	Office Supplies	19.53
FESTIVAL FOODS	HS FCS Food Lab Supplies	19.35
AMZN MKTP US*HC0MI7B90	classroom supplies paint dotters	18.98
UNO CHICAGO GRILL	Dinner/meal while attending conference.	18.54
Amazon	2 pkg post it notes	18.54
AMZN MKTP US*H52AN9TD1	deak dots for classroom	17.92
ROY'S MARKET	MS FCS Food Lab Supplies	17.56
FIVE GUYS WI 1877 ECOMM	Meal while at Brainstorm Conference	17.38
AMZN MKTP US*H55OM8YD0	Lesson Plan Book	16.89
AMZN MKTP US*H79J09IH2	sounds cables for jazz choir	15.99
AMAZON.COM*H51AL81P0 AMZN	Recorder	15.81
AMZN MKTP US*H70ZP6TC0	MS Choir Highlighters	15.81

**SCHOOL DISTRICT OF NEW GLARUS****PURCHASING CARD ACTIVITY****March 31, 2023**

AUDIBLE*H525N6GM1	Audible March 2023 Monthly membership charge	15.77
KALAHARI RESTAURANT - WI	WISE Conference	15.74
AMAZON.COM*H78Z470E1	Materials for Marketing and Entrepreneurship pro	15.43
PAYPAL *ECONOMICSWI ECONO	Economics conference - the registration	15.00
TARGET 00010603	Classroom garden supplies for spring unit	14.98
QDOBA 1716	WSSCA Conference - Dinner	14.77
CLKBANK*COM_2JRI4V3Y	Middle School Track - Instructional Materials	14.76
CULVERS OF NEW GLARUS	Student reward/behavior	14.52
AMZN MKTP US*HC2JI92A2	supplies	13.97
AMZN MKTP US*HG3RS84N2	Supplies	13.86
ODP BUS SOL LLC# 106869	Office Supplies	13.84
THE HOME DEPOT #4909	Musical Wood Supplies	13.56
AMAZON.COM*H52FQ7L02	classroom supplies	13.06
NFHSNTWRK* 550A837B78U	Monthly subscription	12.65
AMZN MKTP US*HC9G297Z1	MS Choir Highlighters	12.65
NYTIMES*NYTIMES	News	12.57
TEACHERSPAYTEACHERS.COM	W Comprehension Questions interactive online and Pr	12.40
AMZN MKTP US*HC4PG6000	Sousa Book	12.13
SAMMYMILLERCONGREGATIO	Playbook March	12.00
TEACHERSPAYTEACHERS.COM	chemistry supplements	11.92
AMAZON.COM*H79017EM0 AMZN	ADHD book	11.69
J.W. PEPPER	HS Spring Concert Music	11.50
AMZN MKTP US*H51VT60J2	Musical	11.34
HOESLYS MEATS	FOOD FOR CLASS PROJECT	11.02
AMZN MKTP US*HG1TS4IW0	Health Class Materials	10.99
J.W. PEPPER	MS Spring Music	10.75
AMAZON.COM*HG5SB66A2	Classroom Supplies	10.74
PIGGLY WIGGLY #409	CLASSROOM SUPPLIES/FOOD	10.70
WAL-MART #1138	PBIS rewards	10.59
AMZN MKTP US*HC1KG6B12	Counseling Supplies	10.54
AMZN MKTP US*H52N20I50	Musical	10.12
J.W. PEPPER	Perdido jazz score	10.00
AMZN MKTP US*HCOE404B1	Student Supplies	9.99
New Glarus Post Office	Postage	9.80
PRIME VIDEO*H53K39RV2	Amazon Prime	9.47
GRAINGER	vacuum repair	8.01
ROYS MARKET	Office Supplies	8.01
J.W. PEPPER	Contest Judges Scores	8.00
PAYPAL *UPS US SHIP	Shipping/Toner recycle	8.00
PAYPAL *GOOGLE LLC GOOG	Google licensing	8.00
AMAZON.COM*HC67H69S2	supplies	7.99
NOTEFLIGHT	Music Editing Software	7.95
New Glarus Post Office	Postage	7.40
AMZN MKTP US*H72SR0E50	Counseling Office Supplies	7.37
MEET_ENHAN* MEET ENHAN	Google meet enhanment	7.00

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
March 31, 2023**

TWPSUB28538583	NEWS	7.00
TEACHERSPAYTEACHERS.COM	Speech/Language Therapy Materials	6.65
NASCO FORT ATKINSON	Nasco - Wildlife materials - gift cards applied	5.65
KWIK TRIP 11400011403	FCS HS Lab Supplies	5.58
TEACHERSPAYTEACHERS.COM	Instructional material	4.50
AMZN MKTP US*HC9JC5BV0	Student Supplies	4.49
PRIME VIDEO *HC0MH7AE0	movie for biology	4.21
TEACHERSPAYTEACHERS.COM	Field Trip Social Story	3.70
TEACHERSPAYTEACHERS.COM	chemistry project	2.64
TEACHERSPAYTEACHERS.COM	Instructional Material	2.50
TEACHERSPAYTEACHERS.COM	Forward craft	2.50
"SQ *1+1+1=1, INC."	ABC books	2.25
PAYPAL *PIXLR	Picture editing subscription	1.99
KALAHARI RESORT - WI	WSSCA Conference	1.00
KALAHARI RESORT - WI	hotel fee - will be credited	1.00
KALAHARI RESORT - WI	hotel overcharge, will credit	1.00
KALAHARI RESORT - WI	WSSCA Conference	-1.00
KALAHARI RESORT - WI	hotel fee	-1.00
KALAHARI RESORT - WI	KAlahari -1.00 credit.	-1.00
GRAINGER	credit for returned item	-8.01
PRIME VIDEO	RETURN	-9.47
PAYPAL *ECONOMICSWI ECONO	Refund for accidental charge by Econ Wisconsin	-20.00
AMZN MKTP US	Mic Return	-91.01
<b>TOTAL PURCHASING CARD ACTIVITY</b>		<b>112,390.16</b>





## Bond Portfolio Management Report

New Glarus School District / 2021 Referendum Proceeds

As of 04/04/23

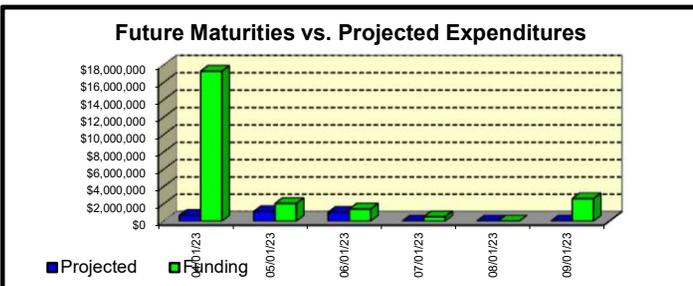
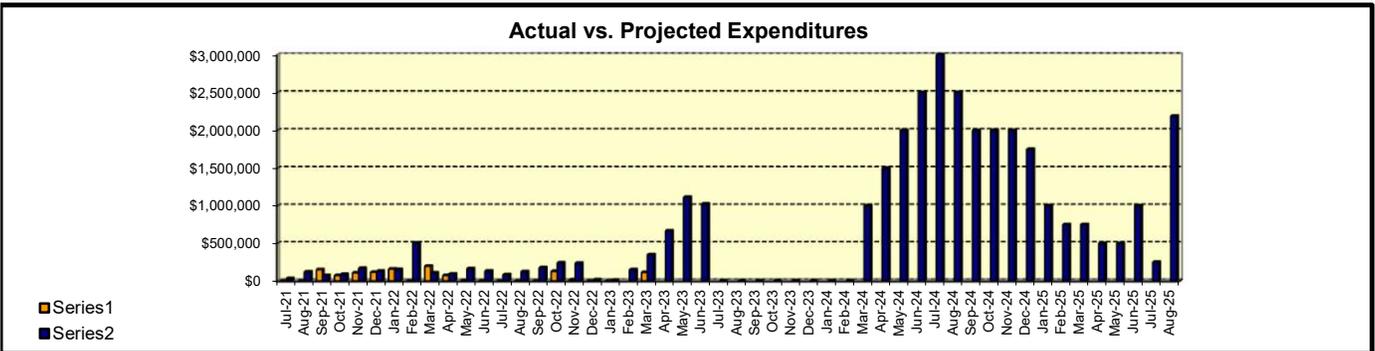
Investment Earnings Detail		Investment Proceeds Information	
\$720,441.24	Current Portfolio Interest Income Estimate	06/08/21	Closing Date - Investment Proceeds Received
\$1,511,343.92	Potential Interest Income on Balances (4.45%)		
<u>\$2,231,785.16</u>	Estimated Interest Income (Not including Rebate)	\$28,900,000.00	Investment Proceeds Received
		+ \$1,495,821.76	Total Interest Income Net of Rebate
\$40,335.54	Original Portfolio Interest Income Estimate	= \$30,395,821.76	Total Funding Available as of 04/04/23
2.388%	Total Return for Arbitrage Purposes	- \$1,137,468.03	Cumulative Expenses Through 04/04/23
515	Weighted Avg Life of Future Projected Expenses	= <u>\$29,258,353.73</u>	Outstanding P & I Net of Rebate after 04/04/23

Portfolio Arbitrage Status			
<b>Yield Restriction:</b> The bond proceeds currently fall under the three year temporary period and are therefore not yield restricted.			
<b>Arbitrage Rebate:</b> The proceeds are subject to arbitrage rebate. The issuer has not met the two year exception and does expect to pay arbitrage.			

\$2,231,785.16	Estimated Interest Income (Not including Rebate)	\$2,231,785.16	2.388%	Current Interest Estimate for Arbitrage Purposes
\$735,963.41	Anticipated Arbitrage Rebate Liability	\$1,495,821.76	1.629%	Maximum Interest Limited by Arbitrage Yield
<u>\$1,495,821.76</u>	Total Interest Income Net of Rebate	<u>\$735,963.41</u>	0.758%	Potential Arbitrage Rebate Liability



**Cash Flow Focus - Payouts**

Funding Date	Projected Expenses	Portfolio Funding
04/15/23	\$666,490.00	\$17,287,213.26
05/15/23	\$1,113,675.00	\$2,039,122.50
06/15/23	\$1,024,590.00	\$1,401,789.46
07/15/23	\$0.00	\$499,891.74
08/15/23	\$0.00	\$0.00
09/15/23	\$0.00	\$2,598,931.25

Disclosure Statement on reverse side of report.

**Disclosure Statement: Bond Portfolio Management Report**

*The information and projections on the Bond Portfolio Management Report on the reverse side of this page is derived from information that comes from various sources. PMA Financial Network, Inc. (PMA) will assume, without further research, that all information provided by you (the "Issuer") or the Issuer's staff, agents and/or other intermediaries working on the Issuer's behalf is accurate. Such items may include but are not limited to:*

- *Information regarding the structure and pricing of the Issuer's bond issue and corresponding arbitrage yield limits.*
- *Information regarding the projected expenditures of the project.*
- *Information regarding the actual amounts and timing of disbursements on the project.*
- *Information and representations made by the Issuer and/or its intermediaries in any Issuer or bond issue document.*

*This report is designed as a planning tool that should be used for informational purposes only. The methodology used in preparing the report and its corresponding projections is dependent on certain data. This data may be generated using actual data and/or "reasonable" assumptions. Such items include but are not limited to:*

- *Investment/reinvestment assumptions that relate to actual dollars being invested/reinvested and/or the interest rates at which investments/reinvestments could be executed.*
- *It is assumed that the speed of the expenditures will not exceed the most current projection of expenditures and that fixed term investments will not be liquidated.*

*PMA does not take responsibility for any affect that other bond issues or borrowings may have on the projections or the stated or implied investment strategies. Furthermore, PMA does not take responsibility for differences between the projections on the report and any third party calculation. PMA does not take responsibility for any changes in tax law. Finally, PMA does not take responsibility for the issuer not meeting the requirements for an exception to the arbitrage/yield restriction rules.*



Portfolio & Rebate Liability Report

Last Updated: 04/04/23 51358-201  
 Updated by Analyst: MTS

## New Glarus School District / 2021 Referendum Proceeds

Date of Issue	06/08/21	Today's Date	04/04/23
Original Bond Proceeds	\$28,900,000.00	Arbitrage Allowable Yield	1.629400%
Original Expense Budget	\$28,900,000.00	Portfolio Return for Arbitrage Purposes	2.387823%
Current Projected Expenses	\$31,131,785.16	Anticipated Arbitrage Rebate	\$735,963.41
Original Interest Income:	\$40,335.54	Above Arb. Line/(Below Arb. Line)	\$735,963.41
<b>Total Estimated Interest Income</b>	<b>\$2,231,785.16</b>	<b>Weighted Average Life of Future Funded Expenses (Days)</b>	<b>515</b>

