

# **Granton Area School District**

## **Elementary School Parent & Student Handbook**

**2018-2019**

**Elementary/District Office: 715-238-7292**

**Middle/High School Office: 715-238-7175**



Check us out online [www.granton.k12.wi.us](http://www.granton.k12.wi.us)

**Welcome to . . . .**

# Granton Elementary School

The purpose of this handbook is to help inform you on what the expectations are of your child when they come to Granton Schools. As with your own family, communication is very important in making sure that everybody understands their role and the expectations that come with it. As a school district we strive to provide every family with a quality school. We understand that the success of every child is a team effort. We realize that parents have a lot of responsibilities when it comes to the education of their children and we appreciate all that you do to work with us in providing an education for all our students.

As a parent you have the responsibility to be familiar with the school district's Code of Conduct p. 16 and to help enforce compliance with this code. You have the responsibility to promote prompt and regular attendance and provide the school with written explanations for absence or tardiness. You have the responsibility to inform the school of any changes in address, telephone, e-mail, and emergency contact information. You have the responsibility to observe state law, which requires all students to be immunized against certain diseases. You have the responsibility to attend, or schedule, parent teacher conferences to stay informed as to the progress of your child. Clearly, being a parent is a very difficult job and we hope this handbook helps define your role as a part of our team!

We encourage you to read and review this handbook with your child. It should be kept for future reference. Please be advised that the administration and school board reserve the right to amend any school policy. This ensures that our school policies have the flexibility necessary to ensure the safety for all who enter our doors. Though we may not always agree on all issues, we do view you as a crucial piece in the success of our school. With your help we can make our school an even better place for our children to learn.

Have a GREAT year!  
Granton Area School District Faculty

**“TODAY I SHALL BEHAVE AS THOUGH THIS DAY IS THE ONE BY WHICH I SHALL BE REMEMBERED.”**

– R.A. TWERSKI

# **TABLE OF CONTENTS**

<b>Topic</b>	<b>Page #</b>
<b>Granton Area School District Educational Philosophy and Goals</b>	4
<b>Non-Discrimination Policy</b>	5
<b>School Calendar</b>	7
<b>Daily Elementary Schedule</b>	8
<b>Academic Information</b>	9
<b>Attendance Information</b>	10
<b>Behavior Information</b>	13
<b>Daily Procedures</b>	19
<b>Health Services</b>	23
<b>Student Services</b>	24
<b>Technology Information</b>	24
<b>Parent Information</b>	28

## 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 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 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, 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.

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 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 individuals from filing a complaint directly with the Office of Civil Rights at the address above as authorized by federal law.

- 8 New Teacher PD
- 20 Teacher PD
- 21 All Staff PD 12-8 PM  
Open House 6-8 PM
- 22 Teacher PD
- 28-29 Teacher PD

AUGUST 2018						
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 2019						
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		

- 8 Teacher PD  
No School
- 21 Student Day Early  
Release at noon  
P/T Conferences 1-8
- 22 Teacher PD  
No School

18 Days

- 3 Labor Day
- 4 First Day of School

SEPTEMBER 2018						
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						

19 Days

MARCH 2019						
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						

- 22 End 3<sup>rd</sup> Quarter  
Teacher PD  
No School

20 Days

- 11 Student Day Early  
Release at noon  
P/T Conferences 1-8
- 12 Teacher PD  
No School

OCTOBER 2018						
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			

22 Days

APRIL 2019						
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				

- 19 No School

21 Days

- 2 Student Day Early  
Release at noon  
Teacher PD 12:30-3:30  
End 1<sup>st</sup> Quarter
- 21-23 Thanksgiving Break  
No School

NOVEMBER 2018						
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	

19 Days

MAY 2019						
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 Teacher PD  
No School
- 25 Graduation  
No School
- 27 Memorial's Day  
No School
- 31 End 4<sup>th</sup> Quarter  
Last Day of School

21 Days

- 24-31 Holiday Break  
No School

DECEMBER 2018						
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					

15 Days

JUNE 2019						
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						

- 3 Teacher Work Day

0 Days

- 1 Holiday Break  
No School
- 18 End 2<sup>nd</sup> Quarter
- 21 Teacher Work Day  
No School

JANUARY 2019						
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		

21 Days

- End of 1<sup>st</sup> Quarter 43
- End of 2<sup>nd</sup> Quarter 45
- End of 3<sup>rd</sup> Quarter 42
- End of 4<sup>th</sup> Quarter 46
- TOTAL 176

