

**GRANTON AREA SCHOOL DISTRICT
217 NORTH MAIN STREET
REGULAR SCHOOL BOARD MEETING
MONDAY, JULY 12, 2021 @ 6:45 PM
GRANTON SCHOOL CENTRAL GYM**

Amended 7/8/2021

I. REGULAR BUSINESS

- A. Call to Order
- B. Roll Call
- C. Verification of Notice to Public
- D. Pledge of Allegiance
- E. Approval of Agenda
- F. Consent Agenda
 - a. Previous Minutes
 - b. Financial Reports
- G. Other

II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS

III. PUBLIC COMMENTS

IV. AGENDA ITEMS

- A. Check Register
- B. CESA 10 Contract
- C. Academic Standards for 2021-22
- D. 2021-22 Student Handbooks
- E. Seclusion & Restraint Report
- F. WIAA Membership Renewal
- G. Athletic Participation Fees
- H. Student Accident Insurance
- I. Maintenance & Repair
 - a. HVAC Update
 - b. Roof
 - c. Parking Lot
- J. COVID-19 Protocol
- K. Personnel

V. OTHER REPORTS

- A. School Board Committee Reports
- B. Principal's Report
- C. Superintendent's Report
- D. Other

VI. CORRESPONDENCE

VII. EXECUTIVE SESSION

- A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)
- B. Return to Open Session

VIII. ADJOURNMENT

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting, in the event of an emergency.

TREASURERS REPORT

06302021

- Net of Funds 10, 21, 27, 29, 50, 80
\$ 915,120.13
- Fund 21 Trust & Agency
\$ 5,340.88
- Fund 38 & 39 Debt Service
\$ 32,316.17
- Fund 46 Capital Improvements
\$ 57,014.68
- Fund 60 Activity Account
\$ 69,255.52
- Fund 72 Scholarships
\$ 93,355.33
- Fund 73 Trust Fund
\$ 256,701.46

GRANTON AREA SCHOOL DISTRICT BANK BALANCE
AS OF 06-30-21

FUND	COMPUTER ACCOUNT	BANK STATEMENT
FUND 10-GENERAL	10-7110	30,042.71
FUND 21-SPECIAL REVENUE TRUST	21-7110	5,340.88
FUND 27-PACKAGE CONTRACT	27-7110	-325,587.41
FUND 50- FOOD SERVICE	50-7110	68,639.01
FUND 80-COMMUNITY SERVICE	80-7110	152,206.49
TOTAL IN GENERAL CHECKING ACCOUNT		-69,358.32
TOTAL IN RESERVE ACCOUNT		984,478.45
TOTAL IN LAA(STATE INVESTMENT POOL)		0.00
TOTAL OF FUNDS 10,21,27,29,50 & 80		\$915,120.13
		GENERAL (\$69,358.32)
		RESERVE 984,478.45
		LAA ACCT 0.00
FUND 21 TRUST AND AGENCY	21-7121	\$5,340.88
		NET CASH \$915,120.13
FUND 38 & 39-DEBT SERVICE	39-7110	\$32,316.17
FUND 46 CAPITAL IMPROVEMENTS	46-7110	\$57,014.68
FUND 49 CONSTRUCTION PROJECT	49-71100	\$0.00
FUND 60 ACTIVITY ACCOUNTS	60-7110	\$69,255.52
FUND 72 SCHOLARSHIPS	72-7110	\$93,355.33
FUND 73 EXPENDABLE TRUST FUND	73-71100	\$256,701.46

Special School Board Meeting
Tuesday, June 8, 2021 6:45 PM

Granton School Conference Room 112
217 North Main Street
Granton, WI 54436

I. REGULAR BUSINESS

I.A. Call to Order

Meeting called to order at 6:52 pm by President Theresa Hasz.

I.B. Roll Call

Doug Eichten - here, Paul Knoff - absent, Dennis Kuehn - here, Cheryl Steinbach - absent, Theresa Hasz - here. Also present was Interim District Administrator James Kuchta.

I.C. Verification of Notice to Public

Notice to Public was posted at the Granton School, Citizen's State Bank, Granton Post Office, the school website, and provided to the TRG.

I.D. Pledge of Allegiance

The Pledge of Allegiance was led by President Theresa Hasz.

I.E. Approval of Agenda

Motion to approve agenda as presented. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Voice vote. Motion carried.

II. AGENDA ITEMS

II.A. Personnel

Discussion on personnel items moved to Executive Session.

III. EXECUTIVE SESSION

III.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

Motion to convene in Executive Session at 6:53 pm for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Roll call vote. Paul Knoff: Absent, Cheryl Steinbach: Absent, Douglas Eichten: Yea, Theresa Hasz: Yea, Dennis Kuehn: Yea
Yea: 3, Nay: 0

III.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 7:55 pm. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Roll call vote. Paul Knoff: Absent, Cheryl Steinbach: Absent, Douglas Eichten: Yea, Theresa Hasz: Yea, Dennis Kuehn: Yea
Yea: 3, Nay: 0

School Board Clerk reported no action taken in Executive Session.

Motion to approve the revised contract for Cristopher Marquez. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

Motion to approve hiring Blair Necas as high school English teacher. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Voice vote. Motion carried.

Motion to approve the resignation of Jodi Maguire and thank her for her years of service. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

Motion to approve the resignation of Rick Marks and thank him for his years of service. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Voice vote. Motion carried.

Motion to approve a stipend of \$1,000, for services provided, to Rick Marks. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Voice vote. Motion carried.

IV. **ADJOURNMENT**

Motion to adjourn at 7:58 pm. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

Douglas Eichten, Clerk

Theresa Hasz, President

I. REGULAR BUSINESS

I.A. Call to Order

Meeting called to order at 6:47 pm by President Theresa Hasz.

I.B. Roll Call

Doug Eichten - here, Paul Knoff - here, Dennis Kuehn- absent, Cheryl Steinbach - here, Theresa Hasz - here. Also present was Interim District Administrator James Kuchta, Principal Amanda Kraus, District Administrative Assistant Sheila Kind, and six community/staff members. Dennis Kuehn arrived at 6:48 pm.

I.C. Verification of Notice to Public

Notice to Public was posted at the Granton School, Citizen's State Bank, Granton Post Office, the school website and published in the TRG.

I.D. Pledge of Allegiance

Pledge of Allegiance was led by President Theresa Hasz.

I.E. Approval of Agenda

Motion to approve the agenda as presented. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

I.F. Consent Agenda

Motion to approve the consent agenda, which includes minutes of the May 10, 2021 regular board meeting, minutes of the May 17, 2021 special board meeting, and review of financial reports. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

<u>FINANCIAL REPORT:</u>	Net of Funds 10, 21, 27, 29, 50, 80	\$ 780,949.52
	Fund 21 Trust & Agency	\$ 5,340.88
	Fund 38 & 39 Debt Service	\$ 32,313.25
	Fund 46 Capital Improvements	\$ 57,006.95
	Fund 60 Activity Account	\$ 69,988.18
	Fund 72 Scholarships	\$ 93,355.33
	Fund 73 Trust Fund	\$ 256,701.46

I.G. Other

II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS

There was no Student Council report given this month.

III. PUBLIC COMMENTS

A community member commented on band participation at graduation. Another community member expressed their gratitude for summer school busing.

IV. AGENDA ITEMS

IV.A. Check Register

Motion to approve checks 43467-43519 for \$218,184.23, Fund 60 Activity Account 20162-20176 for \$4,246.78, and payroll for \$68,738.10 . This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

IV.B. Achievement Gap Reduction (AGR) Report Review

Kim Aumann reviewed the Achievement Gap Reduction (AGR) report.

IV.C. 2021-22 School Calendar Update

Motion to approve the amended 2021-22 school calendar. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Voice vote. Motion carried.

IV.D. Food Service

Char Johnson presented information on the Community Eligibility Provision (CEP) Program.

Motion to approve the Community Eligibility Provision (CEP) Program for the 2021-22 school year. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Voice vote. Motion carried.

IV.E. Alternative Diploma

Amanda Kraus presented information on an alternative diploma for an at risk student.

Motion to approve the alternative diploma for an at risk student upon completion of needed credits. This motion, made by Cheryl Steinbach and seconded by Paul Knoff. Voice vote. Motion carried.

IV.F. Property Insurance

Motion to approve to change coverage for loss of salary or fringe benefits from \$50,000/\$100,000 to \$75,000/\$150,000 with the property insurance plan with Tricor Insurance. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

Motion to approve to increase Cybersolutions coverage from \$100,000 to \$500,000 with the property insurance plan with Tricor Insurance. This motion, made by Paul Knoff and seconded by Cheryl Steinbach Voice vote. Motion carried.

Motion to approve to add coverage of \$25,000 money & securities inside/outside with \$250 deductible with the property insurance plan with Tricor Insurance. This motion, made by Cheryl Steinbach and seconded by Paul Knoff. Voice vote. Motion carried.

Motion to approve to change coverage on the 2019 IC bus to replacement cost comprehensive/collision with a limit of \$90,000 with the property insurance plan with Tricor

Insurance. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

IV.G. Student Accident Insurance

Two quotes were received for the student accident insurance. The School Board agreed to have both companies rebid and information will be presented at the July School Board meeting.

IV.H. 2021-22 Preliminary Expenditures

Motion to approve authority for operating expenditures to be paid pending approval of the 2021-22 budget. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

IV.I. COVID-19 Protocol

Mask wearing will remain optional at this time. Masks will continue to be worn in the daycare and riding on the bus as they are both required per federal mandates.

IV.J. Board Policy Review

Motion to approve School Board Policy Chapter 9, Section KB as presented. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

IV.K. Personnel

Discussion on personnel items moved to Executive Session.

V. **OTHER REPORTS**

V.A. School Board Committee Reports

Cheryl Steinbach reported the Granton Area School Foundation Sweet Treats event was held on June 12, 2021 and raised over \$12,000.00.

V.B. Principal's Report

1) Summer activity update; 2) June TRG newsletter; 3) 2021-22 school year theme, Bulldog Spirit.

V.C. Superintendent's Report

1) Update on roof replacement; 2) Complete Control HVAC project update; 3) GCCCC update.

V.D. Other

VI. **CORRESPONDENCE**

Thank you cards were received from Kimberly Ganther and Darla Abel.

VII. **EXECUTIVE SESSION**

VII.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

Motion to convene in Executive Session at 8:10 pm for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility. This motion, made by Dennis Kuehn and seconded by Paul Knoff. Roll call vote. Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea, Dennis Kuehn: Yea, Cheryl Steinbach: Yea
Yea: 5, Nay: 0

VII.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 10:07 pm. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Roll call vote. Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea, Dennis Kuehn: Yea, Cheryl Steinbach: Yea
Yea: 5, Nay: 0

School Board Clerk reported no action was taken in Executive Session.

Motion to approve the medical leave for Megan Utecht. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Voice vote. Motion carried.

Motion to approve the contract with CESA for James Kuchta's services as District Administrator. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Voice vote. Motion carried.

Motion to approve addendum for Special Education Director, through CESA, for James Kuchta. This motion, made by Dennis Kuehn and seconded by Douglas Eichten. Voice vote. Motion carried.

Motion to approve contract for Principal Amanda Kraus for 2021-23. This motion, made by Cheryl Steinbach and seconded by Paul Knoff. Voice vote. Motion carried.

VIII. **ADJOURNMENT**

Motion to adjourn at 10:13 pm. This motion, made by Cheryl Steinbach and seconded by Paul Knoff. Voice vote. Motion carried.

Douglas Eichten, Clerk

Theresa Hasz, President

VENDOR	CHECK CHECK		AMOUNT	INVOICE	INVOICE
	NUMBER	DATE		NUMBER	DESCRIPTION
ACCOUNTING WORKSHOP	43520	06/15/2021	2,355.00	06122101	COMBINE SOFTWARE SYSTEMS FIN INFO
AMAZON WEB SERVICES	43521	06/15/2021	-17.90	750214497	AWS SERVICE CHARGES
AMAZON WEB SERVICES	43521	06/15/2021	431.46	755920165	AWS SERVICE CHARGES
AT&T	43522	06/15/2021	551.17	9769142608	INTERNET
BARTINGALE MECHANICA	43523	06/15/2021	485.80	226579	POOL BOILER
BATTERIES PLUS BULBS	43524	06/15/2021	18.72	P40531617	AA 24 PACK BATTERIES
BOARDMAN & CLARK LLP	43525	06/15/2021	248.00	236574	KUCHTA BUSINESS
BOOMWHACKERS	43526	06/15/2021	228.00	1149210	Boomwhackers
BUSHMAN DAIRY DIST I	43527	06/15/2021	9.85	L-352785	DAIRY PRODUCTS
BUSHMAN DAIRY DIST I	43527	06/15/2021	11.00	L-352784	DAIRY PRODUCTS
BUSHMAN DAIRY DIST I	43527	06/15/2021	11.00	L-352754	DAIRY PRODUCTS
BUSHMAN DAIRY DIST I	43527	06/15/2021	17.20	L-352755	DAIRY PRODUCTS
CDW-G	43528	06/15/2021	9,481.02	C311208	CHROMEBOOKS/LICENSING
CDW-G	43528	06/15/2021	2,612.86	F088447 F1	DELL OPTIPLEX ALL IN ONE COMPUTER
CLARK COUNTY PUBLIC	43529	06/15/2021	150.00	RENEW APP	POOL-PUBLIC
CLARK COUNTY PUBLIC	43529	06/15/2021	440.00	138 HSAT-7	SCHOOL INSPECTION
COMPLETE CONTROL INC	43530	06/15/2021	1,526.87	SRVCE04287	ADDED UPS BACKUP
DWD-UI	43531	06/15/2021	175.00	696143-000	MAY 21 UI CHARGES
GRANTON AREA SCHOOL	43532	06/15/2021	422.05	LUNCHES	SUBS 20-21
GREENHOUSE MEGA STOR	43533	06/15/2021	189.85	PSI0210213	TRAYS/CELLS
GROSS MOTORS INC	43534	06/15/2021	575.91	S0466049	OIL CHANGE AND SEAT BELT REPAIR
GUMDROP BOOKS	43535	06/15/2021	2,051.15	PINV130468	LIB BOOKS
INDIANHEAD FOOD SERV	43536	06/15/2021	34.86	INV-192257	SUPPLIES
INDIANHEAD FOOD SERV	43536	06/15/2021	468.08	INV-192260	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	244.88	INV-192261	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	777.29	INV-192280	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	792.84	INV-192281	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	1,035.12	INV-192283	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	554.25	INV-192284	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	1,111.68	INV-192285	FOOD SUPPLY
INDIANHEAD FOOD SERV	43536	06/15/2021	118.82	INV-194077	FOOD
INDIANHEAD FOOD SERV	43536	06/15/2021	90.71	INV-194078	FOOD
INDIANHEAD FOOD SERV	43536	06/15/2021	176.71	INV-194079	FOOD
INDIANHEAD FOOD SERV	43536	06/15/2021	348.20	INV-194086	FOOD
INSTRUMENTALIST AWAR	43537	06/15/2021	82.00	52821	SOUSA/CONDUCTORS COMBINATION
KOEPP, JODI	43538	06/15/2021	63.95	REMBSE	CLASSES
MARSHFIELD SCHOOL DI	43539	06/15/2021	7,997.22	6987	KEZIA RYAN-DUES
MENARDS	43540	06/15/2021	44.94	20953	REIDER CLASS
MENARDS	43540	06/15/2021	514.95	21683	MAIN SUPPLIES
MENARDS	43540	06/15/2021	58.87	21065	SCIENCE SUPPLIES
MENARDS	43540	06/15/2021	17.68	22672	MULCH
MISSISSIPPI WELDERS	43541	06/15/2021	75.64	1329724	CYLINDER RENTAL
NEILLSVILLE SCHOOL D	43542	06/15/2021	920.73	0001953	2021 MILEAGE
NEWS PUBLISHING CO I	43543	06/15/2021	78.00	99133498	ADV 5-21
O'REILLY AUTO PARTS	43544	06/15/2021	34.84	2099376592	PARTS
OAK RIDGE CHEMICAL I	43545	06/15/2021	42.38	073119	CLEANING SUPPLIES
OAK RIDGE CHEMICAL I	43545	06/15/2021	2,153.89	073032	CLEANING SUPPLIES
PAN O GOLD BAKING CO	43546	06/15/2021	98.00	4006822114	BREAD
PANKRATZ, KEVIN	43547	06/15/2021	63.84	MILES	YOUTH APPRENTICESHIP
PENWORTHY COMPANY	43548	06/15/2021	268.90	0571261-IN	COLLECTION OF 10 BIG BOOKS
ROBERT W BAIRD & CO	43549	06/15/2021	400.00	PF-2124921	2020-21 WORKSHOP
ROGGENBAUER, CODY	43550	06/15/2021	61.60	MILES	COACHES MEETING
SCHIER, ANGELA	43551	06/15/2021	40.00	REMBSE	LG CLASS

VENDOR	CHECK CHECK		AMOUNT	INVOICE	INVOICE
	NUMBER	DATE		NUMBER	DESCRIPTION
T-MOBILE	43552	06/15/2021	32.32	972889166	HOTSPOTS
TP PRINTING COMPANY	43553	06/15/2021	365.64	170641	5-21 ADV
TRIMLINE LAWN CARE L	43554	06/15/2021	1,335.00	1494	MAY 2021
VERIZON WIRELESS	43555	06/15/2021	372.98	9880469108	APR 23-MAY 23
WE ENERGIES	43556	06/15/2021	418.00	3731436830	MAY 21
WELLS FARGO	43557	06/15/2021	20.83	5015213440	LEASE PAYMENT COPIER
WISCONSIN BUS SALES	43558	06/15/2021	48.96	06BP43066	MOTOR HEATER
WISCONSIN BUS SALES	43558	06/15/2021	120.30	06BP42763	FLASHER
WISCONSIN DRUG TESTI	43559	06/15/2021	304.25	48863	BACKGROUND CHECK
XCEL ENERGY	43560	06/15/2021	4,350.55	735236206	MAY 9-JUN 8 CHARGES
MARKS, RICK	43561	06/17/2021	1,000.00	STIPEND	2020-2021
AMAZON	43562	06/23/2021	172.74	5776853697	ART SUPPLIES
AMAZON	43562	06/23/2021	62.68	8556394644	ART SUPPLIES
AMAZON	43562	06/23/2021	36.45	6549489596	POOL SUPPLIES
AMAZON	43562	06/23/2021	97.99	4653976688	POOL SUPPLIES
AMAZON	43562	06/23/2021	30.98	6759596437	CHILD SIZE GRADUATION CAPS
AMAZON	43562	06/23/2021	40.11	7455547944	SUMMER SCHOOL SUPPLIES
AMAZON	43562	06/23/2021	18.49	8753956599	SUMMER SCHOOL SUPPLIES
AMAZON	43562	06/23/2021	61.00	4549746686	RISE HEAD MOBILIZER
CITIZEN'S STATE BANK	43564	06/23/2021	50.60	MAPLEWORKS	EMPLOYEE APPREC
CITIZEN'S STATE BANK	43564	06/23/2021	10.45	WSMA	VIRTUAL SOLO
CITIZEN'S STATE BANK	43564	06/23/2021	800.00	AMERICAN R	LIFEGUARD CERT
CITIZEN'S STATE BANK	43564	06/23/2021	2,257.59	AMAZON	FUND 80 DAYCARE ORDER-CHERYL
CITIZEN'S STATE BANK	43564	06/23/2021	78.68	FESTIVAL F	SENIOR BREAKFAST
CITIZEN'S STATE BANK	43564	06/23/2021	1,318.67	HEINZEN	BLUETOOTH SPEAKERS
CITIZEN'S STATE BANK	43564	06/23/2021	-312.77	AMAZON.	REFUND FUND 80
EMC INSURANCE COMPAN	43565	06/23/2021	8.00	D-16600529	POLICY CHANGE
SUDA PLUMBING	43569	06/23/2021	4,408.36	13503.	HEATER IN GREENHOUSE
SUDA PLUMBING	43569	06/23/2021	205.00	13675	PLUGGED DRAIN BY HS OFFICE
SUDA PLUMBING	43569	06/23/2021	657.33	13676	CHICAGO FAUCET AND BASE PLATE
SUDA PLUMBING	43569	06/23/2021	138.62	13677	REPLACED COLD CONTROL ON WATER COOLER
SUDA PLUMBING	43569	06/23/2021	3,680.65	13678	INSTALLED NEW BLACKFLOW PREVENTER AND WATER COOLER/BOTTLE FILLING STATIONS
SUDA PLUMBING	43569	06/23/2021	580.81	13679	HAND FREE FLUSH VALVE ON URINAL
SUDA PLUMBING	43569	06/23/2021	4,850.00	13680	URINAL FLUSH-BOY'S HS
SYMMETRY ENERGY SOLU	43570	06/23/2021	476.49	10611024	VOLUME THERMS
INSTRUMENTALIST AWAR	43537	06/17/2021	-82.00	52821	SOUSA/CONDUCTORS COMBINATION
Totals for checks			68,760.63		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	51,170.11	51,170.11
27	SPECIAL EDUCATION	0.00	0.00	7,997.22	7,997.22
50	FOOD SERVICE FUND	0.00	0.00	6,221.67	6,221.67
80	COMMUNITY SERVICE FUND	0.00	0.00	3,371.63	3,371.63
*** Fund Summary Totals ***		0.00	0.00	68,760.63	68,760.63

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

VENDOR	CHECK CHECK		INVOICE		INVOICE
	NUMBER	DATE	AMOUNT	NUMBER	DESCRIPTION
CENTURIES ON MAIN LL	20177	06/17/2021	5.50	3945	CHOIR
CITIZEN'S STATE BANK	20178	06/17/2021	49.99	AMAZON	ARCH-2021 CLASS
GRANTON FFA ALUMNI	20179	06/17/2021	80.00	TURNPIKE G	BANQUET FLOWERS REMBSE
PISKOW, SANDY	20180	06/17/2021	77.00	CENT ON MA	SENIOR CLASS FLOWERS REMBSE
REIDER, KATHRYN	20181	06/17/2021	95.00	ADVISOR	GRAD/PU
ROGGENBAUER, CODY	20182	06/17/2021	76.00	ADVISOR	GRAD/PU
	Totals for checks		383.49		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
60	AGENCY FUND	383.49	0.00	0.00	383.49
*** Fund Summary Totals ***		383.49	0.00	0.00	383.49

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

BENEFIT EXPENDITURES-PAYROLL

June 4, 2021 Payroll

Medicare	\$ 622.28
FICA	\$2,660.84
WRS	\$3,040.76
Dental	\$ 937.33
Health	\$13,517.94
LTD	<u>\$ 144.71</u>
	\$20,923.86

June 18, 2021 Payroll

Medicare	\$1,046.86
FICA	\$4,476.27
WRS	\$4,255.80
Dental	\$ 933.49
Health	\$16,132.29
LTD	<u>\$ 200.82</u>
	\$27,045.53

AMOUNT TO BE APPROVED:

07-12-21

FUND10-80-GENERAL \$68,760.63

FUND 60-ACTIVITY \$383.49

**GENERAL 43520-43570
ACTIVITY 20177-20182**

CESA 10
Package Contract S
Educational Program Purchase Order
Intent to Participate in Programming
Through The Cooperative Package Concept
2021-22

This contract is an agreement between the Board of Control of Cooperative Educational Service Agency No. 10, (CESA 10) and **Granton School District**, (District) for participation in shared special education programs.

CESA 10 is authorized to provide services on a cooperative basis and enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies by Chapter 116, Wis. Stats.

CESA 10 hereby agrees to perform the following services:

1. File necessary preliminary plans and final plans with state or federal agencies pertaining to programs covered by this contract.
2. File claim(s) for applicable state and/or federal funds.
3. Forward federal and/or state funds which are due to the participating school districts as soon as possible after the receipt of said funds.

