

# GRANTON MIDDLE & HIGH SCHOOL STUDENT AND PARENT HANDBOOK 2025-2026



**Dear Granton Community,**

**It is with great excitement that we welcome you to the start our 2025-2026 Granton Middle and High School Year! The teachers and staff at Granton Middle and High School are a skilled team who enjoy working with secondary students and are dedicated to supporting the vision and mission of the Granton Area School District. We offer amazing opportunities for all students to be successful in every aspect of their lives and we hope our students take advantage of every program, course, activity and sport that can maximize their educational involvement.**

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

**An amazing school year awaits your child! On behalf of our Middle school and High School faculty and staff; *Thank you for your partnership in your child's learning and welcome to the 2025-2026 School Year!***



Principal Office:

715-238-7175 ext. 1

Principal : Mr. Joshua Zahl

Administrative Assistant: Ms. Michelle North

Guidance Counselor: Mrs. Shelly Schmitz



# Table Of Contents



Calendar.....	4
Faculty and Staff.....	5
Schedules & Extra Curriculars .....	6
Educational Philosophy.....	7
Academic Information.....	9
Attendance Information.....	15
Behavior Expectations/Information.....	19
General Information.....	29
Frequently Asked Questions.....	40

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

# GRANTON AREA SCHOOL DISTRICT | 2025-2026 CALENDAR

- 18** New Teacher In-Service  
**25-27** Teacher PD/Workday  
**28** All Staff PD 12-8  
**28** Open House 6-8 PM

AUGUST '25						
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 '26						
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

- 5** 4K-6th No School  
**26** Noon Release  
 Conferences 1-8pm  
**27** No School 4K-12

19.5 Student Days

- 01** Labor Day  
**02** First Day of School  
**26** 4K-6th No School

SEPTEMBER '25						
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				

21 Student Days

MARCH '26						
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				

- 5** Teacher PD/Workday  
**5-6** Spring Break  
 No School 4K-12

20 Student Days

- 6** Teacher PD/Workday  
**23** Noon Release  
 Conferences 1-8pm  
**24** No School 4K-12

OCTOBER '25						
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	

21.5 Student Days

APRIL '26						
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		

- 3-6** Easter Holiday Break  
 No School 4K-12  
**27** Teacher PD/Workday

19 Student Days

- 26-28** Thanksgiving Break  
 No School

NOVEMBER '25						
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						

17 Student Days

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 23** Graduation  
**25** Memorial Day  
 No School  
**29** Last Day of School

20 Student Days

- 24-31** Holiday Break

DECEMBER '25						
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			

17 Student Days

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1** Teacher PD/Workday  
**8-26** Summer School

- 1-2** Holiday Break Cont.  
**26** Teacher PD/Workday

JANUARY '26						
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

19 Student Days

Quarter 1  
 Quarter 2  
 Quarter 3  
 Quarter 4  
 Total

174 Student Days

## Color Key

- Teacher PD/Workday
- 1<sup>st</sup> Day of School/End of Term
- No School
- Early Release/PT Conferences
- Graduation
- Summer School
- Elementary Data Day

# Faculty and Staff

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

## **AGRICULTURE**

Katie Reider

## **ART**

Dana Klein

## **ENGLISH**

Courtney Schoessow

## **HEALTH**

Angela Schier

## **LIBRARIAN/ASSISTANT**

Kay Heiting, Librarian

Missy Walz

## **MATHEMATICS**

Cody Roggenbauer

## **MIDDLE SCHOOL**

John Legrid

## **MUSIC ARTS**

## **PHYSICAL EDUCATION**

Angela Schier

## **SCIENCE**

Lisa Larsen

Katie Reider

## **SOCIAL STUDIES**

Lindsey Halverson

## **TECHNOLOGY EDUCATION**

Kevin Pankratz

## **SCHOOL COUNSELOR**

Shelly Schmitz

## **SPECIAL EDUCATION**

### **SERVICES**

Steven Johansen

## **TECHNOLOGY COORDINATOR**

Travis Hendrickson

## **TEACHER ASSISTANTS**

Dale Rollins

Laurie Falk

Barb Friemoth

Rhonda Pernstienner

Katie Heiden

Ty Porter

## **4K-12 Administrative Assistant**

Michelle North

## **PRINCIPAL**

Joshua Zahl

## **FOOD SERVICE**

Kimberly Butts

Dawn Arndt

Jeanie Kuehn

Kimberly Ganther

## **CUSTODIANS**

Tim Steinbach

Robby Roehl

Tim Luchterhand

Kimberly Ganther

Dave Strey

## **DISTRICT OFFICES**

Char Johnson, Admin. Assistant

Carolyn Orłowski, Food Service  
Director

Kehly Schecklmann, Bookkeeper

Nancy Popp, Superintendent

# Schedules & Extra- Curriculars

## BELL SCHEDULE

Doors Open: 7:30  
 Breakfast: 7:30-8:00  
 1st Hour: 8:00-8:45  
 Second Breakfast: 8:48  
 Homeroom: 8:48-9:18  
 2nd Hour 9:21-10:06  
 3rd Hour: 10:09-10:54  
 4th Hour: 10:57-11:42  
 5th Hour: 11:45-12:30  
 MS/HS Lunch: 12:30-1:00  
 6th Hour: 1:00-1:45  
 7th Hour: 1:48-2:33  
 8th Hour: 2:36-3:20