Approved by School Board  
3/12/18

# Daily Elementary Schedule

**7:30a.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.**

**7:40a.m. – Buses release students.**

**8:00a.m. – Class begins.**

## **Elementary Lunch Times:**

<b>K</b>	<b>11:00-11:30</b>
<b>1</b>	<b>11:05-11:35</b>
<b>2</b>	<b>11:10-11:40</b>
<b>3</b>	<b>11:15-11:45</b>
<b>4</b>	<b>11:20-11:50</b>
<b>5</b>	<b>11:25-11:55</b>

## **Elementary Recess:**

	<b>AM Recess</b>	<b>PM Recess</b>
<b>K-2</b>	<b>9:35-9:50</b>	<b>1:35-1:50</b>
<b>3-5</b>	<b>9:50-10:05</b>	<b>1:50-2:05</b>

**3:15p.m. – School dismisses for elementary students.**

**3:20p.m. – School dismisses for MS/HS students.**

**3:25p.m. – Buses loaded and depart for the day.**

## Academic Information

### **Cheating & 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. Teachers are encouraged to communicate with parents on a regular basis. No parent or student should ever be surprised by the academic progress 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 and 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 I 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 judgment 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)"

<h2>Attendance</h2>
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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.

**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 as 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 circumstance 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.

- **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 detention for each unexcused absence.

#### **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.

- 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.
- Anytime 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 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
  - ✓ Village of Granton 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:

- a. Part or all of 5 or more unexcused days in which school is held during a semester whether consecutive or not.
- b. 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

**Village of Granton Truancy Ordinance – No. 148:**

The Village of Granton passed a Truancy Ordinance in March of 2003. Under this ordinance any student that is considered truant from school is subject to following actions:

- ✓ An order for the person to attend school
- ✓ Cumulative fines reaching up to \$500.00 per semester
- ✓ 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 costs may be assessed against the person and/or family
- ✓ An order to remain at home except when attending religious worship or a school program, or when accompanied by a parent
- ✓ 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
- ✓ A forfeiture of not more than \$500.00 plus costs be assessed against the person, the parents or guardian, or both.
- ✓ 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

**Perfect Attendance**

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

<b>Behavior Information</b>
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**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:**

Our discipline system is dependent upon the development of a positive partnership between home and school. Our mission, to educate students, is based upon our PBIS model:

1. **BE RESPECTFUL** – for self, others, community, school, parents, etc. The administration and staff believe that treating others as one wishes to be treated is a very fundamental and wise practice that is expected from all students. A lack of respect for yourself does not give you the right to take away another person's right to a free education or your teacher's right to provide it.
2. **BE RESPONSIBLE** – to family, to self, and to school. "Your actions are your responsibility".
3. **BE SAFE** – to be free from danger or injury; unhurt. The administration and staff expect you to be safe at school. This means that no one gets hurt physically or emotionally.

**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, along with the proper address of staff as "Mr." and "Mrs." are expected.

**Consequences for Inappropriate Behavior:**

School officials are limited in the punishment that can be given to a student. In most cases, the Granton Area School District uses a progression of behavioral consequences. As in life, the best way for a student to avoid possible consequences is to make good choices. Possible consequences include verbal warnings, detentions, suspension, expulsion, and the possible contacting of law enforcement. Representing the School Board, a school administrator will decide the consequences for breaking school rules. The following is a listing of common consequences:

- **Classroom Managed-PBIS Tier 1**

**Teacher Detention** – Teachers may assign detentions at their discretion and according to their classroom management plan that should be referenced in their course syllabus, which is given to every student upon their entering the course. Teachers will call the parent/guardian to discuss the problem. Teacher detentions may be served at the teacher's preference either before school, during the lunch hour, or after school. Teacher detentions may vary in length of time served and the tasks assigned to be performed. Students must be given a 24-hour notice to serve unless the teacher has contacted and made arrangements with the parents that same day. A

behavioral log will be kept by the classroom teacher as a way of documenting problems in the classroom that may lead to a student's violation of the code of conduct which may result in a removal from the classroom.