Information regarding expenditures, receipts, duration, description and other matters pertaining to the service to be performed will be provided to the District when a host school contract is finalized.

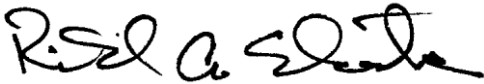
The billing from CESA 10 will be on the actual cost of the shared program. CESA 10 will bill the District for provided services according to the following schedule: 70% on or about January 31; remaining balance on or about June 8. **The District agrees to submit Final Package Worksheets to CESA 10 for end of the year billing NO LATER THAN JUNE 1. The District also agrees to submit final payment to CESA 10 for invoiced services NO LATER THAN JUNE 15.**

The District agrees to pay its proportionate share of costs of the services provided under this contract, including, but without limitation because of enumeration, unemployment compensation, litigation expense, and monetary awards by courts and agencies.

Any necessary transportation of children will be furnished by the child's district of residence. Pupil policies of the host school district apply to pupils placed in that district. Appropriate personnel of the host school district will be included in all meetings of the individualized education program (IEP) team for children with disabilities placed in the district.

IN WITNESS WHEREOF, the parties have set their hands this day and year written below.

CESA 10



Chairman, Board of Control



Secretary, Board of Control

June 15, 2021

Date

Granton School District

President, Board of Education

Clerk, Board of Education

Date

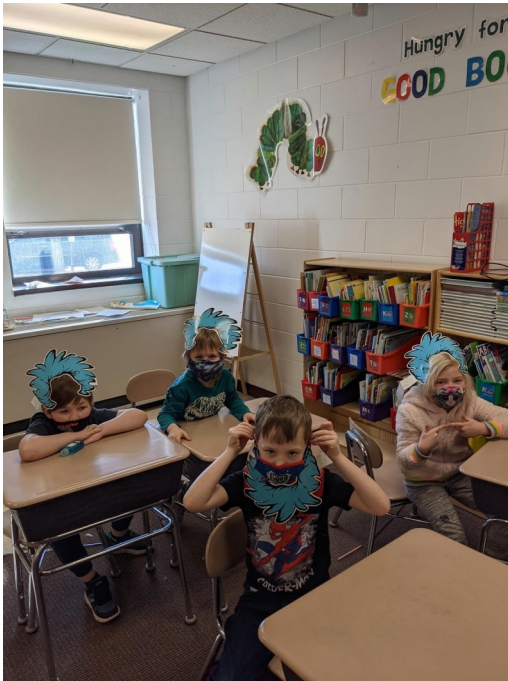
The following are the Academic Standards utilized by the Granton Area School District for the 2021-2022 school year:

Common Core Standards

Wisconsin Standards

Next Generation Science Standards

GRANTON Elementary School PARENT AND STUDENT HANDBOOK 2021-2022



Welcome to....

Granton Elementary School

Dear Granton Community,

It is with great excitement that we welcome you to the start our 2021-2022 Granton Elementary School Year! The teachers and staff at Granton Elementary are a skilled team who enjoy working with students and are dedicated to supporting the vision and mission of the Granton Area School District.

We offer amazing opportunities for all students to be successful in every aspect of their lives and we hope our students take advantage of every program, course, activity and sport that can maximize their educational involvement.

We know a strong partnership with you will make a difference in your child's education. As partners, we share the responsibility for your child's success and want you to know we will do our very best to carry out our responsibilities. As parents, we hope you continually encourage and support your child to be involved as they embark on their once in a lifetime school journey. Please use this parent/student handbook (also available on our website), communication with our teachers and staff, and an open invitation to visit us to learn more about the wonderful opportunities available with Granton Schools.

An amazing school year awaits your child! On behalf of our Elementary School faculty and staff; *Thank you for your partnership in your child's learning and welcome to the 2021-2022 School Year!*

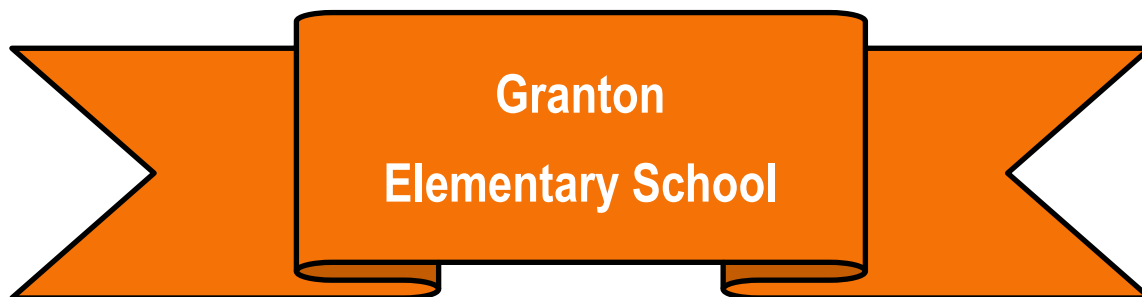


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Nondiscrimination Statement: The Granton Area School District complies with all state and federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the Department of Public Instruction of the State of Wisconsin and U.S. Department of Education. It is the policy of the Granton Area School District that no person, on the basis of sex, race, religion, color, national origin (including a student whose primary language is not English), ancestry, creed, pregnancy, parental status, marital status, sexual orientation, or physical, mental, emotional or learning disability shall be discriminated against, excluded from participation in, or denied the benefit of any curricular, extra-curricular, pupil services, recreational or other program or activity, or employment, for which it is responsible.

Educational Philosophy and Goals

As per Granton Area School District Board Policy code Chapter 1: Section B

Interests, attitudes, skills and habits developed during the school years of a person's life greatly influence the individual's behavior as an adult. The educational opportunities provided at Granton Area Schools are designed to enable students to gain knowledge, work skills, learn acceptable social concepts, and develop appreciations and values, which shall help them become responsible members of their community.

The opportunity to participate in the programs of the school shall be extended to all residents of the community provided statutory and school board regulations and requirements have been fulfilled. For the individual to realize maximum benefits from these programs, the student must be willing to accept the responsibilities, which go along with the educational privileges.

All aspects of the school's program of studies and activities shall be concerned with the total development of the individual student. It is recognized that students have differing interests, needs, and abilities. Therefore, course offerings, school activities, and teaching methods shall be planned which will

enable each student to develop according to his or her capability. Every effort shall be made to help the students experience success in their search for personal improvement.

The goals of education may best be achieved through cooperation and understanding among students, parents, faculty and members of the community. The working relationships shall be purposeful and business-like with mutual respect for individuals and their ideas, accomplishments and objectives. Each person involved in the educational process shall work towards the overall goal of maximum educational advancement for each child.

Therefore, we believe the district goals to be to:

1. Provide a safe learning environment.
2. Provide a well-rounded curriculum for teaching students the fundamentals that will prepare them for a four-year college, technical college, or the work world.
3. Provide a learning environment that will maximize the potential of all students.
4. Provide opportunities to develop each student's imagination, creativity and constructive and critical thinking.
5. Provide the skill each student needs to become a functioning, self-supporting, productive adult.
6. Provide opportunities that showcase the importance of a lifelong love for learning.
7. Provide opportunities to share their own cultures and to be aware of other cultural expressions and heritage.

8. Provide opportunities to develop an awareness of our political system starting at the school level and moving through all levels of government.
9. Provide opportunities to develop knowledge and responsibility concerning global resources.
10. Provide opportunities for career education and occupational awareness.
11. Provide the opportunity to develop each individual's abilities, goals, and self-concept.

Non-Discrimination Policy

As per Granton Area School District Board Policy Chapter 1: Section C & D

The Granton Area School District complies with all state and federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the Department of Public Instruction of the State of Wisconsin and the U.S. Department of Education. It is the policy of the Granton Area School District that no person, on the basis of sex, race, religion, color, national origin (including a student whose primary language is not English), ancestry, creed, pregnancy, parental status, marital status, sexual orientation, or physical, mental, emotional or learning disability shall be discriminated against, excluded from participation in, or denied the benefit of any curricular, extra-curricular, pupil services, recreational or other program or activity, or employment, for which it is responsible.

DISCRIMINATION COMPLAINT PROCEDURE

If any person believes that the Granton Area School District, or any part of the school organization has inadequately applied the principles and/or regulations of Titles VI, IX, s118.13, Wis. Stats., or Section 504 or is in some way discriminatory on the basis of sex, race, religion, color, national origin (including Limited English Proficiency), ancestry, creed, pregnancy, parental status, marital status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring forward a complaint to the office of the District Administrator in the Granton Area School District office at 217 North Main St., Granton, Wisconsin 54436.

INFORMAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the District Administrator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

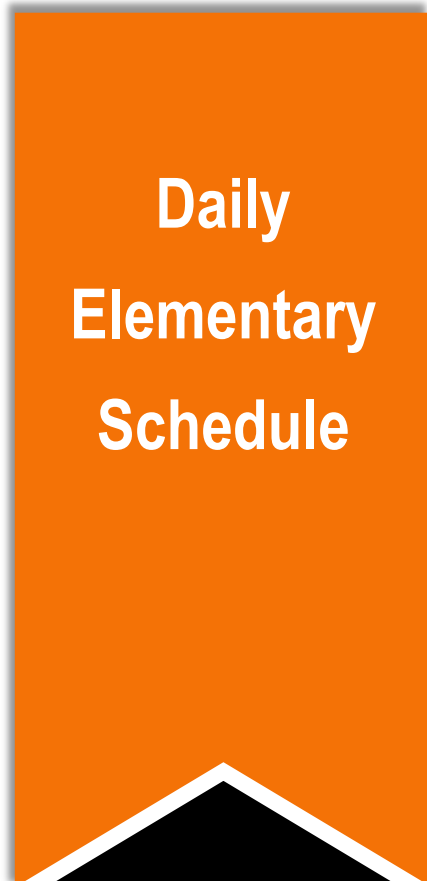
FORMAL NON-DISCRIMINATION COMPLAINT PROCEDURE

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the District Administrator within five (5) business days of receipt of the written reply to the informal complaint. The District Administrator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

FORMAL NON-DISCRIMINATION COMPLAINT PROCEDURE; CONTINUED

- STEP 2: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of her/his receipt of the District Administrator's response in step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.
- STEP 3: If a complainant wishes to appeal a negative determination by the Board regarding S.118.23, he/she has the right to appeal the decision to the State Superintendent within thirty (30) days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgement within forty-five (45) days of receipt of the complaint or made a determination within ninety (90) days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.
- STEP 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W Madison St - Suite 1475, Chicago, IL 60661-4544.

Nothing in this procedure shall preclude individual from filing a complaint directly with the Office of Civil Rights at the address above as authorized by federal law.



7:30 a.m. - We ask that students not be dropped off prior to this as teachers are often in meetings and unable to supervise children. This can create an unsafe situation for students and school personnel. Students are encouraged to report to the cafeteria for breakfast and/or the playground for supervision.

7:40 a.m. - Buses release students.

8:00 a.m. - Class begins.

Elementary Lunch Times:

K	11:00-11:30
1	11:00-11:30
2	11:05-11:35
3	11:10-11:40
4	11:15-11:45
5	11:20-11:50

Elementary Recess Times:

	AM Recess	PM Recess
4K-2	10:10-10:25	1:19-1:34
3-5	9:50-10:05	1:47-2:02

3:15 p.m. - School dismisses for elementary students.

GRANTON AREA SCHOOL 2021-2022 CALENDAR

- 17-18 Teacher PD
- 19 All Staff PD 12-8 PM
Open House 6-8 pm
- 23 1st day of school
- 27 No School

6 Student Days

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 24 Student Day Early Release at Noon
P/T Conferences 1-8pm
- 25 Teacher PD ½ Day
No School

19.5 Student Days

- 3 No School
- 6 Labor Day Observed
No School
- 17 All Staff PD Day

19 Student Days

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 18 End of 3rd Quarter
- 21 Teacher Work/PD Day
No School

22 Student Days

- 14 Student Day Early Release at Noon
P/T Conferences 1-8pm
- 15 Teacher PD ½ Day
No School
- 29 End of 1st Quarter

20.5 Student Days

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 8 All Staff PD Day
- 15-18 Easter Holiday Break
No School

18 Student Days

- 1 Teacher Work/PD Day
No School
- 24-26 Thanksgiving Break
No School

18 Student Days

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 13 Reinforcement Day
- 27 End of 4th Quarter
Last Day of School
- 28 Graduation
- 30 Memorial Day
- 31 Teacher Work/PD Day

20 Student Days

- 23-31 Holiday Break
No School

16 Student Days

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 7 Reinforcement Day
- 14 End of 2nd Quarter
- 17 Teacher Work/PD Day
No School

20 Student Days

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Quarter 1 45.50 Days
 Quarter 2 44 Days
 Quarter 3 43.50 Days
 Quarter 4 46 Days
 Total 179 Days

- Color Key**
- Teacher PD/Work Day
 - 1st Day of School/End of Quarter
 - No School
 - Early Release P/T Conferences
 - Reinforcement Days
 - Graduation

Approved 4/12/2021
 Amended 6/16/2021

Academic Information

- Cheating/Plagiarism
- Contacting teachers
- Grading periods
- Progress reports
- Student records
- Homework
- Internet/ On-line services
- Student promotion/retention
- Student absences
- Work missed during absence
- Tardiness
- Truancy
- Perfect attendance

CHEATING AND PLAGIARISM

Cheating of any kind (plagiarism, forgery, copying another person's work, allowing another person to copy one's own work, doing another person's work, creating additional copies of one's work for distribution, intentionally accessing another's material for personal use, downloading information from other sources and presenting it as one's own, unauthorized use of hard copy or software to develop one's own software) will not be tolerated. Possible disciplinary actions may include: redoing test or assignment, receiving a reduced grade (as low as zero), written referral to office, or any other action that a teacher and administration deem necessary and appropriate. It is expected that all schoolwork submitted for the purpose of meeting course requirements represent the original efforts of the individual student.

CONTACTING TEACHER INFORMATION

All teachers have email through the school and telephones in every classroom. Parents are encouraged to contact them often. This information is distributed at open house and is also available via the school website and elementary office.

GRADING PERIODS, PROGRESS REPORTS, STUDENT RECORDS

Students will receive grades and credits four times per year at the end of every nine-week grading period. The grades on the report cards issued at the nine-week period will be the recorded grade for student achievement (credit) and will become part of the student's permanent record. The progress report can, and should, be used at any time during the nine-week quarter when staff have information or concerns they wish to share with a parent(s). The progress report will indicate the reason for concern or commendation. Any student with a grade of "M" or below at the mid-quarter will be sent home a progress report (a.k.a. Minimal Performance report). Teachers are encouraged to communicate with parents on a regular basis. No parent or student should ever be surprised by the grade received at the end of any grading period as proper communication should take place prior to the end of a grading period.

HOMEWORK

Our programs are planned so that if each student makes wise use of their time during regular school hours the amount of work outside of school should be minimal. A reasonable amount of homework is a part of the educational process and should be expected. Every student is different and should not be compared to others regarding this issue.

INTERNET/ON-LINE SERVICES

The Granton Area School District has developed specific policies regarding student use of the Internet or other on-line computer services. Students in district classes are encouraged to explore the Internet or other on-line services for educational purposes under the careful direction and supervision of district staff. All student use of the Internet must be based on specific planned educational purpose and/or topic and must take place in a supervised setting such as a classroom, lab, or media center. School Board Policy clearly defines user rules. Students violating those rules may be subject to school discipline, up to and including expulsion.



STUDENT PROMOTION/RETENTION

As per Granton Area School District Board Policy Code Chapter 10

The Granton Area School District is dedicated to the total and continuous development of each pupil enrolled. The professional staff is expected to place pupils at the grade level best suited to them academically, socially and emotionally.

Children seem to do their best work in school when they are placed at a grade level with other children of their chronological age. Because of the following factors, it will occasionally be desirable for a child to be placed in a grade above or below his/her actual chronological age:

- ◆ Physical maturity
- ◆ Social/emotional maturity
- ◆ Attitudes/work habits
- ◆ Level of academic achievement, particularly in basic skill areas, and in reference to grade level outcomes
- ◆ Ability in relation to achievement
- ◆ Attendance patterns
- ◆ Potential benefit/success for the student
- ◆ Previous retention
- ◆ EEN status
- ◆ Extenuating circumstances, if any

Parents wishing to explore the advisability of retention or acceleration for their child may do so by first contacting the teacher of their son/daughter. The teacher will then initiate a review of the child's records beginning at Step 1 of the guidelines outlined in the rules associated with the appropriate policy.

Pupils will normally progress annually from grade to grade. Exceptions may be made only when, in the judgement of the professional staff, such exceptions are in the best educational interest of the pupils involved. Exceptions will always be made after prior notification and explanation to each pupil's parents, but the final decision will rest with the school authorities.

All retention and promotion decisions will follow the guidelines of the following Board Policies:

Chapter 10, Section PA, "Fourth, Eighth, and Tenth Grade Advancement Guidelines"

Chapter 10, Section Q, "Student Retention - Elementary"

Chapter 10, Section R, "Student Acceleration - Elementary"

Chapter 10, Section S, "Junior High Promotion and Retention"

Chapter 10, Section T, "Student Retention and Promotion - High School (9-12)"



Attendance Information

The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between 6 and 18 years of age to be in school attendance unless he/she:

1. Is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
2. Has graduated
3. Has been authorized to attend an alternative educational program; or
4. Has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of grading period in which the child becomes 18 years of age. Parent/guardian(s) are responsible for notifying the school of student absences in accordance with established district procedures. When students are absent, parents/guardians assume full responsibility for their child's activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

As per Granton Area School District Board Policy Code Chapter 10: Section J

School attendance is crucial in order for students to have success in school. The Granton Board of Education has established, and the administration endorses, the following policy:

1. Parents must accept the responsibility for requiring their children to attend school so as to comply with school policy and Wisconsin law. When it is necessary for a student to be absent for "good cause" during the school day, parents are encouraged to contact school officials and inform them. The office will be open at 7:30 A.M. to receive these calls. When a student is absent and a call has not been received, school personnel will telephone the home. In case of no phone call, a note from the parent is necessary before an absence will be excused.
2. Wisconsin State Statutes 118.15 (Compulsory School Attendance) and 118.16 (School Attendance Enforcement) deal with student attendance. All children are subject to compulsory school attendance and law requires a record of attendance through the end of the school term in which they become 18 years of age.

STUDENT ABSENCES

The responsibility for regular school attendance of a child rests upon the child's parents or guardian. No absence shall be recorded when a child is physically away from school because he/she is participating in school sponsored activities, teacher chaperoned field trips, athletic events, workshops, contests, etc. Each teacher shall submit daily attendance reports to the attendance officer on all students under his/her charge. Each building principal shall adopt specific procedures for handling absences subject to the district attendance policies and the approval of the School Board. A written copy of these procedures shall be provided for each student and/or his/her parent(s) or guardian.

Advanced Makeup Form:

Granton Area Schools recognize the occasional need for extended absence or emergency situations that may arise. Students who are planning to be absent and know in advance that they will be missing work should pick up an advance makeup sheet from the office. A parent request is necessary to receive an advanced makeup. The student will be required to obtain signatures and assignments from their teachers. All work should be made up prior to dates that the student will be missing unless specific arrangements have been made with the classroom teacher. The completed advanced makeup form should be returned to the principal's office.

Excused Student Absences:**• Personal Illness**

A student who is absent due to illness is to have a parent/guardian call the school the morning of the absence. If this is not possible, a note signed by the parent/guardian explaining the absence should be brought to the office on the day the student returns. A student will be allowed five sickness or injury related absences per semester that do not require a doctor's verification. These absences will be recorded as IL. If a student requires more than five separate days per semester due to sickness or injury, a doctor's excuse will be necessary. These absences will be recorded as DR. When the illness or injury causes the student to miss three or more consecutive days of school, documentation from a doctor's office will be necessary to excuse the absences. These absences will be recorded as M.

• Medical Appointments

A student who has a medical, dental, chiropractic, optometric, or other valid professional appointment will need to provide documentation of the appointment from the medical facility to have the absence be marked "excused". These absences will be recorded as DR. If possible, please schedule appointments outside the school day. The office will accept a fax from the facility on company letterhead that provides verification of the appointment date and time. The elementary fax number is 715-238-7288.

• Family Emergencies

Any student who has a severely ill or injured family member or who has experienced the death of a family member should have a parent/guardian contact the office as soon as possible after the initial first absence with a description of the circumstances. These absences will be recorded as F. A student requiring more than ten days' absence from school must have a parent/guardian contact the office to give an estimated date for the return of the student to school.

• Family Religious Services

Any student requesting time off for the observance of a religious holiday must bring a note from a parent/guardian or have the parent/guardian call the office prior to the holiday. (These days do not count toward the five parent-excused days in a semester.) These absences will be recorded as R.

• Other Excused Type Absences

- * A court appearance or other legal procedure, which requires the attendance of the student. These absences will be recorded as CA
- * Quarantine as imposed by the Public Health Officer. These absences will be recorded M.
- * Student sent home per CDC guidelines. We ask parents to keep children who are ill home for a full 24 hours after they are free of fever, vomiting, or diarrhea without the aid of fever reducing medications such as Tylenol, Ibuprofen, Advil, etc., because people are very contagious for 24 hours after they are completely symptom free. These absences will be recorded as CDC.
- * Attendance at special events of educational value approved in advance by the principal or attendance officer. These absences will be recorded as SA
- * Approved school activities during class time. These absences will be recorded as SA.
- * Special circumstances that show good cause and is approved in advance by the principal.

STUDENT ABSENCES, CONTINUED

- **Pre-arranged Absences**

Pre-arranged absences do not fall under the category of “parent request” unless an advanced makeup form has been filled out and approved. Individual parent requests that his/her child should be excused from an absence will not be honored unless it falls under the guidelines previously stated for excused absences and parent responsibilities. Faculty reserves the right to excuse a student from an absence when the absence has been deemed either justified or unavoidable.

- **Parent/Student Responsibilities**

All other absences must be cleared with the office and will be excused only if the absence falls within the guidelines stated above. It is the responsibility of the parent and student to provide the office with the proper documentation stated in the four reasons for excused absences. The parent/guardian or student will have five school days to clear the absence with the office. Documentation and/or phone calls received after five days will not be accepted, and the absence will be considered unexcused. Upon the student’s return to school, the student has the responsibility to confer with his/her teachers for those classes missed to determine work to be completed. The student may have the number of days absent plus one to make up missed assignments/class work to be completed. A longer period may be granted by teacher or administrator for extenuating circumstances.

Unexcused Student Absences:

- Children who are absent from school with the consent of their parents and/or guardian, but whose absence does not fall under the reasons listed above for excused absences, or children who skip, or are absent for no particular reason, shall be considered unexcused.
- Students marked with unexcused absences may be required to serve a 30 minute after-school detention for each period unexcused.



Attendance Information

Policies may be revised during the course of the year.

WORK MISSED DURING STUDENT ABSENCE

Unexcused Absence:

- Work missed during an unexcused absence may be made up upon request from the teacher. Students may or may not be permitted to make up daily class work missed and may be denied credit for unexcused absences. Tests are an exception and may be made up at a time mutually agreed upon by the teacher and student.
- A student may receive a zero for class participation for all classes missed if participation grades were given the day the student was marked as unexcused by the school attendance officer.
- Students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during their unexcused absence.

WORK MISSED DURING STUDENT ABSENCE, CONTINUED

Excused Absence:

- It is the student's responsibility to contact his/her teachers to make arrangements for making up any work missed resulting from the absence.
- Students who miss class for reasons that are excusable will be given the opportunity, whenever possible, to make up work missed when they return to school.
- Teachers will grant the number of days absent plus one for make-up time. This provision applies to all work assigned during the student's absence unless an exception is granted by the principal due to extenuating circumstances.
- Exams missed during an excused absence will be taken at a time agreed upon by the student and teacher.