Date	Bond Proceeds	Investment Cost	EXPENSES		Cumulative Expenses	Investment Maturity	Mat ID	Coupons and Interest	Percent Spent	Balance	Description
			Projected	Actual							
06/08/21	\$28,900,000.00				\$0.00			0.00%	\$28,900,000.00	Phone Wire Purchase	
06/08/21		\$1,000,000.00			\$0.00			0.00%	\$27,900,000.00	Bank of New Glarus - 1 year CD (@ 0.25%)	
06/08/21		\$1,138,870.00			\$0.00			0.00%	\$26,761,130.00	Bank of New Glarus - 2 year CD (@ 0.40%)	
06/08/21		\$248,100.00			\$0.00			0.00%	\$26,513,030.00	WESTERN ALLIANCE BANK / TORREY PINES BANK - CD - 0.3% - Trans # 290110	
06/08/21		\$248,400.00			\$0.00			0.00%	\$26,264,630.00	FINANCIAL FEDERAL BANK - CD - 0.3% - Trans # 290107	
06/08/21		\$248,700.00			\$0.00			0.00%	\$26,015,930.00	GLOBAL BANK - CD - 0.25% - Trans # 290109	
06/08/21		\$248,900.00			\$0.00			0.00%	\$25,767,030.00	BANK 7 - CD - 0.2% - Trans # 290108	
06/30/21					\$0.00			0.00%	\$25,769,851.39	Interest Earned - Bank of New Glarus	
06/30/21					\$0.00			0.00%	\$49.46	Dividend Reinvest - WISC CMS	
07/15/21			\$92,340.00	\$0.00	\$0.00			0.00%	\$25,769,900.85	Expenses	
07/15/21					\$0.00			0.00%	\$4,473.26	Interest Earned - Bank of New Glarus	
07/15/21					\$0.00			0.00%	\$822.00	Interest Earned - Woodford State Bank ICS	
07/15/21					\$0.00			0.00%	\$1.10	Dividend Reinvest - WISC CMS	
08/15/21			\$120,140.00	\$0.00	\$0.00			0.00%	\$25,775,197.21	Expenses	
08/31/21					\$0.00			0.00%	\$849.40	Interest Earned - Woodford State Bank ICS	
08/31/21					\$0.00			0.00%	\$4,772.45	Interest Earned - Bank of New Glarus	
09/09/21			\$0.00	\$79,260.86	\$79,260.86			0.25%	\$25,701,558.20	Expenses	
09/15/21			\$72,340.00	\$0.00	\$79,260.86			0.25%	\$25,701,558.20	Expenses	
09/27/21			\$0.00	\$71,100.00	\$150,360.86			0.48%	\$25,630,458.20	Expenses	
09/30/21					\$150,360.86			0.48%	\$4,463.98	Interest Earned - Bank of New Glarus	
09/30/21					\$150,360.86			0.48%	\$822.30	Interest Earned - Woodford State Bank ICS	
10/15/21			\$87,940.00	\$0.00	\$150,360.86			0.48%	\$25,635,744.48	Expenses	
10/19/21			\$0.00	\$73,100.00	\$223,460.86			0.72%	\$25,562,644.48	Expenses	
10/29/21			\$0.00	\$468.45	\$223,929.31			0.72%	\$25,562,176.03	Expenses	
10/31/21			\$0.00		\$223,929.31		\$4,294.50	0.72%	\$25,566,470.53	Interest Earned - Bank of New Glarus	
10/31/21					\$223,929.31		\$679.83	0.72%	\$25,567,150.36	Interest Earned - Woodford State Bank ICS	
11/10/21			\$0.00	\$1,227.50	\$25,156.81			0.72%	\$25,565,922.86	Expenses	
11/10/21			\$0.00	\$107,300.00	\$332,456.81			1.07%	\$25,458,622.86	Expenses	
11/15/21			\$168,780.00	\$0.00	\$332,456.81			1.07%	\$25,458,622.86	Expenses	
11/30/21					\$332,456.81		\$4,714.45	1.07%	\$25,463,337.31	Interest Earned - Bank of New Glarus	
11/30/21					\$332,456.81		\$773.28	1.07%	\$25,464,110.59	Interest Earned - Woodford State Bank ICS	
12/15/21			\$190,670.00	\$0.00	\$332,456.81			1.07%	\$25,464,110.59	Expenses	
12/22/21			\$0.00	\$116,240.91	\$448,697.72			1.44%	\$25,347,869.68	Expenses	
12/31/21					\$448,697.72		\$4,548.64	1.44%	\$25,352,418.32	Interest Earned - Bank of New Glarus	
12/31/21					\$448,697.72		\$850.02	1.44%	\$25,353,268.34	Interest Earned - Woodford State Bank ICS	
01/07/22		\$3,999,613.66			\$448,697.72			1.44%	\$21,353,654.68	US TREASURY - 0.339%	
01/11/22			\$0.00	\$144,922.50	\$593,620.22			1.91%	\$21,208,732.18	Expenses	
01/15/22			\$163,662.00	\$0.00	\$593,620.22			1.91%	\$21,208,732.18	Expenses	
01/18/22					\$593,620.22		\$29,437.50	1.91%	\$21,238,169.68	US TREASURY - 0.339%	
01/25/22			\$0.00	\$13,282.75	\$606,902.97			1.95%	\$21,224,886.93	Expenses	
01/31/22					\$606,902.97		\$1.24	1.95%	\$21,224,888.17	Dividend Reinvest - WISC CMS	
01/31/22					\$606,902.97		\$850.33	1.95%	\$21,225,738.50	Interest Earned - Woodford State Bank ICS	
01/31/22					\$606,902.97		\$3,799.71	1.95%	\$21,229,538.21	Interest Earned - Bank of New Glarus	
02/15/22			\$505,546.00	\$0.00	\$606,902.97			1.95%	\$21,229,538.21	Expenses	
02/15/22		\$15,940,105.58			\$606,902.97			1.95%	\$5,289,432.63	Redemption for FRI	
02/28/22					\$606,902.97		\$17.87	1.95%	\$5,289,450.50	Dividend Reinvest - WISC CMS	
02/28/22					\$606,902.97		\$768.32	1.95%	\$5,290,218.82	Interest Earned - Woodford State Bank ICS	
02/28/22					\$606,902.97		\$1,326.06	1.95%	\$5,291,544.88	Interest Earned - Bank of New Glarus	
02/28/22					\$606,902.97		\$6,378.75	1.95%	\$5,297,923.63	US Treasury - 1.05% - Trans #50857	
02/28/22					\$606,902.97		\$1,562.50	1.95%	\$5,299,486.13	US Treasury - 0.652% - Trans # 50852	
03/14/22			\$0.00	\$208.20	\$607,111.17			1.95%	\$5,299,277.93	Expenses	
03/14/22			\$0.00	\$75,780.00	\$682,891.17			2.19%	\$5,223,497.93	Expenses	
03/14/22			\$0.00	\$120,825.00	\$803,716.17			2.58%	\$5,102,672.93	Expenses	
03/15/22			\$106,806.00	\$0.00	\$803,716.17			2.58%	\$5,102,672.93	Expenses	
03/31/22					\$803,716.17		\$312.50	2.58%	\$5,102,985.43	US TREASURY - 1.120% - Trans # 50858	
03/31/22					\$803,716.17		\$1,562.50	2.58%	\$5,104,547.93	US Treasury - 0.728% - Trans # 50853	
03/31/22					\$803,716.17		\$0.93	2.58%	\$5,104,548.86	Dividend Reinvest - WISC CMS	
03/31/22					\$803,716.17		\$850.64	2.58%	\$5,105,399.50	Interest Earned - Woodford State Bank ICS	
03/31/22					\$803,716.17		\$229.54	2.58%	\$5,105,629.04	Interest Earned - Bank of New Glarus	
04/08/22		\$3,998,898.54			\$803,716.17			2.58%	\$1,106,730.50	Redemption for FRI	
04/12/22			\$0.00	\$1,246.12	\$804,962.29			2.59%	\$1,105,484.38	Expenses	
04/15/22			\$0.00	\$72,290.00	\$877,252.29			2.82%	\$1,033,194.38	Expenses	
04/15/22			\$92,266.00	\$0.00	\$877,252.29			2.82%	\$1,033,194.38	Expenses	
04/30/22					\$877,252.29			2.82%	\$1,034,756.88	US Treasury - 0.790% - Trans # 50854	
04/30/22					\$877,252.29		\$1,271.25	2.82%	\$1,036,028.13	US Treasury - 0.1813% - Trans # 52166	
04/30/22					\$877,252.29		\$3,851.25	2.82%	\$1,039,879.38	US Treasury - 0.2216% - Trans # 52167	
04/30/22					\$877,252.29		\$5.99	2.82%	\$1,039,885.37	Dividend Reinvest - WISC CMS	
04/30/22					\$877,252.29		\$192.15	2.82%	\$1,040,077.52	Interest Earned - Woodford State Bank ICS	
04/30/22					\$877,252.29		\$451.73	2.82%	\$1,040,529.25	Interest Earned - Woodford State Bank ICS	
04/30/22					\$877,252.29		\$190.80	2.82%	\$1,040,720.05	Interest Earned - Bank of New Glarus	
05/15/22			\$162,676.00	\$0.00	\$877,252.29			2.82%	\$1,040,720.05	Expenses	
05/16/22			\$0.00	\$3,702.30	\$880,954.59			2.83%	\$1,037,017.75	Expenses	

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10%

	05/31/22				\$880,954.59				\$1,250.00	2.83%	\$1,038,267.75	US Treasury - 0.868% - Trans # 50855
	05/31/22				\$880,954.59		\$500,000.00		\$312.50	2.83%	\$1,538,580.25	US Treasury - 0.288% - Trans # 50848
	05/31/22				\$880,954.59				\$49.25	2.83%	\$1,538,629.50	Dividend Reinvest - WISC CMS
	05/31/22				\$880,954.59				\$202.42	2.83%	\$1,538,831.92	Interest Earned - Bank of New Glarus
45%	06/08/22				\$880,954.59		\$1,000,000.00	BNG1	\$2,502.35	2.83%	\$2,541,334.27	Bank of New Glarus - 1 year CD (@ 0.25%)
	06/09/22	\$1,499,589.64			\$880,954.59					2.83%	\$1,041,744.63	Phone FRI Redemption
	06/15/22		\$132,620.00	\$0.00	\$880,954.59					2.83%	\$1,041,744.63	Expenses
	06/30/22				\$880,954.59		\$1,000,000.00		\$625.00	2.83%	\$2,042,369.63	US Treasury - 0.429% - Trans # 50850
	06/30/22				\$880,954.59				\$128.39	2.83%	\$2,042,498.02	Dividend Reinvest - WISC CMS
	06/30/22				\$880,954.59				\$437.07	2.83%	\$2,042,935.09	Dividend Reinvest - WISC IS
	06/30/22				\$880,954.59				\$110.67	2.83%	\$2,043,045.76	Interest Earned - Bank of New Glarus
	07/14/22	\$999,804.99			\$880,954.59			54668		2.83%	\$1,043,240.77	US Treasury - 3.089% - Trans # 54668
	07/15/22				\$880,954.59				\$29,437.50	2.83%	\$1,072,678.27	US TREASURY - 0.339%
	07/15/22		\$62,230.00	\$0.00	\$880,954.59					2.83%	\$1,072,678.27	Expenses
	07/31/22				\$880,954.59		\$2,500,000.00		\$937.50	2.83%	\$1,073,615.77	US Treasury - 1.028% - Trans # 50856
	07/31/22				\$880,954.59				\$1,562.50	2.83%	\$3,575,178.27	US Treasury - 0.566% - Trans # 50851
	07/31/22				\$880,954.59				\$444.45	2.83%	\$3,575,622.72	Dividend Reinvest - WISC CMS
	07/31/22				\$880,954.59				\$742.17	2.83%	\$3,576,364.89	Dividend Reinvest - WISC IS
	07/31/22				\$880,954.59				\$72.26	2.83%	\$3,576,437.15	Interest Earned - Bank of New Glarus
	08/1/22	\$1,999,420.36			\$880,954.59					2.83%	\$1,577,016.79	US Treasury - 2.721% - Trans # 55271
	08/15/22		\$123,323.00	\$0.00	\$880,954.59					2.83%	\$1,577,016.79	Expenses
	08/31/22				\$880,954.59				\$6,378.75	2.83%	\$1,583,395.54	US Treasury - 1.055% - Trans #50857
	08/31/22				\$880,954.59		\$2,500,000.00		\$1,562.50	2.83%	\$4,084,958.04	US Treasury - 0.652% - Trans # 50852
	08/31/22				\$880,954.59				\$1,979.94	2.83%	\$4,086,937.98	Dividend Reinvest - WISC CMS
	08/31/22				\$880,954.59				\$1,030.98	2.83%	\$4,087,968.96	Dividend Reinvest - WISC IS
	08/31/22				\$880,954.59				\$95.41	2.83%	\$4,088,064.37	Interest Earned - Bank of New Glarus
	09/15/22		\$176,000.00	\$0.00	\$880,954.59					2.83%	\$4,088,064.37	Expenses
	09/15/22				\$880,954.59			54668	\$1,308.75	2.83%	\$4,089,373.12	US Treasury - 3.089% - Trans # 54668
	09/15/22	\$2,499,875.84			\$880,954.59			55930		2.83%	\$1,589,497.28	US Treasury - 3.948% - Trans # 55930
	09/30/22				\$880,954.59				\$312.50	2.83%	\$1,589,809.78	US Treasury - 1.120% - Trans # 50853
	09/30/22				\$880,954.59		\$2,500,000.00		\$1,562.50	2.83%	\$4,091,372.28	US Treasury - 0.728% - Trans # 50853
	09/30/22				\$880,954.59				\$3,072.78	2.83%	\$4,094,445.06	Dividend Reinvest - WISC CMS
	09/30/22				\$880,954.59				\$1,139.09	2.83%	\$4,095,584.15	Dividend Reinvest - WISC IS
	09/30/22				\$880,954.59				\$86.75	2.83%	\$4,095,670.90	Interest Earned - Bank of New Glarus
	10/15/22		\$240,900.00	\$0.00	\$880,954.59					2.83%	\$4,095,670.90	Expenses
	10/31/22				\$880,954.59		\$2,500,000.00		\$1,562.50	2.83%	\$6,597,233.40	US Treasury - 0.790% - Trans # 50854
	10/31/22				\$880,954.59				\$1,271.25	2.83%	\$6,598,504.65	US Treasury - 0.1813% - Trans # 52166
	10/31/22				\$880,954.59				\$3,851.25	2.83%	\$6,602,355.90	US Treasury - 0.2216% - Trans # 52167
	10/19/22		\$0.00	\$13,693.82	\$894,648.41					2.87%	\$6,588,662.08	Expenses
	10/19/22		\$0.00	\$114,023.90	\$1,008,672.31					3.24%	\$6,474,638.18	Expenses
	10/31/22				\$1,008,672.31				\$7,048.55	3.24%	\$6,481,686.73	Dividend Reinvest - WISC CMS
	10/31/22				\$1,008,672.31				\$1,479.92	3.24%	\$6,483,166.65	Dividend Reinvest - WISC IS
	10/31/22				\$1,008,672.31				\$261.10	3.24%	\$6,483,427.75	Interest Earned - Bank of New Glarus
	11/08/22		\$0.00	\$10,000.00	\$1,018,672.31					3.27%	\$6,473,427.75	Expenses
	11/22/22		\$0.00	\$5,087.63	\$1,023,759.94					3.29%	\$6,488,340.12	Expenses
	11/29/22				\$1,023,759.94		\$248,100.00	290110	\$1,113.77	3.29%	\$6,717,553.89	WESTERN ALLIANCE BANK / TORREY PINES BANK - CD - 0.3% - Trans # 290110
	11/29/22		\$236,270.00	\$0.00	\$1,023,759.94					3.29%	\$6,717,553.89	Expenses
	11/30/22				\$1,023,759.94		\$2,000,000.00		\$1,250.00	3.29%	\$8,718,803.89	US Treasury - 0.868% - Trans # 50855
	11/30/22				\$1,023,759.94			53542	\$3,865.00	3.29%	\$8,722,668.89	Coupon
	11/30/22				\$1,023,759.94				\$15,351.22	3.29%	\$8,738,020.11	Dividend Reinvest - WISC CMS
	11/30/22				\$1,023,759.94				\$1,774.86	3.29%	\$8,739,794.97	Dividend Reinvest - WISC IS
75%	11/30/22				\$1,023,759.94				\$234.76	3.29%	\$8,740,029.73	Interest Earned - Bank of New Glarus
	12/15/22		\$15,010.00	\$0.00	\$1,023,759.94					3.29%	\$8,740,029.73	Expenses
	12/31/22				\$1,023,759.94				\$25,314.69	3.29%	\$8,765,344.42	Dividend Reinvest - WISC CMS
	12/31/22				\$1,023,759.94				\$2,093.13	3.29%	\$8,767,437.55	Dividend Reinvest - WISC IS
	12/31/22				\$1,023,759.94				\$230.11	3.29%	\$8,767,667.66	Interest Earned - Bank of New Glarus
	01/10/23				\$1,023,759.94		\$2,019,000.00	55271	\$1,261.88	3.29%	\$10,787,929.54	US Treasury - 2.721% - Trans # 55271
	01/15/23				\$1,023,759.94		\$3,925,000.00		\$29,437.50	3.29%	\$14,742,367.04	US TREASURY - 0.339%
	01/15/23		\$0,330.00	\$0.00	\$1,023,759.94					3.29%	\$14,742,367.04	Expenses
	01/31/23				\$1,023,759.94		\$1,500,000.00		\$937.50	3.29%	\$16,243,304.54	US Treasury - 1.028% - Trans # 50856
	01/31/23				\$1,023,759.94				\$41,187.71	3.29%	\$16,284,492.25	Dividend Reinvest - WISC CMS
	01/31/23				\$1,023,759.94				\$2,268.03	3.29%	\$16,286,760.28	Dividend Reinvest - WISC IS
	01/31/23				\$1,023,759.94				\$245.65	3.29%	\$16,287,005.93	Interest Earned - Bank of New Glarus
	02/15/23		\$150,000.00		\$1,023,759.94					3.29%	\$16,287,005.93	Expenses
	02/28/23				\$1,023,759.94		\$486,000.00		\$6,378.75	3.29%	\$16,779,384.68	US Treasury - 1.055% - Trans # 50857
	02/28/23				\$1,023,759.94				\$51,832.25	3.29%	\$16,831,216.93	Dividend Reinvest - WISC CMS
	02/28/23				\$1,023,759.94				\$2,198.85	3.29%	\$16,833,415.78	Dividend Reinvest - WISC IS
	02/28/23				\$1,023,759.94				\$215.14	3.29%	\$16,833,630.92	Interest Earned - Bank of New Glarus
	03/15/23				\$1,023,759.94			54668	\$1,308.75	3.29%	\$16,834,939.67	US Treasury - 3.089% - Trans # 54668
	03/15/23		\$950,000.00		\$1,023,759.94					3.29%	\$16,834,939.67	Expenses
	03/15/23				\$1,023,759.94			55930	\$1,622.50	3.29%	\$16,836,562.17	US Treasury - 3.948% - Trans # 55930
	03/28/23		\$0.00	\$113,708.09	\$1,137,468.03					3.65%	\$16,722,854.08	Expenses
	03/31/23				\$1,137,468.03		\$500,000.00	50858	\$312.50	3.65%	\$17,223,166.58	US Treasury - 1.120% - Trans # 50858
	03/31/23				\$1,137,468.03				\$61,315.64	3.65%	\$17,284,482.22	Dividend Reinvest - WISC CMS
	03/31/23				\$1,137,468.03				\$2,505.13	3.65%	\$17,286,987.35	Dividend Reinvest - WISC IS
	03/31/23				\$1,137,468.03				\$225.91	3.65%	\$17,287,213.26	Interest Earned - Bank of New Glarus
	04/15/23		\$666,490.00		\$1,803,958.03					5.79%	\$16,620,723.26	Expenses
	04/30/23				\$1,803,958.03		\$2,034,000.00		\$1,271.25	5.79%	\$18,655,994.51	US Treasury - 0.1813% - Trans # 52166
	04/30/23				\$1,803,958.03				\$3,851.25	5.79%	\$18,659,845.76	US Treasury - 0.2216% - Trans # 52167
	05/15/23		\$1,113,675.00		\$2,917,633.03			53542	\$3,865.00	9.37%	\$17,546,170.76	Expenses
	05/31/23				\$2,917,633.03			290109	\$1,243.50	9.37%	\$17,599,979.26	COBANK BANK - CD - 0.25% - Trans # 290109
100%	06/08/23				\$2,917,633.03		\$248,700.00		\$2,917.63	9.37%	\$18,947,960.22	Bank of New Glarus - 2 year CD (@ 0.40%)
	06/15/23		\$1,024,590.00		\$3,942,223.03		\$1,138,870.00	BNG2	\$9,110.96	9.37%	\$17,923,370.22	Expenses
	07/03/23				\$3,942,223.03		\$248,900.00	290108	\$1,050.29	12.66%	\$18,173,320.51	BANK 7 - CD - 0.2% - Trans # 290108
	07/03/23				\$3,942,223.03		\$248,400.00	290107	\$1,541.45	12.66%	\$18,423,261.96	FINANCIAL FEDERAL BANK - CD - 0.3% - Trans # 290107
	07/15/23		\$0.00		\$3,942,223.03					12.66%	\$18,423,261.96	Expenses
	08/15/23		\$0.00		\$3,942,223.03					12.66%	\$18,423,261.96	Expenses
	09/15/23				\$3,942,223.03			54668	\$1,308.75	12.66%	\$18,424,570.71	US Treasury - 3.089% - Trans # 54668
	09/15/23		\$0.00		\$3,942,223.03					12.66%	\$18,424,570.71	Expenses
	09/15/23				\$3,942,223.03		\$2,596,000.00	55930	\$1,622.50	12.66%	\$21,022,193.21	US Treasury - 3.948% - Trans # 55930