- **Office Managed-PBIS Tier 2 and 3**

**Step System**

- **Behavioral Plan**

When actions taken by the teacher have failed or the rule infraction is of a serious nature, the incident will be reported to the principal or dean of students for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student. In order to incorporate these two factors, a progression of consequences called The Step System will be utilized. A student who is referred for violating a rule contained within the student handbook will receive the consequences that correspond to the entry-level step for that offense. With each successive referral the student may advance up the step system at least one step depending upon the severity of the offense. Placement on the step system will be at the discretion of the dean of students.

1. Referral to dean of students for a conference and/or mediation meeting with parties involved, incident in student file; parents should be notified by the teacher.
2. Dean of student's conference and/or mediation meeting with parties involved, student assigned one detention; initial notification to parents by the teacher, dean of students follow up contact with parents by phone or email.
3. Student assigned two detentions; initial notification to parents by the teacher, dean of students follows up contact with parents by phone or email to schedule conference with parent, teacher, HR teacher, school counselor, PBIS coordinator, and student to complete a behavior intervention plan (See PBIS Handbook for description of BIP).
4. Student assigned half day in school suspension; initial notification to parents by the teacher, dean of students follows up contact with parents by phone or email to schedule conference with parent, teacher, HR teacher, school counselor, PBIS coordinator and student to revisit BIP.
5. One day in school suspension; initial notification to parent by the teacher, dean of students follows up contact with parents by phone or email to schedule conference with parent, teacher, school counselor, PBIS coordinator and student to revisit BIP.
6. Two days in school suspension; initial notification to parent by the teacher, dean of students follow up contact with parents by phone or email to schedule conference with parent, teacher, school counselor, PBIS coordinator and student to complete a behavior contract (See PBIS Handbook for description of behavior contract).
7. 1 day out of school suspension; initial notification to parent by the teacher, principal/dean of students follow up contact with parents by phone to schedule conference with parent, teacher, school counselor, PBIS coordinator and student to revisit behavior contract.
8. 1-3 days out of school suspension; initial notification to parent by the teacher, principal/dean of students follow up contact with parents by phone to schedule conference to gain re-admittance. Meeting scheduled with PBIS team to revisit behavior contract is deemed necessary.
9. 3 days out of school suspension, all succeeding violations will be treated as a step 8 or higher. Parent conference required for pre-expulsion behavior contract prior to re-admittance.
10. 5 days out of school suspension pending pre-expulsion hearing before school superintendent.

- **Good Conduct Clause**

A student may work his/her way off the step system by demonstrating good behavior. Each period of 20 school days without a referral will result in the reduction of one step. Successful completion of a behavioral contract will result in the student being placed on one lower step.

- **Severe Infraction Clause**

A list of possible reasons for student suspension and/or expulsion is on [page 14](#) of the Parent and Student Handbook. These severe infractions may lead to a student being placed on Step 4 or higher in the discipline step system on a first offense.

**Office Detention** – These can only be assigned by the superintendent, principal, or dean of students. Office detentions can be earned for a variety of infractions including, but not limited to: disrespect or insubordination to any staff member or student, school disruption, inappropriate language, harassment, and inappropriate lunchroom behavior.

- ✓ Detentions are approximately 30 minutes long and are held in a predetermined location at the conclusion of the school day. The office will notify students if they have detention on any given day and parents will also be contacted.
- ✓ Detention will be held from approximately 3:30-4:00pm.
- ✓ The following are the blanket expectations for students in after school detention:
  1. You MUST have academic materials (schoolwork, school appropriate reading material, etc.) with you to work from the time you arrive for detention until the time you are released.

2. Talking is NOT allowed.
  3. Food and drinks are NOT allowed.
  4. You may NOT lay your head down.
  5. NO electronics (except for calculators) are permitted in detention.
  6. Leaving the detention location is NOT allowed without prior permission from the detention supervisor.
  7. ALL simple directives and requests of the detention supervisor will be followed.
  8. Speaking as the student: If I choose to serve my detention inappropriately I realize that I may be assessed additional detentions, face possible suspension, and/or be referred to local law enforcement for a disorderly conduct citation by the building principal.
  9. Other expectations for behavior, so long as they are academically and socially fair, reasonable, and just, are left at the discretion of the detention supervisor and are supported by the building principal.
- ✓ When given a detention a student will be assigned the next possible detention date. It will be up to the student to deal with any meeting time that may be missed as a result of their actions.
  - ✓ Students will bring academic materials to work on. Homework, a book from the school library, or materials sent by the classroom teacher are the only materials deemed acceptable.
  - ✓ Any student with an un-served detention is not eligible to attend any school related activity including practice.
  - ✓ After school detentions for high school students may not be planned in advance and will be assigned as necessary by the principal/dean of students.