Any time a student is absent, parents are encouraged to call school and have the student's homework collected for pickup by the parent or another sibling.

TARDINESS

Tardiness is a two-way problem. First, tardiness is disturbing to other students and the teacher of the class being interrupted. Secondly, tardiness results in a loss of education for the tardy student. Students are expected to be in their proper classroom and in their designated seat when the bell rings at the beginning of each hour. Students are responsible for their movement throughout the building and planning ahead as to avoid tardiness. If at any time a student must be in the hallway, they are to have a hall pass from a staff member or the office. Student tardiness is kept on file by the school office and the attendance officer. Failure to comply with this policy may result in any of the following:

- Consequences as determined by the staff member or administration

TRUANCY

"Truancy" means any absence of part or all of one or more days from school during which the school attendance officer (Dean of Students) and/or High School Principal has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (118.15).

Truancy Guidelines:

1. Part or all of 2 unexcused days absent in a school semester, or 4 excused absences in a school year:
Phone call to parent/guardian discussing attendance.
2. Part or all of 3 unexcused days absent in a school semester or 6 excused absences in a school year:
Letter to parent/ guardian giving notification of check list for habitual truant.
Referral to school counselor for: Review of school records to consider possible PBIS Team meeting.
3. Part or all of 4 unexcused days absent in a school semester or 8 excused absences in a school year:
Certified letter to parent/guardian giving notification of checklist for habitual truant.
Meeting with parents, principal, counselor, and student to consider/discuss placement in PBIS Tier 2 intervention.
4. Part or all of 5 unexcused days absent in a school semester or 110 excused absences in a school year: Certified letter to parent/guardian giving notification of checklist for habitual truant
Possible referral to Clark County Social Services.
Clark County notification for administration of Truancy Ordinance.

A "habitual truant" means a student who is absent from school without an acceptable excuse, based on the district attendance policies for either of the following:

- Part or all of 5 or more unexcused days in which school is held during a semester whether consecutive or not.
- Part or all of 5 or more days in which school was held which exceed 10 days excused absence in a school year.

TRUANCY, CONTINUED

If a student becomes a habitual truant the attendance officer shall notify the parent/guardian of the child by registered or certified mail, when the child initially becomes habitually truant. The notice shall include the following checklist:

- A statement of the parent's responsibility under the law to cause the child to attend school regularly.
- A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for any at-risk program.
- A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy.
- A statement of the penalties under the law that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.

CLARK COUNTY/GRANTON TRUANCY POLICY

Granton has partnered with Clark County as of June 2019 to respond to Granton Area School District Truancy cases. Under this ordinance, any student that is considered truant from school can be subject to any or all of the following actions:

- An order for the person to attend school
- Cumulative fines to be assessed against the person, the parents or guardian, or both
- Suspension of driver's license for not less than 30 day nor more than one year
- An order to participate in counseling or other supervised work program; the costs may be assessed against the person and/or family
- An order to attend an educational program
- An order from the Wisconsin Dept. of Work Force Development to revoke a work permit for up to one year
- An order for the person to be placed in a teen court program
- An order placing the person under formal or informal supervision for up to one year
- An order for the person's parent, guardian or legal custodian to participate in counseling at their expense
- Any other reasonable conditions with this Section including a curfew and other restrictions

The Granton Area School District is willing to work with students/families to resolve attendance issues if at all possible. The above is the end result of unresolved attendance issues and will be determined by Clark County Court Services.

PERFECT ATTENDANCE

Perfect Attendance Awards will be presented to students with perfect attendance at the end of the 2nd semester.



Behavior Information

- Behavior Philosophy
- Behavior Expectations
- Manners
- Consequences (PBIS)
- Code of student conduct
- Harassment
- Loitering
- PAWS
- Prohibited Items
- Searches
- Student/Staff Interactions
- Vandalism/theft

BEHAVIOR PHILOSOPHY

The Granton Area School District has high expectations for all students and recognizes the potential of all students. To help reach that potential for each student, it is necessary to have a school and classroom free of disruption. The District requires that students respect the rights of all members of the school family - teachers, administrators, support staff, parents, and other students.

Behavior procedures are necessary so the rights of each member of the school family are protected. They are designed to preserve an orderly school atmosphere and to help prepare students for productive and meaningful adult lives. Any student, who, through actions, conduct, dress, appearance or presence, disrupts the normal routines of the educational process of the school or who follows a course of conduct which may reasonably be anticipated to become disruptive of the educational process, shall be subject to the discipline of the school.

BEHAVIOR EXPECTATIONS FOR STUDENTS

Students at Granton are expected to conduct themselves in a positive manner and show respect towards all students and staff. Behavioral guidelines include:

- **Be Respectful** - For self, others, community, school, parent, etc.
- **Be Responsible** - To family, to self, and to school.
- **Be Safe**-To be free from danger or injury; physically and emotionally.

BEHAVIOR GUIDELINES AND PROTOCOLS

Please see additional information in this handbook and under board policies on our website.

Student Discipline Reports will have the following supports initiated based off of severity and occurrence of behaviors:

- Instructional Staff Re-teaching
- Communication Home and/or Parent Meeting
- Lunch Reflection
- Meeting Reflection
- After School Reflection
- Support from SRO, Counselor, School Psychologist, and SEL Support Team
- Outside of District Behavioral Support Teams

MANNERS

All behaviors exhibited by the individual while at school and school related activities are a reflection of that individual and the school. In our desire to create an environment of mutual respect supported by families and community, students are expected to employ common courtesy and good manners. Words such as please, thank you,

Behavior Expectations

ALTERING SUBSTANCES;DRUGS/ALCOHOL/INHALANTS/

E-CIGARETTES/TOBACCO/STREET DRUGS/DRUG PARAPHERNALIA/CONTROLLED OR PERFORMANCE ENHANCING SUBSTANCES

Granton School District strictly forbids use, sale, or possession on any items listed above or

look-a-like substances. The possession and/or use or sale of chemicals in our schools, our parking lots, on school buses, at athletic events and/or other school sponsored functions is strictly prohibited.

School board policy and procedures have been established to respond to individuals possessing, distributing, and/or selling alcohol and other controlled chemicals/substances or their

look-a-like counter parts. Disciplinary action will result if a student is involved in use, possession, and/or sale of any altering substances. Students refusing to comply with a breath test given by school officials or law enforcement will be treated as an admission of guilt.

DRESS CODE

Discretion of what is excessive or in bad taste will be left up to faculty and administration, as defined by the Wisconsin Statute 120.13 (1). It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the Granton School District. By school board direction students shall dress appropriately for all occasions.

The board, with the administration as their representatives, will determine what appropriate dress is.

Students will be sent home unless corrective action is taken. Any exceptions to this dress code can only be made with prior office approval. The following are guidelines for this policy:



Bus Behavior Expectations

BUS EXPECTATIONS

The school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students under his/her charge. It is highly recommended that drivers stop the bus, if necessary, to address student behaviors. If such action is taken routes may be delayed. The inconvenience is something we apologize for in advance, but the safety of every person on the bus is the district's top priority. School bus transportation is a privilege - not a right. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave can be suspended from school or the bus and can be denied bus-riding privileges. Buses are subject to videotaping and students are subject to discipline based on what the tape shows.

- Riders are not permitted to leave the bus other than regular stops unless school officials have given proper authorization in advance.

Extra-Curricular Activity Trips:

- The above rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes chaperones appointed by the school officials to accompany the bus.
- Spectator Buses:
 - Our school encourages your enthusiastic support and spirit at events scheduled out of town. A spectator bus will be provided if there is sufficient student demand. Students are encouraged to take advantage of this opportunity.
 - Students who ride the spectator bus to the event must return on the bus unless the principal has approved other arrangements in advance.
 - All school rules will be strictly adhered to while in attendance at events held at other schools as well as the transportation process
 - Students are to remain at the game site from the time of arrival until the departure of the bus. Student violations will result in consequences.
 - The cost of the bus is only \$5.00 and must be paid in advance and is not refundable.

DRESS CODE CONTINUED

- Clothing endorsing alcohol, drugs, foul language, or sex is unacceptable.
- The wearing of coats, hats, caps, bandannas, hoods, or any type of head covering is prohibited upon entrance into the school and exiting of the building at the end of the regular school day. If you chill easily dress warmer.
- Students are not permitted to display any article of clothing or item that may be interpreted as identification with a gang. These may include, but are not limited to: caps, coats, tattoos, hand signals, graffiti, jewelry, haircuts, belt buckles, bandannas, handkerchiefs, gloves, raised pant legs, and straps. A school official will determine if something is a gang identifier. The first instance will result in a warning and the student will immediately remove or cover the identifier. The second violation will result in school discipline.
- Students must wear footwear, and footwear that causes excessive floor marking is prohibited.
- The wearing of arm bands, buttons, or badges bearing slogans or sayings shall be permitted unless they are found to be obscene, libelous, or in direct violation of current legal standards.
- Dark glasses may only be worn with approved medical documentation that is on file with the office.
- Clothing is expected to cover your stomach, chest, back, buttocks, and all undergarments. Skirts must extend a minimum or mid-thigh length. Shorts must reasonably cover the buttocks and undergarments as determined by staff. Tank top straps should be at least two fingers wide and should cover undergarments as well.

What clothing is not permissible?

- Spaghetti straps, bare mid-ribs, open back shirts, strapless shirt, mini-skirts, pants worn below the waist line.
- Any clothing that exposes undergarments (tank tops, loose fitting shirts and pants, sheer clothing)
- Other questionable dress should be referred to the principal or superintendent for a determination. Clothing or accessories that are deemed a danger to self or others must be removed. This included but is not limited to long chains, spikes, loose fitting clothing (worn around machines) etc.

ELECTRONIC DEVICES; INCLUDING CELL PHONES

Possession and/or use of personal telecommunication devices, including mobile phones, pagers, iPods, iTouch, MP3 or other electronic devices may be used before or after school. If a device is being used during the school day, school personnel may confiscate it. If your child must have a personal telecommunication device, it must remain in their backpack, and TURNED OFF throughout the school day. Texting and/or videotaping are not permitted at any time during the school day.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms, or restroom areas while at school and at school-related/sponsored events. The district is not responsible for any damaged, lost or stolen electronic device.

We ask that families and students use the main office when communicating messages from home or school. Failure to follow these guidelines will result in the confiscation of that device along with disciplinary action.

Devices may be used in conjunction with medical necessity and/or used in the classroom for educational unit purposes if pre-approved by administration

1st Offense: Student will be asked to surrender his/her device to school personnel and can pick up at the conclusion of the school day.

2nd Offense: The device will need to be picked up by a parent/guardian in the main office and the student will receive disciplinary action related to our behavioral system.

3rd Offense: There will be a meeting with administration to create a personal electronics plan/contract for the remainder of the school year.

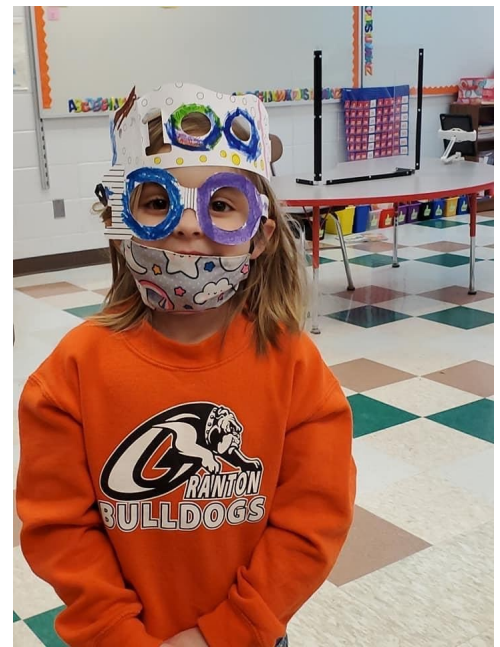
HARASSMENT

Harassment and/or bullying of students will not be tolerated in the Granton Area District which includes any property or vehicles owned, leased, or used by the school district. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the education environment. The educational environment is defined as consisting of every activity under the supervision of the school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the used of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, that impacts the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidation, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages sent via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the independent network of information technology infrastructures, including the Internet, telecommunication networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school or property or from a non-school computer or telecommunications device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of the school. Such conduct includes, but is not limited to harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school, a District employee or a school board member.



Behavior Expectations

Behavior Expectations

HARASSMENT, CONTINUED

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or their designee. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred. Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report the incident.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to counseling, corrective school disciplinary measures consistent with District policies and procedures up to and including suspension, expulsion, and/or police referral. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

This policy will be: circulated to all school staff at the start of every school year, published in the August Newsletter, and incorporated into all District approved handbooks.

LOITERING

Any unauthorized person found in the building shall be referred to local law enforcement and prosecuted under the proper county ordinances, if they do not leave immediately upon request. You must leave the building when the school day is over, unless you are required to stay after - which will require you to be under faculty supervision. Any student refusing to comply faces disciplinary procedures including detention, restriction from being on campus after 3:30 P.M. and before 8:00 A.M., suspension, citation for trespassing, and expulsion.

PAWS (Positive Attitude + Work = Success) & "PAWS"-itive Behavior Awards

PAWS is a service learning and community service program that includes all students and staff! Each month we have scheduled times for school or community based projects that encourage students and staff of varying levels to work together in performing some type of project. Each quarter a school-wide celebration is held in which students are nominated by their teachers and recognized for good citizenship, attendance, and academic success. Students can also be nominated by a staff member for a "PAWS"-itive Behavior Award and they will receive some kind of prize from the Student Services Department. For more information on PAWS, please contact Mrs. Woller.

PROHIBITED ITEMS

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to: toy guns, water pistols, water balloons, bean shooters, sling shots, knives, hardballs, laser pointers. The items if brought to school as playthings are undesirable and will be confiscated. Parents are requested to help children understand the necessity for such regulations. Boom boxes, radios, personal/portable compact disc player, and TV's are not permitted. Cell phones, pagers, iPods, MP3s or other electronic devices are not to be used in the classrooms UNLESS authorized by the classroom teacher. Authorized use during classroom time is for ACADEMIC purposes only. In these cases of occasional use, the device(s) shall be put back into the students pocket or school issued locker for the remainder of the school day.

PROCEDURES FOR POSSESSION OF ALCOHOL, OTHER DRUGS OR ALTERING SUBSTANCES, INHALANTS, E-CIGARETTES, TOBACCO, STREET DRUGS, DRUG PARAPHERNALIA, CONTROLLED OR PERFORMANCE ENHANCING SUBSTANCES

Granton School District strictly forbids use, sale, or possession on any items listed above or look-a-like substances. The possession and/or use or sale of chemicals in our schools, our parking lots, on school buses, at athletic events and/or other school sponsored functions is strictly prohibited. School board policy and procedures have been established to respond to individuals possessing, distributing, and/or selling alcohol and other controlled chemicals/substances or their look-a-like counter parts. Disciplinary action will result if a student is involved in use, possession, and/or sale of any altering substances. Students refusing to comply with a breath test given by school officials or law enforcement will be treated as an admission of guilt.

SEARCHES

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the students. Such property is provided for the convenience of the students and shall be used only for authorized school purposes. Lockers are not safe deposit boxes. Granton Schools cannot guarantee full security to items stored in lockers. Students that suspect their lock is malfunctioning or that another student knows their combination should report it to the office so that a new lock/combination can be provided to the student. Only locks issued by the school may be used on lockers. Personal locks will be cut and removed by school personnel. The school district is not responsible for any items taken from a student locker even if it is locked. Students are expected to clean their lockers and remove all tape, photos, etc. at the end of the school year.

Other pertinent information relating to searches:

- Student lockers are provided for the use and convenience of students but remain under the jurisdiction and control of the school authorities. If inspection of lockers, either individually or on a group basis, is deemed necessary, such inspections can and will take place by school administrators or their designee. If a locker is used to store personal items, (coats, purses, school bags, tec.) those items may also be inspected.
- When a locker is occupied anywhere in the building, it is understood that the occupant assumes all responsibility for contents therein. The Board of Education and its employees cannot be liable for losses that may occur. To protect their locker contents, the Board highly recommends that students use combination locks, which are available upon request. Personal locks of any type are not permitted. If the lock is ruined, lost, or not turned into the office at the end of the school year, the student will be responsible for the cost of the lock. The school authorities reserve the right to use drug dog inspections of students lockers.
- Student parking is provided on school grounds for the use and convenience of students but remain under the jurisdiction and control of school authorities. If inspection of vehicles, either individually or on a group basis, is deemed necessary, such inspections can and will take place by school administrators or their designee. The school authorities reserve the right to use drug dog inspections of the parking lot.

STUDENT/STAFF INTERACTIONS

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical well-being and property of school staff members. The following are considered infractions of student-to-staff relationships:

- **Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action will range from detention, suspension, possible police referral, and possible expulsion.
- **Disrespect:** To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detentions to suspension, possible police referral and possible expulsion. Profanity directed at a staff member will result in suspension and/or possible further disciplinary actions.
- **Threatening or Intimidating Acts:** Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff. Disciplinary action will result in suspension, possible police referral and possible recommendation for expulsion.

STUDENT/STAFF INTERACTIONS, CONTINUED

- **Physical Attack:** The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

VANDALISM, THEFT & THE DESTRUCTION OF SCHOOL/STUDENT PROPERTY

The citizens of the Granton Area School District, including you parents, have provided you with an excellent facility containing excellent buildings and modern equipment. It is your duty to help maintain that appearance of the school. Anyone found willfully damaging school property would be required to pay for the damages and/or replacement of any item. That student may be suspended from school or possibly expelled. Any student caught stealing or destroying either school property, or a fellow student's property, will be required to pay for the loss and also faces suspension from school and possibly expulsion. Appropriate authorities will also be notified and the strongest legal action will be taken. Parents of the parties involved will also be notified.

A vertical orange banner with a white and black triangular shape at the bottom. The text "General Information" is written in white, bold, sans-serif font.

General Information

ACCIDENTS

Every accident in the school building, on the school grounds, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The teacher supervising the activity must fill out an accident report form that can be acquired in the office.

Accident Benefit Plan/Insurance:

The school participates in the First Agency, Inc., accident benefit plan. All injuries to students are to be reported to the school office immediately. Authorization for treatment forms, including arrangements for medical treatment, will be completed by parents(s)/guardian and kept on file in the school office. It should be remembered that this coverage only supplements your family's health and insurance coverage. It will not extend payment for bills paid by your own insurance. All athletes need to be aware that they can purchase supplemental insurance.

ANIMALS AT SCHOOL

Everyone enjoys a pet and pets can be educational. However, pets in school can also be distracting. Students are not to bring pets to school unless requested by the teacher as part of a unit or unless the student has made specific arrangements with his/her teacher and has approval from the principal. Usually, parents will be requested to bring the pet to school and take it home again when it has fulfilled its purpose in the classroom.

BULLETIN BOARD INFORMATION

A wide array of information is posted on the bulletin boards outside of the elementary and high school offices. All information posted is to be approved by the building principal and verified with his/her initials. Materials not approved will be removed.

BUS EXPECTATIONS

The school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students under his/her charge. It is highly recommended that drivers stop the bus, if necessary, to address student behaviors. If such action is taken, routes may be delayed. The inconvenience is something we apologize for in advance, but the safety of every person on the bus is the district's top priority. School bus transportation is a privilege - not a right. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave can be suspended from school or the bus and can be denied bus-riding privileges. Buses are subject to videotaping and students are subject to discipline based on what the tape shows.

General Information

- Accidents
- Animals at school
- Bulletin board information
- Bus rules and regulations
- Cafeteria
- Cell Phone/Electronics
- Child abuse/neglect
- Church night
- Clothing/dress code
- Concerns/chain of command
- Fees/Fines
- Field trips/chaperones
- Library/IMC
- Medication
- Physical Education - Medical exemption
- Parental Involvement-title 1
- Recess
- Safety Drills
- School Board Meetings
- School closing information
- Sickroom/sick students
- Student Services
- Student surveys
- Technology
- Telephone
- Teacher Qualifications
- Visitors

BUS EXPECTATIONS, CONTINUED

Pupil and Parent Responsibilities

- **What if my son/daughter wants to get off at somebody else's bus stop?**
 - ⇒ Bring a note signed by **BOTH** families stating who wants to go where. All notes must have a current date, the child(ren's) name(s), and a parental signature from both families. This will require advanced planning, but it will help us to keep all children safe.
 - ⇒ The note(s) must be copied and kept on file in the office and a bus note will be given to the bus driver.
- **Prior to loading - on the road and at school**
 - ⇒ Be on time at the designated school bus stop. Help keep the bus on schedule.
 - ⇒ Stay off the road until the bus has come to a complete stop before attempting to board the school bus. Line up in an orderly, single file manner. For the safety of all, do not rush to get on the bus.
 - ⇒ Be courteous. Don't take advantage of younger children in order to get a seat.
 - ⇒ If there is no sidewalk or path, you should walk to the side of the road facing traffic to get to the bus stop.
 - ⇒ Use the handrail and watch your step when boarding the school bus.
- **While on the bus**
 - ⇒ Keep the bus safe and sanitary at all times (no open or closed soda, or eating is permitted on the bus).
 - ⇒ Loud talking, laughing, or unnecessary confusion is disturbing to the driver and is not permitted. (Boom boxes and radios are not permitted on the bus).
 - ⇒ Keep head, hands, and feet in the bus at all times.
 - ⇒ Treat bus equipment as valuable furniture found in your home. Offenders must pay for any damages.
 - ⇒ Never tamper with the bus or any of its equipment.
 - ⇒ Don't leave books, lunches, or other personal articles on the bus.
 - ⇒ Keep books, packages, coats, and all other objects out of the aisles.
 - ⇒ Remain in the bus in case of road emergency, unless directed otherwise by the bus driver.
 - ⇒ Do not throw anything out of the bus window.
 - ⇒ Always remain in your seats while the bus is in motion.
 - ⇒ Always be courteous to fellow pupils, the bus driver, the driver's assistant, and to passers-by.
 - ⇒ Keep absolutely quiet when approaching and crossing a railroad crossing.
 - ⇒ The driver is responsible for controlling the bus riders. All riders must obey their driver promptly.
 - ⇒ Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.

BUS EXPECTATIONS, Cont'd

- **After leaving the bus**

- ⇒ Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver that it is safe to cross.
- ⇒ Help look after the safety and comfort of small children.
- ⇒ Be alert to the danger signal from the driver. Note: Pre-arranged signal.
- ⇒ Riders are not permitted to leave the bus other than regular stops unless school officials have given proper authorization in advance.

- **Extra curricular activity trips**

- ⇒ The above rules and regulations will apply to any trip under school sponsorship.
- ⇒ Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus

- **Spectator buses**

- ⇒ Our school encourages your enthusiastic support and spirit at events scheduled out of town. A spectator bus will be provided if there is sufficient student demand. Students are encouraged to take advantage of this opportunity.
- ⇒ Students who ride the spectator bus to the event must return on the bus unless the principal has approved other arrangements in advance.
- ⇒ All school rules will be strictly adhered to while in attendance at events held at other schools as well as the transportation process.
- ⇒ Students are to remain at the game site from the time of arrival until the departure of the bus.
- ⇒ The cost of the bus is only \$5.00 and must be paid in advance and is not refundable.

CAFETERIA

The school cafeteria serves breakfast and lunch under guidelines set forth by the federal government's programs. Meals are planned to meet nutritional requirements set forth by the U.S. Government for balanced class "A" lunch programs. All Granton Area School students are eligible for meals in the cafeteria. Eating in the lunchroom is a privilege and all school rules and policies apply. Failure to comply with these reasonable requests may result in the loss of this privilege. Currently, the Granton School District participates in a Community Eligibility Provision (CEP). This allows us to serve breakfast and lunch to students at no charge. Students will be charged for second entrees. Money can be deposited into student accounts for second entrees. One family can make one lunch payment. All payments will be entered into the family account. Any unused money will be refunded or credited to the following year's account. Students are not allowed to share their account with other students. If there comes a time where the Granton Area School District is not eligible for CEP, families will be notified of Breakfast and lunch prices, and applications for free and reduced lunch prices would be available in the district office.