10/15/23		\$0.00	\$3,942,223.03			12.66%	\$21,022,193.21	Expenses	
10/31/23			\$3,942,223.03	\$2,054,000.00		\$3,851.25	12.66%	\$23,080,044.46	US Treasury - 2.216% - Trans # 52167
11/15/23		\$0.00	\$3,942,223.03				12.66%	\$23,080,044.46	Expenses
11/30/23			\$3,942,223.03	\$1,546,000.00	53542	\$3,865.00	12.66%	\$24,629,909.46	Maturity
12/15/23		\$0.00	\$3,942,223.03				12.66%	\$24,629,909.46	Expenses
01/15/24		\$0.00	\$3,942,223.03				12.66%	\$24,629,909.46	Expenses
02/15/24		\$0.00	\$3,942,223.03				12.66%	\$24,629,909.46	Expenses
03/15/24			\$3,942,223.03	\$1,047,000.00	54668	\$1,308.75	12.66%	\$25,678,218.21	US Treasury - 3.089% - Trans # 54668
03/15/24		\$1,000,000.00	\$4,942,223.03				15.88%	\$24,678,218.21	Estimated Projected Expenses
04/15/24		\$1,500,000.00	\$6,442,223.03				20.69%	\$23,178,218.21	Estimated Projected Expenses
05/15/24		\$2,000,000.00	\$8,442,223.03				27.12%	\$21,178,218.21	Estimated Projected Expenses
06/15/24		\$2,500,000.00	\$10,942,223.03				35.15%	\$18,678,218.21	Estimated Projected Expenses
07/15/24		\$3,000,000.00	\$13,942,223.03				44.78%	\$15,678,218.21	Estimated Projected Expenses
08/15/24		\$2,500,000.00	\$16,442,223.03				52.81%	\$13,178,218.21	Estimated Projected Expenses
09/15/24		\$2,000,000.00	\$18,442,223.03				59.24%	\$11,178,218.21	Estimated Projected Expenses
10/15/24		\$2,000,000.00	\$20,442,223.03				65.66%	\$9,178,218.21	Estimated Projected Expenses
11/15/24		\$2,000,000.00	\$22,442,223.03				72.09%	\$7,178,218.21	Estimated Projected Expenses
12/15/24		\$1,750,000.00	\$24,192,223.03				77.71%	\$5,428,218.21	Estimated Projected Expenses
01/15/25		\$1,000,000.00	\$25,192,223.03				80.92%	\$4,428,218.21	Estimated Projected Expenses
02/15/25		\$750,000.00	\$25,942,223.03				83.33%	\$3,678,218.21	Estimated Projected Expenses
03/15/25		\$750,000.00	\$26,692,223.03				85.74%	\$2,928,218.21	Estimated Projected Expenses
04/15/25		\$500,000.00	\$27,192,223.03				87.35%	\$2,428,218.21	Estimated Projected Expenses
05/15/25		\$500,000.00	\$27,692,223.03				88.95%	\$1,928,218.21	Estimated Projected Expenses
06/15/25		\$1,000,000.00	\$28,692,223.03				92.16%	\$928,218.21	Estimated Projected Expenses
07/15/25		\$250,000.00	\$28,942,223.03				92.97%	\$678,218.21	Estimated Projected Expenses
08/30/25			\$28,942,223.03				92.97%	\$678,218.21	Estimated Projected Expenses
08/30/25		\$2,189,562.13	\$31,131,785.16			\$1,511,343.92	100.00%	\$0.00	

\$28,900,000.00    \$34,070,278.61    \$33,142,490.13    \$1,137,468.03    \$34,339,970.00    \$1,962,093.77

Total Anticipated Interest Income: \$2,231,785.16  
Anticipated Arbitrage Rebate: \$735,963.41  
Total Anticipated Interest Income Net of Arbitrage Rebate: \$1,495,821.76

Total Outstanding Principal and Interest after April 04, '23: \$29,994,317.13

\$17,287,213.26  
\$12,707,103.87



**STAFFING REPORT  
APRIL 10, 2023**

<b>HIRES / CHANGES</b>	<b>Employee Leaving Position</b>	<b>New Employee in Position</b>	<b>hours per day / % of empl</b>	<b>Term of Employment</b>	<b>Position</b>
	Steve Wehrley coaching resignation	Dennis Haak	varies	2023 Fall Season	HS Head Cross Country Coach
	Bryan Stocker resignation	Kurt Campbell	varies	mowing season	Custodian - Lawn Mowing Assignment
	Scheibel resign/Cernek/other reorg	Zackary Colby	100%	2023-24 school year	Phy Ed / Health Teacher Middle School

<b>OPEN POSITIONS</b>	<b>Position</b>	<b>Term of Employment</b>	<b>hours per day / % of empl</b>	<b>Reason for opening</b>
Support Staff	Custodian	Year Round	8 hours/day	Cassie Mann resignation
Support Staff	Custodian	2022-23 school year	3.5 hours/day	Andy Henning resignation On hold
Support Staff	Special Education Asst	2022-23 school year	5 hours/day	Jennifer Sies resignation On hold - enrollment changes
Teacher	Counselor Elementary	2023-24 school year	100%	Sonja Tidd resignation
Teacher	Elementary Teacher	2023-24 school year	100%	Bailey Wilson resignation
Teacher	Speech / Language Teacher	2023-24 school year	100%	Danielle Bentley resignation
Coach	HS Asst Cross Country Coach	2023 Fall Season	varies	Dennis Haak to Head Coach
Coach	HS Asst Cross Country Coach	2023 Fall Season	varies	Amalia Dewiche coaching resignation
Coach	HS Asst Football Coach	2023 Fall Season	varies	Jeff Winden coaching resignation
Coach	HS Asst Volleyball Coach	2023 Fall Season	varies	Kendra Mussehl coaching resignation



<b>Donations 4/10/23</b>				
4/3/2023	New Glarus PTO	Check	2nd Grade Field Trip	\$680.00
4/3/2023	New Glarus FFA	Check	Country View Veterinary Services	\$100.00

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

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# School District of New Glarus

P. O. Box 7  
1701 Second Street  
New Glarus, WI 53574

District (608) 527-2410  
Fax (608) 527-5101  
www.ngsd.k12.wi.us

March 24, 2023

Members of the New Glarus School Board:

Thank you, once again, for allowing us the opportunity to request the approval of the 56<sup>th</sup> annual (after a few years hiatus ☺) Sixth Grade overnight trip to Wyalusing State Park from May 17 through May 19<sup>th</sup>. As a part of our sixth grade curriculum, the New Glarus Sixth Grade Staff and Students take time out of the regular school structure to spend three days and two nights in and around Wyalusing State Park. Throughout this journey we are able to work together in ways we cannot if we are at school. This trip allows us to provide several hands-on opportunities that involve Wisconsin history, outdoor education, collaboration, while learning about the geography of the area we live in. We are grateful that some NGHS students have agreed to assist us to make this an even better overall Sixth Grade trip.

Our first day will be spent exploring Bethel Horizons near Dodgeville, where participants are offered the chance to hike, rock-climb, learn outdoor adventure games, and get an “up-close and personal” look at native animals. These lessons also often include pond ecology, learning about and identifying native (and invasive) plant varieties as well as bird identification. The staff at Bethel has always been accommodating to our students’ needs and make sure all are welcome. A wonderful way to begin our journey, as well as break up the ride to Wyalusing!

Every year we also try to provide several different opportunities for our students at Wyalusing. In the past we have included activities like: “Star Splitters”, a group that comes to Wyalusing State Park to give lessons for our students to learn about the night sky; and “Stones, Bones, and Sticks”, a presentation on early Native Americans and how they survived in the area surrounding Wyalusing. We have recently added a “learning how to canoe” lesson (weather permitting), including safety tips for safe travel and an orienteering study with hands-on practice at the park.

We would like to make you aware that we have applied for, and received several grants and donations to make our trip affordable for families this year including: Excellence in Education Grant for \$400, Community Fund Grant for \$900, \$700 from the New Glarus PTO, and \$1000 from the New Glarus Brewing Company in addition to our 6<sup>th</sup> grade budgeted field trip monies. These funds allow us to cover the \$40 fee for ALL students! You are certainly welcome to join us at Wyalusing State Park on the evening of May 18<sup>th</sup> at 6:00 pm for our “Family Night”. We are excited to let you know that we plan to organize a bus this year for families interested in traveling to Wyalusing for Family Night. Guests and campers enjoy a great meal followed by an evening of entertaining skits. It’s worth the ride!

We appreciate your consideration to allow this tradition to continue,  
Sixth Grade Team

Amy Burdette

Amy Legler

Bobby Schmitz

Andy Westby



**NGMS - 6th Grade  
Outdoor Education Trip  
Wyalusing State Park  
May 17-19, 2023**

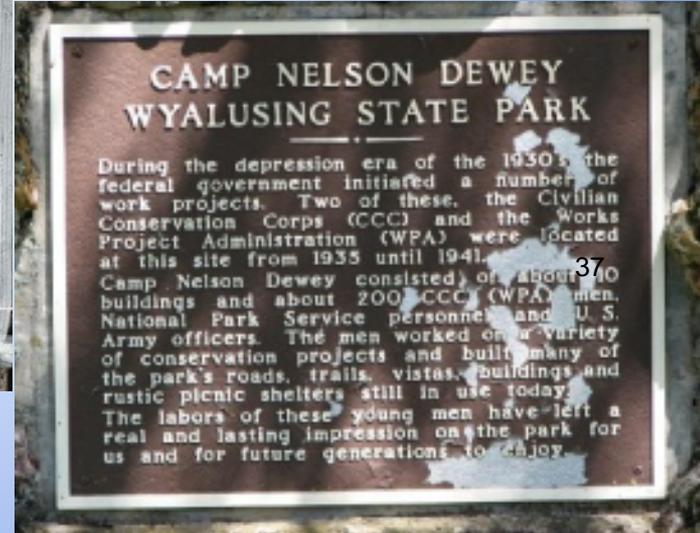
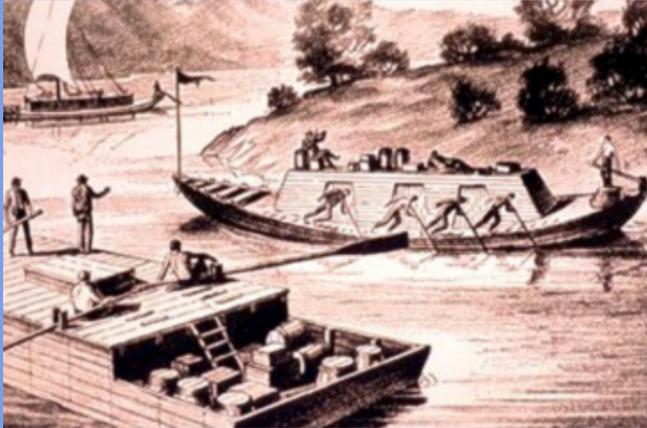
# 3 days, two nights at Wyalusing State Park



# Bethel Horizons, Dodgeville, WI



# Wisconsin History



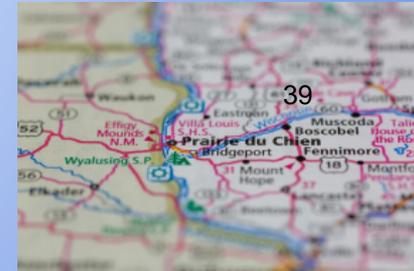
# Plant Identification

We enjoy seeing many types of Wisconsin flora!



And some we learn to stay away from :)

# Wisconsin Geography



# Star Splitters



# Stones, Bones, and Sticks

## Native American Education



Attempting to throw the Atl Atl...  
truly a memorable challenge!