### **As per Granton Area School District Board Policy Code Chapter 10: Section K & L**

**In School /Out of School Suspension** – the power to suspend is limited to the Principal, District Administrator, or any teacher designated by the District Administrator. Such a suspension shall not exceed five days for any one occurrence. If a notice of expulsion has been sent, then suspension may not exceed more than 15 consecutive days, but must be in compliance with State Statute 119.25. Any student failing to abide by the policies of the Board of Education, or any of the other reasonable rules and regulations of the school, may be suspended. If and when a suspension is prescribed, the Principal or District Administrator shall immediately notify the parents. Prior to the suspension, the pupil shall be advised of the reason for the proposed 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 suspended pupil or the pupil's parent or guardian may, within five school days following the commencement of the suspension, have a conference with the school district administrator. If the school district administrator finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. The administrator shall make a finding within 15 days of the conference.
- ✓ A pupil suspended 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.

**Expulsion** – 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 pupil's expulsion. In this subdivision, 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.

#### **Possible reasons for student suspension and/or expulsion:**

- ✓ Failure to comply with reasonable rules and regulations.
- ✓ Insubordination to any staff member.
- ✓ The use of indecent or abusive language.
- ✓ The malicious marring or destruction of school property.
- ✓ The possession or our use of weapons, intoxicants, narcotics, tobacco, inhalants, or prescription drugs at school and any related function. Local law enforcement will also be notified.
- ✓ Conduct at school sponsored functions that reflect unfavorably on the reputation of the school and community.
- ✓ Fighting.

**Police Referral** – It is the philosophy and belief of the administration at Granton High School that the primary responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle all problems in-house, according to the policies and procedures established by the school board. However, 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.

**Code of Student Conduct/Removal from class:**

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

The Wisconsin state legislature has mandated that all Wisconsin schools has a board approved “Code of Conduct.” This policy allows a teacher to remove a pupil from their class if the pupil violates the terms of Granton’s Code of Student Conduct.

The Code of Conduct has a statement of principle, which states the district recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe educational environment. Therefore, beginning with the 1999-2000 school year, a teacher may temporarily remove a pupil from their class, if the pupil violates the terms of Granton’s Code of Student Conduct. The removal from class may be “short term” or “long term.”

The Code is quite extensive and describes behaviors for student removal from class. It discusses the documentation that is necessary by the teacher and administration or designee. It further describes placement procedures, guidelines, and decisions. The parent will be notified of the incident and may/may not be involved in the placement decision. The Code discusses the different rules and considerations for students identified as requiring special education services.

This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should any questions arise on any topic not covered in this handbook, in this or other sections, students are encouraged to converse with school personnel for facts and opinions. Students are expected to follow rules of good behavior at all times.

**Harassment:**

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

Harassment and/or bullying of students will not be tolerated in the Granton Area School 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 use 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, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school 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 the 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 witness's 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 witness's 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 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 Student Services Department. For more information on PAWS please contact Mrs. Woller.

#### **Prohibited School Articles, Items, and other Electronics:**

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 players, 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 school issued locker for the remainder of the school day.

#### **Procedures for Possession Use, Sale, and Distribution of Alcohol, Other Drugs, or Altering Substances**

##### **As per Granton Area School District Board Policy Code Chapter 10: Section AA**

##### **✓ Drinking**

Student consumption or possession of alcoholic beverages is strictly forbidden. Any Granton student who has consumed or possesses alcohol at, during, or before school or any school-sponsored activity can be immediately suspended and possibly expelled. Appropriate authorities will be notified and the strongest possible legal action will be taken. Parents will be notified immediately and the student will be referred to the school districts AODA coordinator. Student(s) suspected to be under the influence of alcohol would be subject to a breath test given by school officials or law enforcement. Refusal to comply with the test will be treated as an admission of guilt.

##### **✓ Drugs and Illegal Substances**

Student use or possession of illicit drugs is strictly forbidden. Any Granton student, who has consumed, possesses drugs or drug paraphernalia at, during, or before school or any school-sponsored activity, can be immediately suspended and possibly expelled. Appropriate authorities will be notified and the strongest possible legal action will be taken. Parents will be notified immediately and the student will be referred to the school districts AODA coordinator.