General Lunchroom rules and procedures

- Do not rush or push to get in line. This is for your safety and all other persons as well.
- Books and other personal belongings belong in your locker or room during this time.
- Eat all of your food in the lunchroom and return all trays, dirty dishes, and milk cartons to the dishwasher window in the cafeteria.
- Pick up any trash in your area - even if it's not yours!
- Each student is issued a lunch ID number. Students are responsible for the security of this number. If the number is lost, stolen, or forgotten, notify the kitchen staff immediately for a new number.
- When the student goes through the lunch line, he/she will type their ID number into a keypad monitored by lunchroom personnel. When the computer reads the number, it will automatically deduct the correct amount (1 day) from the student's account balance. When the account reaches a certain point (\$5.00) they will be notified that their account is nearing a zero balance.

A vertical orange banner with a white border and a white triangular shape at the bottom. The text "General Information" is written in white, bold, sans-serif font, centered on the banner.

General
Information

CAFETERIA, CONTINUED

Lunch period guidelines/smart snacks

All users of the lunchroom facility are expected to follow the rules of that facility. Students that take part in the school sponsored lunch program are to consume all food taken in the lunch room. At no time is food to leave the lunchroom. Students who bring their own lunch from home are to consume them in the lunchroom. No food or drink is to be consumed in the gymnasiums at any time during the school day. GASD follows the USDA “Smart Snack” Guidelines, therefore students are NOT allowed to have open bags of chips, energy drinks, and or soda in their lockers.

CHILD ABUSE/NEGLECT

Any teacher, administrator, counselor, psychologist, social worker, or other certified school staff member who suspects that a child has been, may be, or is being abused or neglected is required by law to immediately report such suspicions. These suspicions, true or not, will be reported to social services that will do the investigating. The school’s legal obligation is to report the matter.

CHURCH NIGHT

Wednesday night has been designated as church night in the Granton Area School District. School functions are scheduled so as not to interfere with this policy. All activities will end by 6:00 P.M.

CLOTHING/DRESS CODE

Discretion of what is excessive or in bad taste will be left up to faculty and administration, as defined by the Wisconsin Statute 120.13 (1). It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the Granton School District. By school board direction students shall dress appropriately for all occasions. **The board, with the administration as their representatives, will determine what appropriate dress is.** Students will be sent home unless corrective action is taken. Any exceptions to this dress code can only be made with prior office approval.

The following are guidelines for this policy:

- Clothing endorsing alcohol, drugs, foul language, or sex is unacceptable.
- The wearing of coats, hats, caps, bandannas, hoods, or any type of head covering is prohibited upon entrance into the school and exiting of the building at the end of the regular school day. If you chill easily dress warmer.
- Students are not permitted to display any article of clothing or item that may be interpreted as identification with a gang. These may include, but are not limited to: caps, coats, tattoos, hand signals, graffiti, jewelry, haircuts, belt buckles bandannas, handkerchiefs, gloves, raised pant legs, and straps. A school official will determine if something is a gang identifier. The first instance will result in a warning and the student will immediately remove or cover the identifier. The second violation will result in school discipline.
- Students must wear footwear, and footwear that causes excessive floor marking is prohibited.
- The wearing of arm bands, buttons, or badges bearing slogans or sayings shall be permitted unless they are found to be obscene, libelous, or in direct violation of current legal standards.
- Dark glasses may only be worn with approved medical documentation that is on file with the office.
- Backpacks or briefcases are not to be carried during the school day. There is enough time between classes for students to get the necessary material for their next class. Students will be allowed to bring backpacks to school, however they must leave them in their lockers.
- Clothing is expected to cover your stomach, chest, back, buttocks, and all undergarments. Skirts must extend a minimum or mid-thigh length. Shorts must reasonably cover the buttocks and undergarments as determined by staff. Tank top straps should be at least two fingers wide and should cover undergarments as well.

CLOTHING/DRESS CODE, CONTINUED

What clothing is not permissible?

- Spaghetti straps, bare mid-riffs, open back shirts, strapless shirt, mini-skirts, pants worn below the waist line.
- Any clothing that exposes undergarments (tank tops, loose fitting shirts and pants, sheer clothing)
- Other questionable dress should be referred to the principal or superintendent for a determination.
- Clothing or accessories that are deemed a danger to self or others must be removed. This included but is not limited to long chains, spikes, loose fitting clothing (worn around machines) etc.

CONCERNS/CHAIN OF COMMAND

Our society has a “chain of command.” If you experience a problem of some kind at school with another student, teacher, parent, coach, etc. please go to the root of the problem and work your way up from there. Calling the principal to address an issue with a teacher, when the teacher has never been contacted, is not the proper way to handle the problem. Contacting the teacher first is the appropriate step.

ELECTRONIC DEVICES; INCLUDING CELL PHONES

Possession and/or use of personal telecommunication devices, including mobile phones, pagers, iPods, iTouch, MP3 or other electronic devices may be used before or after school. If a device is being used during the school day, school personnel may confiscate it. If your child must have a personal telecommunication device, it must remain in their backpack, and TURNED OFF throughout the school day. Texting and/or videotaping are not permitted at any time during the school day.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms, or restroom areas while at school and at school-related/sponsored events. The district is not responsible for any damaged, lost or stolen electronic device.

We ask that families and students use the main office when communicating messages from home or school. Failure to follow these guidelines will result in the confiscation of that device, along with disciplinary action.

Devices may be used in conjunction with medical necessity and/or used in the classroom for educational unit purposes if pre-approved by administration

- **1st offense:** Student will be asked to surrender his/her device to school personnel and can pick up at the conclusion of the school day.
- **2nd offense:** The device will need to be picked up by a parent/guardian in the main office and the student will receive disciplinary action related to our behavioral system
- **3rd offense:** There will be a meeting with administration to create a personal electronics plan/contract for the remainder of the school year.

FEES AND FINES

- **Fee** - Some courses require the student to purchase materials for project that they will keep. Students are subject to fines for library books, textbook abuse, lost materials, and breakage. All student fees and fines must be paid before the student will be cleared for the school year.
- **Textbook Fee/Fine** -Student may be charged replacement costs if the materials are lost or defaced. Simply, once given the book, or item in question, the student is responsible for its return in a very similar condition as when it was issued. Students may be fined for damages to textbooks that are above and beyond routine wear. Students are encouraged to write their name in the space provided inside the cover and also place a book cover on all of their textbooks to serve as added protection. The classroom teacher will record all pertinent information including the number and condition of the book at the time of issuance. Should a student be fined for a textbook upon signing out with their instructor, the student will **a)** be told of the fine, **b)** the teacher will attempt to contact the parent by phone within 24 hours to inform them of the fine as it may be substantial, and **c)** the fine information will be written on the students sign-out sheet. The School Board believes that textbooks have a quality use for seven years. Any book that is not fined for replacement will be levied a fine that will be prorated.

General
Information

General Information

FIELD TRIPS/CHAPERONES

No more than two school-approved chaperones will attend a classroom field trip; additional chaperones may be added at the discretion of the administration for longer trips that involve a significant number of students. All chaperones are subject to background checks as well. If other parents wish to attend the trips they must do so at their own expense. All school policies are in place while students and staff are off school grounds for a school related activity.

LIBRARY/IMC

The school library/IMC is a learning resource center available to all students K-12. The library is intended to be a quiet area where students can go, when time permits, to use the available resources. Students are expected to obey all established library rules as set forth by the IMC coordinator.

MEDICATION

As per Granton Area School District Board Policy Code Chapter 5: Section C

Efforts are to be made to avoid medication administration at school. Medication, prescription or over the counter, must be maintained in the office. Medication administered by the office must have a medication authorization and instruction form filled out and sent with medication. You may pick up a form in the office.

At no time are school staff to distribute medications of any kind, including aspirin, to a student without a signed parent consent form that is on file with the office. The school will assume responsibility for:

- Being aware of students who are on medication. **(It is the parent/guardian's responsibility to inform the school if their child is in possession of prescription drugs while at school).**
- Checking the type, dosage, and purpose of these medications.
- Appointing an appropriate person to assist in administering medication.
- Providing a safe place to keep medications.

If your child is to receive medication at school, the following must be on file:

- A completed school medication form available in the school office signed by the parent, and physician if it is a prescription medication.
- All prescription medications must be in a properly labeled bottle with the following information:
 - ⇒ Name and phone number of pharmacy
 - ⇒ Pupil's name
 - ⇒ Physician's name
 - ⇒ Name of drug
 - ⇒ Dosage & Expiration date
- Over the counter medication must be in the original store bought container.

PHYSICAL EDUCATION – MEDICAL EXEMPTION

Students who temporarily cannot participate actively in the program must present their physical education teacher with a written excuse from a licensed physician or doctor. It is the student's responsibility to return to active participation at the prescribed time on the medical excuse. Students who are unable to participate may remain with the physical education class or may be temporarily scheduled into a study hall until the student is able to return and participate in physical education. To receive a medical exemption for physical education a student must face scheduling conflicts that do not allow the credit requirements to be met because of medical conditions that were/are beyond the individual's control. However, should the student's schedule allow for the scheduling of physical education the course must be taken.

PARENTAL INVOLVEMENT/TITLE1

As per Granton Area School District Board Policy code Chapter 9: Section M

The Granton School Board recognizes the importance of parent/guardian input into the education of their children. The Board further recognizes parent participation in the design and implementation of the district's educational curriculum to allow for comprehensive programs for their children. As evidence of the school board's commitment to parent involvement in Title I, we are adopting the following activities as a response to regulation 200.53 of the May 19, 1986, Federal Register.

The Granton School District designates the Title 1 teachers to coordinate parent activities in order to ensure that parents of the children being served have an adequate opportunity to participate in the design and implementation of the Title I Project.

The following activities will be adopted:

- Training parents to promote the education of their children at home
- Facilitating volunteer or paid participation by parents in school activities
- Designating LEA parent coordinators
- Holding an annual meeting of parents of all eligible Title I students
- Implement and review the school-parent compact
- Provide parent representation during school wide committee meetings

RECESS

Weather permitting, and if their behavior allows, all students will be required to go out for recess. The only acceptable reason for a student remaining indoors is a written excuse **from a physician** indicating the medical reason for exclusion. This excuse should indicate the time period involved and any other restrictions placed on the student. Generally, the rule of thumb is that if the student is well enough to be in school, he/she is well enough to participate in recess. Coats are required of all students if the outside temperature is below 50 degrees. During the winter months, appropriate outside clothing is required. As a general policy sleds are not to be brought from home; however, the roll up sleds may be allowed. Please check with the classroom teacher as winter begins.

SAFETY DRILLS

All classrooms are to have emergency directions posted by the classroom door. These directions will point you in the proper direction in the event of an emergency. In the event of a fire drill you will leave the building by walking (not running) in a single file line. You are to leave all personal belongings in the building and leave immediately. Exit the building at a minimum distance of 100 feet. Always keep quiet listening for instructions from school and safety personnel. Additional safety drills will occur during the year. Please always listen to your teacher's instructions and remain calm.

SCHOOL BOARD MEETINGS

Unless announced otherwise, school board meetings are held the second Monday of every month in the Library/IMC at 6:45pm. If you have something you wish to discuss at a board meeting please contact the district administrator to discuss the items as it may be placed on the agenda. Your attendance is encouraged as only informed citizens can make an informed decision.

SCHOOL CLOSING & EMERGENCY INFORMATION

The district administrator and bus supervisor will weigh all pertinent factors and may consult with all appropriate resources in making the decision to close or delay the start of school. Students, parents, and staff will be informed of school closing as early as practical by announcements on: 1 Notice will be made through an *automated telephone system*. 2 Radio Stations including WCCN, WAXX, WDLB, etc. 3. *Television stations 7,9, and 13*. Please do not call the school to ask if the school will be, or is, closed. This ties up the phone lines and prevents its use in the case of an emergency; tune into the local media outlets for that information. Information will also be posted on the school web page as quickly as possible. You, as parents, may decide that the weather is too severe to send your child to school (especially a younger child). The school respects your decision in this matter. If you do keep your child home, please contact the school of the absence and send a note to school with the child when they return. If the school closes, all athletic, after-school, and evening events related to the school are canceled.

SICKROOM/SICK STUDENTS

The school does not employ a full time nurse or have somebody on call to deal with ill children. If a student does not feel well prior to leaving for school, you are encouraged to keep them home. If a student believes they are too ill to attend class they should go home. Arrangements will be made by the parents to get the student home.

STUDENT SERVICES INFORMATION

The professionals in our Student Service office are here to serve all students and their families. Our goal is to help students achieve their personal and academic best. Our philosophy is that all students can and will excel with support from within the school and their home.

Services that are offered through the student services staff are: special education consultation and evaluation, 504 coordination, classroom development guidance lessons for all students, small group work, individual career, academic, personal and social counseling, parent support and resources, college planning, scholarship information and class scheduling. Please see guidance counselor for more information.

STUDENT SURVEYS

The School Board respects the privacy rights of parent and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools if the survey includes one or more of the following items:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships; legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or in the case of a minor student, the student's parent/guardian before the student participates in the survey. Please refer to board policy for further details.

TECHNOLOGY

The Granton Area School District supports the use of technology by its students, staff and community. It recognizes that computer, computer networks, and databases are resources for educational and training opportunities for all citizens. (At present, community classes are limited to scheduled courses with the potential for more individualized sessions in the future.) Its primary mission being the education of youth, students (and staff involved in local educational purposes) will be given priority use of all computer equipment in the buildings and software program access.

TECHNOLOGY, CONTINUED

DISTRICT WEB PAGE

There shall be one authorized web page for the *Granton Area School District*. The purposes for developing a World Wide Web page for Granton are: (1) to provide an opportunity for staff to highlight their programs, courses, objectives, and curriculum openly with those interested in learning more about what is offered at Granton Schools; (2) to provide an opportunity for students; and (3) to provide information about Granton schools for public viewing.

Student photos or student's work may be featured unless the school district has on file written notice stating that they do not wish to have this type of information made available to the public. For more information regarding directory information families should contact the District Office. A directory information release form is sent out annually in the August newsletter.

INTERNET SAFETY & COMPUTER USE

Use of District computers and computer networks shall be in support of education and research and consistent with the educational objectives of the *Granton Area School District*. District staff users may use the District's e-mail and Internet system for informal or personal purposes within reasonable limits, consistent with the guides set forth in the policy. Students may access the Internet via District computers as part of classroom activities or for class projects. Student internet use in the classroom shall be under the direct supervision of the classroom teacher, and internet use by students at other locations within the school shall be under the direct supervision of the designated supervisor of that area. **Use of the Internet is a privilege, not a right.** No student or adult user may use District computers or computer networks to access the Internet unless they have signed a computer/internet acceptable use agreement. Student acceptable use agreements shall also be signed by the student's parent/guardian.

Internet filtering software will be used on District computers in an effort to limit access to inappropriate or harmful material on the Internet. The District acknowledges that even with a filtering system, complete control and/or access to objectionable material cannot be assured. The *Granton Area School District* is not liable for information contained or accessed on the Internet.

All who access the Internet through the *Granton Area School District's* system are responsible for lawful and appropriate behavior on computer networks. The following are guides for acceptable use of District computer networks, including the Internet; they are not meant to be all-inclusive:

1. Users may not access, copy or modify the files or data of another user. Users will access their own files and accounts only.
2. Network access may not be used for commercial purposes, nor for any illegal activities exemplified by (but not limited to) the following:
 - copying or circulating copyrighted materials.
 - Writing and transmitting messages that threaten, harass, frighten, intimidate or annoy others.
 - Accessing unauthorized services, or attempting to circumvent security measures.
 - Circulating files, which may corrupt the integrity of the network (e.g., viruses).
3. Users will not access internet sites, chat rooms, or use e-mail that contain pornography or materials that are obscene, harmful to minors or otherwise inappropriate. If such sites are accessed accidentally, the user is to exit immediately.
4. Users are expected to help maintain the integrity of the system. Modifications, additions to, or abuses of hardware or software are not allowed. Use of personal removable disks is allowed by district staff. Student use of removable disks is allowed with **prior approval**. The interface of personal devices (palm pilots, hand-held computers, etc.) with district equipment is prohibited. Individuals will be personally liable for any virus or destructive acts that cause damage to any portion of a computer or the network system. If there are problems, they should be reported to the Computer Specialist.
5. Because of the potential for viruses, hostile programs, unauthorized software, and limitations on hard disk space, files from the internet are not to be downloaded into the system. Downloading to removable disk is prohibited except **with prior approval** from the Computer Specialist.
6. Users are expected to limit their printing to that which is absolutely necessary. Printed pages for non-class-related activities may be made at the current per page charge.

General Information

TECHNOLOGY, CONTINUED

7. As a personal safety issue, users are cautioned not to reveal personal information (address, phone number, location, passwords, etc.) over the Internet. **Chat room use must be authorized** by the building principal. Student e-mail use will be allowed within the district network of school sanctioned distance learning. Adult users must adhere to the conditions of the computer/internet use policy.
8. Users are expected to follow all rules that are posted in the lab and classroom areas in which computer access is available.
9. Users are reminded that all electronic communication systems (e-mail) and all information transmitted by, received from, or stored in, the systems are the property of the *Granton Area School District*. **Users have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.** The District reserves the right to access all files in the course of normal maintenance or when there is cause to suspect misuse of the system.
10. Users are reminded that Internet access is a shared resource, and it may be necessary to limit access time or put priorities in place for equipment use.
11. Uploading of any materials is permissible only under staff supervision and with prior approval from the Computer Specialist.

USE OF THE INTERNET

The Granton Area School District recognizes the need to provide technology to further the educational goals and mission of the District. The internet and other computer networks provide unique educational and communication opportunities and challenges to a learning community. Teachers and library media specialists have a professional responsibility to blend thoughtful use of such information with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Staff will be responsible for enforcing the guidelines for instructional resources and the goals for the selection of instructional materials contained in Board policy. Use of the Internet and similar communications networks by staff and students is a privilege. Access will be given as consistent with District policies and educational objectives.

Conditions of Use:

1. All users will comply with legal requirements regarding the use, reproduction and distribution of copyrighted works.
2. All users will be expected to comply with privacy and security standards.
3. All users will be expected to demonstrate ethical behavior in using network facilities and to avoid any illegal activities, including tampering with hardware or software, vandalism, destruction of computer files or transmission of any material in violation of any state or federal law or regulation. The latter includes, but is not limited to, copyrighted material, threatening, inflammatory or obscene material, or material protected by trade secret.
4. Students will be granted access upon written permission by their parent or guardian.
5. Access to network services will be provided to all users who act in a considerate and responsible manner and conduct themselves in accordance with rules outlined in their handbooks. Failure to obey rules or directions will result in disciplinary action.
6. It is the responsibility of the entire educational community and the Library/Media Technology Coordinator to oversee the use of the District's computers. Violations of the policies, rules or procedures will be reported to the building principal.
7. Students and staff violating the above rules may be subject to school discipline, up to and including expulsion. They also may be denied future Internet/on-line service access and will be reported to the police or proper authority if in violation of law.

TECHNOLOGY, CONTINUED

Access to Global Information resources Procedure

Students and staff are reminded that the use of Internet is a privilege, not a right. The purpose of Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Parents/guardians who wish to exempt their child from having access to or using the Internet should submit a written statement to that effect to the building principal.

General Use Rules:

1. Students and staff must adhere to the same standards of conduct expected and required in the classroom.
2. Transmission or reproduction of any material in violation of any United States or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Students must always get permission from the instructors or library staff before using the network or accessing any specific file or application. Written and oral classroom instructions must be followed.
4. Students who have a need to use a given computer for academic reasons will have priority over any non-academic use of that computer.
5. E-mail at school is for school related use only. It is NOT for personal use.
6. Designated school personnel may conduct random checks of users who are on line with the Internet or other computer network.

Rules of Network Etiquette

All students and staff are expected to abide by the generally accepted rules of network etiquette. These rules include the following:

1. Appropriate language must be used at all times. Network users will not swear, use vulgarities or any other inappropriate language, or engage in activities which are prohibited under state or federal law.
2. Harassment and vandalism will not be tolerated. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user or network equipment. Vandalism and harassment will result in disciplinary action.
3. It is the user's responsibility to avoid inappropriate materials.
4. Users must remember that electronic mail (e-mail) is not private.
5. Students and staff will not reveal any personal address or phone number or those of any other person.
6. Users will not use the network in such a way that would disrupt the use of the network by others users.

Penalties for Improper Use

Violation of these rules, applicable state and federal laws or classroom and/or district rules will result in loss of network privileges and/or other disciplinary action. Violations could also lead to referral to legal authorities.

1:1 Technology Policy

In this policy, "Chromebook/iPad" will be referred to as "device". The devices and bags/cases are issued to all students and are the property of the GASD. The device is on loan and must be used in accordance with the following policies and procedures.

1. The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag/case are not allowed.
2. When transporting a device to and from school, students should always be sure it is placed in the device bag/case. Device labels must remain on the device at all times.
3. Devices should be placed on the top shelf when stored in lockers.
4. Devices are assigned to individual students. Students should never "swap" or "share" their device with another student.
5. Students are responsible for bringing their device, fully charged, to school each day.
6. Devices will be randomly check to determine if students have the appropriate device and are using the device appropriately .

TECHNOLOGY, CONTINUED

INTERNET SAFETY POLICY

Introduction - It is the Policy of the Granton Area School District to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and;
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

Definitions - Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material -To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depiction of material deemed obscene or child pornography, or in any material harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage - To the extent practical, steps shall be taken to promote the safety and security of users of the Granton Area School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring - It shall be the responsibility of all members of the Granton Area School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the district.

DISCIPLINARY PROCEDURES FOR INTERNET AND COMPUTER USE POLICY VIOLATIONS

As per Granton Area School District Board Policy Code Chapter 9: Section IC

The building principal or designee shall have discretion to deal with violations of this policy. Misuse of District computer networks, including the Internet, may result in school disciplinary action, including loss of computer network use privileges. If the misuse constitutes a criminal offense, appropriate legal action may also be taken.

Student Violations; Students who violate the District's computer/internet use policy shall be subject to the following disciplinary actions:

- **First Offense** - Loss of all computer/internet access for no less than ten (10) school days. Parent(s)/guardian(s) will be notified of loss of computer network use privileges.
- **Second Offense** - Loss of all computer/internet access for no less than forty-five (45) school days. Parents(s)/guardians(s) will be notified of loss of computer network use privileges. A meeting with the parent/guardian must be held before the computer network use privileges are restored. Computer network use privileges will be restored on a conditional basis following the revocation period and parent/guardian meeting.
- **Third Offense**; Loss of all computer/internet access for the remainder of the year or forty-five (45) days, whichever is longer. Parents(s)/guardian(s) will be notified of loss of computer network use privileges. A meeting with the parent/guardian must be held before consideration of restoring computer network use privileges, which may be restored on a conditional basis following the revocation period and the parent/guardian meeting.

Employee Violations; Abuse of the District's computer/Internet use policy by District employees may result in disciplinary action up to and including termination from employment.

Citizen Violations; Citizens who violate the District's computer/internet use policy may lose their computer network use privileges.

Accidental Damage

1. On an annual basis, the student will incur a \$10.00 fee the first time a device has to be repaired.
2. If a device has to be repaired a second time, a \$25.00 fee will be charged. The student will not be allowed to take device home until the fee is paid.
3. For the third incident and any incident thereafter, the student will be charge \$50.00 and an administrative decision will be made regarding the student's take-home privileges for the remainder of the year.