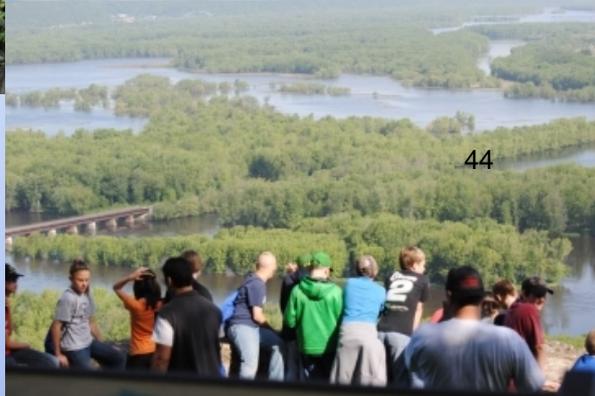
# Orienteering



# Learn How to Canoe



# Hiking is amazing!





Picture Rock at the WaterFall



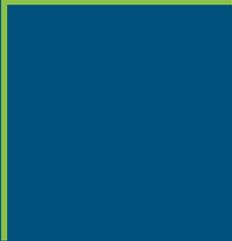
Time for S'mores!



# Lasting Memories







# Primary School Options

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April 2023

# Primary School - Current Issues

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- 1) Inflation and unexpected delays have created a situation where the District cannot build the originally proposed Primary School for the funding that was approved by the taxpayers.
- 2) The District had already scaled back the original Primary School plan, which was bid out in December.
- 3) The District has identified 3 options to consider moving forward, which are outlined in the upcoming slides.

# Primary School - Three Options

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Option 1 - Build on 45 acre site on west side of the Village

Option 2 - Build in Valle Tell 2 on east side of the Village

Option 3 - Attach to current Elementary School

## Option 1 - Build on 45 acre site on west side of the Village

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- Site costs of \$4.7 million cannot be reduced; therefore all cost reductions must come from the building
- Total square feet that could be built for the available funding: ~51,000 sq. ft.
- Number of square feet needed for programming: ~84,000 sq. ft.
- Delay: 6 months to 1 year for redesign, approvals, etc.

## Option 2 - Build in Valle Tell 2 on east side of the Village

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- Site costs expected to be similar to other location; land would be included in site costs
- Total square feet that could be built for the available funding: ~52,000 sq. ft.
- Number of square feet needed for programming: ~84,000 sq. ft.
- Could sell the 45 acre lot and use that funding to increase the square footage to the 56,000-58,000 square foot range, which is still 25,000 sq. ft. less than what is needed
- Delay: One year or longer. A water tower and booster station are required before a building could open on this site. The Primary School would be delayed at least a year.

## Option 3 - Attach to current Elementary School

- Site costs are anticipated to be \$2.5 million; \$2 million less than other locations
- Total square feet that could be built for the available funding: ~ 59,000 sq. ft.
- Square feet needed for programming: ~ 60,000 sq. ft. (There is duplication of programming that can be used by ES and Primary School if the buildings are connected, such as art, music, guidance, office, library, OT/PT, etc.)
- The challenge:
  - The only area around the Elementary School that is not in a flood plain is the current football field.
  - A regulation football field/soccer field/track was the next item on the community priority list. The long-term plan has been to build it across from the high school.
  - Could sell the 45 acre lot and use that funding toward a basic football field/soccer field/track.
- Delay: 6 months to 1 year for redesign, approvals, etc.

# Administration's Recommendation:

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- Continue to explore all options
- Focus on Option 3:
  - Continue developing a concept design for a Primary School attached to the Elementary School.
  - Work with the Village on options for access off of 14th Avenue to disperse traffic and improve traffic flow.
  - Continue developing a concept design and cost estimate for a basic football field/soccer field/track across from high school.

**Primary School Options:**

**Total Referendum Funding Available for Primary School: \$24,100,000**

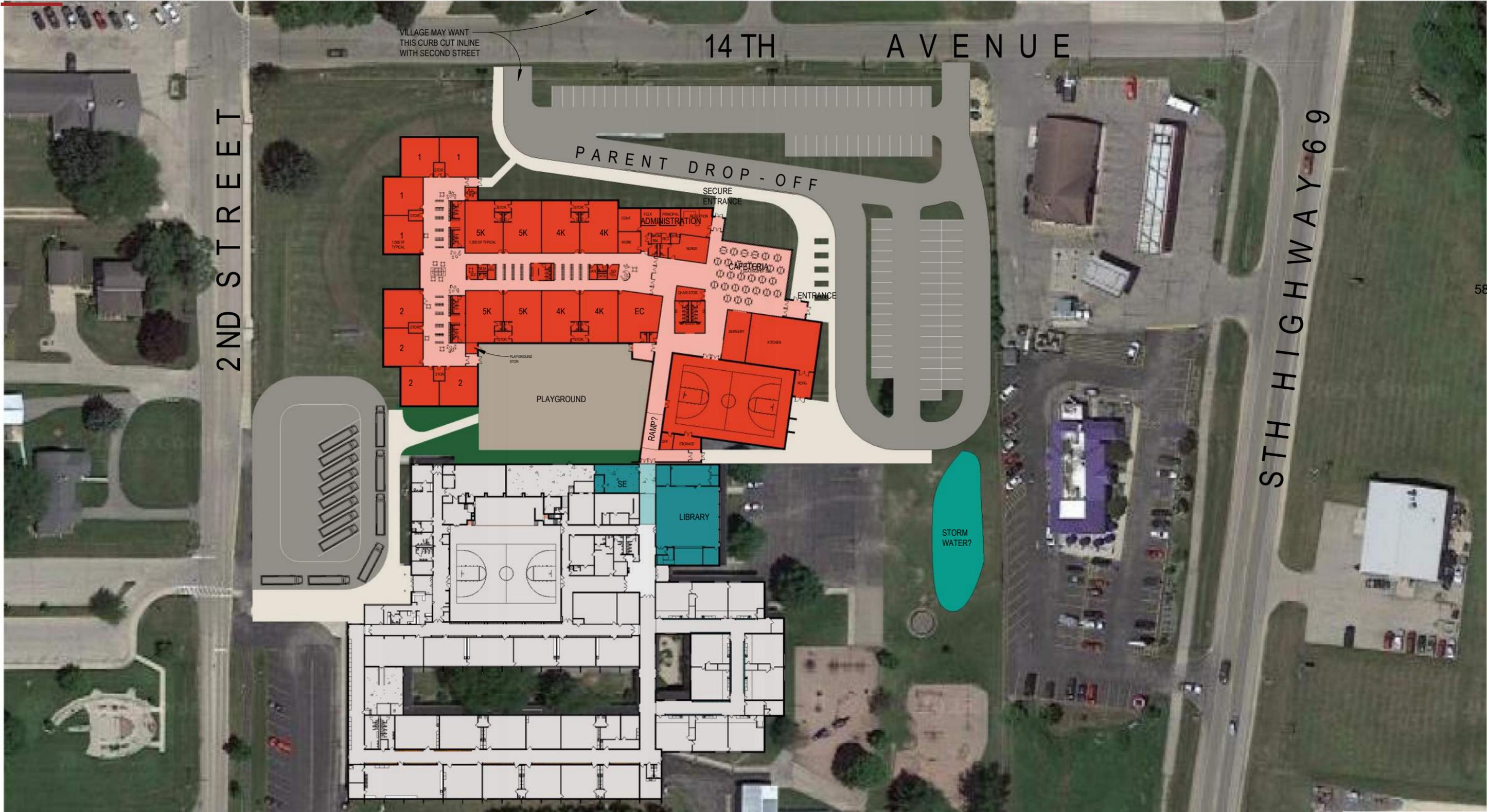
<b><i>Primary School Options</i></b>	<b><i>45 Acre Planned Site - West Side of Village</i></b>	<b><i>Valle Tell 2 Site - East Side of Village off Hwy W</i></b>	<b><i>Attach to Elementary School</i></b>
~ Site Cost	\$4.7 million	\$4.5 million (estimate for pad ready site + paving/concrete)	\$2.5 million
~ Soft Costs (design & civil costs, Village fees, furniture, tech, contingency, etc.)	\$4 million	\$4 million	\$4 million
~ \$ Available for Primary School Building	\$15.4 million	\$15.6 million	\$17.6 million
~ # of square feet that can be built for \$ available	51,000 sq. ft.	52,000 sq. ft.	59,000 sq. ft.
~ # of square feet needed for programming	84,000 sq. ft. (The current plan of 84,000 sq. ft. was already scaled back from original plans)	84,000 sq. ft. (The current plan of 84,000 sq. ft. was already scaled back from original plans)	60,000 sq. ft. (There is duplication of programming that can be used by ES and Primary School, such as art, music, guidance, office, library, OT/PT, etc. so two of everything is not needed if the buildings are connected).

**Other Factors to Consider for Each Site:**

<b><i>Other Factors to Consider:</i></b>	<b><i>45 Acre Planned Site - West Side of Village</i></b>	<b><i>Valle Tell 2 Site - East Side of Village off Hwy W</i></b>	<b><i>Attach to Elementary School</i></b>
Football Field			The football field would need to be relocated; Estimated cost for a basic regulation football/soccer field and track is \$2 million; Cannot use referendum money because of the language in the referendum; A new regulation football/soccer field with track was next on the priority list on a community survey.
45 acres of land could be sold		Could sell 45 acres of land to get more money to use towards more square footage in the new Primary School. This would increase the possible square footage that could be built. Unfortunately, that does not come close to closing the gap for the number of square feet needed.	Could sell 45 acres of land to pay a large portion of the cost of a basic football/soccer field and track in a new location.
Timeline	Likely a six month to one year delay, depending on approvals and redesign.	Needs a water tower and booster station to be built before the building could open. At least a one year delay.	Likely a six month to one year delay, depending on approvals and redesign.

<p>Traffic</p>	<p>This location moves some traffic off 2nd Street, which would improve traffic congestion, but also may require more drop-offs and pick-ups for parents due to multiple locations.</p>	<p>This location moves some traffic off 2nd Street, which would improve traffic congestion, but also may require more drop-offs and pick-ups for parents due to multiple locations.</p>	<p>There would be the same amount of traffic on 2nd Street/14th Avenue. By adding a drop-off/pick-up loop off 14th Avenue, it could disperse some of the traffic on 2nd Street. All schools in one area would make walking/biking to school easier for families with multiple children, and parents could drop-off/pick-up students in one area, instead of having to go to multiple locations.</p>
<p>Interest the District will earn from investing the bond sales, while waiting to build the building.</p>	<p>The district is earning interest that can be used toward the referendum projects, but is running into arbitrage timelines and issues because we are earning more interest than we are paying. Since timing is so uncertain regarding the projects right now, the exact amount of interest cannot be determined.</p>	<p>The district is earning interest that can be used toward the referendum projects, but is running into arbitrage timelines and issues because we are earning more interest than we are paying. Since timing is so uncertain regarding the projects right now, the exact amount of interest cannot be determined.</p>	<p>The district is earning interest that can be used toward the referendum projects, but is running into arbitrage timelines and issues because we are earning more interest than we are paying. Since timing is so uncertain regarding the projects right now, the exact amount of interest cannot be determined.</p>

# SCHEMATIC FLOOR AND SITE PLAN - New Glarus Elementary School



- C. 2023-24 Health Insurance
- D. 2023-24 Teaching Staff Salary Grid

60

## New Glarus Teacher Salary Grid 2023-24 - Prelim

		Lane BA	MA
	Level	1,250	4,000
<b>Start 2023-24</b>	<b>6</b>	52,500	56,500
	<b>7</b>	53,750	57,750
	<b>8</b>	55,000	59,000
	<b>9</b>	56,250	60,250
	<b>10</b>	57,500	61,500
	<b>11</b>	58,750	62,750
	<b>12</b>	60,000	64,000
	<b>13</b>	61,250	65,250
	<b>14</b>	62,500	66,500
	<b>15</b>	63,750	67,750
	<b>16</b>	65,000	69,000
	<b>17</b>	66,250	70,250
	<b>18</b>	67,500	71,500
	<b>19</b>	68,750	72,750
	<b>20</b>	70,000	74,000

**Salary Grid Permanent Add On's:**

- \$ 1,000 Per completion of 24-40 hours of approved Project Lead the Way Course
- \$ 1,000 Wisconsin DPI Reading Certification (316 / 317)
- \$ 5,000 National Board Certification
- \$ 4,000 PhD