## ATHLETICS

Athletic Director—  
 Baseball - (Neillsville Co-op)  
 Basketball (boys) -(Greenwood Co-op)  
 Basketball (girls) - (Greenwood Co-op)  
 Track - Cody Roggenbauer and Katie Reider  
 Wrestling— (Spencer/Columbus Co-op)  
 Volleyball— Jasmine Naedler  
 Cross Country (Neillsville Co-op)  
 Football (Neillsville Co-op)  
 Softball (Neillsville Co-op)

## INTRAMURAL SPORTS

Basketball, volleyball, kickball -  
 Angela Schier

## STUDENT SERVICES

On-line Learning Center —Travis Hendrickson  
 Teen Leadership - Shelly Schmitz  
 BLAST - Rhonda Pernsteiner

## COMMUNICATIONS

Yearbook - Dana Klein  
 Facebook - Annette Woller  
 Webpage - Dana Klein

## STUDENT ORGANIZATIONS

Visioneers -Dana Klein  
 FFA - Katie Reider  
 Forensics - Kay Heiting  
 Student Council - Lindsey Halverson

Travel Club - Annette Woller and Kay Heiting

## STUDENT GOVERNMENT

### OPPORTUNITIES

Freshman Class advisors -  
 Cody Roggenbauer, Katie Reider  
 Sophomore Class advisors -  
 Courtney Schoessow  
 Junior Class advisors -  
 Lisa Larson  
 Senior Class advisors -  
 Lindsay Halverson

## HONORS

National Honor Society - Lisa Larson  
 Scholar Athlete—

## PERFORMING ARTS

Concert Choir -  
 Marching Band -

## MEETING TIMES

Co-curricular meeting  
 Times will vary  
 throughout the year and  
 may include; before  
 school (7:40), Mon, Wed,  
 Fri during homeroom, lunch,  
 rolling class periods,  
 and/or after school.  
*If class time is missed, students are responsible to get the work prior and turn it in on time. Please be sure students communicate with advisors/coaches about arrangements.*



# Educational Philosophy

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

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

## HANDBOOK PURPOSE

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

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.

## BOARD POLICY;CHAPTER 1, SEC.B

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

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

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

Therefore, we believe the district goals are to be:

1. Provide a safe learning environment.



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

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

### **DISCRIMINATION COMPLAINT PROCEDURE**

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

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

## **Educational Philosophy**

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

**Our Vision: EXCELLENCE, INNOVATION,  
INSPIRATION; Every day. Every way.**





# Academic Information

## -Grading Information

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

## Multi-Level Systems of Support (RTI/PBIS)

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

## Accelerated Programs On-line/Virtual Education School to Work/Youth Apprenticeship

*(See course handbook for*

## GRADUATION REQUIREMENTS

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

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

# Academic Information

## GRADING INFORMATION

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

### GRADING SYSTEM

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

### HOMework

A reasonable amount of homework is part of the educational process and should be expected. Though every student is different and should not be compared to others regarding this issue, our programs are planned so that if each student makes wise use of their time during regular school hours the amount of work outside of school should be minimal. As such, students are expected to make every effort to turn their homework in on time and contact their teacher(s) if they have questions or concerns.

### SCHEDULE CHANGES

Students may request to add or drop courses without penalty only up to the three days following the start of a semester.

Adding any course after the 3rd day of the quarter or semester will require consent of the instructor. This will not apply to

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

### WITHDRAWALS/INCOMPLETES

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

### COURSE RETAKE

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

### GRADING SCALE

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

**93%-100%; A**

**90%-93%; A-**

**87%-90%; B+**

**83%-87%; B**

**80%-83%; B-**

**77%-80%; C+**

**73%-77%; C**

**70%-73%; C-**

**67%-70%; D+**

**63%-67%; D**

**60%-63%; D-**

**Below 60%; F**

## MID-QUARTER PROGRESS

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

## FINAL EXAMS

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

## ACADEMIC HONESTY

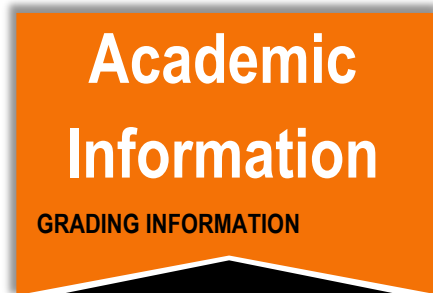
Granton High and Middle School consider academic honesty as a cornerstone of its educational mission it is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to; test taking, homework,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

## ACADEMIC AWARDS/HONOR ROLL

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

The criteria for earning academic awards are as follows:

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



## STUDENT PROMOTION/RETENTION

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



# Academic Information

## Multi-Level Systems of Support (RTI/PBIS)

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

## Accelerated Programs

## School to Work/Youth

## Apprenticeship

## On-line/ Virtual Education

(See course handbook for additional

## MULTI-LEVEL SYSTEMS OF SUPPORT

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

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

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

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

## MS INTERVENTION/ ENRICHMENT

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

## STRATEGY SPECIFIC CORE LABS

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

## WIN SUPPORT INTERVENTION (What I Need)

The purpose of WIN Time is to give our students more opportunities to be successful. Utilize this time for small group support that the everyday classroom does not always allow. This support period allows staff to pull students for support as well as students request small group support time with a specific teacher. WIN Time will be done on a daily basis throughout the school year.