If a student loses or destroys beyond repair any of the following components , they will be charged full replacement costs for those items.

1. Power module/cord
2. Bag/Case
3. Any device (Full Replacement Cost)

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these policies and procedures, and District Acceptable Use Policy and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Granton Area School District.

1. Cancellation of student use or privileges, including the privilege of taking the device home.
2. Suspension from school
3. Expulsion from school
4. Civil or criminal liability under applicable laws.

TELEPHONE

A telephone for student use is available in the elementary office. This telephone is available for emergency calls only. Permission must be obtained by office staff before any calls are made. All other telephones in the building are off limits to student use.

TEACHER QUALIFICATIONS

It is required by federal law that you are given access to information regarding the qualifications of teachers within the Granton Area School District. You might have questions, such as:

- Is my child's teacher licensed to teach the grades or subjects he/she teaches?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degree(s) does my child's teacher hold?
- Are there instructional aides working with my child? If so, what their qualifications?

In Wisconsin, all teachers are required to have at least a bachelor's degree. If you are interested in seeing the state qualifications for your child's teacher, you may contact the school or check the Wisconsin Department of public Instruction's website at www.dpi.state.wi.us/dpi/dlsis/tel/liserach.html

VISITORS

Due to safety concerns, students are not allowed to bring visitors to school. However, the principal or superintendent may make exceptions to this rule. **Parents are encouraged to attend and are welcome at all times.** However, parents must check in at the office as is policy for any visitor to the school.

Questions?

Policies may be revised during the course of the year. When that occurs a notification will be sent out and an updated copy of this Student Handbook will be available in the elementary school office.

What time does school start and end?

Monday through Friday 8:00-3:15

Breakfast; 8:00-8:30, Lunch times vary by grade between 11:00-11:55
Check out the Calendar on page 7 of the handbook for other dates to be aware of.

Will my child eat breakfast and lunch?

We sure hope so! Both are available and provided free to your child.

Students can request seconds but these will be billed to your lunch account.

What should I do if my child is absent?

Please call our office 715-238-7292 as soon as possible and send a written note upon return indicating the time missing and the reason. Be sure to check out attendance/truancy guidelines in this handbook for additional details on absences.

What if I need to pick up my child early?

Please call our office 715-238-7175 or send a note as soon as possible. Please pick your child up in the district office.

What if I have concerns about what my child is learning?

Please encourage your child to talk to his/her teacher. If after your child tries to resolve the issue, please reach out to your child's teacher. Our staff is a great group of dedicated professionals who enjoy working with students and want the same thing for your child that you do; success! The best way to get a hold of our teachers are via email or telephone (715-238-7175).

How can I help my child be more successful in school?

Have conversations with your child about their day, their homework, up-coming tests and events and of course, always encourage your child to read, read, read!

What if my son/daughter wants to get off at somebody else's bus stop?

Bring a note signed by BOTH families stating who wants to go where. All notes must have a current date, the child(ren's) name(s), and a parental signature from both families. This will require advanced planning, but it will help us to keep all children safe. The note(s) must be copied and kept on file in the office and the original is to be given to the bus driver.

Please contact us with any questions.

*Thank you for you partnership in
your child's learning!*

Go Bulldogs!

GRANTON MIDDLE & HIGH SCHOOL STUDENT AND PARENT HANDBOOK 2021-2022



Dear Granton Community,

It is with great excitement that we welcome you to the start our 2021-2022 Granton Middle and High School Year! The teachers and staff at Granton Middle and High School are a skilled team who enjoy working with secondary students and are dedicated to supporting the vision and mission of the Granton Area School District. We offer amazing opportunities for all students to be successful in every aspect of their lives and we hope our students take advantage of every program, course, activity and sport that can maximize their educational involvement.

We know a strong partnership with you will make a difference in your child's education. As partners, we share the responsibility for your child's success and want you to know we will do our very best to carry out our responsibilities. As parents, we hope you continually encourage and support your child to be involved as they embark on their once in a lifetime school journey. Please use this parent/student handbook (also available on our website), communication with our teachers and staff, and an open invitation to visit us to learn more about the wonderful opportunities available with Granton Schools.

An amazing school year awaits your child! On behalf of our Middle school and High School faculty and staff; *Thank you for your partnership in your child's learning and welcome to the 2021-2022 School Year!*



Principal Office:

715-238-7175

Principal : Mrs. Amanda Kraus

4K-12 Secretary: Mrs. Tammie Cramer

Guidance Counselor: Mrs. Shelly Schmitz



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Nondiscrimination Statement: The Granton Area School District complies with all state and federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the Department of Public Instruction of the State of Wisconsin and U.S. Department of Education. It is the policy of the Granton Area School District that no person, on the basis of sex, race, religion, color, national origin (including a student whose primary language is not English), ancestry, creed, pregnancy, parental status, marital status, sexual orientation, or physical, mental, emotional or learning disability shall be discriminated against, excluded from participation in, or denied the benefit of any curricular, extra-curricular, pupil services, recreational or other program or activity, or employment, for which it is responsible.

GRANTON AREA SCHOOL 2021-2022 CALENDAR

17-18 Teacher PD
19 All Staff PD 12-8 PM
 Open House 6-8 pm
23 1st day of school
27 No School

6 Student Days

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24 Student Day Early Release at Noon
 P/T Conferences 1-8pm
25 Teacher PD ½ Day
 No School

19.5 Student Days

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3 No School
6 Labor Day Observed
 No School
17 All Staff PD Day

19 Student Days

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 End of 3rd Quarter
 Teacher Work/PD Day
 No School

22 Student Days

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Student Day Early Release at Noon
 P/T Conferences 1-8pm
15 Teacher PD ½ Day
 No School
29 End of 1st Quarter

20.5 Student Days

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 All Staff PD Day
15-18 Easter Holiday Break
 No School

18 Student Days

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Teacher Work/PD Day
 No School
24-26 Thanksgiving Break
 No School

18 Student Days

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13 Reinforcement Day
27 End of 4th Quarter
 Last Day of School
28 Graduation
30 Memorial Day
31 Teacher Work/PD Day

20 Student Days

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-31 Holiday Break
 No School

16 Student Days

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 Student Days

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Reinforcement Day
14 End of 2nd Quarter
17 Teacher Work/PD Day
 No School

20 Student Days

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Quarter 1 45.50 Days
 Quarter 2 44 Days
 Quarter 3 43.50 Days
 Quarter 4 46 Days
 Total 179 Days

Approved 4/12/2021
 Amended 6/16/2021

Color Key
■ Teacher PD/Work Day
■ 1st Day of School/End of Quarter
■ No School
■ Early Release P/T Conferences
■ Reinforcement Days
■ Graduation

Faculty and Staff

Faculty & staff may have changed since this handbook has been printed. Please check our website and refer to each class's syllabi from the first week of school for the most updated information.



AGRICULTURE

Katie Reider

ART

Dana Klein

BUSINESS EDUCATION

Ryan Westaby

ENGLISH

Blair Necas

HEALTH

Angela Schier

LIBRARIAN/ASSISTANT

Kay Heiting, Librarian

Missy Walz

Matthew Tarlecki

MATHEMATICS

Cody Roggenbauer

MIDDLE SCHOOL

Amy Hanna

Daniel Hebert

NEW MS TEACHER

Kim Hokenson (interventions)

MUSIC ARTS

Keaton Wegner

PHYSICAL EDUCATION

Angela Schier

SCIENCE

Lisa Larson

Katie Reider

SOCIAL STUDIES

Lindsey Halverson

SPANISH

Cristopher Marquez

TECHNOLOGY EDUCATION

Kevin Pankratz

SPECIAL EDUCATION

SERVICES

Bethany Franklin

Alice Painter

Athletic Director

Daniel Hebert

WORK-BASED LEARNING

CORRDINATOR

Kevin Pankratz

SCHOOL COUNSELOR

Shelly Schmitz

DISTRICT ASSESSMENT COORD.

Shelly Schmitz

SCHOOL ASSESSMENT/ DISTANCE LEARNING COORD.

Ryan Westaby

TECHNOLOGY COORDINATOR

Matthew Tarlecki

TEACHER ASSISTANTS

Ruth Buettner

Laurie Falk

Stina Jansen

Loreto Lopez

Dale Rollins

Matthew Tarlecki

Caroline Walter

4K-12 OFFICE SECRETARY

Tammie Cramer

4K-12 PRINCIPAL

Amanda Kraus

FOOD SERVICE

Kimmer Butts, Manager

Sheila Roehl

Cindy Gotz

Kimberly Ganther

CUSTODIANS

Tim Steinbach

Robby Roehl

Kimberly Ganther

DISTRICT OFFICES

Sheila Kind, Admin. Assistant

Char Johnson, Admin. Assistant

Joseph Andrashie, Bookkeeper

James Kuchta, Superintendent

Schedules & Extra- Curriculars

MIDDLE AND HIGH SCHOOL BELL SCHEDULE

Doors Open: 7:30-8:00

Homeroom & Breakfast:
8:00-8:29

1st Hour: 8:32-9:17

2nd Hour 9:20-10:05

3rd Hour: 10:08-10:58

4th Hour: 10:56-11:41

5A Hour: 11:44-12:29

5B Hour: 12:11-12:56

6th Hour: 12:59-1:44

7th Hour: 1:47-2:32

8th Hour: 2:35-3:20

Lunch A: 11:41-12:11 (MS)

Lunch B: 12:29-12:59 (HS)

ATHLETICS

Daniel Hebert; Athletic
Director

Baseball - Andy Radloff

Basketball (girls) - Andy Radloff

Track - Katie Reider

Cross Country (Neillsville Co-op)

Football (Neillsville Co-op)

Softball (Neillsville Co-op)

Volleyball (Neillsville Co-op)

INSTRAMURAL SPORTS

Basketball, volleyball, kickball -
Angela Schier

STUDENT SERVICES

On-line Learning Center -Ryan
Westaby

BLAST/Teen Leadership- Shelly
Schmitz

COMMUNICATIONS

Yearbook - Ryan Westaby

Facebook - Annette Woller

Webpage - Dana Klein

STUDENT ORGANIZATIONS

Visioneers -Dana Klein

FFA - Katie Reider

Forensics - ?

Student Council - ?

Spanish Club - Cristopher Marquez

STUDENT GOVERNMENT

OPPORTUNITIES

Freshman Class advisors -

Cody Roggenbauer & Katie Reider

Sophomore Class advisors -

Blair Necas & Kevin Pankratz

Junior Class advisors -

Lisa Larson & Angela Schier

Senior Class advisors -

Lindsay Halverson & Ryan Westaby

HONORS

National Honor Society - Dana Klein

Scholar Athlete -Daniel Hebert

PERFORMING ARTS

Concert Choir - ?

Marching Band - Keaton Wegner

MEETING TIMES

Co-curricular meeting

Times will vary

throughout the year and
may include; before
school (7:40), Fridays
during homeroom, lunch,
rolling class periods,
and/or after school.

*If class time is missed, students are
responsible to get the work prior and
turn it in on time. Please be sure
students communicate with
advisors/coaches about
arrangements.*

Educational Philosophy

Policies may be revised during the course of the year. When that occurs a notification will be sent out and updated copy of this Student Handbook will be available in the high school office.

Please see <http://www.granton.k12.wi.us/Boardpolicy.cfm> for specific school board policies.



HANDBOOK PURPOSE

Rules are regulation are necessary to ensure an organization runs smoothly. Granton rules and regulations for students are written with this intention. The procedures outlined here also ensure students enjoy the rights accorded to them as responsible Bulldog citizens. Violations of these rules and regulations infringe upon the rights of others or creates a disruption of our common goals. As a Granton Middle or High School Citizen you are responsible to accept your obligations as a member of our student body. Faculty members and other adults have been given the responsibility to supervise student compliance with these rules and regulations. Students are responsible for recognizing this assigned authority.

BOARD POLICY;CHAPTER 1, SEC.B

Interests, attitudes, skills and habits developed during the school years of a person's life greatly influence the individual's behavior as an adult. The educational opportunities provided at Granton Area Schools are designed to enable students to gain knowledge, work skills, learn acceptable social concepts, and develop appreciations and values, which shall help them become responsible members of their community.

The opportunity to participate in the programs of the school shall be extended to all residents of the community provided statutory, and school board regulations and requirements have been fulfilled. For

the individual to realize maximum benefits from these programs, the student must be willing to accept the responsibilities, which go along with the educational privileges. All aspects of the school's program of studies and activities shall be concerned with the total development of the individual student. It is recognized that students have differing interests, needs, and abilities. Therefore, course offerings, school activities, and teaching methods shall be planned which will provide for individual differences and which will enable each student to develop according to his or her capability. Every effort shall be made to help the students experience success in their search for personal improvement.

The goals of education may best be achieved through cooperation and understanding among students parents, faculty and members of the community. The working relationships shall be purposeful and business-like with mutual respect for individuals and their ideas, accomplishments and objectives. Each person involved in the educational process shall work towards the overall goal of maximum educational advancement for each child.

Therefore, we believe the district goals are to be:

1. Provide a safe learning environment.

2. Provide a well-rounded curriculum for teaching students the fundamentals that will prepare them for a four-year college, technical college, or the work world.
3. Provide a learning environment that will maximize the potential of all students.
4. Provide opportunities to develop each student's imagination, creativity and constructive and critical thinking.
5. Provide the skill each student needs to become a functioning, self-supporting, productive adult.
6. Provide opportunities that showcase the importance of a lifelong love for learning.
7. Provide opportunities to share their own cultures and to be aware of other cultural expressions and heritage.
8. Provide opportunities to develop an awareness of our political system starting at the school level and moving through all levels of government.
9. Provide opportunities to develop knowledge and responsibility concerning global resources.
10. Provide opportunities for career education and occupational awareness.
11. Provide the opportunity to develop each individual's abilities, goals, and self-concept.

Our Vision: Granton Area School District believes that we will provide a high-quality education through a strong partnership with community and parents to instill a lifelong love of learning and success in our student's future.

DISCRIMINATION COMPLAINT PROCEDURE

If any person believes that the Granton Area School District, or any part of the school organization has inadequately applied the principles and/or regulations of Titles VI, IX S118.13, Wis. Stats., or Section 504 or Is in some way discriminatory on the basis of sex, race, religion, color, National origin (including Limited English Proficiency), ancestry, creed, pregnancy, parental status, marital status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring forward a complaint to the office of The District Administrator in the Granton Area School District Office at 217 North Main, Granton, Wisconsin 54436.

Please see the district website for further details on both informal and formal complaint procedures.

Educational Philosophy

Policies may be revised during the course of the year. When that occurs a notification will be sent out and an updated copy of this Student Handbook will be available in the high school office.

Our Vision: EXCELLENCE, INNOVATION, INSPIRATION; Every day. Every Way.



Academic Information

-Grading Information

- Graduation Requirements
- Grading System
- Homework
- Schedules Changes
- Withdraw/ Incompletes
- Course Retakes
- Mid-Quarter Progress
- Final Exams
- Academic Honesty
- Academic Awards
- Student Promotion

Multi-Level Systems of Support (RTI/PBIS)

- MS: Intervention, ZAP
- Content/Strategy Core Labs
- English/Math Support
- Homework Help Center
- Alternative Education
- Student Services
- Student Recognition

Accelerated Programs

On-line/Virtual Education

School to Work/Youth

Apprenticeship

(See course handbook for additional information on the academic opportunities available for our students)

GRADUATION REQUIREMENTS

Please refer to the Granton High School course book for further details on available courses, programs, and frequently asked questions.

1. GHS will issue diplomas to all students who complete the requirements for graduation and whose conduct warrants such recognition. The high school Principal and/or District Administrator shall be the judge of this accomplishment.
2. The minimum number of credits required and credit requirements shall be as follows:
 - English - 4 credits (Required; English 1, English II)
 - Social Studies -3 credits (Required: AH 1, AH 2, Poli. Sci)
 - Mathematics - 3 credits (Required: Algebra 1, Geometry)
 - Science - 3 Credits (Required; Biology)
 - Physical Education - 1.5 credits
 - Health - .5 credit
 - Electives - 9.5 credits plus required .5 credit course in personal finance & 1 credit (.25/year) in Academic and Career Planning
 - TOTAL———— 25 CREDITS
1. All 9-12 students will be required to register for 7 or more credits per year. Freshmen, sophomores, and juniors will not be demoted or retained in their class, but a student will not be considered a senior unless he/she has successfully completed 17 credits.
2. Students receiving diplomas from Granton High School must have attended 8 semesters prior to graduation. However, the Board may approve early graduation requests on an individual basis, if all graduation requirements have been met.
 - Home Based Instruction and Transfer Students should view School Board Policy, Chapter 10, Section Y for further information regarding placement and completion. Students transferring into Granton will be evaluated for semester and credit compliance. Students will be held accountable for the number of credits under their former school requirements. (i.e. A school with 24 credits required would need 6 credits per year of attendance.) A proportional number of credits will be required based on the year of graduation and number of years in the district. All required courses under 118.33(1) are required for graduation.
3. Any student that does not show satisfactory progress toward the completion of the required credits for graduation or the required courses as specified in this policy by the end of the third quarter, or have not met other obligations, including detentions, will be notified that they will not be able to participate in the graduation ceremonies. If the student can show satisfactory progress by 15 school days from graduation, they will be notified that they may participate in graduation ceremonies, however, if their grades drop within that 15 days, and they fail to meet the graduation requirements or other obligations, they will not receive a diploma, and will be given the opportunity to complete their graduation requirements and receive their diploma at a later date.

Academic Information

GRADING INFORMATION

- Any senior showing satisfactory progress at the end of the third quarter but is not showing satisfactory progress by 15 school days from graduation toward the completion of the required credits for graduation or the required courses, as specified in this policy, or have not met their other obligation including detentions, will be notified that they will have two options toward the graduation ceremonies. First, they may participate in the ceremony but there will be a notation on the program that they have not met the requirements for graduation. Secondly, they may have the option to not participate in the graduation ceremony. For either option, the student will receive their diploma only upon successful completion of their requirements.

GRADING SYSTEM

Please visit Infinite Campus on our school website routinely to keep up with your child's grades. Students will receive grades and credits four times per year at the end of every Nine-week grading period. The grades on the report cards issued at the nine-week period will be the recorded grade for student achievement (credit) and will become part of the student's permanent record. The progress report can, and should, be used at any time during the nine-week quarter when staff have information or concerns they wish to share with a parent(s). The progress report will indicate the reason for concern or commendation. Please reference individual teacher syllabi's for individual grading policies.

HOMEWORK

A reasonable amount of homework is part of the educational process and should be expected. Though every student is different and should not be compared to others regarding this issue, our programs are planned so that if each student makes wise use of their time during regular school hours the amount of work outside of school should be minimal. As such, students are expected to make every effort to turn their homework in on time and contact their teacher(s) if they have questions or concerns. Middle School students who do not complete their assignments on time will be provided additional time during "ZAP" until they complete assignments. (Additional information regarding ZAP can be found in our MLSS section of handbook).

SCHEDULE CHANGES

Students schedules have been set the following school year, adding any course will require consent of the instructor, parent and administration. This will not apply to transfer students. If a course is dropped after the third day of the semester, the student will be awarded a grade of "WD", or withdrawal. A "WD" has the same honor point value as an "F", and will negatively impact the students' class rank and gradepoint average and remain on the permanent academic transcript. The adding or dropping of a course three days after the start of a semester requires signatures from the student, parent, teachers and school counselor on an Add/Drop form, available in the Counseling Office. Requesting to add or drop does not guarantee the change will be made. School officials (school counselor, staff and administration) will examine the impact this decision may have on the student's academic standing. (In accordance with school board policy, no student will be allowed to drop a course that will lower the student's credit attempts to below seven (7) credits for any one year.) When there are multiple sections of a course students may be assigned to a different section to balance class sizes and resolve staffing and scheduling problems.

WITHDRAWALS/INCOMPLETES

Students who are transferring out of the school district or leaving school must have the principal's approval or obtain a withdrawal form from the main office. This form must be signed by all the student's teachers, librarian, student services office, athletic director, and principal. Refunds are made after the form is returned to the main office.

COURSE RETAKE

Please see the graduation requirements section of this handbook, Granton Course book, and/or contact our student services office for further information on courses required for graduation. In the case of failing a required course, students may retake the course in an effort to earn a passing or higher grade. In certain situations, elective choices may be limited due to the necessity of retaking previously failed courses.

GRADING SCALE

(For Non-standards based class-- Please see your teacher's syllabi for further details on grading for each class.)

93%-100%; A

90%-93%; A-

87%-93%; B+

83%-87%; B

80%-83%; B-

77%-80%; C+

73%-77%; C

70%-73%; C-

67%-70%; D+

63%-67%; D

Below 60%; F

MID-QUARTER PROGRESS

Please partner with your child's teacher if you are concerned about their social, emotional, and/or academic progress at any time. Please visit Infinite Campus on school website routinely to keep up with your child's grades. Teachers will contact parents at mid-quarters to discuss any grades of a "D" or below. Both teachers and parents are encouraged to communicate with one another on a regular basis.

FINAL EXAMS

At the end of each semester, Granton High School Students will have two days for semester final exams. Teachers may use traditional written exams, presentations, projects, or other activities during the exam period. The final exam schedule will be posted near the end of each semester. Due to early graduation, seniors must make arrangements with their teachers prior to the second semester finals period for completion of final exams. Granton Middle school students may have final exams.

ACADEMIC HONESTY

Granton High and Middle School consider academic honesty as a cornerstone of its educational mission it is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to; test taking, homework, class assignments -- allowing others to copy one's work/doing another one's work, the original creation of essays, compositions, term papers, and scientific research. If such is not the case, then the student has demonstrated unacceptable academic behavior and subject to disciplinary action. Possible disciplinary actions may include; redoing test or assignment, receiving a reduced grade (as low as zero), written referral to office/athletic/co-curriculars, or any other action that a teacher and administration deem necessary an appropriate.

ACADEMIC AWARDS/HONOR ROLL

A list of honor roll students will be posted in the High School office and published in the local newspaper. Honor roll and high honor roll are computed each quarter and semester. Students in grades 9-12 can earn academic achievement points every quarter. This program was designed to recognize students for their academic accomplishments, reward them for excelling in the classroom, and provide them with incentive to succeed. A student earns "high honors" by attaining a 3.6 average or higher and "honors" if they attain a 3.0-3.59 average in all academic areas for a grading period.

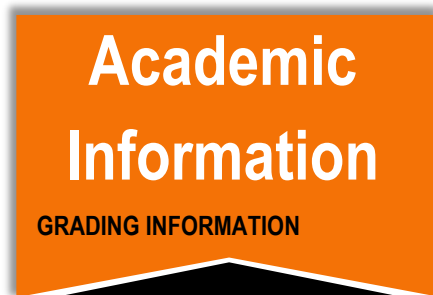
The criteria for earning academic awards are as follows:

1. Only full-time students will be eligible for the awards.
2. All classes that count for honor roll tabulation/computation will count toward the awards.
3. The student must be enrolled in at least six(6) credits per year.
4. The GPA of transfer students will count toward the awards. Transfer students must be enrolled at Granton High School for at least one (1) semester to be eligible for any award recognition.
5. The computation to the GPA will be retroactive to the start of each student's freshman year.