**Other Teacher Compensation:**

**State or National Award One Time Bonus**

\$ 1,000

**Professional Development / Summer Curriculum Work**

\$ 20.00 Hour

**Teacher Class Coverage**

\$ 20.00 Hour

**Summer School Teacher**

\$ 30.00 Hour

\$ 40.00 Hour Credit Class / Credit Recovery Classes

**After School Adventures Teacher**

\$ 30.00 Hour

**Homebound Tutoring**

\$ 30.00 Hour

**Substitute Teacher Rates:**

**Short Term Teacher Substitute Rate**

\$ 140.00 Day

**Long Term Teacher Substitute Rate (> 20 day assignment)**

\$ 276.32 Day



TEACHER CONTRACTS TO BE ISSUED MAY 2023

NAME	TEACHING ASSIGNMENT	BUILDING	% CONTRACT OF 190 DAYS	
MICHELLE	ARNETT	ELEMENTARY TEACHER	GS	100%
MISSY	ARNETT	ELEMENTARY TEACHER	GS	100%
CRISTI	BAKER	ELEMENTARY TEACHER	GS	100%
JAMIE	BRECKLIN	ELEMENTARY TEACHER	GS	100%
MEGAN	BUOL	ELEMENTARY TEACHER	GS	100%
ALICIA	DUERST	ELEMENTARY TEACHER	GS	100%
KARI	HEDEMAN	ELEMENTARY TEACHER	GS	100%
MOLLY	HOOKS	ELEMENTARY TEACHER	GS	100%
JOLYNN	LEDERMAN	ELEMENTARY TEACHER	GS	100%
JANNA	LEGROS	ELEMENTARY TEACHER	GS	100%
HEATHER	MACAULAY	ELEMENTARY TEACHER	GS	100%
JOANN	MCGRAW	ELEMENTARY TEACHER	GS	100%
SALLY	NEALIS	ELEMENTARY TEACHER	GS	100%
CORINNE	NESS	ELEMENTARY TEACHER	GS	100%
DIANE	ROSKA	ELEMENTARY TEACHER	GS	100%
ALISA	SCHOPP	ELEMENTARY TEACHER	GS	100%
TRAVIS	SYSKO	ELEMENTARY TEACHER	GS	100%
RITA	VETTERLI	ELEMENTARY TEACHER	GS	100%
BRENDA	WALDHART BRIGHT	ELEMENTARY TEACHER	GS	100%
KAREN	WHITE	ELEMENTARY TEACHER	GS	100%
JOSIE	WIESER	ELEMENTARY TEACHER	GS	100%
** OPEN WILSON		ELEMENTARY TEACHER	GS	100%
GARY	BEUTLER	PHYSICAL EDUCATION	GS	100%
SARAH	KRANZ	ART	GS	100%
DIANE	BETTIN	GENERAL MUSIC	GS	100%
** OPEN TIDD	TIDD	GUIDANCE COUNSELOR	GS	100%
KATELYN	HANSEN	MEDIA SPECIALIST/LIBRARIAN	GS	100%
THERESA	PRITCHET	INTERVENTION/READING	GS / MS	100%
MAUREEN	PRIEWE	OCCUPATIONAL THERAPIST	GS / MS / HS	80%
KRISTOPER	ENDICOTT	ENGLISH LANG ARTS	MS	100%
MATTHEW	TURNER	ENGLISH LANG ARTS	MS	100%
ANDREW	WESTBY	ENGLISH LANG ARTS	MS	100%
AMY	BURDETTE	MATH	MS	100%
BAILY	HUBBARD	MATH	MS	100%
KYLIE	INABNIT	MATH	MS	100%
ROSS	EDDY	SCIENCE	MS	100%
ERIN	KOVACH	SCIENCE	MS	100%
ROBERT	SCHMITZ	SCIENCE	MS	100%
JEFFREY	WINDEN	SOCIAL STUDIES	MS	100%
AMY	LEGLER	SOCIAL STUDIES	MS	100%
MARK	WOELFEL	SOCIAL STUDIES	MS	100%
CARA	FITZGERALD	ENGLISH	HS	100%
REBECCA	KUHL	ENGLISH	HS	100%
PATRICK	PORWOLL	ENGLISH	HS	100%
CHARLES	ANDERSON	MATH	HS	100%
SADIE	DRISCOLL	MATH	HS	100%
KAREN	WENGER	MATH	HS	100%
PETER	BERTLING	SCIENCE	HS / MS	100%
RYCHIA	BOSMAN	SCIENCE	HS	100%
CASSIDY	COLBY	SCIENCE	HS	100%
LEXA	SPETH	SOCIAL STUDIES	HS / MS	100%
KYLE	TAYLOR	SOCIAL STUDIES	HS	100%
JERALD	TORDOFF	SOCIAL STUDIES	HS	100%
JONATHAN	GOODNESS	PHYSICAL EDUCATION/HEALTH	HS	100%
HANNA	KEARNS	AGRICULTURE	HS / MS	100%
ALISON	WINTERS HANSON	ART	HS / MS	100%
AMY	DOEFER	BAND	HS / MS	100%
ANDY	SCHULZ	BAND	HS / MS	100%
RENEE	SETTERSTROM	CHOIR	HS / MS	100%
RYAN	LEHMAN	FAMILY & CONSUMER ED	HS / MS	100%
TAMARA	HAIGHT	BUSINESS ED	HS / MS	100%
EMILY	ZULEGER	GERMAN	HS / MS	100%
STEPHANIE	WAY	GUIDANCE COUNSELOR	HS / MS	100%
JANE	O'BRIEN	GUIDANCE COUNSELOR	HS	20%
KATHERINE	MCBRIDE	MEDIA SPECIALIST/LIBRARIAN	HS / MS	100%
ZACKARY	COLBY	PHYSICAL ED / ATH DIR	HS / MS	100%
JACOB	MIHM	PLTW/TECH ED	HS / MS	100%
MATT	BELKNAP	SPANISH	HS / MS	100%
TRACY	BRISTOW	EARLY CHILDHOOD TEACHER	SE	100%
ERIN	RUISS	PSYCHOLOGIST	SE	100%
HEATHER	CASSIDY	SPECIAL ED	SE	100%
CHRISTINE	DOUTY	SPECIAL ED (CC) TEACHER	SE	100%
MELISSA	HOLLAND	SPECIAL ED (ED/LD) TEACHER	SE	100%
EMILY	TRYBA	SPECIAL ED / ELEM TEACHER	SE	100%
SAM	WEINBRENNER	SPECIAL ED (ED/LD) TEACHER	SE	100%
STEPHANIE	ZWEIFEL	SPECIAL ED (ED/LD) TEACHER	SE	100%
ANGIE	O'BEL	SPEECH & LANGUAGE TEACHER	SE	80%
JAMIE	SCHETTLER	SPEECH & LANGUAGE TEACHER	SE	100%
** OPEN BENTLEY		SPEECH & LANGUAGE TEACHER	SE	100%
MITCHELL	CERNEK	DEAN OF STUDENTS / ATH DIR	HS / MS	100%
				7880%



## HOURLY POSITIONS WAGE CHART FOR 2023-24 - PRELIM

Step Incr    Other adj  
\$ 0.30    \$ 0.80    5%

	Step 4	Step 5	Step 6	Step 7	Step 8
Secretary	\$ 20.15	\$ 20.45	\$ 20.75	\$ 21.05	\$ 21.35
Data Info Specialist	\$ 20.15	\$ 20.45	\$ 20.75	\$ 21.05	\$ 21.35
Administrative Asst Superintendent	\$ 20.37	\$ 20.67	\$ 20.97	\$ 21.27	\$ 21.57
Teaching Asst / 4K Asst	\$ 17.34	\$ 17.64	\$ 17.94	\$ 18.24	\$ 18.54
Spec Ed Asst/Title 1 Asst	\$ 17.69	\$ 17.99	\$ 18.29	\$ 18.59	\$ 18.89
Custodial **	\$ 18.68	\$ 18.98	\$ 19.28	\$ 19.58	\$ 19.88
Maintenance	\$ 21.28	\$ 21.58	\$ 21.88	\$ 22.18	\$ 22.48
Van Driver Hourly	\$ 20.50				
Bus Hourly	\$ 22.25				
Bus Route Hourly (AM/PM/Noon)	\$ 24.22				
Student Worker	\$ 11.00				
Substitute Spec Ed / Reg Ed Aides	\$ 16.80				

\*\* Second shift differential pay of \$ 1.00 will be added to the Wage Chart hourly pay for Custodians with assignments that are "primarily" second shift for all hours worked.



**SUPPORT STAFF****LETTER OF ASSIGNMENTS TO BE ISSUED JUNE 1, 2023**

<b>Employee</b>	<b>Position</b>	<b>Term of Empl</b>	<b>Hrs/ week</b>
BUESSER, BETH	SECRETARY	YEAR ROUND	40.00
MALONEY, CASSANDRA	SECRETARY	YEAR ROUND	40.00
MARTINSON, ALETA	SECRETARY	YEAR ROUND	40.00
MITCHELL, LAURA	SECRETARY	YEAR ROUND	40.00
REAR, ANGIE	SECRETARY	YEAR ROUND	40.00
<b>SECRETARIES</b>			
ANDERSON, KRIS	ADM ASST	YEAR ROUND	40.00
<b>TOTAL ADMIN ASST</b>			
TONYA AUSTIN	DATA INFO SPEC / SECR	YEAR ROUND	40.00
<b>TOTAL DATA INFO SPEC/SECR</b>			
KENDRICK, DUNNELL	AIDE - 4 YR KINDER	SCHOOL YEAR	32.50
TRUTTMAN, SHELLY	AIDE - 4 YR KINDER	SCHOOL YEAR	32.50
<b>REGULAR ED AIDES</b>			
COLLINS, BETH	AIDE - SPECIAL ED	SCHOOL YEAR	36.25
DEARTH, TERI	AIDE - SPECIAL ED	SCHOOL YEAR	38.75
DEEGAN, BECKY	AIDE - SPECIAL ED	SCHOOL YEAR	22.50
MOLENCAMP, SHELLEY	AIDE - SPECIAL ED	SCHOOL YEAR	36.25
NIMTZ, JULIE	AIDE - SPECIAL ED	SCHOOL YEAR	36.25
RAHBERGER, SANDY	AIDE - SPECIAL ED	SCHOOL YEAR	40.00
WAGNER, AMANDA	AIDE - SPECIAL ED	SCHOOL YEAR	25.00
WILDE, JENNIFER	AIDE - SPECIAL ED	SCHOOL YEAR	36.25
*** OPEN SIES	AIDE - SPECIAL ED	SCHOOL YEAR	25.00
<b>SPECIAL ED AIDES</b>			
CAMPBELL, KURT	GROUND S KEEPER	SEASONAL	25.00
CLARKE, LINDA	CUSTODIAL	YEAR ROUND	40.00
DARROW, DANA	CUSTODIAL/MAINTENANCE	YEAR ROUND	40.00
HOVLAND, MOLLY	CUSTODIAL	SCHOOL YEAR-PM	25.00
ZIMMERMAN, ZACHARY	CUSTODIAL	YEAR ROUND-PM	40.00
ZIMMERMAN, TROY	CUSTODIAL	YEAR ROUND-PM	40.00
** OPEN MANN	CUSTODIAL	YEAR ROUND-PM	40.00
** OPEN HENNING	CUSTODIAL	SCHOOL YEAR-PM	17.50
<b>MAINTENANCE/CUSTODIAL</b>			
BERGEMANN, RENEE	BUS ROUTE / CUSTODIAN	SCHOOL YEAR	40.00
DUERST, TODD	BUS ROUTE	SCHOOL YEAR	16.25
ENGELKE, KEN	BUS ROUTE - TOWN	SCHOOL YEAR	10.00
LIENHARDT, AL	BUS ROUTE	SCHOOL YEAR	23.75
HEIMANN, RICHARD	BUS ROUTE	SCHOOL YEAR	16.25
STUESSY, SAM	BUS ROUTE	SCHOOL YEAR	16.25
<b>BUS DRIVERS</b>			



**OTHER SALARY / HOURLY STAFF  
LETTER OF ASSIGNMENTS TO BE ISSUED JUNE 1, 2023**

NAME	POSITION	TERM OF EMPLOYMENT	HRS/ WEEK
MCGOWAN, LARRY	BUILDINGS AND GROUNDS COORD	100% YEAR ROUND	40.00
MALAISE, DONALD	NETWORK COORDINATOR	100% YEAR ROUND	40.00
LEHNHERR, ANDY	HELP DESK COORDINATOR	100% YEAR ROUND	40.00
INGWELL ZIMMERMAN, KAYLA	NURSE	181 DAYS/8 HOURS PER DAY	40.00
REES, CRAIG	SIGN LANGUAGE INTERPRETER	181 DAYS/7.5 HOURS PER DAY	37.50
CERNEK, MITCHELL	ATHLETIC DIRECTOR	STIPEND	

I. Proposal to Add a 1.0 FTE Special Education Teaching Position

70

**Request to the Board of Education  
Special Education Needs Assessment  
April 4, 2023**

Due to changing conditions and increasing numbers of students identified with disabilities shown below, Students Services is requesting approval for an additional 1.0 Special Education Teacher FTE.

Categories	2021-2022	2023-2024
Students in Special Education	110	127
Special Education Teachers	7	7
Students with OT Services	16	16
Students with PT Services	10	10
Students in Placements Outside of NGSD	3	0-1
Students Returning from Private Schools	0	1
Students with Complex Medical Care	1	1
Students with Speech-Language Services	75	92
Newly identified students	14	16
Students Receiving 18-21 Year-Old Services	1	2

- Four students with complex needs will be returning to the district. Three of the students will require one-on-one support due to their needs for support with functional academics, to assist with communication (all 3 have limited ability to communicate), to acclimate to the building, to coordinate a variety of related services (speech-language, OT, PT, etc.), and to communicate with parents.
- One student with complex medical needs will require one-to-one assistance and two-to-one assistance during medical/personal care activities.

- If expulsion conditions are met, one student will be returning to school. This student requires support with managing emotions and behavior and needs consistent monitoring.
- Out of 26 initial evaluations, 16 students qualified for services.
- Although we are graduating many students, two students with high needs will remain in the district and continue to receive services through our 18-21-year-old programming.
- Our increased focus on inclusive practices and a continuum of services has required more staff to appropriately deliver services and collaborate with general education staff.

**Financial Implications**

**Cost Savings for Students Returning from Out-of-District Placements**

	<b>Tuition</b>	<b>Transportation</b>	<b>Related Services</b>
<b>Student A</b>	\$66,000	\$1624	n/a
<b>Student B</b>	\$120,900	\$1700	\$9300

**Cost Estimate for Full-Time Special Education Teacher**

<b>Salary</b>	<b>Benefits</b>
Top of salary schedule - \$74,500	\$30,500

**Other Costs**

- Transition Services - estimated cost of \$40,000 - For one of the students, there will need to be services provided by a specialist will need to be continued throughout the summer and during a portion of the school year to ensure that the student transitions smoothly into the school building. Staff from the private school will provide those services. These costs are reimbursable at 90%.
- Transportation - costs will be significantly less



# **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-5<sup>th</sup>. We are excited to welcome new families and friends to our school. We are looking forward to another great year together.

If you have questions, concerns, or would like to share any information with 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**

**..... Vice-President**

**..... Clerk**

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

**Cari Ann Muggenburg..... Director**

**..... Director**

**Ron Roesslein.....Director**





## 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	<sup>81</sup> 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 **???**, 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, school counselor, 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. ~~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.~~ 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 Harrassment 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/Harrassment:**

- *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**

~~During a health crisis, no visitors will be allowed into the building. When we are not in a health crisis,~~ 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 <sup>th</sup> 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](http://www.ngsd.k12.wi.us)) or picked up in the office. Included are:

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



## **Medications**

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

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

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

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

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

### Parent Teacher Conferences

New Glarus Elementary School provides opportunities for formal parent-teacher conferences. The first will take place in October 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-5<sup>th</sup> grade uses a standards-based report card. 4K-12<sup>th</sup> grade report cards are generated through the Skyward Student Records system.

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

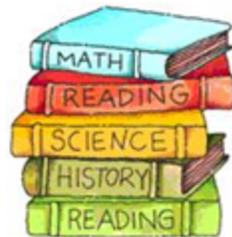
need additional intervention to practice and repeat skills for mastery and allows students who have mastered particular skill areas to enrich their experience.

## 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. 107

# **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 2<sup>nd</sup> St.  
P.O. Box 7  
New Glarus, WI 53574



# New Glarus Middle School



## Student Handbook

*"BE THE BEST KNIGHT YOU CAN BE"*

**2023-2024**

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## **Welcome to NGMS!**

Welcome to New Glarus Middle School and the 2023-2024 school year! We are very excited to be part of these important years of growth and change in the lives of our sixth- 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 forward to a great year and continuing this journey with you!

Sincerely,

Jeff Eichelkraut, Ed.D.  
Middle & High School Principal

Anthony Edge  
Middle School Assistant Principal

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## **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](#)) 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**

**Larry Stuessy..... Vice-President**

**Corrine Hendrickson..... Clerk**

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

**Cari Ann Muggenburg..... Director**

**Casey Umhoefer..... Director**

**Ron Roesslein.....Director**

## New Glarus Middle School Faculty

District Administrator..... Dr. Thayer  
Middle and High School Principal..... Dr. Eichelkraut  
Middle School Assistant Principal..... Mr. Edge  
Elementary School Principal ..... Dr. Eicher  
Student Services Director..... Mrs. Talarczyk  
6th Grade Teachers.....Mrs. Burdette, Mrs. Legler, Mr. Schmitz, Mr. Westby  
7th Grade Teachers.....Mr. Endicott, Ms. Inabnit, Mrs. Kovach, Mr. Winden  
8th Grade Teachers.....Mr. Eddy, Ms. Hubbard, Mr. Turner, Mr. Woelfel  
Speech Therapists ..... [REDACTED], Mrs. O'Bel  
Special Education Teachers..... Mrs. Cassidy, Mr. Weinbrenner  
Intervention Specialist..... Mrs. Pritchett  
School Psychologist.....Mrs. Russ  
Occupational Therapy..... Mrs. Priewe  
Physical Therapy..... Mrs. Elgin

## SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowan  
Custodians.....Mr. Zimmerman, Mr. Darrow  
Food Service Director.....Rebecca Derke  
Kitchen Staff.....Mrs. Dahlman, Mr. Derke, Mr. Soppe  
School Nurse..... Mrs. Zimmerman  
Office Administrative Assistants..... Mrs. Mitchell, Mrs. Martinson  
Teaching Assistants.....Mrs. Collins, Mrs. Deegan  
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'. 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. 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**, Mr. Edge, 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

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 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 secretary 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
- Newsletter that is published every other month
- 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](http://www.ngsd.k12.wi.us))

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. Additionally, students will not be released to individuals that are not guardians or listed on a student's emergency list. This includes middle school-specific activities (i.e. dances, lock-ins, etc.). Community members are welcome to schedule appointments to meet with school personnel.