✓ **Tobacco Use or Possession**

In accordance with state statutes, use of any tobacco products including e-cigarettes, by any individual, adult or student, on school property at any time, is forbidden. This would include students off school grounds during the day or at school sponsored events. In accordance with § 48.983, possession of any tobacco product by a minor is prohibited. Board policy also prohibits possession of tobacco products for all students regardless of age. Students found to be in violation of state law will be subject to confiscation or materials and referral to local law enforcement for the harshest possible legal action. Parents will be notified and students face possible out of school suspension, school reinstatement meeting, and/or expulsion. In addition, the student will be referred to the district AODA coordinator

**Searches – Persons/Property/Lockers/Vehicles:**

**As per Granton Area School District Board Policy Code Chapter 10: Section AA & FF**

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. 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 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, etc.) 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 student 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 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 for 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.
- ✓ **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 your 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.

## **Daily procedures**

### **Bulletin Board Information/Office & Commons Area:**

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

### **Bus Rules and Regulations:**

#### **As per Granton Area School District Board Policy Code Chapter 5: Section F**

Parents and pupils must realize that 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 delay/expected. 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.

✓ Pupil and Parent Responsibilities:

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

1. 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.
2. The note(s) will be copied and kept on file in the office. The office will give the student a school bus note for 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.

✓ 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.
1. 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.

### **Cafeteria**

#### ✓ School Breakfast/Lunch Program:

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 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.

- Breakfast/Hot Lunch Prices:

- |                                 |                    |                |
|---------------------------------|--------------------|----------------|
| ○ Elementary students –         | Breakfast = Free   | Lunch = Free   |
| ○ Middle/high school students – | Breakfast = Free   | Lunch = Free   |
| ○ Adults –                      | Breakfast = \$2.00 | Lunch = \$3.85 |

**Note: Free and reduced lunch applications are not needed as the district has qualified for the Community Eligibility Program (CEP) which allows all students to eat free. The free and reduced application is not needed however we are requesting each family to fill out another form per family. This alternate form is crucial for funding other programs. Please pick them up in the district office.**

- General Lunchroom Rules & 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 (\$10.00) they will be notified that their account is nearing a zero balance.

- Payment of Lunch Accounts

- ✓ 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.

### **School Breakfast/Lunch Guidelines:**

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 lunchroom. At no time is food to leave the lunchroom. Students who bring their own lunch from home are to consume them in the lunchroom. Failure to comply with the rules will result in loss of privileges.

### **Cell Phones, Electronic Devices, & Two Way Paging Devices:**

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

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process. 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. Cell phones and other electronic devices are to be turned off or placed on silent mode during class. Students should keep these items in their lockers. Any earpiece or similar equipment associated with said device is to be stored and NOT worn. Cell phones, pagers, iPods, iTouch, MP3s or other electronic devices may be used before/after school except in classrooms and the library. Unauthorized use of these devices in the classrooms and the library is a violation of this policy. Violators of the policy will be subject to disciplinary action based upon the circumstances.

Disciplinary actions for violation of this policy:

1<sup>st</sup> offense: Item is confiscated and brought to the office for no less than one day, policy expectations are reviewed, and the student can pick up the item at the end of the day.

2<sup>nd</sup> offense: Item is confiscated and brought to the office for no less than one day, policy expectations are reviewed, parent is notified to pick up the item and student will be assigned a detention.

3<sup>rd</sup> offense: Item is confiscated and brought to the office for no less than one day, policy expectations are reviewed, parent is notified to pick up the item, student will lose privileges for 10 days (item must be submitted to office in the morning and picked up at the end of the day) as well as assigned a minimum of a half day ISS.

The use of camera and video phones is absolutely forbidden at any time in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices. Such use may also constitute a violation of the criminal code. The Granton Area School District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. The district may examine these devices and search their contents if there is reason to believe that school, state or federal laws, policies, rules, or regulations have been violated. Students that do not allow or cooperate when devices are confiscated by refusing to turn over the device or temporarily disabling the device are subject to further disciplinary action by the principal. In addition, this policy shall be published annually in district student handbooks and newsletter. Whenever this policy is revised by the Board, the district administrator shall submit a copy of such policy to the State Superintendent of Public Instruction.

#### **Clothing and 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, bandanas, 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 saying 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. Shorts and skirts must extend a minimum of mid-thigh length as determined by the school counselor.
- ✓ 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 includes but is not limited to long chains, spikes, loose fitting clothing (worn around machines) etc.