STUDENT PROMOTION/RETENTION

The Granton Area School District is dedicated to the total and continuous development of each pupil enrolled. Children seem to do their best work in school when they are placed at a grade level with other children of their chronological age. Pupils will normally progress annually from grade to grade. Exceptions may be made only when, in the judgment of the professional staff, such exceptions are in the best educational interest of the pupils involved. The professional staff is expected to place pupils at the grade level best suited to them academically, socially and emotionally. Exceptions will always be made after prior notification and explanation to each pupil's parents, with the final decision resting with the school authorities. Parents wishing to explore the advisability of retention or acceleration for their child may do so by first contacting the teacher of their son/daughter. Because of the following actors, it will occasionally be desirable for a child to be placed in a grade above or below his/her actual chronological age:

Physical maturity, social/emotional maturity, attitudes/work habits, level of academic achievement, particularly in basic skill areas, and in reference to grade level outcomes, ability in relation to achievement, attendance patterns, potential benefit/success for the student, previous retention, EEN status, extenuating circumstances, if any.



Academic Information

Multi-Level Systems of Support (RTI/PBIS)

- MS; Interventions, ZAP
- Content/Strategy Core Labs
- English/Math Support
- Homework Help Center
- Alternative programs
- Student Services
- Student Recognition

Accelerated Programs

School to Work/Youth

Apprenticeship

On-line/ Virtual Education

(See course handbook for additional information on the academic opportunities available for our students)

ZAP

Granton MS has implemented a program called Z.A.P (Zeros Are not Permitted). This program is designed to:

- Increase expectations of students who fail to complete and turn in assignments on time.
- Emphasize the belief that assignments/projects are important and must be completed.
- Direct students to utilize their abilities to acquire self-discipline/work habits that will serve them in the educational setting and in the future when they enter college and/or the workplace.
- The ZAP program is a program to help students understand failure is not acceptable.

How does the program work?

- ZAP will meet five days per week during the students lunch hour.
- Students will be assigned by their classroom teacher for not completing work by the required due date.
- The teacher assigning the ZAP will meet briefly with students when assigning the ZAP to provide the student with necessary information to complete his/her missing assignment.
- The student will then be directed to the ZAP room to complete the homework.

Grading/Consequences:

- Completed assignments will be collected and placed in the teachers' mailbox for their review the next day.
- Completed assignments will be a minimum of 75% or original assignment.
- Participation in extracurricular activities or rewards may be suspended until ZAP work is completed.

Families can help in assisting their children to be successful by:

- Scheduling a consistent time for homework
- Creating a quiet workplace away from distractions (such as Facebook and other social media)
- Whenever possible, participate in the experience by being available for help and/or encouragement
- Reinforce the importance of responsibility and time management
- Give praise when you child display good work habits.

MULTI-LEVEL SYSTEMS OF SUPPORT

In an effort to meet the needs of all our students, Granton MS/HS provides additional support for our students. Students needing support are identified using a team approach based on a balanced assessment system, which may include but is not limited to grades, teacher/parent recommendation, and student achievement on screening and monitoring tests.

Students who do not meet expectations will have either support labs and/or "intervention" as part of their educational programming. Intervention includes individual and/or small group instruction and is designed to increase skills in a particular area of need. Those students will continue to be monitored and based on how they progress may be exited from the small group/individual intervention or entered into additional interventions. If a student is assigned to an intervention, they are expected to follow the instructions laid out according to the Intervention Plan. Should a student choose not to do so, behavioral consequences will occur.

Students who meet or exceed academic expectations will have opportunities for enrichment and accelerated programming. The professional staff is expected to place pupils in support best suited to them academically, socially and emotionally and the final decision rests with school authorities. These support times occur throughout the day. Specific programs include, but are not limited to;

Middle School Intervention/Enrichment Periods, ZAP, Content Specific Core lab, Strategy Specific Core Lab, Homework Help Center, Support Lab, Study Hall, English Support Intervention, Math Support Intervention, At-Risk Programming, Accelerated Programming.

MS INTERVENTION/ ENRICHMENT

Middle school students who have been identified as needing additional support in math and/or English, will have one to two intervention periods in their schedule. These periods are designed to help students gain the necessary skills and knowledge to achieve at or above grade level norms. Please contact Amy Hanna for further details.

CONTENT SPECIFIC CORE LABS/WIN TIME

Every day high school students attend a “homeroom” period. During Mondays, Wednesdays, and Fridays, students identified in need of academic support are in a content specific core lab/WIN homeroom that supported with a core academic teacher (English, math, science, social studies). Tuesdays and Thursdays of homeroom are ACP (Academic and Career Planning). Please contact Amanda Kraus for further details.

STRATEGY SPECIFIC CORE LABS

Every day high school students attend a “homeroom” period. During Mondays, Wednesdays, and Fridays, students identified in need of organizational, social, and/or behavior support are in a strategy specific homeroom with a teacher designed to support their needs. Tuesdays and Thursdays of homeroom are ACP (Academic and Career Planning). Please contact Amanda Kraus for further details.

ENGLISH SUPPORT INTERVENTION

High school students who have been identified as needing additional support in English beyond core labs, will have an intervention period in their schedule. This is identified as “English Support”. These periods are designed to help students gain the necessary skills and knowledge to achieve at or above grade level norms. If a student is assigned to an intervention, they are expected to follow the instructions laid out according to the Intervention Plan. Please contact Amy Hanna for further detail.

MATH SUPPORT INTERVENTION

High school students who have been identified as needing additional support in math beyond core labs, will have an intervention period in their schedule. This is identified as “Math Support”. These periods are designed to help students gain the necessary skills and knowledge to achieve at or above grade level norms. If a student is assigned to an intervention, they are expected to follow the instructions laid out according to the Intervention Plan. Please contact Amy Hanna for further details.

HOMEWORK HELP CENTER(HHC)

A modification of the ZAP Program, HHC is designed to meet the needs of our high school students. Students are welcome to bring their lunch and work with one of our highly qualified staff on study skills, homework assistance, test retakes, and just about anything our students may need assistance with. Students who meet academic expectations may attend, and students who are not meeting academic expectations may be required to attend until those expectations are met. Morning (AM) HHC will be available to all secondary students from 7:40-8:00 A.M. in Room 312 starting second semester. AM HHC is designed to meet the needs of our students and is staffed by our faculty. Students are welcome to work on study skills, homework assistance, test retakes, and just about anything they may need assistance with and/or just a place to work. Additional opportunities for all our students to be successful!

Granton Middle School and Granton High School continue to be the leaders in offering a welcoming and supportive environment for students of all backgrounds. Through a commitment to a continuous improvement plan aimed at providing a successful educational experience for all of our students, we have several academic support systems in place for our students.

ALTERNATIVE PROGRAMMING

Students must meet state and/ or district criteria to eligible for these programs. For more information, contact Nate Johnson.

Level 1: Credit Recovery This program is designed to serve students identified as at-risk of not meeting graduation requirements. Students enrolled in this program will have a Personal Education Plan to meet the individual needs of each Student. The program is devoted to the success of each student and should include strong parental/adult involvement. The PEP may incorporate school and partner agencies to address students who need intervention in the areas of behavior, mental health, academic needs, attendance, and/or AODA issues. Instruction may be in the regular classroom with support or it maybe specialized. Specializations may include; pull-out classes for core subjects of difficulty, project based learning for greater understanding and engagement, specialized reading/writing intervention, and/or on line school courses. Study/social skills will be emphasized as well as planning for post high school goals and objectives.

Level 2: HSED This program is designed for students with severe credit deficiencies who are unable to meet graduation Requirements through other means such as the Credit Recovery Program. Please see Nate Johnson or Shelly Schmitz for more information.

STUDENT SERVICES

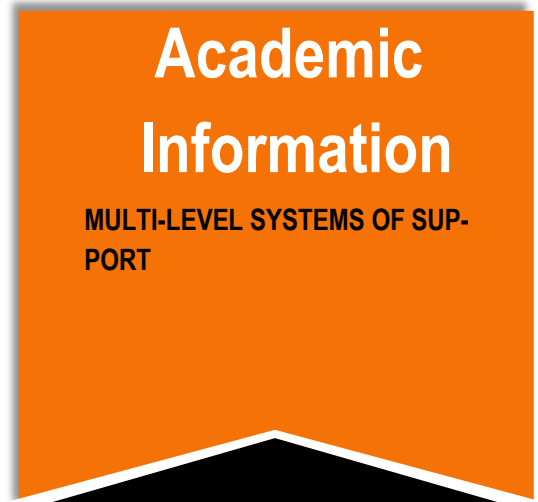
The professionals in our Student Service office are here to serve all students and their families. Our goal is to help all students achieve their personal and academic best. Our philosophy is that all students can and will excel with support from within the school and their home. Services that are offered through the student service staff are: special education consultation and evaluation, 504 coordination, classroom development guidance lessons for all students, small group work, individual career, academic, personal and social counseling, parent support and resources, college planning, scholarship information and class scheduling. Please see our guidance counselor for more information.

STUDENT RECOGNITION

Students are routinely recognized for their positive academic, social, and behavioral choices. In addition to the reward of high grades, our student reward programs include but are not limited to; perfect attendance, honor roll, academic/athletic awards, PAWS awards, field trips. PAWS is a service learning and community service program that includes all students and staff! Each month we have scheduled times for school or community based projects that encourage students and staff or varying levels to work together in performing some type of project. Each quarter a school-wide celebration is held in which students are nominated by their teachers and recognized for good citizenship, attendance, and academic success. Students can also be nominated by a staff member for a “PAWS”itive Behavior Award and they will receive some kind of prize from the MS/HS office. For more information on PAWS please contact Ms. Woller.

ACCELERATED PROGRAMMING

Students have the opportunity to take rigorous course designed to challenge, Motivate, and improve their knowledge and skills. Middle school students are identified via our Multi Level System of Support Programming. Please contact Amy Hanna for further information for our middle school students. Please see our academic course book and/or contact Shelly Schmitz for further details for our high school students.



SCHOOL TO WORK PROGRAMMING

Please see our academic course book and/or contact Cheryl Steinbach for further details for our high school students.

1. A school day release program is available to qualifying students. An application for the program is available in the guidance office. The following rules govern the school day release program:
2. Students, parents, employers, and school personnel are all involved in the supervised work release or work release program. Students must be earning a passing grade in all subjects. An "F" or two "D's" automatically cancels the program and you return to the regular school day schedule.
3. Qualified student requests will be reviewed by the principal and guidance counselor or supervised work coordinator.
4. Students asking for a school day work release must be carrying a full schedule of classes where graduation requirements and standards can be achieved.
5. Students must leave school grounds immediately and not loiter in town. Students must furnish own transportation.
6. When all required documents have been approved, the student will be notified of the date they begin.
7. This program is to be considered a privilege. Abuse of this privilege can be reason to lose this opportunity to participate in the program. The program will be revoked if it not productive.

ON LINE/VIRTUAL/DISTANCE LEARNING PROGRAMMING

Distance learning is an instructional delivery model and refers to the method in which courses not offered as face-to-face Courses at Granton High School may be taught. Students in grades 9-12 may be eligible to take a distance-learning course. Please see the course handbook and/or contact our guidance department for further information. There are specific deadlines that must be met.

All students requesting enrollment in a DL course will be evaluated by the high school principal, school counselor and/ or district DL coordinator to determine if such a placement is academically appropriate. The interactive web-cam allows a teacher to see and interact students with students during their scheduled time. These courses may be high school to high school courses, early college credit courses, and/or start college now courses. Students must receive prior approval from the school counselor or building principal, and the course must comply with graduation requirements. Because coursework is completed remotely and their teacher is typically not on site at Granton, this format of education requires a high level of maturity and self-motivation. The cost for a DL course is paid for by the Granton Area School District. The District is not responsible for home instruction, home Internet access, or technical assistance. In the event that a student does not successfully complete a college level or Wisconsin Virtual School course, the student/parent is responsible for the cost of the course. Students taking courses to replace failed course will pay the cost of the course and the District will reimburse upon successful completion of the course.



Attendance Information

Compulsory School
Attendance Information
-Truancy/Ordinances
-Student Absence Procedure
-Excused Absences
 -Make-Up Work
-Pre-Arranged Absences
-Unexcused Absences
 -Make-Up Work
-Tardiness
-Attendance for Seniors
-Adult Students
-Perfect Attendance

The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between 6 and 18 years of age to be in school attendance unless he/she:

1. Is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
1. Has graduated
3. Has been authorized to attend an alternative educational program; or
4. Has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of grading period in which the child becomes 18 years of age. Parent/guardian(s) are responsible for notifying the school of student absences in accordance with established district procedures. When students are absent, parents/guardians assume full responsibility for their child's activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

CLARK COUNTY/GRANTON TRUANCY POLICY

Granton has partnered with Clark County as of June 2019 to respond to Granton Area School District Truancy cases. Under this ordinance any student that is considered truant from school can be subject to any or all of the following actions:

- An order for the person to attend school
- Cumulative fines to be assessed against the person, the parents or guardian, or both.
- Suspension of driver's license for not less than 30 days nor more than one year
- An order to participate in counseling or other supervised work program: the cost may be assessed against the person and/or family
- An order to attend an educational program
- An order from the Wisconsin Dept. of Work Force Development to revoke a work permit for up to one year
- An order for the person to be placed in a teen court program
- An order placing the person under formal or informal supervision for up to one year
- An order for the person's parent, guardian or legal custodian to participate in counseling at their expense
- Any other reasonable conditions with this Section including a curfew and other restrictions

The Granton Area School District is willing to work with students/families to resolve attendance issues if at all possible. The above is the end result of unresolved attendance issues and will be determined by Clark County Court Services.

TRUANCY

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer and/or High School Principal has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes(118.15).

Truancy Guidelines:

1. Part or all of 2 unexcused days absent in a school semester, or 4 excused absences in a school year: *Phone call to Parent/guardian discussing attendance.*
2. Part or all of 3 unexcused days absent in a school semester or 6 excused absences in a school year: *Letter to parent/guardian giving notification of check list for habitual truant, Referral to school counselor for: Review of school records to consider possible PBIS Team Meeting.*
3. Part or all of 4 unexcused days absent in a school semester or 8 excused absences in a school year: *Certified letter to parent/guardian giving notification of checklist for habitual truant, Meeting with parents, principal, counselor, and student to consider/discuss placement in PBIS Tier 2 intervention*
4. Part or all of 5 unexcused days absent in a school semester or 10 excused absences in a school year: *Certified letter to parent/guardian giving notification of checklist for habitual truant, Possible referral to Clark County Social Services, Clark county notification for administration of Truancy Ordinance*

A “habitual truant” means a student who is absent from school without an acceptable excuse, based on the district attendance policies for either of the following:

- I. Part or all of 5 or more unexcused days in which school is held during a semester whether consecutive or not.
- II. Part or all of 5 or more days in which school was held which exceed 10 days excused absence in a school year.

If a student becomes a habitual truant the attendance officer shall notify the parent/guardian of the child by registered or certified mail, when the child initially becomes habitually truant. The notice shall include the following checklist:

- *A statement of the parent’s responsibility under the law to cause the child to attend school regularly*
- *A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for any at-risk program*
- *A request that the parent/guardian meet with appropriate school personnel to discuss the child’s truancy*
- *A statement of the penalties under the law that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly*

STUDENT ABSENCE PROCEDURE

The responsibility for regular school attendance of a child rests upon the child’s parents or guardian. No absence shall be recorded when a child is physically away from school because he/she is participating in school sponsored activities, teacher chaperoned field trips, athletic events, workshops, contests, etc. Each teacher shall submit daily attendance reports to the attendance officer on all students under his/her charge.

All other absences must be cleared with the office and will be excused only the absence falls within the guidelines in board policy. It is the responsibility of the parent and student to provide the office with the proper documentation. The parent/guardian or student will have five school days to clear the absence with the office. Documentation and/or phone calls received after five days will not be accepted, and the absence will be considered unexcused. Office number is 715-238-7175

STUDENT ABSENCE PROCEDURE FOR PARTIAL DAY

All students (and visitors) attending or leaving during the school day, must sign in and out of the office. Students Should use a hall pass from staff whenever in the halls as well. If your child will need to leave/be late, please send a note and/or call the office at 715-238-7175 with proper documentation.

EXCUSED STUDENT ABSENCES

Personal Illness

A student who is absent due to illness is to have a parent/guardian call the school the morning of the absence. If this is not possible, a note signed by the parent/guardian explaining the absence should be brought to the office on the day the student returns. A student will be allowed five sickness or injury related absences per semester that do not require a doctor's verification. These absences will be recorded as IL. If a student requires more than five separate days per semester due to sickness or injury a doctor's excuse will be necessary. These absences will be recorded as DR. When the illness or injury causes the student to miss three or more consecutive days of school, documentation from a doctor's office will be necessary to excuse the absences. These absences will be recorded as M.

Medical Appointments

A student who has a medical, dental, chiropractic, optometric, or other valid professional appointment will need to provide documentation of the appointment from the medical facility to have the absence be marked "excused". These absences will be recorded as DR. If possible, please schedule appointments outside the school day. The office will accept a fax from the facility on company letterhead that provides verification of the appointment date and time. The High school fax number is (715) 238-7827.

Family Emergencies

Any student who has a severely ill or injured family member or who has experienced the death of a family member should have a parent/guardian contact the office as soon as possible after the initial first absence with a description of the circumstances. These absences will be recorded as F. A student requiring more than ten days absence from school must have a parent/guardian contact the office to give an estimated date for the return of the student to school.

Family Religious Services

Any student requesting time off for the observance of a religious holiday must bring a note from a parent/guardian or have the parent/guardian call the office prior to the holiday. (These days do not count toward the five parent-excused days in a semester.) These absences will be recorded as R.

Other Excused Type Absences

- A court appearance or other legal procedure, which requires the attendance of the student. These absences will be recorded as CA
- Quarantine as imposed by the Public Health Officer. These absences will be recorded M.
- Student sent home per CDC guidelines. We ask parents to keep children who are ill home for a full 24 hours after they are free of fever, vomiting, or diarrhea without the aid of fever reducing medications such as Tylenol, Ibuprofen, Advil, etc., because people are very contagious for 24 hours after they are completely symptom free. These absences will be recorded as CDC.
- Attendance at special events of educational value approved in advance by the principal or attendance officer. These absences will be recorded as SA
- Approved school activities during class time. These absences will be recorded as SA.
- Special circumstances that show good cause and is approved in advance by the principal.
- Pre-arranged Absences

Pre-arranged absences do not fall under the category of "parent request" unless an advanced makeup form has been filled out and approved. Individual parent requests that his/her child should be excused from an absence will not be honored unless it falls under the guidelines previously stated for excused absences and parent responsibilities. Faculty reserves the right to excuse a student from an absence when the absence has been deemed either justified or unavoidable.

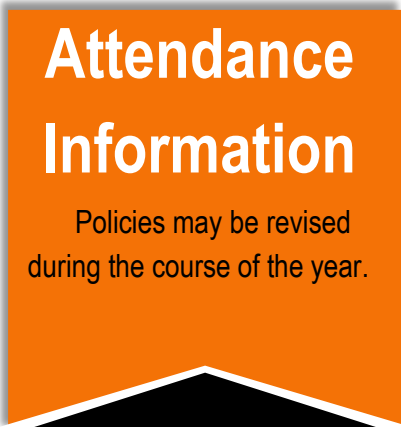
EXCUSED ABSENCE MAKE-UP WORK

Upon the student's return to school, the student has the responsibility to confer with his/her teachers for those classes missed to determine work to be completed. The student may have the number of days absent plus one to make up missed assignments/class work to be completed. A longer period may be granted by teacher or administrator for extenuating circumstances.

PRE-ARRANGED ABSENCES

Granton Area Schools recognize the occasional need for extended absence or emergency situations that may arise.

Students who are planning to be absent and know in advance that they will be missing work should pick up an advance makeup sheet from the office. A parent request is necessary to receive an advanced makeup. The student will be required to obtain signatures and assignments from their teachers. All work should be made up prior to dates that the student will be missing unless specific arrangements have been made with the classroom teacher. The completed advanced makeup form should be com-



UNEXCUSED STUDENT ABSENCES

Children who are absent from school with the consent of their parents and/or guardian, but whose absence does not fall under the reasons listed above for excused absences, or children who skip, or are absent for no particular reason, shall be considered unexcused.

- Students marked with unexcused absences will serve a 30 minute after-school detention for each period unexcused
- Once a student accumulates three unexcused absences (all or part of a day) in one semester, a truancy warning letter will be sent home. Unexcused absences beyond five days in a semester may result in a truancy referral to Clark County Social Services, law enforcement and violation of village ordinance filed with the Village of Granton.

UNEXCUSED ABSENCE MAKE-UP WORK

Students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during their unexcused absence as well as contact each of their teachers. Work missed during an unexcused absence may be made up upon request from the teacher. Students may or may not be permitted to make up daily class work missed and may be denied credit for unexcused absences. Tests are an exception and may be made up at a time mutually agreed upon by the teacher and student. A student may receive a zero for class participation for all classes missed if participation grades were given the day the student was marked as unexcused by the school attendance officer.

TARDIES

Students will be assigned a lunch detention for accumulating three tardies during a quarter. For every tardy after three in a quarter, additional lunch detentions will be assigned. Students who accumulate three additional tardies in a quarter will also be subject to after-school detention and a truancy citation.

ATTENDANCE FOR STUDENTS

All seniors are required to maintain 90% attendance second semester in order to participate in the commencement ceremony. In other words, if a senior has missed more than 9 days or more than 72 class periods (even if parent permission was granted) he/she would not be allowed to participate in the graduation ceremony. Note: medical, funerals, court appearances, school activities, and college visits (with documentation) are exceptions to this rule.

ATTENDANCE FOR ADULT STUDENTS (18 YEAR OLD STUDENTS)

All school rules apply unless otherwise noted in the student handbook. Being 18 does not allow you to come and go as you please. Adults may write their own excuse to leave school for any reason that is excused as per the school attendance policy provided a written statement to that affect is on file. The principal must approve all notes and requests to leave the building. Administration may restrict any privilege if abused. Adult students are expected to be in school every day and comply with attendance policies set forth by the Board of Education and the State of Wisconsin. Adult students that fail to comply with school rules may be referred to the school board, and board action may result in expulsion.

PERFECT ATTENDANCE

Perfect attendance awards will be presented to students with perfect attendance at the end of 1st quarter, at the end of second semester, at the end of third quarter, and at the end of second semester.

Behavior Expectations

- Behavior Philosophy
- Academic Honesty
- Altering Substances
- Bus Expectations
- Proper Dress
- Electronic Devices
- Harassment
- Loitering
- Lunch/Snack Expectations
- Parking lot/Driving
- Prohibited Items
- Public Displays of Affection
- School Functions
- Searches
- Student/Staff Interactions
- Theft/Vandalism
- Consequences
- Legal Referrals
- Suspension/Expulsion

The Granton Area School District has high expectations for all students and recognizes the potential of all students. To help reach that potential for each student, it is necessary to have a school and classroom free of disruption. The District requires that students respect the rights of all members of the school family—teachers, administrators, support staff, parents, and other students.

Behavior procedures are necessary so the rights of each member of the school family are protected. They are designed to preserve an orderly school atmosphere and to help prepare students for productive and meaningful adult lives. Any student, who, through actions, conduct, dress, appearance or presence, disrupts the normal routines of the educational process of the school or who follows a course of conduct which may reasonably be anticipated to become disruptive of the educational process, shall be subject to the discipline of the school.

BEHAVIOR EXPECTATIONS

Students at Granton are expected to conduct themselves in a positive manner and show respect towards all students and staff. Behavioral guidelines include;

- Be Respectful; For self, others, community, school, parent.,etc
- Be Responsible-To family, to self, and to school.
- Be Safe-To be from danger or injury; physically and emotionally

BEHAVIOR GUIDELINES AND PROTOCOLS

Please see additional information in this handbook and under board policies on our website.