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

## Food Service

### Meal Programs

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

#### Breakfast

Served: 7:45 – 8:00 am daily. Middle School Breakfast charge is **\$1.80.**

#### 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	\$3.10
Premium Student Lunch	\$3.75
Adult/Staff	\$4.45
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.**

## **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.

## **Tier 2**

Tier 2 is an opportunity for teachers and students to have access to one another for re-teaching opportunities. This time is set aside in the schedule. Tier 2 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.

## **Tier 3**

When students demonstrate a need beyond Tier 2, remediation is provided in Tier 3. Students work to reach proficiency on target learning outcomes in Tier 3. Students needing Tier 3 meet daily with an Interventionist.

## **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. Students will not be allowed to participate without tennis shoes. 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 – 108<sup>th</sup> Congress (IDEA of 2004).

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

~~5. Cell phones may be used during lunch, as long as the use follows the expectations spelled out above.~~

**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**

Dishonesty, or cheating, is defined as:

- copying from others;
- having or using notes, formulas or other information in either written or programmable calculator or other technology-based formats without teacher permission;
- having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information;
- taking an exam for another student;
- providing or receiving information about all or part of an exam;
- having or using a “cheat sheet” that is not specifically authorized by the teacher;
- altering a graded exam and resubmitting it for a better grade; and
- working together on a take-home exam unless authorized by the teacher of the class where the take-home exam is used.
- Plagiarism in papers and assignments includes, for example:
- giving or getting improper assistance on an assignment meant to be individual work;
- acting as a provider of paper(s) for a student or students;
- making up data for an experiment (“fudging data”); and
- citing nonexistent sources (articles, books, etc.).

Examples of other forms of academic dishonesty include:

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

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

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

### **Disciplinary Actions**

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

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

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

### **First Offense**

The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student, and permit the student to respond by providing a written or verbal statement of his or her viewpoint.

- The 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  
2023-2024

Appendix 4

**PBIS Matrix**

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



# NEW GLARUS HIGH SCHOOL



## STUDENT HANDBOOK 2023-2024





# *Introduction*



The following pages comprise the 2023-2024 Student Handbook. It is filled with information that is important for both students and parents.

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

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

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

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

# **Strategic Plan**

## **New Glarus School District**

### **Vision**

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

### **Mission**

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

### **Core Values**

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

### **Strategic Goals**

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



# *Welcome To New Glarus High School*



Dear New Glarus High School Students and Families,

Welcome to the 2023-2024 school year at New Glarus High School! We are looking forward to working with you this school year. New Glarus High School is a small school with big opportunities and our goal is to make sure all students are both college and career ready by the time of their graduation. When your student has finished high school, we want them to have the opportunity to pursue whatever path they desire. This school year is the next step in that journey.

If at any point you have questions, concerns, or would like to share any information with me, please do not hesitate to let me know or stop by the high school office. I look forward to a great school year!

Sincerely,

Jeff Eichelkraut, Ed.D.  
High School Principal

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

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

## **BOARD OF EDUCATION MEMBERS**

**Bill Oemichen..... President**

**Larry Stuessy..... Vice-President**

**Corrine Hendrickson..... Clerk**

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

**Cari Ann Muggenburg..... Director**

**Casey Umhoefer..... Director**

**Ron Roesslein.....Director**



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# 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
Matt Belknap	Middle/High School Spanish
Peter Bertling	Science
Rychia Bosman	Science
Mitchell Cernek	Dean of Students/Athletic Director
Cassidy Colby	Science
Rebecca Derke	Food Service Director
Amy Doefer	Middle/High School Band
Christy Douty	Special Education
Sadie Driscoll	Math
Nita Duerst	HR Financials
Dr. Jeff Eichelkraut	9-12 Principal
Cara Fitzgerald	English
Jonathan Goodness	Physical Education
Tamara Haight	Middle/High School Business Education
Melissa Holland	Special Education
Hanna Mielke	Middle/High School Agriculture
Ryan Lehman	MS/HS Family and Consumer Science
Rebecca Kuhl	English
Don Malaise	Technology Coordinator
Tammy Marty	Business Manager
Kathryn McBride-Moench	Middle/High School Librarian
Larry McGowan	Director of Buildings and Grounds
Jake Mihm	Industrial / Engineering
Angela O'Bel	Speech and Language
Jane O'Brien	Youth Apprenticeship Coordinator
Patrick Porwoll	English
Angie Rear	High School Building Secretary
Erin Russ	School Psychologist
Renee Setterstrom	Middle/High School Choir
Andrew Schulz	Middle/High School Band
Amy Schultz	Food Service
Lexa Speth	Social Studies
Jennifer Talarczyk	Director of Pupil Services
Kyland Taylor	History and Social Studies
Dr. Jennifer Thayer	District Administrator
Jerry Tordoff	History and Social Studies
Steph Way	9-12 Counselor
Sam Weinbrenner	Special Education
Karen Wenger	Math
Alison Winters Hanson	Middle/High School Art
Kayla Zimmerman	District Nurse
Emily Zuleger	Middle/High School German

## **ACADEMIC HONESTY**

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

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

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

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

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

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

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

### **Violation of Academic Honesty Policy**

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

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

- Plagiarism in written, creative, or oral work. (Plagiarism is using the language structure, idea and/or through another without acknowledgment of the source.)
- Giving or receiving unauthorized assistance on exams.
- Altering grades or other academic records, giving false information, or providing notes, signature, or other forged documents to school officials or teachers.

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- Submitting identical work in more than one course without the prior approval of the instructor. (Students may further develop previous work with prior approval of the instructor.)

## **Disciplinary Actions**

Any action taken with respect to cheating shall take into account

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

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

Cumulative Penalties shall be:

### **First Offense**

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

### **Second Offense**

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

### **Third Offense**

1. All penalties and procedures in first and second offense will be applicable under the third offense; plus the student
  - (a) Will be ineligible for position (title) of honor student at graduation.
  - (b) Will be ineligible for any scholarships controlled or sponsored by the District.
2. Penalties for the third offense will remain in effect for the student's entire high school career. Under the Academic Dishonesty policy, students will have the opportunity to earn back levels of eligibility and erase any prior violation of this policy. If a student remains violation-free for eighteen (18) calendar months from the completion of their last penalty, their last violation will be removed from their Academic Dishonesty record.

## ADMINISTRATION

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

## ADVISORS

9<sup>th</sup> Grade Peter Bertling, Jon Goodness, Tammy Haight, Becky Kuhl, Sam Weinbrenner, Alison Winters-Hanson

10<sup>th</sup> Grade Cara Fitzgerald, Melissa Holland, Ryan Lehman, Patrick Porwoll, Lexa Speth, Jerald Tordoff  
Emily Zuleger

11<sup>th</sup> Grade Matt Belknap, Jacob Mihm, Rychia Bosman, Sadie Driscoll, Karen Wenger

12<sup>th</sup> Grade Charlie Anderson, Amy Doefer, Christy Douty, Cassidy Colby, Kyle Taylor, Hanna Mielke

## 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

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writing for any reason by his/her parent or guardian prior to an absence for no more than a total of ten days in the school year. Examples of commonly requested absences are

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

### 3. Excused School-Related Absences

- (a) If a student knows they are going to be absent in advance for a school related function, they need to fill out an advanced make-up or blue sheet prior to the absence. Examples are
  - (i) Attendance at special events of educational value as approved by the Principal or his/her designee.
  - (ii) Approved school activities during class time.
  - (iii) In-school and out-of-school suspensions.
  - (iv) Expulsion from school
  - (v) Special circumstances that show good cause, which are approved in advance by the Principal or his/her designee.

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

All work and exams missed due to an anticipated absence must be completed according to school guidelines. All work and exams missed due to an absence other than an anticipated absence must be made up upon return to school. A guideline to follow is if teachers provide work for students to complete during an absence, the first day of work must be submitted on the first day that the student returns, the second day on the second day of return and so forth. 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.

"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

1st Hour-	8:00-9:02 a.m.
2nd Hour-	9:05-10:14 a.m. (breakfast break included)
3rd Hour-	10:17-11:19 a.m.
4th Hour-	11:23-12:25 p.m.
1st Lunch-	12:25-12:53 p.m.
General Lunch	12:53- 1:19 p.m.
5th Hour-	1:22-2:25 p.m.
6th Hour-	2:28-3:30 p.m.

## BULLYING PREVENTION, PROCEDURES, AND STUDENT ANTI-HARASSMENT

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

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. 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.

~~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 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

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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.

### **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.~~

### **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.

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- 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**

**CELL PHONES/COMMUNICATION AND LISTENING DEVICES**

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

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

1. The item must be given to the teacher without question or argument.
2. The item will be turned over to the Principal's office.
3. The first offense will be a reminder of appropriate use of technology from the Principal.
4. Subsequent offenses may result in a 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***.

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.

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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.

## **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.
- Posts on the New Glarus High School blog at [www.newglarushighschool.blogspot.com](http://www.newglarushighschool.blogspot.com).
- A school newsletter called, "The Glarner" that is published once every trimester.
- 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, after school detention, removal from class, a suspension, or expulsion. When a detention is issued, it is the responsibility of the student to notify their parents. Students have 24 hours to make arrangements. It is the student's responsibility to follow through with detention arrangements. When a suspension that excludes a student from school is issued, he/she may not be in the school building or on school grounds during the suspension. When state statutes are violated, the police will also be notified. The school board will be involved in cases where the health and safety of others is concerned.

### **Removal from Class**

If a teacher finds it necessary to remove a student from class and send him/her to the office, the student is to report immediately to the office. The teacher will give the office/Principal a telephone call. The student will write a plan to change the behavior. Parents will be notified. Offenses will be treated in the same manner as other discipline matters listed above. Repeated violations may result in the offending student being dropped

from that class and placed in an alternative educational setting as established by the District's Code of Classroom Conduct.

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

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

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

## **DRESS CODE AND STUDENT APPEARANCE**

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;
- 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 ~~and purchase of a parking pass~~, will receive a designated parking stall. 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 day through Family Access or by contacting the office.

## **EXTENSION OF SCHOOL**

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

## **EXTRA-CURRICULAR ACTIVITIES**

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

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

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

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

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

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

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

### **Personal Conduct**

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

### **Transportation Regulations**

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

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

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

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

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

## **Awards**

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

## **Special Eligibility Rules**

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

## **ACADEMIC ELIGIBILITY**

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

Failure to maintain academic eligibility will result in the immediate suspension of the student from the sport or activity. An athlete who is academically ineligible to compete in meets or games will be required to attend practices while under suspension. If after twenty-two (22) school days (from the date grades are posted) the student's grades have improved, reinstatement will occur.

## 2023-2024 Return to Play Dates

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

Sport	Boys Soccer	Girls Volleyball	Football & Cheerleading	Cross Country	Girls Swimming
Minimum Ineligibility Period: 21 Days or	8 games	5 meets	3 games	4 meets	5 meets
Student Regains Eligibility on this Date or After Sitting Out the Required Number of Events	Sept. 14	Sept. 14	Sept. 9	Sept. 14	Sept. 8

**Winter – TBD**

**Spring – TBD**

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

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

### Attendance Eligibility

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

Students must be in school by the beginning of 3rd hour in order to compete in the athletic contest or extracurricular event that evening. Extreme emergencies can be an exception at the discretion of the Principal and the Athletic Director.

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

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regards to illness, the student must be in school the second half of the day to be eligible for practice. The ~~Principal~~ Athletic Director will inform the athlete when his/her excused absences are up. In the cases of dental, medical, and driver's license appointments, all students are required to bring a note from the doctor, dentist or driver examiner verifying their absence. These do not count as one of the absences once the verification note is received.

Any unexcused absences from any part of the school day will prohibit the student from practicing or participating in any co-curricular event after school. If the student is more than ten ~~(10)~~ (20) minutes late for school or class and it is unexcused, it will count as an unexcused absence. Also, if an event is scheduled for a non-school day a student who is unexcused for the day before that event will be unable to participate in the event or contest.

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

## **Offenses**

### **Minor Offense**

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

### **Major Offense**

A Major Offense would include:

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

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2. Attendance at family gatherings, including weddings, where alcoholic beverages are available to people over 21 years old and the student does not consume alcoholic beverages.
3. A student will not be considered in attendance at a gathering if they simply arrived to provide a ride to a friend in need of transportation. This purpose must be verified by the student's parents and the person that received the ride. The student may not enter the location, but simply call for the individual to come to the vehicle.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If the student is a member of an extra-curricular 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 seven (7) week penalty. If the violation occurs over the summer, the seven (7) week penalty will begin with the next event that the activity performs, or the first day of school, whichever comes first.

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

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

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

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

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

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

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

### **Carry-Over Policy**

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

### **Earning Back Levels of Eligibility**

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

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

### **The Appeal Process**

If a student or parent is dissatisfied with the decision made by the Athletic Director or Principal, they may appeal that decision in writing to the Athletic Director or Principal within three (3) days after being informed of the decision. The Athletic Director or Principal or Athletic Director 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 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 extra-curricular 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 during your freshman year, .5 credits of Employability Skills during your sophomore year and 9 elective credits. (17 required credits and 11 elective credits for a total of 28 credits). Students must also have some training in the area of Personal Finance prior to graduation.

## **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.

## **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 (TBD)**

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

### **Breakfast**

Served daily as part of second hour.

### **Lunch**

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

## **NATIONAL HONOR SOCIETY**

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

- Scholarship: a minimum of 3.400 Cumulative GPA.
  - Once selected, a student must maintain a minimum of 3.200 GPA to remain in NHS.
- 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 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. Throughout the year, students will have behavior lessons called CoolTools, shown to them during the Knightly News. Students will also be rewarded with Knight Kash for positive behavior, which can be redeemed through prize drawings or through the Knight Store.

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.

## **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 get a new one 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 Mrs. Way.

## **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:

Students who are late to school for the first 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 opposite of lunch. 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 see and make their requests for 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. 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.

## **WEAPONS ON SCHOOL PREMISES**

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

Any student violating this policy shall be subject to penalties outlined in state and federal law including possible expulsion, and mandatory referral for expulsion from school for possession of a firearm. Parents/guardians and

law enforcement officials will be notified when this policy is violated. Weapons will be confiscated by the District or by law enforcement officials, as appropriate.

## **WORK STUDIES**

Students who are involved in work studies 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.
- ☐ 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 person, etc.

### **System Security**

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

### **Inappropriate Language**

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

### **Respect for Privacy**

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

### **Respecting Resource Limits**

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

- ☐ Users will check their 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.
- ☐ Students should seek instruction from their parents if there is additional material that they think would be inappropriate to access. The District fully expects that students will follow their parent's instructions in this matter.

## **Your Rights**

### **Free Speech**

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

### **Search and Seizure**

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

### **Due Process**

- ☐ The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through NGSD.

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

### **Limitation of Liability**

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

### **Personal Responsibility**

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

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

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

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



Dear Governor Evers, Speaker Vos, Assembly Democratic Leader Neubauer, Senate Majority Leader LeMahieu, Senate Democratic Leader Agard, and members of the Assembly and Senate of the State of Wisconsin:

The time to fund public education is now. The public education community and citizens from all over Wisconsin have been very clear on our needs:

1. Revenue limits must substantially increase to *at least* \$1,000 over the two years of the biennial budget. We must keep up with inflationary increases.
2. The mandated services for serving our students with disabilities needs to increase and be reimbursed *at least* 60%. We believe that this will not only positively impact our students with disabilities but will also allow for more local flexibility to address student needs.
3. We must fund services through widely accessible and noncompetitive means to serve the diverse needs of our school districts, including mental health supports, school nutrition, bilingual supports, services for students living in poverty, our rural students (including low revenue limit districts), and we must have the quality staff to meet student needs.