Violations of the above dress code rules can result in, but is not limited to:

- Changing or removal of prohibited article of clothing
- Detention

- In or out of school suspension
- School reinstatement meeting – school board meeting
- Expulsion

**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.

**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 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 fee and fines must be paid before the student will be cleared for the school year.
- **Textbook Fee/Fine** – Students 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 student’s 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.

**Field Trips/Chaperones:**

No more than two school-approved chaperones will attend a classroom fieldtrip; 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.

**Fire/Tornado 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.

**Late Start:**

Late starts are held on the second Wednesday of each month to allow for staff development sessions. On these days’ students have a shortened school day as reflected on the student schedule page of this handbook.

**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.

**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.

### **Telephone/Calling Home:**

A telephone for student use is available in the classrooms as well as the elementary office. The telephones are available for emergency calls only. Permission must be obtained by the teacher or office staff before any calls are made. All telephones in the building are off limits to student general use.

### **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.

## **Health Services**

### **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 arrangement for medical treatment, will be completed by parent(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 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.

### **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.

### **Medication Administration to Students:**

**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 high school 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 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 medication 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 students schedule allow for the scheduling of physical education the course must be taken.

**Sickroom/Sick Student(s):**

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 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 school counselor for more information.

**Technology Information**

**Internet Safety & Computer Use:**

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

The *Granton Area School District* supports the use of technology by its students, staff, and the 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.

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.
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.

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.

#### 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 & Computer Use Policy Violations: (DISCIPLINARY PROCEDURES FOR):**

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

#### **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. Parent(s)/guardian(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. Parent(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.

**Internet (Use of the):**

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

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.

**ACCESS TO GLOBAL INFORMATION RESOURCES PROCEDURE**

Students and staff are reminded that the use of the 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.

1. **General Use Rules:**

- A. Students and staff must adhere to the same standards of conduct expected and required in the classroom.
- B. 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.

- C. 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.
  - D. Students who have a need to use a given computer for academic reasons will have priority over any non-academic use of that computer.
  - E. (E-mail) at school is for school related use only. It is NOT for personal use.
  - F. Designated school personnel may conduct random checks of users who are on line with the Internet or other computer network.
2. 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:
- A. 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.
  - B. 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.
  - C. It is the user's responsibility to avoid inappropriate materials.
  - D. Users must remember that electronic mail (e-mail) is not private.
  - E. Students and staff will not reveal any personal address or phone number or those of any other person.
  - F. Users will not use the network in such a way that would disrupt the use of the network by other users.
3. 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:**

- 1. Introduction: It is the policy of the Granton Area School District to:
  - A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
  - B. Prevent unauthorized access and other unlawful online activity;
  - C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
  - D. Comply with the Children's Internet Protection Act [Pub. L.No. 106-554 and 47 USC 254(h)].
- 2. Definitions: Key terms are as defined in the Children's Internet Protection Act.
- 3. 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.
- 4. 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:
  - A. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
  - B. 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.

## Parent Information

### **Parent Notification Requirement Related to 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 are 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/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).

### **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 item 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:**

- ✓ If school is closed due to inclement weather, or other emergency, the following radio and television stations will be contacted to announce it: WAXX 104.5FM, WCCN 107.5, WDLB radio, WAOW Channel 9, WEAU Channel 13, WSAW Channel 7.
- ✓ Information will also be posted on the school web page under the "District Information" link as quickly as possible and the district utilizes the Call-Em-All service to call all families of closings and delays. Please be sure to keep phone numbers up-to-date in Infinite Campus, the district's student management system.
- ✓ 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. All closings are reported as soon as possible; delays in their announcement are not the fault of the school.
- ✓ The decision to close school is made by the superintendent after consulting with the transportation director, the National Weather service, village, county, and/or other sources. You, as a parent(s), 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 & 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.

### **Student Surveys:**

#### **As per Granton Area School District Board Policy Code Chapter 10: Section KK**

The School Board respects the privacy rights of parents 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.

The building principal shall notify parents/guardians at the beginning of each school year of the specific or approximate dates during the school year when such survey activities are scheduled involving their children. 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. Parents/guardians may upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect my instructional materials used in connection with the surveyor any instructional materials used as part of the educational curriculum for the student. Requests to inspect

a survey or instructional materials should be made to the building principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

**Parent Involvement in Title I:**

**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 I 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