Student Discipline Reports will have the following supports initiated based off of severity and occurrence of behaviors:

- Instructional Staff Re-teaching
- Communication Home and/or Parent Meeting
- Lunch Reflection
- Meeting Reflection
- After School Reflection
- Support from SRO, Counselor, School Psychologist, and SEL Support Team
- Outside of District Behavioral Support Teams

ACADEMIC HONESTY

Granton High and Middle School consider academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to; test taking, homework, class assignments--allowing others to copy one's work/doing another one's work, the original creation of essays, compositions, term papers, and scientific research. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Possible disciplinary action may include; redoing test or assignment, receiving a reduced grade (as low as a zero), written referral to office/athletics/co-curriculars, or any other action that a teacher and administration deem necessary and appropriate.



Behavior Expectations

ALTERING SUBSTANCES;DRUGS/ALCOHOL/INHALANTS/ E-CIGARETTES/TOBACCO/STREET DRUGS/DRUG PARAPHERNALIA/ CONTROLLED OR PERFORMANCE ENHANCING SUBSTANCES

Granton School District strictly forbids use, sale, or possession on any items listed above or look-a-like substances. The possession and/or use or sale of chemicals in our schools, our parking lots, on school buses, at athletic events and/or other school sponsored functions is strictly prohibited.

School board policy and procedures have been established to respond to individuals possessing, distributing, and/or selling alcohol and other controlled chemicals/substances or their look-a-like counter parts. Disciplinary action will result if a student is involved in use, possession, and/or sale of any altering substances. Students refusing to comply with a breath test given by school officials or law enforcement will be treated as an admission of guilt.

BUS EXPECTATIONS

The school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students under his/her charge. It is highly recommended that drivers stop the bus, if necessary, to address student behaviors. If such action is taken routes may be delayed. The inconvenience is something we apologize for in advance, but the safety of every person on the bus is the district's top priority. School bus transportation is a privilege - not a right. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave can be suspended from school or the bus and can be denied bus-riding privileges. Buses are subject to videotaping and students are subject to discipline based on what the tape shows.



- Riders are not permitted to leave the bus other than regular stops unless school officials have given proper authorization in advance.
Extra-Curricular Activity Trips:
- The above rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes chaperones appointed by the school officials to accompany the bus.
- Spectator Buses:
- Our school encourages your enthusiastic support and spirit at events scheduled out of town. A spectator bus will be provided if there is sufficient student demand. Students are encouraged to take advantage of this opportunity.
- Students who ride the spectator bus to the event must return on the bus unless the principal has approved other arrangements in advance.
- All school rules will be strictly adhered to while in attendance at events held at other schools as well as the transportation process
- Students are to remain at the game site from the time of arrival until the departure of the bus. Student violations will result in consequences.
- The cost of the bus is only \$5.00 and must be paid in advance and is not refundable.

DRESS CODE

Discretion of what is excessive or in bad taste will be left up to faculty and administration, as defined by the Wisconsin Statute 120.13 (1). It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the Granton School District. By school board direction students shall dress appropriately for all occasions. **The board, with the administration as their representatives, will determine what appropriate dress is.** Students will be sent home unless corrective action is taken. Any exceptions to this dress code can only be made with prior office approval. The following are guidelines for this policy:

DRESS CODE CONTINUED

- Clothing endorsing alcohol, drugs, foul language, or sex is unacceptable.
- The wearing of coats, hats, caps, bandannas, hoods, or any type of head covering is prohibited upon entrance into the school and exiting of the building at the end of the regular school day. If you chill easily dress warmer.
- Students are not permitted to display any article of clothing or item that may be interpreted as identification with a gang. These may include, but are not limited to: caps, coats, tattoos, hand signals, graffiti, jewelry, haircuts, belt buckles, bandannas, handkerchiefs, gloves, raised pant legs, and straps. A school official will determine if something is a gang identifier. The first instance will result in a warning and the student will immediately remove or cover the identifier. The second violation will result in school discipline.
- Students must wear footwear, and footwear that causes excessive floor marking is prohibited.
- The wearing of arm bands, buttons, or badges bearing slogans or sayings shall be permitted unless they are found to be obscene, libelous, or in direct violation of current legal standards.
- Dark glasses may only be worn with approved medical documentation that is on file with the office.
- Backpacks or briefcases are not to be carried during the school day. There is enough time between classes for students to get the necessary material for their next class. Students will be allowed to bring backpacks to school, however they must leave them in their lockers.
- Clothing is expected to cover your stomach, chest, back, buttocks, and all undergarments. Skirts must extend a minimum or mid-thigh length. Shorts must reasonably cover the buttocks and undergarments as determined by staff. Tank top straps should be at least two fingers wide and should cover undergarments as well.

What clothing is not permissible?

- Spaghetti straps, bare mid-riffs, open back shirts, strapless shirt, mini-skirts, pants worn below the waist line.
- Any clothing that exposes undergarments (tank tops, loose fitting shirts and pants, sheer clothing)
- Other questionable dress should be referred to the principal or superintendent for a determination.
- Clothing or accessories that are deemed a danger to self or others must be removed. This included but is not limited to long chains, spikes, loose fitting clothing (worn around machines) etc.

ELECTRONIC DEVICES; INCLUDING CELL PHONES

Possession and/or use of personal telecommunication devices, including mobile phones, pagers, iPods, iTouch, MP3 or other electronic devices may be used before or after school. If a device is being used during the school day, school personnel may confiscate it. If your child must have a personal telecommunication device, it must remain in their backpack, and TURNED OFF throughout the school day. Texting and/or videotaping are not permitted at any time during the school day.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms, or restroom areas while at school and at school-related/sponsored events. The district is not responsible for any damaged, lost or stolen electronic device.

We ask that families and students use the main office when communicating messages from home or school. Failure to follow these guidelines will result in the confiscation of that device along with disciplinary action.

Devices may be used in conjunction with medical necessity and/or used in the classroom for educational unit purposes if pre-approved by administration

1st Offense: Student will be asked to surrender his/her device to school personnel and can pick up at the conclusion of the school day.

2nd Offense: The device will need to be picked up by a parent/guardian in the main office and the student will receive disciplinary action related to our behavioral system.

3rd Offense: There will be a meeting with administration to create a personal electronics plan/contract for the remainder of the school year.

HARASSMENT

Harassment and/or bullying of students will not be tolerated in the Granton Area District which includes any property or vehicles owned, leased, or used by the school district. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the education environment. The educational environment is defined as consisting of every activity under the supervision of the school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the used of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, that impacts the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidation, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages sent via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the independent network of information technology infrastructures, including the Internet, telecommunication networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school or property or from a non-school computer or telecommunications device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of the school. Such conduct includes, but is not limited to harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or their designee. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred. Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report the incident.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to counseling, corrective school disciplinary measures consistent with District policies and procedures up to and including suspension, expulsion, and/or police referral. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Behavior Expectations

LOITERING

Any unauthorized person found in the building shall be referred to local law enforcement and prosecuted under the proper county ordinances, if they do not leave immediately upon request. You must leave the building when the school day is over, unless you are required to stay after - which will require you to be under faculty supervision. Any student refusing to comply faces disciplinary procedures including detention, restriction from being on campus after 3:30 P.M. and before 8:00 A.M., suspension, citation for trespassing, and expulsion.

LUNCH PERIOD EXPECTATIONS/SMART SNACKS

All users of the lunchroom facility are expected to follow the rules of that facility. Students that take part in the school sponsored lunch program are to consume all food taken in the lunch room. At no time is food to leave the lunchroom. Students who bring their own lunch from home are to consume them in the lunchroom. No food or drink is to be consumed in the gymnasiums at any time during the school day. GASD follows the USDA "Smart Snack" Guidelines, therefore students are NOT allowed to have open bags of chips, energy drinks, and or soda in their lockers.

PARKING LOTS; DRIVING TO SCHOOL

Driving to school is a privilege and any violation of this policy will result in forfeiture of that privilege and possible citation by law enforcement. School Board policy prohibits any student of the Granton School District from driving/riding/sitting in or on any motor vehicle during the hours of 8:00 A.M to 3:30 P.M of a school day. If necessary to drive or ride between these hours, you must receive permission from the principal to leave the parking lot. Each student must sign out in the high school office and be witnessed by the office staff. Students may not loiter in the parking lot before school or during the noon hour. All student vehicles must be parked in an orderly manner within the designated areas in the school parking lot. Any violation of this may result in the loss of parking privileges. Students must enter and leave the parking lot in an appropriate and lawful manner. Students who drive to school must purchase a parking permit and park their vehicles in the student parking lot. Parking permits can be obtained in the high school office. Each student will receive one permit. The permits can easily be moved from one vehicle to another. A \$5.00 fee will be assessed for any lost permits as well as for permits not returned at the end of the school year at check out.



PROHIBITED ITEMS

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to: toy guns, water pistols, water balloons, bean shooters, sling shots, knives, hardballs, laser pointers. The items if brought to school as playthings are undesirable and will be confiscated. Parents are requested to help children understand the necessity for such regulations. Boom boxes, radios, personal/portable compact disc player, and TV's are not permitted. Cell phones, pagers, iPods, MP3s or other electronic devices are not to be used in the classrooms UNLESS authorized by the classroom teacher. Authorized use during classroom time is for ACADEMIC purposes only. In these cases of occasional use, the device(s) shall be put back into the students pocket or school issued locker for the remainder of the school day.

PUBLIC DISPLAYS OF AFFECTION

Friendship is great, but overly affectionate in school is in extremely poor taste. Kissing, hugging and other similar displays of affection are inappropriate for the school environment. Students are expected to exercise self-control and respect for others. Holding hands will be the extent of affection allowed. Student behavior that is outlined in the Sexual Assault Statutes of Wisconsin will result in disciplinary action and possible referral to law enforcement.

SCHOOL FUNCTIONS

It is important to remember that school activities occurring after the regular school days are considered an “extension” of the school day, and school rules, guidelines, and consequences apply. Such activities may include, but are not limited to the following: *Athletic events, dances, homecoming activities, formals, graduation, music and drama performances, and other school sponsored events.*

SEARCHES

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the students. Such property is provided for the convenience of the students and shall be used only for authorized school purposes. Lockers are not safe deposit boxes. Granton Schools cannot guarantee full security to items stored in lockers. Students that suspect their lock is malfunctioning or that another student knows their combination should report it to the office so that a new lock/combination can be provided to the student. Only locks issued by the school may be used on lockers. Personal locks will be cut and removed by school personnel. The school district is not responsible for any items taken from a student locker even if it is locked. Students are expected to clean their lockers and remove all tape, photos, etc. at the end of the school year.

Other pertinent information relating to searches:

- Student lockers are provided for the use and convenience of students but remain under the jurisdiction and control of the school authorities. If inspection of lockers, either individually or on a group basis, is deemed necessary, such inspections can and will take place by school administrators or their designee. If a locker is used to store personal items (coats, purses, school bags, tec.) those items may also be inspected.
- When a locker is occupied anywhere in the building, it is understood that the occupant assumes all responsibility for contents therein. The Board of Education and its employees cannot be liable for losses that may occur. To protect their locker contents, the Board highly recommends that students use combination locks, which available upon request. Personal locks of any type are not permitted. If the lock is ruined, lost, or not turned into the office at the end of the school year, the student will be responsible for the cost of the lock. The school authorities reserve the right to use drug dog inspections of students lockers.
- Student parking is provided on school grounds for the use and convenience of students but remain under the jurisdiction and control of school authorities. If inspection of vehicles, either individually or on a group basis, is deemed necessary, such inspections can and will take place by school administrators or their designee. The school authorities reserve the right to use drug dog inspections of the parking lot.

STUDENT/STAFF RELATIONS

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical well-being and property of school staff members. The following and considered infractions of student-to-staff relationships:

- **Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action will range from detention, suspension, possible police referral, and possible expulsion.
- **Disrespect:** To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detentions to suspension, possible police referral and possible expulsion. Profanity directed at a staff member will result in suspension and/or possible further disciplinary actions.
- **Threatening or Intimidating Acts:** Verbally or by gesture threatening the well-being, health, or safety or any member of the school staff. Disciplinary action will result in suspension, possible police referral and possible recommendation for expulsion.
- **Physical Attack:** The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

Behavior Expectations

If you do not find what you need here, please also check the “academic information” section, the “behavioral expectations” section, the “attendance information” section at the beginning of the handbook and/or check frequently asked questions at the end.

Policies and procedures in this handbook are subject to change. Please refer to the board policies on our website and/or contact the high school office with any questions.



THEFT/VANDALISM/DESTRUCTION OF SCHOOL PROPERTY

Anyone found willfully damaging school property would be required to pay for the damages and/or replacement of any item. That student may be suspended from school or possibly expelled. Any student caught stealing or destroying either school property, or a fellow students property, will be required to pay for the loss and also faces suspension from school and possibly expulsion

BEHAVIOR CONSEQUENCES

Students who do not meet behavioral expectations will have consequences. Possible consequences include, but are not limited to: verbal warnings, removal from class, behavior program/plan, lunch detentions, after-school detentions, suspension, expulsion, possible contact of law enforcement, juvenile citations. Please see board policy for details on students code of conduct.

JUVENILE CITATIONS/POLICE REFERRALS

A revised Wisconsin State Statute places our students within the age bracket to receive citations/fines for breaking laws within the schools. Examples of incidents where citations may be issued include; theft, smoking, possession of cigarettes or tobacco, truancy, harassment, profane language, fighting, and disorderly conduct. The revised statute also allows for mandatory course appearance where the judge sets the fine amount for certain offenses. We want students and parents to be aware this is another option in dealing with students who choose to disrupt the school.

When violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police as we have a responsibility to provide all members of our educational community with a safe school. Acts that are illegal under the Criminal Code of Wisconsin are reported to the police. This referral does not replace the application of school disciplinary action for the same incident.

SUSPENSION/EXPULSIONS

A suspended student, whether in school or out of school, shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period and is expected to complete the work during suspension. In all cases of suspension, pupils can be readmitted only upon fulfilling the requirements set down for his/her return and with permission from the Principal or District Administrator.

The power to expel a student from school rests with the Board of Education. The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupils expulsion. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

General Information

Please see the headings to the right for the information in this section.

If you do not find what you need here, please also check the “academic information,” section, the behavioral expectations” section, the “attendance information” section at the beginning of the handbook and/or check frequently asked questions at the end.

Policies and procedures in this handbook are subject to change. Please refer to the board policies on our website and/or contact the high school office with any questions.

- ACCIDENTS
- ANNOUNCEMENTS
- ATHLETIC EVENTS/TICKETS
- CAFETERIA
- CHILD ABUSE/NEGLECT
- CLOSING/EMERGENCY INFO.
- CONCERNS
- FEEES AND FINES
- FIELD TRIPS
- FUND RAISING
- HALL PASSES
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- PHYSICAL EDUCATION-MEDICAL EXEMPTION
- SAFETY DRILLS
- SCHOOL BOARD MEETINGS
- STUDENT MEETINGS
- STUDENT SURVEYS
- TECHNOLOGY
- TELEPHONE
- TEACHER QUALIFICATIONS
- VISITORS
- WEDNESDAY NIGHT
- WORK PERMITS



MIDDLE AND HIGH SCHOOL BELL SCHEDULE

Doors Open 7:30-8:00
Homeroom & Breakfast
8:00-8:29
1st Hour: 8:32-9:17
2nd Hour: 9:20-10:05
3rd Hour: 10:08-10:53
4th Hour: 10:56-11:41
5A Hour: 11:44-12:29
5B Hour: 12:11-12:56
6th Hour: 12:59-1:44
7th Hour: 1:47-2:32
8th Hour : 2:35-3:20

Lunch A: 11:41-12:11 (MS)

Lunch B: 12:29-12:59 (HS)



ACCIDENTS

Every accident in the school building, on the school grounds, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The teacher supervising the activity must fill out an accident report form that can be acquired in the office.

Accident Benefit Plan/Insurance:

The school participates in the First Agency, Inc., accident benefit plan. All injuries to students are to be reported to the school office immediately. Authorization for treatment forms, including arrangements for medical treatment, will be completed by parents(s)/guardian and kept on file in the school office. It should be remembered that this coverage only supplements your family's health and insurance coverage. It will not extend payment for bills paid by your own insurance. All athletes need to be aware that they can purchase supplemental insurance.

ANNOUNCEMENTS

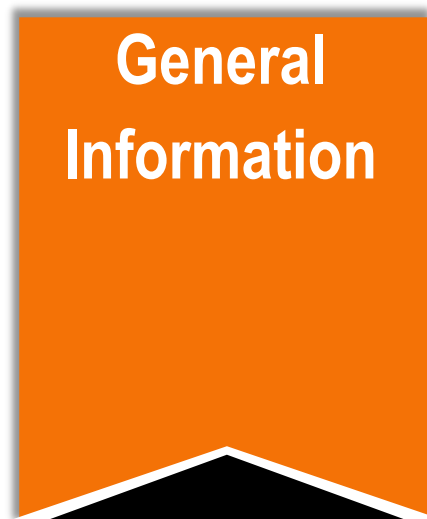
Announcements are read at the start of the homeroom period. All announcements must be turned into the high school office prior to 3:00 pm the day before or the announcement will not be posted for the next day. Students that arrive late to school can view the announcements posted in the high school commons area or via the school web page under the "District Information" link.

ATHLETIC EVENTS/TICKETS

Students are offered a variety of co-curricular activities at Granton Area Schools. All students are encouraged to participate in these activities as they serve an important function in the educational process. Season athletic tickets are available for purchase.

There are three different types of season tickets available:

- Family Pass – Parents/ Guardians and all school age family members will be admitted under this family pass.
- Single Adult Pass– Any single adult will be admitted under this pass.
- Student Pass – These are available for all students K-12
- Senior citizens and non-school aged children will be admitted free of charge.
- The single game price of admission: Set by the Conference
- Students that are suspended, expelled, have unserved detentions, or had an unexcused absence on the day of the event are not allowed to attend the event.



The Board of Education has the responsibility for crowd control at on-site school sponsored games, activities, and events. This responsibility is delegated to the district administrator and to his/her designee(s). The district has the right to set reasonable crowd control rules and enforcement procedures to ensure the health and safety of the crowd and participants. A ticket or invitation is a license to attend and not a property right. Loitering in the field-house lobby while games are in action is prohibited. All students should be prepared to leave the gymnasium within 20 minutes after the completion of the activity. Board Policy, Ch. 11, Sec. M, describes acceptable behavior and consequences. Remember to practice good sportsmanship at all times. You are there for the support of the team, or individual participant, not to be critical of the players or officials.

CAFETERIA

The school cafeteria serves breakfast and lunch under guidelines set forth by the federal governments programs. Meals are planned to meet nutritional requirements set forth by the U.S. Government for balances class "A" lunch programs. All Granton Area School students are eligible for meals in the cafeteria. Eating in the lunchroom is a privilege and all school rules and policies apply. Failure to comply with these reasonable requests may result in the loss of this privilege. Breakfast and lunch prices have not been established at the time of this printing. One family can make one lunch payment. All payments will be entered into the family account. Any unused money will be refunded or credited to the following year's account. Students are not allowed to share their account with other students.

General Information

CHILD ABUSE/NEGLECT

Any teacher, administrator, counselor, psychologist, social worker, or other certified school staff member who suspects that a child has been, may be, or is being abused or neglected is required by law to immediately report such suspicions. These suspicions, true or not, will be reported to social services that will do the investigating. The school's legal obligation is to report the matter.

CLOSING/EMERGENCY INFO.

The district administrator and bus supervisor will weigh all pertinent factors and may consult with all appropriate resources in making the decision to close or delay the start of school. Students, parents, and staff will be informed of school closing as early as practical by announcements on: 1 Notice will be made through an *automated telephone system*. 2 Radio Stations including WCCN, WAXX, WDLB, etc. 3. *Television stations 7,9, and 13.*

CONCERNS/CHAIN OF COMMAND

Our society has a "chain of command." If you experience a problem of some kind at school with another student, teacher, parent, coach, etc. please go to the root of the problem and work your way up from there. Calling the principal to address an issue with a teacher, when the teacher has never been contacted, is not the proper way to handle the problem. Contacting the teacher first is the appropriate step.

FEES AND FINES

- **Fee** - Some courses require the student to purchase materials for project that they will keep. Students are subject to fines for library books, textbook abuse, lost materials, and breakage. All student fees and fines must be paid before the student will be cleared for the school year.
- **Textbook Fee/Fine** -Student may be charged replacement costs if the materials are lost or defaced. Simply, once given the book, or item in question, the student is responsible for its return in a very similar condition as when it was issued. Students may be fined for damages to textbooks that are above and beyond routine wear. Students are encouraged to write their name in the space provided inside the cover and also place a book cover on all of their textbooks to serve as added protection. The classroom teacher will record all pertinent information including the number and condition of the book at the time of issuance. Should a student be fined for a textbook upon signing out with their instructor, the student will **a)** be told of the fine, **b)** the teacher will attempt to contact the parent by phone within 24 hours to inform them of the fine as it may be substantial, and **c)** the fine information will be written on the students sign-out sheet. The School Board believes that textbooks have a quality use for seven years. Any book that is not fined for replacement will be levied a fine that will be prorated.
- **Locker Fines** – Lockers are the property of the school and are not to be written on or in. Any Student that places tape, stickers, or other material to the inside or outside of the locker is responsible for its removal. Students who fail to clean all markings and materials from their locker, do not checkout appropriately at the end of the year or simply do not clean out their locker(s) will be assessed a cleaning fee of \$10.00 per locker; including Phy. Ed. Lockers.

FIELD TRIPS

No more than two school-approved chaperones will attend a classroom field trip; additional chaperones may be added at the discretion of the administration for longer trips that involve a significant number of students. All chaperones are subject to background checks as well. If other parents wish to attend the trips they must do so at their own expense. All school policies are in place while students and staff are off school grounds for a school related activity.



FUND-RAISING

Students are responsible for all funds collected on behalf of an organization. A fund-raising form must be completed for all fund-raising activities and approved by the principal before any fund-raiser can take place. The audit form must be completed at the conclusion of the fund-raiser. All fund-raising monies are to be placed in the school safe and at no time left in the teacher's/advisor's classroom. No organization shall spend monies for any purpose until written approval is given by the class or club advisor(s). Proper procedure must be followed in depositing monies in a class or club account or in obtaining a check for payment of due bills. Check with the office for informational procedure. All class or club funds will become the property of the school district one year after a class graduates and one year following the dissolving or disbanding of a club or organization.



HALL PASSES

The hallways should be free of heavy traffic during the school day, except between periods, as students are to be in class. Any student in the hallway during regularly scheduled class time without a hall pass is subject to punishment (detention) by the building principal. No more than one student from any given class is to be in the halls at one time. Please plan ahead and be organized to avoid problems in this area.

HOMEROOM

Students are assigned to a homeroom teacher and will attend homeroom with this teacher in a predetermined room (generally that teacher's classroom) every day. There are very specific behavioral guidelines that all students in every homeroom are expected to adhere to at all times. Each day during homeroom the teacher will have the opportunity to touch base with these students, check their grades and homework on infinite campus, and help with their schoolwork. Receiving help from another teacher is called academic intervention. This system of academic intervention is essential to helping students achieve success if they are struggling. They will be able to get help before it is too late. Students will be put on intervention if they are earning any grade less than a D+. They may also be placed on intervention if they have been absent and need to make up work or need to review with a teacher for a test or need help with organizational and/or behavioral strategies. Students who need additional intervention in math and/or English will have an additional period termed "support lab" to work on the skills they are deficient in. There are many ways intervention time can be utilized. Also during Friday homerooms, meetings may be called for various co-curricular activities.

The exception to the above homeroom schedule is Tuesdays and Thursdays when there will be no interventions and no meetings. All middle and high school students will stay in their homeroom and work with their teacher/mentor on ACP. One Thursday of each month will be set aside for P.A.W.S activities.

ILLNESS

The school does not employ a full time nurse or have somebody on call to deal with ill children. If a student does not feel well prior to leaving for school you are encouraged to keep them home. If a student believes they are too ill to attend class they should go home. Arrangements will be made by the parents to get the student home. Please be sure to review the "attendance information" section of this handbook for a description of excused and unexcused absences.