The time to fund public education is now. No more politics. The time is now.

We, the undersigned community representing public education, advance these items so we can provide every student from every corner of this great State with the quality public education they deserve.

**If willing, please sign on by April 14th**

Sun Prairie Area School District Board of Education and Administration  
Dodge Land School District Board of Education and Administration  
Monticello Board of Education and Administration  
Mount Horeb Area School District Board of Education and Administration  
Parkview School Board and Administration  
Verona Area School District Board of Education and Administration  
Marshall Public Schools Board of Education and Administration  
Whitewater Unified School District School Board and Administration





# Frantz Law Group, APLC

Social Media Litigation

# Social Media Litigation: Everything You Need to Know

Over the past three years, Frantz Law Group attorneys and staff have been working tirelessly representing nearly 1,000 school districts across the country against JUUL Labs, Altria and other named defendants to hold them accountable for the youth vaping epidemic that is impacting our nation. As a result of our efforts, along with other law firms, a proposed settlement was reached with JUUL Labs and its Founders, Directors and Board Members in December 2022. You can read further about this proposed settlement:

[JUUL agrees to pay \\$1.2 billion in youth-vaping settlement - Bloomberg News | Reuters](#)

Despite the proposed settlement with JUUL Labs, Inc. et al., we continue our litigation against Altria and other defendants for the vaping epidemic. There is another challenge being faced by school districts that needs to be addressed now: the mental health crisis of students that has been caused by social media companies. We see children constantly using these platforms, at home and at school, often to the point of developing a severe addiction. Inadequate age verification measures, insufficient parental controls, targeted algorithms, constant notifications and endless scrolling have been designed to addict students.

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The United States Surgeon General has declared a national advisory on the youth mental health crisis, blaming social media, in part, for the growing number of youths experiencing depression, anxiety, and other mental health challenges. You can read the full report [HERE](#). The CDC National Youth Risk Behavior Survey found that the rate of teen depression rose by more than 60% between 2011 and 2018.

# Social Media Litigation: Everything You Need to Know

Frantz Law Group has commenced litigation on behalf of public entities, such as school districts, against Meta, TikTok, Snap, and YouTube as well as other social media companies. This lawsuit alleges that these companies have caused a mental health crisis among children and teenagers that is marked by higher proportions of anxiety, depression and thoughts of self-harm, all of which severely affect their ability to succeed in school.

Many children and teenagers spend an inordinate amount of time scrolling through Meta, Instagram, TikTok and other social media platforms, where they are subjected to often harmful and exploitative content that encourages disordered eating, unhealthy social comparison and cyberbullying.

As a result of this harmful content, students are experiencing anxiety, depression, and other mental health issues. Students performing worse in school, are less likely to attend school, are more likely to engage in substance use and to act out somewhat violently, all of which affects a public entity's ability to fulfill its educational mission.

# **How will filing a lawsuit against social media companies benefit your public entity?**

Suing social media companies provides public entities the opportunity to recover financial reimbursement for the expenses the public entities have incurred because of the youth mental health crisis. Some entities have spent thousands of dollars, countless hours, and other important resources to implement or adjust their methods of supervising students, disciplining student behavior, and assisting addicted students who are constantly accessing social media platforms on school property. Even if your public entity has not yet expended substantial resources to deal with this problem, investigating claims and potentially filing a lawsuit can assist to obtain the “future damages” to mitigate the social media-caused mental health crisis present in your public entity.

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Beyond the opportunity for financial recovery, public entity participation in this litigation is critical. Social media companies have targeted children with addictive and harmful products that feature no warnings or instructions for safe usage. Public entities have been especially impacted and are in a unique position to take a stand against this misconduct. Public entities joining together in this litigation will play a pivotal role in holding social media companies accountable and sending the message to these companies that profits should not be prioritized at the expense of children’s health and safety. Social media companies need to be held accountable for the harm they are causing and should provide schools with financial resources to mitigate this mental health crisis on the front lines.



## Frantz Law Group has trial-tested their extensive experience securing landmark verdicts and settlements\*

- **\$13.5 billion** -against Pacific Gas & Electric (PG&E) in 2020 on behalf of thousands of victims harmed in the 2017 and 2018 Northern California wildfires (Frantz Law Group represents 4,500 clients of approximately 40,000 victims). Mr. Frantz played an integral role in obtaining this landmark settlement.\*\*
- **\$1.8 billion**-against Southern California Gas Company in 2021 (Frantz Law Group represents 8,202 clients of approximately 35,000 victims)\*\*
- **\$1.2 billion**-pending settlement against JUUL Labs, Inc. in December 2022 (Frantz Law Group represents nearly 1,000 clients of 1,400 school districts)\*\*
- **\$800 million**-against MGM Resorts International on behalf of victims of the 2017 Las Vegas Shooting at Mandalay Bay (Frantz Law Group represented 201 clients of approximately 586 victims). Mr. Frantz played a very important part in achieving this historic settlement.\*\*
- **\$580 million**-catastrophic injury/wrongful death in various types of personal injury claims and tractor trailer crashes

*\*Results in other matters do not constitute a guarantee, warranty, or prediction of the outcome of your legal matter. Results are dependent on the facts of each case, and the results may vary based on different facts.*

*\*\*This is the amount recovered by all victims as part of a collective settlement. Under the settlement terms, each plaintiff's recovery is determined based on various factors. These amounts are not the totals recovered by Frantz Law Group clients.*

*James P. Frantz, Esq. approves the content of this document.*

# Frantz Law Group Social Media Litigation Attorneys



James P. Frantz's 43 years of legal experience includes litigating catastrophic injury claims, tractor-trailer collisions, amusement park accidents, products liability, motorcycle, and automobile collisions, aviation accidents, fire and explosion related injuries and wrongful death claims, mass transit accidents, construction accidents, industrial accidents, complex business disputes, class actions, and mass torts. Mr. Frantz currently serves on the Plaintiffs' Steering Committee for the Porter Ranch Gas Leak litigation (one of the largest mass tort lawsuits in U.S. history), as well as the Plaintiffs' Steering Committee in the wildfire litigation against Pacific Gas & Electric (PG&E) and Southern California Edison (SCE).

The Daily Transcript honored Mr. Frantz as one of the Top 10 Attorneys. Mr. Frantz has been nominated for Top Attorneys in the insurance and personal injury category 2010 – 2023. Mr. Frantz has also been honored as a Super Lawyer and Tier One Best Lawyers of America for 15 consecutive years.

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Mr. Frantz is a cum laude graduate of the University of California at Santa Barbara and a graduate of Thomas Jefferson School of Law. He represented the San Diego County Bar Association as a Delegate to the State Bar of California and has served as a Special Master for the State Bar of California for the past 30 years. He has also been an Arbitrator for 30 years. He is a Master of the William B. Enright Chapter of the American Inns of Court. He is a Fellow and Associate of the prestigious American Board of Trial Advocates and is AV rated by Martindale-Hubbell.

- **\$55.4 million jury verdict\***-awarded to the families of four Marines who were killed as a result of the negligence of San Diego Gas & Electric Utility (no pre-trial offer was made by defendants).
- **\$223 million jury verdict\***-awarded in a professional negligence case (top pretrial offer was \$100,000).
- **\$18.5 million verdict\***- Mr. Frantz's expertise was sought by Congress where he testified as a product liability expert with respect to the litigation he prosecuted against a drug manufacturer in which he won (with co-counsel) an \$18.5 million verdict. Within months of Mr. Frantz's congressional testimony, the product was banned by the federal government due to significant safety concerns.

*\*Reduced and appealed; resolved for a confidential amount*

# Frantz Law Group Social Media Litigation Attorneys



William Shinoff is a trial lawyer at Frantz Law Group and specializes in litigating complex litigation and mass tort cases on behalf of public entities across the country. Mr. Shinoff attributes his love and passion for the courtroom to his family roots in the legal profession. Prior to joining Frantz Law Group, Mr. Shinoff represented School Districts and Public Entities throughout Southern California at one of the premier Public Entity law firms in Southern California. During his nine years representing public entities, Mr. Shinoff litigated matters in both state and federal court throughout California. Currently, Mr. Shinoff is the lead attorney for Frantz Law Group representing nearly 1000 public entities across the country against Juul Labs, Inc. and Altria in youth vaping litigation.

Mr. Shinoff's unique defense background enables him to deal with large corporate entities and big insurance companies and navigate through the smoke and mirrors of insurance company Bureaucracy. Mr. Shinoff strives to take a hands-on approach with his clients and makes sure they are completely satisfied and comforted throughout the litigation process.

Mr. Shinoff began his undergraduate studies at the University of Miami, Florida and completed his education at the University of Victoria, British Columbia where he obtained a bachelor's degree. Following university, he graduated cum laude from California Western School of Law where he was an associate editor on the Law Review Journal. He is admitted to practice law in California and Texas.

# Frantz Law Group Social Media Litigation Attorneys



Regina Bagdasarian graduated magna cum laude from California Western School of Law where she served as Editor in Chief of California Western Law Review. Recognized for her excellence in legal research and writing, Ms. Bagdasarian served as an editor and researcher for an amicus curiae (friend of the court) brief submitted to the United States Supreme Court regarding the Alien Tort Statute and Torture Victims Protection Act. Ms. Bagdasarian was also a member of the Moot Court Appellate Team where she was recognized for expertise in written and oral advocacy.

In her current practice, Ms. Bagdasarian focuses on complex matters involving nuanced analysis and application of the law. She is committed to zealous advocacy on behalf of the firm's clients.

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Prior to attending law school, Ms. Bagdasarian worked extensively in product development, marketing, and international brand management. This unique combination of legal training and business experience provides Ms. Bagdasarian with both the legal acumen and practical experience with which to assess legal issues and implement strategies for success. Ms. Bagdasarian brings a combination of creativity, tenacity, intellectual curiosity, and attention to detail to every client and case.

# Frantz Law Group Social Media Litigation Attorneys



Ed Chapin is an accomplished trial lawyer, who during his illustrious legal career, he has taken upwards of 100 cases to trial in federal and state courts.

Recent noteworthy trials in which Ed was the lead counsel include a civil lawsuit, where 22 female plaintiffs across the U.S. alleged the website's owners, operators and associated businesses exploited them after answering modeling advertisements on Craigslist. Ed and his team obtained a \$20 million plus award after a 99-day bench trial in California Superior Court.

In 2018, Ed obtained a \$5.4 million jury verdict and award of attorney fees for Beth Burns, the winningest women's basketball coach in San Diego State University's history. Ed's litigation acumen in this public jury trial that focused on SDSU's Title IX violations highlights how even the most powerful institutions can be made to take responsibility for the damage they cause to individual's careers and overall wellbeing.

Previously, Ed was lead counsel for the chemical manufacturer involved in the noteworthy toxic tort litigation featured in the academy award winning movie, the *Erin Brockovich Story*. This case involved over 4,000 plaintiffs who claimed personal injury and wrongful death attributed to exposure to toxins at 3 sites in southern and central California.

# Frantz Law Group Social Media Litigation Attorneys



Prior to joining Frantz Law Group, George Stiefel III was trusted with advising the top judges in the State of New York. He clerked at New York's highest court, the Court of Appeals, for two years, gaining valuable insight into the thinking process of judges. Prior to that, he clerked at the New York State Supreme Court, Appellate Division. After clerking, Mr. Stiefel joined the New York State Executive Chamber and was quickly appointed as Freedom of Information Law Counsel, a senior staff position in the Governor's office.

These prior experiences have uniquely armed Mr. Stiefel with substantial knowledge and experience in a broad array of many substantive areas of law and a diverse set of skills. He has successfully parlayed these skills and experience to private civil litigation practice. He takes pride and passion in assisting the firm's clients in obtaining a successful resolution of their claims through trial or settlement. His law and motion skills are unparalleled.

# Frantz Law Group Social Media Litigation Attorneys



Jade S. Koller is a trial attorney at Frantz Law Group with extensive civil litigation experience including catastrophic personal injury, wrongful death, fiduciary disputes, contract disputes, and mass tort cases. Ms. Koller plays an integral role in representing public entities across the United States in the JUUL multidistrict litigation. Ms. Koller also spent several years defending major insurance companies in personal injury matters, which provides her a full perspective into the litigation process on both sides.

Ms. Koller graduated from the University of Kentucky where she received a B.A. in Political Science, and she received her law degree from Washington University in St. Louis Law School. Ms. Koller is licensed in California, Illinois, Missouri, and Kentucky.

# Frantz Law Group Social Media Litigation Attorneys



Kristina Aghazaryan is an attorney at Frantz Law Group. Frantz Law Group specializes in litigating complex catastrophic personal injury, wrongful death, and mass tort cases. Ms. Aghazaryan was instrumental in the JUUL Vaping Litigation in which Frantz Law Group represented nearly 1,000 School Districts and Public Entities.

Kristina has a B.A. from the University of California, Irvine, where she majored in Psychology and Social Behavior. She received her J.D. from Thomas Jefferson School of Law in San Diego, California. During her time in law school Kristina was the President of the Student Bar Association and Chair of Moot Court Honor Society.

# Social Media Litigation FAQ's



# Frequently Asked Questions

- What legal claims do public entities have against social media companies?

Cases against social media companies involving public entities are based on a cause of action, this is, legal theory known as “public nuisance”. Public nuisance allows both government and private entities to hold companies liable for unique damages incurred as a result of the companies’ conduct. This cause of action has been successfully utilized by government and private entities to redress several similar public health epidemics, most notably the JUUL e-cigarette epidemic, current opioid crisis, and the original tobacco litigation in the 1990’s. Social media companies have caused a youth mental health crisis that has significantly impacted schools. Utilizing the public nuisance liability theory allows public entities to hold social media companies accountable for their conduct and the damage caused.

- How much of our staff’s time will this take up?

This is difficult to predict with certainty, but we anticipate minimal inconvenience and interruption. We understand that your school administrators are extremely busy, so we will do everything we can to make this process as efficient as possible. Because we anticipate your case may be consolidated in the Multidistrict Litigation (MDL) for pre-trial coordination, most of the litigation efforts will focus on issues common to all litigants. There will be some case-specific discovery in the MDL, but that would be mostly in the form of written discovery and document production. Given the expected large number of cases filed in MDL, the number of cases selected for more in-depth discovery and trials is usually relatively small. However, if your case is selected for trial, more in-depth discovery would occur in the form of depositions of key administrators.

- What are the costs/risks for public entities participating in this litigation?

Frantz Law Group will work on a contingency fee basis, meaning you are not required to pay any legal fees or expenses unless there is a financial compensation. All expenses associated with pursuing this claim will be advanced by the legal team. If there is a recovery Frantz Law Group will be reimbursed for expenses and fees out of the amount of recovery. If the case is not successful, the public entity will not owe Frantz Law Group for any legal fees or expenses whatsoever.

# Additional Resources to Review

US Senators blast Big tech and called for the passage of federal legislation to regulate tech platforms in the midst of a mental health crisis among young Americans.

[Senators blast Big Tech companies over kids' safety amid renewed push for legislation - CNN](#)

Frantz Law Group contract was approved to provide services in connection to pursuing claims for damages associated with social media litigation.

[HPS to offer open campus with restrictions | News | tahlequahdailypress.com](#)

Former Meta product manager testifies before congress and reveals internal research by Meta that shows the company was aware of how harmful their programs are to the mental health of child users, teenage girls in particular.