LEAVING SCHOOL GROUNDS

All students are required to sign in and out of the high school office when entering or exiting the school building during school hours. All students should only enter and exit the building through the main high school entrance. Granton High School is a closed campus. Upon arrival in the morning, students may not leave the building without permission. If it is necessary to leave school during the day, a student must present a note from a parent indicating the reason for the request. Each request will be handled individually.

General Information



LIBRARY/IMC

The school library/IMC is a learning resource center available to all students K-12. The library is intended to be a quiet area where students can go, when time permits, to use the available resources. Students are expected to obey all established library rules as set forth by the IMC coordinator.

LOCKERS/ LOCKS

All students are encouraged to lock their lockers. Having an unlocked locker is an invitation to theft and if you choose not to lock your locker then you assume any and all responsibility for that choice. The school does provide combination locks free of charge and they are to be returned at the end of the school year; for security reasons, personal locks are not allowed for use at school. The outside of your locker is to be bare except for pre-approved decorations and/or signs.

MEDICATION

Efforts are to be made to avoid medication administration at school. Medication, prescription or over the counter, must be maintained in the high school office. Medication administered by the office must be in the original container and not expired. The office must have a medication authorization and instruction form filled out. You may pick up a form in the high school office.

At no time are school staff to distribute medications of any kind, including aspirin, to a student without a signed parent consent form that is on file with the office. The school will assume responsibility for:

- Being aware of students who are on medication. **(It is the parent/guardian's responsibility to inform the school if their child is in possession of prescription drugs while at school.)**
- Checking the type, dosage, and purpose of these medications.
- Appointing an appropriate person to assist in administering medication.
- Keeping accurate and confidential records of pupils receiving medication.
- Providing a safe place to keep medication.

If your child is to receive medication at school, the following must be on file:

- A completed school medication form available in the school office signed by the parent, and physician, if it is a prescription medication.
- All prescription medications must be in a properly labeled bottle with the following information:
Name and phone number of pharmacy

OPEN/CLOSED CAMPUS

The Granton Area School District has a closed campus for all students in grades 4K-11; no exceptions to this portion of the policy will be granted. At the start of the 2018-2019 school year, it will be a closed campus through twelfth grade. If the closed campus is changed for 12th graders, notice will be made. If and when it's determined twelfth graders will have an open campus, the following guidelines are used;

1. Students in the 12th grade may leave school for lunch, and/or 8th period will certain conditions and understandings:
2. Open campus is for only graduating seniors.
3. The student brings the principal a signed note from his/her parent/guardian. This applies to all 12th grade students regardless of age.
4. The note must be approved by the building principal.
5. Seniors are required to follow all school rules while in the building or on the school grounds. Violation will result in a suspension from open campus in addition to other required penalties.
6. All seniors who qualify for open campus will be issued a laminated I.D. card. This card must be presented to any questioning school official upon leaving the school grounds for open campus. If you laminated card is lost, notify the office immediately. The cost to replace your I.D. will be \$1.00.

OPEN/CLOSED CAMPUS CONTINUED

7. Students must sign out at the high school office as well as leave and return from open campus through the front high school doors only. (ENTRANCE #4).
8. The lunch hour and approved open campus time period will be the time set as the lunch hour time period and 8th hour time period according to the daily school schedule.
9. **THE ADMINISTRATION HAS THE RIGHT TO CANCEL OPEN CAMPUS AT ANY TIME.**
10. Being tardy or having an unexcused absence as a result of leaving under the open campus premise is not acceptable and will result in revocation of the open campus privilege in addition to other required penalties.
11. Any senior that is absent 10 or more part or full days in a semester, excused or unexcused, will not have open campus privileges.
12. Negative reports from local citizens will be considered in evaluating any suspensions from open campus.
13. Any grades lower than a C- recorded for a marking period (quarter or semester) will result in suspension from open campus until the next marking period. The student will be reinstated if they have no failure notices.
14. Any deficiency will result in suspension from open campus for the remainder of the quarter. To resume open campus privileges, a student must not have any grade that would lead to a deficiency referral (any grade of D+ or below).
15. Through the high school principal, any teacher may recommend suspension from open campus at any time for any 12th grader whose grades noticeably drop or whose behavior degenerates.

PARENTAL INVOLVEMENT/TITLE I

We know a strong partnership with you will make a difference in your child's education. As partners, we share the responsibility for your child's success and want you to know we will do our very best to carry our responsibilities. As parents, I hope you continually encourage and support your child to be involved in doing their best as they embark on their once in a lifetime school journey.

The Granton School Board recognizes the importance of parent/guardian input into the education of their children. The Board further recognizes parent participation in the design and implementation of the district's educational curriculum to allow for comprehensive programs for their children. As evidence of the school board's commitment to parent involvement in Title I, we are adopting the following activities as a response to regulation 200.53 of the May 19, 1986, Federal Register. The Granton School District designates the Title 1 teachers to coordinate parent activities in order to ensure that parents of the children being served have an adequate opportunity to participate in the design and implementation of the Title I Project.

The following activities will be adopted:

- Training parents to promote the education of their children at home
- Facilitating volunteer or paid participation by parents in school activities
- Designating LEA parent coordinators
- Holding an annual meeting of parents of all eligible Title I students
- Implement and review the school-parent compact
- Provide parent representation during school wide committee meetings



General Information

General Information

PHYSICAL EDUCATION – MEDICAL EXEMPTION

Students who temporarily cannot participate actively in the program must present their physical education teacher with a written excuse from a licensed physician or doctor. It is the student's responsibility to return to active participation at the prescribed time on the medical excuse. Students who are unable to participate may remain with the physical education class or may be temporarily scheduled into a study hall until the student is able to return and participate in physical education. To receive a medical exemption for physical education a student must face scheduling conflicts that do not allow the credit requirements to be met because of medical conditions that were/are beyond the individual's control. However, should the student's schedule allow for the scheduling of physical education the course must be taken.

SAFETY DRILLS

All classrooms are to have emergency directions posted by the classroom door. These directions will point you in the proper direction in the event of an emergency. In the event of a fire drill you will leave the building by walking (not running) in a single file line. You are to leave all personal belongings in the building and leave immediately. Exit the building at a minimum distance of 100 feet. Always keep quiet listening for instructions from school and safety personnel. Additional safety drills will occur during the year. Please always listen to your teacher's instructions and remain calm.

SCHOOL BOARD MEETINGS

Unless announced otherwise, school board meetings are held the second Monday of every month in the Library/IMC at 6:45pm. If you have something you wish to discuss at a board meeting please contact the district administrator to discuss the items as it may be placed on the agenda. Your attendance is encouraged as only informed citizens can make an informed decision.

STUDENT MEETINGS

Co-curricular meeting times will vary throughout the year and may include; before school (7:40), Fridays during homeroom, lunch, rolling class periods, and/or after school. If class time is missed, students are responsible to get the work prior and turn it in on time. If not possible to get prior, students must contact the teacher within 24 hours of the missed class and get the work. Please be sure students communicate with advisors/coaches about arrangements.

STUDENT SURVEYS

The School Board respects the privacy rights of parent and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools if the survey includes one or more of the following items:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships; legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or in the case of a minor student, the student's parent/guardian before the student participates in the survey. Please refer to board policy for further details.

General Information

TECHNOLOGY

The Granton Area School District supports the use of technology by its students, staff and community. It recognizes that computer, computer networks, and databases are resources for educational and training opportunities for all citizens. (At present, community classes are limited to scheduled courses with the potential for more individualized sessions in the future.) Its primary mission being the education of youth, students (and staff involved in local educational purposes) will be given priority use of all computer equipment in the buildings and software program access.

DISTRICT WEB PAGE

There shall be one authorized web page for the *Granton Area School District*. The purposes for developing a World Wide Web page for Granton are: (1) to provide an opportunity for staff to highlight their programs, courses, objectives, and curriculum openly with those interested in learning more about what is offered at Granton Schools; (2) to provide an opportunity for students; and (3) to provide information about Granton schools for public viewing.

Student photos or student's work may be featured unless the school district has on file written notice stating that they do not wish to have this type of information made available to the public. For more information regarding directory information families should contact the District Office. A directory information release form is sent out annually in the August newsletter.

INTERNET SAFETY & COMPUTER USE

Use of District computers and computer networks shall be in support of education and research and consistent with the educational objectives of the *Granton Area School District*. District staff users may use the District's e-mail and Internet system for informal or personal purposes within reasonable limits, consistent with the guides set forth in the policy. Students may access the Internet via District computers as part of classroom activities or for class projects. Student internet use in the classroom shall be under the direct supervision of the classroom teacher, and internet use by students at other locations within the school shall be under the direct supervision of the designated supervisor of that area. **Use of the Internet is a privilege, not a right.** No student or adult user may use District computers or computer networks to access the Internet unless they have signed a computer/internet acceptable use agreement. Student acceptable use agreements shall also be signed by the student's parent/guardian.

Internet filtering software will be used on District computers in an effort to limit access to inappropriate or harmful material on the Internet. The District acknowledges that even with a filtering system, complete control and/or access to objectionable material cannot be assured. The *Granton Area School District* is not liable for information contained or accessed on the Internet.

All who access the Internet through the *Granton Area School District's* system are responsible for lawful and appropriate behavior on computer networks. The following are guides for acceptable use of District computer networks, including the Internet; they are not meant to be all-inclusive:

1. Users may not access, copy or modify the files or data of another user. Users will access their own files and accounts only.
2. Network access may not be used for commercial purposes, nor for any illegal activities exemplified by (but not limited to) the following:
 - copying or circulating copyrighted materials.
 - Writing and transmitting messages that threaten, harass, frighten, intimidate or annoy others.
 - Accessing unauthorized services, or attempting to circumvent security measures.
 - Circulating files, which may corrupt the integrity of the network (e.g., viruses).
3. Users will not access internet sites, chat rooms, or use e-mail that contain pornography or materials that are obscene, harmful to minors or otherwise inappropriate. If such sites are accessed accidentally, the user is to exit immediately.

General Information

TECHNOLOGY; INTERNET SAFETY & COMPUTER USE CONTINUED

4. Users are expected to help maintain the integrity of the system. Modifications, additions to, or abuses of hardware or software are not allowed. Use of personal removable disks is allowed by district staff. Student use of removable disks is allowed with **prior approval**. The interface of personal devices (palm pilots, hand-held computers, etc.) with district equipment is prohibited. Individuals will be personally liable for any virus or destructive acts that cause damage to any portion of a computer or the network system. If there are problems, they should be reported to the Computer Specialist.
5. Because of the potential for viruses, hostile programs, unauthorized software, and limitations on hard disk space, files from the internet are not to be downloaded into the system. Downloading to removable disk is prohibited except **with prior approval** from the Computer Specialist.
6. Users are expected to limit their printing to that which is absolutely necessary. Printed pages for non-class-related activities may be made at the current per page charge.
7. As a personal safety issue, users are cautioned not to reveal personal information (address, phone number, location, passwords, etc.) over the Internet. **Chat room use must be authorized** by the building principal. Student e-mail use will be allowed within the district network of school sanctioned distance learning. Adult users must adhere to the conditions of the computer/internet use policy.
8. Users are expected to follow all rules that are posted in the lab and classroom areas in which computer access is available.
9. Users are reminded that all electronic communication systems (e-mail) and all information transmitted by, received from, or stored in, the systems are the property of the *Granton Area School District*. **Users have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.** The District reserves the right to access all files in the course of normal maintenance or when there is cause to suspect misuse of the system.
10. Users are reminded that Internet access is a shared resource, and it may be necessary to limit access time or put priorities in place for equipment use.
11. Uploading of any materials is permissible only under staff supervision and with prior approval from the Computer Specialist.

Use of the internet

The Granton Area School District recognizes the need to provide technology to further the educational goals and mission of the District. The internet and other computer networks provide unique educational and communication opportunities and challenges to a learning community. Teachers and library media specialists have a professional responsibility to blend thoughtful use of such information with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Staff will be responsible for enforcing the guidelines for instructional resources and the goals for the selection of instructional materials contained in Board policy. Use of the Internet and similar communications networks by staff and students is a privilege. Access will be given as consistent with District policies and educational objectives.

Conditions of Use:

1. All users will comply with legal requirements regarding the use, reproduction and distribution of copyrighted works.
2. All users will be expected to comply with privacy and security standards.

General Information

TECHNOLOGY, CONTINUED

3. All users will be expected to demonstrate ethical behavior in using network facilities and to avoid any illegal activities, including tampering with hardware or software, vandalism, destruction of computer files or transmission of any material in violation of any state or federal law or regulation. The latter includes, but is not limited to, copyrighted material, threatening, inflammatory or obscene material, or material protected by trade secret.
4. Students will be granted access upon written permission by their parent or guardian.
5. Access to network services will be provided to all users who act in a considerate and responsible manner and conduct themselves in accordance with rules outlined in their handbooks. Failure to obey rules or directions will result in disciplinary action.
6. It is the responsibility of the entire educational community and the Library/Media Technology Coordinator to oversee the use of the District's computers. Violations of the policies, rules or procedures will be reported to the building principal.
7. Students and staff violating the above rules may be subject to school discipline, up to and including expulsion. They also may be denied future Internet/on-line service access and will be reported to the police or proper authority if in violation of law.

Access to Global Information resources Procedure

Students and staff are reminded that the use of Internet is a privilege, not a right. The purpose of Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Parents/guardians who wish to exempt their child from having access to or using the Internet should submit a written statement to that effect to the building principal.

General Use Rules:

1. Students and staff must adhere to the same standards of conduct expected and required in the classroom.
2. Transmission or reproduction of any material in violation of any United States or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Students must always get permission from the instructors or library staff before using the network or accessing any specific file or application. Written and oral classroom instructions must be followed.
4. Students who have a need to use a given computer for academic reasons will have priority over any non-academic use of that computer.

1:1 Technology Policy

In this policy, "Chromebook/iPad" will be referred to as "device". The devices and bags/cases are issued to all students in grades 3-12 are the property of the Granton Area School District. The device is on loan to the student, and must be used in accordance with the following policies and procedures.

1. The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag/case are not allowed.
2. When transporting a device to and from school, students should always be sure it is placed in the device bag/case. Device labels must remain on the device at all times.
3. Devices should be placed on the top shelf when stored in lockers.
4. Devices are assigned to individual students. Students should never "swap" or "share" their device with another student.
5. Students are responsible for bringing their device, fully charged, to school each day.
6. Devices will be randomly check to determine if students have the appropriate device and are using the device appropriately .
7. Students are not allowed to take a device home until the Student Chromebook Take Home Agreement is completed and permission is granted.

General Information

TECHNOLOGY: INTERNET (USE OF THE) CONTINUED

5. E-mail at school is for school related use only. It is NOT for personal use.
6. Designated school personnel may conduct random checks of users who are on line with the Internet or other computer network.

Rules of network Etiquette

All students and staff are expected to abide by the generally accepted rules of network etiquette. These rules include the following:

1. Appropriate language must be used at all times. Network users will not swear, use vulgarities or any other inappropriate language, or engage in activities which are prohibited under state or federal law.
2. Harassment and vandalism will not be tolerated. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user or network equipment. Vandalism and harassment will result in disciplinary action.
3. It is the user's responsibility to avoid inappropriate materials.
4. Users must remember that electronic mail (e-mail) is not private.
5. Students and staff will not reveal any personal address or phone number or those of any other person.
6. Users will not use the network in such a way that would disrupt the use of the network by others users.

Penalties for Improper Use

Violation of these rules, applicable state and federal laws or classroom and/or district rules will result in loss of network privileges and/or other disciplinary action. Violations could also lead to referral to legal authorities.

Internet Safety Policy

Introduction - It is the Policy of the Granton Area School District to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and;
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

Definitions - Key terms are as defined in the Children's Internet Protection Act.

Access to inappropriate Material -To the extent practical, technology protection measures (or "Internet filters) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depiction of material deemed obscene or child pornography, or in any material harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage - To the extent practical, steps shall be taken to promote the safety and security of users of the Granton Area School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring - It shall be the responsibility of all members of the Granton Area School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the district.

General Information

TECHNOLOGY, CONTINUED

Disciplinary procedures for Internet and computer use policy violations

As per Granton Area School District Board Policy Code Chapter 9: Section IC

The building principal or designee shall have discretion to deal with violations of this policy. Misuse of District computer networks, including the Internet, may result in school disciplinary action, including loss of computer network use privileges. If the misuse constitutes a criminal offense, appropriate legal action may also be taken.

Student Violations; Students who violate the District's computer/internet use policy shall be subject to the following disciplinary actions:

- **First Offense** - Loss of all computer/internet access for no less than ten (10) school days. Parent(s)/guardian(s) will be notified of loss of computer network use privileges.
- **Second Offense** - Loss of all computer/internet access for no less than forty-five (45) school days. Parents(s)/guardians(s) will be notified of loss of computer network use privileges. A meeting with the parent/guardian must be held before the computer network use privileges are restored. Computer network use privileges will be restored on a conditional basis following the revocation period and parent/guardian meeting.
- **Third Offense;** Loss of all computer/internet access for the remainder of the year or forty-five (45) days, whichever is longer. Parents(s)/guardian(s) will be notified of loss of computer network use privileges. A meeting with the parent/guardian must be held before consideration of restoring computer network use privileges, which may be restored on a conditional basis following the revocation period and the parent/guardian meeting.

Employee Violations; Abuse of the District's computer/Internet use policy by District employees may result in disciplinary action up to and including termination from employment.

Citizen Violations; Citizens who violate the District's computer/internet use policy may lose their computer network use privileges.

Accidental Damage

1. On an annual basis, the student will incur a \$10.00 fee the first time a device has to be repaired.
2. If a device has to be repaired a second time, a \$25.00 fee will be charged. The student will not be allowed to take device home until the fee is paid.
3. For the third incident and any incident thereafter, the student will be charge \$50.00 and an administrative decision will be made regarding the student's take-home privileges for the remainder of the year.

If a student loses or destroys beyond repair any of the following components , they will be charged full replacement costs for those items.

1. Power module/cord
2. Bag/Case
3. Any device (Full Replacement Cost)

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these policies and procedures, and District Acceptable Use Policy and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Granton Area School District.

1. Cancellation of student use or privileges, including the privilege of taking the device home.
2. Suspension from school
3. Expulsion from school
4. Civil or criminal liability under applicable laws.

General Information

TELEPHONE

No calls are to be made from the office phone except for school related business (permission must be obtained from the high school office staff prior to calling out). Students will be allowed to use the office phone only in cases of emergency (forgetting swimming trunks, ball gloves, homework, etc. does not constitute as an emergency). The school reserves the right to prohibit student use of the phone when this use interferes with their academic success. Permission from the office must be obtained before any call can be made. All other telephones in the building are for staff use only. Students should not use their cell phones without permission from the office.

TEACHER QUALIFICATIONS

It is required by federal law that you are given access to information regarding the qualifications of teachers within the Granton Area School District. You might have questions, such as:

- Is my child's teacher licensed to teach the grades or subjects he/she teaches?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degree(s) does my child's teacher hold?
- Are there instructional aides working with my child? If so, what their qualifications? In Wisconsin, all teachers are required to have at least a bachelor's degree. If you are interested in seeing the state qualifications for your child's teacher, you may contact the school or check the Wisconsin Department of public Instruction's website at www.dpi.state.wi.us/dpi/dsis/tel/liserach.html.

VISITORS-DAY AND DANCES

Due to safety concerns, students are not allowed to bring visitors to school. Parents are encouraged to attend and are welcome at all times. However, parents must check in at the office as is policy for any visitor to the school. Only Granton students and their dates will be allowed to attend school dances. Guests must be enrolled in High School (or be one year out of HS) and are required to have their High School Principal sign the Dance Guest Pass form, stating they believe they will not be a discipline problem at our dance. Students coming to a school dance are to stay in the building where the dance is being held. Those leaving the building without special permission will not be permitted to return. Any disorderly conduct at a dance or extra-curricular activity will result in that student being removed from the facility and additional consequences may follow including referral to law enforcement.

WEDNESDAY NIGHT

Wednesday night has been designated as church night in the Granton Area School District. School functions are scheduled so as not to interfere with this policy. All activities will end by 6:00 P.M.

WORK PERMITS

Before a work permit (ages 15 or younger) can be issued the following requirements must be presented to Annie Augustine (school office): *Proof of age, birth record or baptismal certificate, Social Security card, Letter from employer stating his/her intention to employ a minor, Letter from parent or guardian consenting to employment, Required permit fee of \$10.00.*

Go Bulldogs!



What are the dates and times of school?

Monday, August 23rd through Friday, May 27th; Monday through Friday 8:00-3:20: Doors Open; 7:30-8:00, MS Lunch; 11:41-12:11, HS Lunch 12:29-12:59. Check out the Calendar on page 4 of the handbook for other dates to be aware of.

Will my child eat breakfast and lunch?

We sure hope so! Both are available and provided free to your child. Students can request seconds but these will be billed to your lunch account.

What should I do if my child is absent?

Please call our office 715-238-7175 as soon as possible and send a written note upon return indicating the time missing and the reason. Be sure to check out attendance/truancy guidelines in this handbook for additional details on absences.

What if I need to pick up my child early?

Please call our office 715-238-7175 or send a note as soon as possible. Your child will need to sign out of school in the office. If you come into school, you will need to sign in as well.

What if I need to get a hold of my child immediately?

Please call the office (715-238-7175). Students are not allowed to use their phones during the school (other than lunch).

What if I have concerns about what my child is learning?

Please encourage your child to talk to his/her teacher. If after your child tries to resolve the issue, please reach out to your child's teacher. Our staff is a great group of dedicated professionals who enjoy working with secondary students and want the same thing for your child that you do; success! The best way to get a hold of our teachers are via email (emails are located in infinite campus) or telephone (715-238-7175).

How can I help my child be more successful in school?

Have conversations with your child about their day, their homework, up-coming tests and events and of course, always encourage your child to read, read, read!

Who is my child's teacher?

Our high quality staff are a mix of experienced and new educators who are proud to be Granton Bulldogs! We have an eight period day with homeroom, so your child will have a variety of our dedicated professionals. Your child should provide more information to you as school starts and teachers will be handing out syllabi the first week as well. As always, please partner with your

Questions?

Policies may be revised during the course of the year. When that occurs a notification will be sent out and an updated copy of this Student Handbook will be available in the high school office.

What if my son/daughter wants to get off at somebody else’s bus stop?

Bring a note signed by BOTH families stating who wants to go where. All notes must have a current date, the child(ren’s) name(s), and a parental signature from both families. This will require advanced planning, but it will help us to keep all children safe. The note(s) must be copied and kept on file in the office and the original is to be given to the bus driver.

What if my son/daughter is “dress coded”?

Any faculty or staff member may address improper attire with any student. Students will be requested to remedy the situation immediately. Requests are dependent on the situation and may include quickly find alternative apparel from the student's locker, the lost and found, turn the item inside out, cover up, etc. Each request comes with the understanding the item should not be worn again. Students who fail to comply or repeatedly violate the dress code will face disciplinary consequences.

Questions?

Policies may be revised during the course of the year. When that occurs a notification will be sent out and an updated copy of this Student Handbook will be available in the high school office.

Please contact us with any questions.

Thank you for you partnership in your child's learning!

Go Bulldogs!

In accordance with Wisconsin Act 118 the following data represents the Granton Area School District Seclusion and Restraint Written Report for the 2020-2021 school year.

Incident of Seclusion: 0

Students involved in Incident of Seclusion: 0

Students with disabilities involved in Incident of Seclusion: 0

Incident of Physical Restraint: 0

Students involved in Incident of Physical Restraint: 0

Students with disabilities involved in Incident of Physical Restraint: 0