[Frances Haugen Written Testimony.pdf \(mcusercontent.com\)](#)

Fourteen-year-old Adriana Kuch could not bear the humiliation after she was attacked inside her New Jersey high school and the clip of the assault was posted to TikTok.

[After Teen's Suicide, a New Jersey Community Grapples With Bullying \(yahoo.com\)](#)

# Social Media Litigation

We would be honored to represent your public entity in this matter.

**Please review and sign up by using our electronic Sign-Up Packet:**

[FLG Social Media Litigation](#)





# Frantz Law Group

A Professional Law Corporation  
TRIAL ATTORNEYS



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Honolulu, HI 96813  
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- O. Revise the School Transportation Policy to Expand Pickup and Dropoff Zones to Child Care Programs in the Village of New Glarus Beyond the Current Hazardous Zones 224

Book	Policy Manual
Section	8000 Operations
Title	TRANSPORTATION
Code	po8600
Status	Active
Adopted	March 13, 2017

## 8600 - **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency. The District will make an attempt to have a bus stop accessible, within a reasonable distance and no increase in cost to the district, to all regulated (State licensed or County certified) child care providers located less than 2 miles from the School Buildings.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being.

### © Neola 2015

Legal 120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

# Transportation Department Overview

## 10-2022

Updates 4/2023

### 1. Routes

- a. 5 routes outside of the village,
- b. 1 route in-town, is also the shuttle all the year - boy's soccer in fall, wrestling in winter, girl's soccer and track in spring (see section 5)
- c. Safety is the first consideration in planning routes
  - i. Doors open to the right, and students not crossing the road
  - ii. Fewest turnarounds, backup areas
  - iii. Avoid cul-de-sacs, dead ends, and private roads as much as possible
  - iv. Keep routes to under an hour and half
    1. Longest route now is about an hour and 40 in good weather
- d. When we close school for weather, consider the roads our buses travel - narrow, curvy, and hilly
  - i. Cannot meet another bus, tractor, or truck on some roads without someone stopping or going into a driveway
  - ii. Sight lines are limited in some areas

### 2. Drivers

- a. Regular
  - i. Six drivers
  - ii. Avg age is 64
  - iii. One already retired but came back to help us because we are short drivers
  - iv. Regular drivers do AM and PM routes and are the first called for field trips and sports trips
  - v. Need to have flexible schedules
  - vi. Two are dedicated during the day for the 4K drop off and pick up routes - cannot be used for field trips during the day
  - vii. Currently down one driver due to a medical issue - (also see section 8)
    1. Subbing for every route is a different driver - inconsistency for families is a problem
  - viii. One driver is retiring this spring because his license expires
    1. Will be reducing routes for the fall
    2. Result will be increased ridership on all buses
- b. Subs
  - i. Six subs

- ii. Three are full-time staff members - two are teachers, and one is on custodial/maintenance staff
  - 1. If we use teachers for routes, have to cover classrooms for - NOT ideal for instruction
  - 2. Pay overtime for hourly
  - 3. Some are willing to do routes alone, but a couple prefer an additional staff member if they drive a route
- iii. Other three are community members who have full-time jobs and can only assist when not working
  - 1. One can only drive after 4:00PM - only events
  - 2. One can only drive on his days off - works 24 hours shifts in Madison - can do a route or an event
  - 3. One can flex a bit for evening runs, but will only do events, not a route
- iv. If a sub is needed for a route, first ask our school staff to cover as they are in town and at school
  - 1. If none are available, the other three subs are called

### 3. Events

#### a. How they are requested

- i. Athletics
  - 1. Usually through the team schedule/calendar
  - 2. AD confirms times, places, etc
- ii. Field Trips
  - 1. Through Field Trip Request Google Form
- iii. Other
  - 1. Special Ed transportation is scheduled between Student Services and Transportation.
    - a. Utilize van drivers (non-CDL) employed by the district and Special Ed Aides

#### b. How they are scheduled

- i. Seniority of route drivers
  - 1. Secretary calls senior drivers first then goes down the list
- ii. Sub drivers
  - 1. Whoever is most senior and available per their schedules
- iii. Anyone else who might be available
  - 1. Sometimes have to call Belleville or Monticello to see if we can use a driver/bus for an event

#### c. Field trip events

- i. Have required trips to be between 8:00-3:00 because we are short drivers
  - 1. MUST be back to be able to cover routes
- ii. Impacted the large group music festival
  - 1. Only MS could attend the conference competition
  - 2. HS will need to attend in Monticello

- iii. Have contacted bus companies to help
  - 1. Cost prohibitive -
    - a. Example is 5th grade trip to Chicago - over \$3,000 just for the bus as the cheapest option

Examples of transportation schedule, not including routes:

34						
35	Event	Location	Leave Time	Driver	Notes	
36	HS PE Class	Edelweiss	1:22 - 2:25	Lienhardt	1 bus #35	
37	MS Cross Country Invitational	Mt Horeb	2:40	Nealis	2:25 Monticello Pick-up; 2:40 NG Pick-up #31	
38	BLUE DOLPHIN		PM ROUTE	Ready	For AI #35	
39	Volleyball	Wis Heights		Zimmerman	Van # 12	
40	JV Varsity Volleyball Game	Wisconsin Heights	3:40	Lienhardt	#27	
41	ORANGE GIRAFFE		PM ROUTE	Darrow	For Sam #36	
42	MS Volleyball	Wisconsin Heights	3:00	Stuessy	#29	
43	Soccer Game	River Valley	2:15	Gentili		
44	Swim Practice	Monroe	6:00	Mellem	#16	
45	NR Cultivate	Cultivate	DO 8:30 PU 3:30	Hustad / Mellem	#16	
46	HH	UW Hospital	DO 8:00 PU 2:00	Babler		
47	FB	Common Threads	DO 8:30 PU 2:30	Babler		
48						

16						
17	Event	Location	Leave Time	Driver	Notes	
18	FFA	Spring Grove Dairy	7:30 - 3:00	Kearns	Van # 10	
19	4th Grade Field Trip	Spring Grove Dairy	8:00 - 3:00	Schepp	70 students - 2 buses #31	
20	4th Grade Field Trip	Spring Grove Dairy	8:00 - 3:00	Stuessy	70 students - 2 buses #29	
21	Blackhawk		12:00	Engelke	Van #14	
22	JV Varsity Volleyball	Marshall	3:45	Zimmerman	Van #12	
23	JV Varsity Volleyball	Marshall	3:45	Lienhardt	#27	
24	Blue Dolphin		PM ROUTE	Nealis	For AI #35	
25	JV Varsity Soccer	Belleville	3:45	Engelke	#40	
26	Swim Meet	Monroe	4:15	Mellem	Van #14	
27	NR Cultivate	Cultivate	DO 8:30 PU 3:30	Klassy		
28	HH	UW Hospital	DO 8:00 PU 2:00	Babler		
29	FB	Common Threads	DO 8:30 PU 2:30	Babler		
30						

#### 4. Schedule

- a. All bus and van requests get put on the Google Calendar seen above
  - i. Unfilled events get highlighted in yellow
  - ii. Special Ed is highlighted in pink
  - iii. Belleville coverage is highlighted in blue
    - 1. Belleville sometimes uses our driver resources as well
    - 2. Twice this year so far

#### 5. Athletic Co-ops Transportation

- a. Co-ops mean drivers bring our athletes to Belleville, Monticello, and Monroe daily for practices and games
  - i. New Glarus shuttles for Co-Ops
    - 1. Fall
      - a. Boys' Soccer - Belleville
      - b. Swim - Monroe
    - 2. Winter
      - a. Wrestling - Belleville
      - b. Hockey - Monroe
    - 3. Spring
      - a. Softball - Monticello

- b. Track and Field - Belleville
- c. Girls' Soccer - Belleville
  - i. Try to combine Track and Soccer, but don't all practice at the same time, too many students on a bus
  - ii. Last Spring we had 2 pickup shuttle times in Belleville

## 6. Buses

- a. 14 Buses
  - i. 6 Route Buses
  - ii. 6 Trip Buses
  - iii. 2 Small Buses for 4K pickup and dropoff
    - 1. One is small bus and is inoperable at the moment
    - 2. Determining cost concerns for maintenance
  - iv. Capacity of regular buses
    - 1. 24 seats total
    - 2. 72 passengers, technically, if three to a seat
      - a. Not feasible with MS and older
    - 3. Cannot use back row for safety purposes - rear collision
    - 4. Can transport approximately 60 passengers or less safely
    - 5. Regular routes are at about 50 or greater without adding the in-town stops on the remaining four routes buses
    - 6. In-town route is at capacity with 72
- b. We use Nelson's for Bus Maintenance
  - i. Advantage
    - 1. Dealer we have our lease with
    - 2. Will come onsite if necessary
    - 3. Have had a long-standing relationship and do a good job
  - ii. Disadvantage
    - 1. Long mileage to the garage
    - 2. Usually have at least one bus out for maintenance at any given time - sometimes routine (oil change, fluids, etc.), sometimes specific maintenance items such as brakes, hoses, etc.
- c. We use Rosen for Van Maintenance
- d. One of our drivers also provides some maintenance
  - i. Replace fuses, lights, wipers, etc.
- e. LifeSpan of Buses
  - 1. The district buys 5 new buses every 5 years
    - a. The new buses become route buses, the old buses become trip buses, the oldest buses are used for trade-in

- b. Because we did not drive during the COVID leave, we may be able to get an extra year or two out of our buses

- 2. Our current fleet could last another 1-2 years

- a. Advantage

- i. Save the District money

- b. Disadvantage

- i. Maintenance costs

7. Overall

- a. This is a full-time job to keep the wheels all turning daily

- i. Cassie and Laura are on call from 5:00 in the morning until all buses are back from events

- b. We are on thin ice with driver capacity

- i. What are we to do if a driver gets injured or sick and cannot drive long term?

- c. Luckily, we have not had to cancel bus routes due to driver or bus shortages like other districts

- d. If we can continue for the next one to two years with the current fleet, can save the district funds



Dear Laura and Jen,

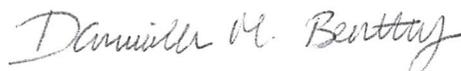
After much contemplation, I have made the difficult decision to resign from my position as a speech-language pathologist in the New Glarus School District at the end of the 2022-2023 school year. While I have truly enjoyed my time in New Glarus, my heart has been pulled to stay home with Maya while she is young.

I am incredibly grateful for the time I have spent here. Working with the students, families, and staff has been a rewarding experience, and I have learned so much from all of you. I am proud to say that I am a Knight. I have been inspired daily by hard-working, dedicated teachers and administrators who truly care about the students they serve.

Please know that I am committed to making this transition as smooth as possible. I will assist in any way I can to ensure that my caseload is transitioned to another SLP and that my students and their teachers have the support they need during this time.

Thank you for the opportunities, support, and guidance you have provided during my time with you. I will always cherish the memories and experiences I have had in New Glarus, and I hope to stay in touch in the future.

Sincerely,

A handwritten signature in cursive script that reads "Danielle M. Bentley".

Danielle Bentley, MS, CCC-SLP

Bailey Wilson  
535 S. Sixth St.  
Evansville WI, 53536

March 6, 2023

Laura Eicher  
New Glarus Elementary School  
1420 2nd St  
New Glarus, WI 53574

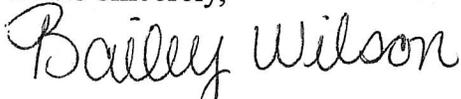
Dear Laura,

Please accept this letter as formal notice of my resignation from my position as fifth grade teacher at New Glarus Elementary. My last day of employment will be Friday, June 30, 2023.

Thank you for giving me the opportunity to work in this position for the past year. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me and everything I have learned. The distance/commute between the school and my new house is unfortunately quite large.

Thank you again for the opportunity, and I wish you and all of NGSD the best for the future.

Yours sincerely,

  
Bailey Wilson

4-3-23

New Glarus school board members  
New Glarus school administration

Formal letter of retirement/resignation.

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I hereby give my formal notice to you of my final day of employment of June 8 2023 to the New Glarus School district as I am retiring.

Best regards, Ann Klassy

*Ann Klassy*



**New Hire Board Approval  
03-15-2023**

**Name:** Dennis Haak  
**Position:** High School Cross Country Head Coach  
**Percentage of employment:** varies  
**Term of employment:** 2023 Fall Season  
**Pay rate:** \$2560

**New Hire Board Approval  
April 10, 2023**

**Name:** Kurt Campbell  
**Position:** Groundskeeper  
**Percentage of employment:** varies  
**Term of employment:** Seasonal (April – October)  
**Placement on Wage Chart:** Custodian/Maintenance, Step 4

**New Position Board Approval  
04/10/2023**

**Name:** Zackary Colby  
**Position:** Middle School Phy Ed / Health Teacher  
**Percentage of employment:** 100%  
**Term of employment:** 2023-24 school year  
**Placement on Salary Grid:** BA, Level 16

VII. **DISCUSSION ITEMS**  
A. April 4th Election Results

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**OFFICIAL NEW GLARUS SCHOOL BOARD - SPRING ELECTION**  
**April 4, 2023**

Canvassing of the Election Results took place April 6, 2023 at 10:00 a.m. -High School Teaming Room

SCHOOL BOARD CANDIDATE:	Village of	Adams	Exeter	Montrose	New Glarus	Perry	Primrose	Washington	York	TOTALS:
	New Glarus	Township	Township	Township	Township	Township	Township	Township	Township	
Heather Thornton	477	10	53	0	303	5	88	1	103	1040
Jenny Julseth	419	8	60	3	335	7	85	7	94	1018
Casey McCoy	469	9	71	3	329	2	83	9	111	1086
Cassie Ballweg	526	7	71	3	370	10	95	8	124	1214
<b>TOTALS:</b>	1891	34	255	9	1337	24	351	25	432	4358

***\*Zero registered write-in candidates.***

## NGSD Operating Referendum Results - April 4, 2023

	<b>YES</b>	<b>NO</b>
<b>Village of New Glarus</b>	549	325
<b>Adams Township</b>	9	6
<b>Exeter Township</b>	73	58
<b>Montrose Township</b>	3	0
<b>New Glarus Township</b>	386	287
<b>Perry Township</b>	12	11
<b>Primrose Township</b>	96	119
<b>Washington Township</b>	4	6
<b>York Township</b>	119	89
<b>TOTALS</b>	<b>1251</b>	<b>901</b>

*\*Operating Referendum passed.*

- B. Operating Referendum Recap
- C. Facility Projects Update - High School and Elementary School
- VIII. **ANNOUNCEMENTS**
- IX. **FUTURE AGENDA ITEMS**
- X. **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**
  - A. April 24, 2023 - Reorganizational Meeting - 7:00 p.m.
  - B. April 24, 2023 - Discussion & Regular Board Meeting - 7:00 p.m.
  - C. May 8, 2023 - Discussion & Regular Board Meeting - 7:15 p.m.
- XI. **CLOSED SESSION:** The Board of Education will entertain a motion to convene in closed session pursuant to s. 19.85 (1) (c), (e), and/or (g) Wis.Stats, as appropriate, to discuss, 1. 2023-24 Administrative Salary Increases and 2023-24 Other Salary/Hourly Staff Salary Increases, and 2. Discuss bargaining reasons to negotiate an access point connection on Windlach Street. The Board may take action that is necessary and appropriate in closed session. Thereafter, the Board will entertain a motion to reconvene into open session. The Board may take further action that is necessary and appropriate. The Board will then entertain a motion to adjourn.
- XII. **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.