## ALTERNATIVE PROGRAMMING

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

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

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

## STUDENT SERVICES

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

## STUDENT RECOGNITION

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

## ACCELERATED PROGRAMMING

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

## Academic Information

**MULTI-LEVEL SYSTEMS OF SUPPORT**



## SCHOOL TO WORK PROGRAMMING

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

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

## ON LINE/VIRTUAL/DISTANCE LEARNING PROGRAMMING

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

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





# Attendance Information

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

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

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

1. Is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
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).*

## CLARK COUNTY/GRANTON TRUANCY POLICY

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

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

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

## TRUANCY

“Truancy” means any absence of part or all of one or more days from school during which the 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 3 unexcused days absent in a school semester, or 6 excused absences in a school year:  
Communication with parent/guardian discussing attendance.
2. Part or all of 4 unexcused days absent in a school semester or 8 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 5 unexcused days absent in a school semester or 10 excused absences in a school year:  
Meeting with parents, principal, counselor, and student to consider/discuss placement in PBIS Tier 2 intervention.  
District Staff member home check-in visit
4. Any absence unexcused or excused over 10 in a school year:  
Certified letter to parent/guardian giving notification of checklist for habitual truant  
Possible referral to Clark County Social Services and Sheriff’s Department.

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

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

If a student becomes a habitual truant the Principal shall follow the previously stated truancy steps with final steps being a written notice. The notice shall include the following checklist:

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

## STUDENT ABSENCE PROCEDURE

The responsibility for regular school attendance of a child rests upon the child’s parents or guardian. SA (School Activity) shall be recorded when a child is physically away from school because he/she is participating in school sponsored activities, teacher chaperoned field trips, athletic events, workshops, contests, etc. Each teacher shall submit daily attendance reports to the attendance officer on all students under his/her charge.

All other absences must be cleared with the office and will be excused only the absence falls within the guidelines in board policy. It is the responsibility of the parent and student to provide the office with the proper documentation. The parent/guardian or student will have five school days to clear the absence with the office. Documentation and/or phone calls received after five days will not be accepted, and the absence will be considered unexcused. Office number is 715-238-7175 ext 1.

## 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 E. 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 E. 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 E.

### Other Excused Type Absences

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

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

## EXCUSED ABSENCE MAKE-UP WORK

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



## PRE-ARRANGED ABSENCES

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

## Attendance Information

Policies may be revised during the course of the year.

## 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.

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

## UNEXCUSED ABSENCE MAKE-UP WORK

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

## TARDIES

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. On time attendance is a result of being late to the building in the morning as well as not on time to any scheduled classes throughout the school day. Failure to comply with this policy may result in disciplinary action, as deemed appropriate.

## ATTENDANCE FOR STUDENTS

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

## ATTENDANCE FOR ADULT STUDENTS (18 YEAR OLD STUDENTS)

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

## PERFECT ATTENDANCE

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

# Behavior Expectations

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

## BEHAVIOR EXPECTATIONS FOR STUDENTS

Behavioral Infraction System levels, procedures and incentives will follow the outlined school district board policies.

### 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.

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

### ACADEMIC HONESTY

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



## **ALTERING SUBSTANCES;DRUGS/ALCOHOL/INHALANTS/ E-CIGARETTES/TOBACCO/STREET DRUGS/DRUG PARAPHERNALIA/CONTROLLED OR PERFOR- MANCE ENHANCING SUBSTANCES**

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

## **BUS DISCIPLINARY ACTION**

The school bus is an extension of the classroom. The first responsibility of our school bus drivers is to make sure that every student gets to school and back home safely. To do this, the students must be on their best behavior every time they set foot on a school bus no matter if it is for a daily route or an extra activity. Every driver has the ability to handle behavior issues as they happen. If students are misbehaving, the driver may assign all students to a specific seat, ask the child to move to a different seat, or use a seatbelt to stop the unwanted behavior. If the behavior continues, and the driver has given the child 3 warnings, the driver can refer the student to the principal for disciplinary action.

### **1st Reported Offense:**

- Discipline slip given to Principal's Office, parent contacted, dealt with according to level of behavior.

### **2nd Reported Offense:**

- Discipline slip given to Principal's Office, parent meeting, 1 day off the bus.

### **3rd Reported Offense:**

- Discipline slip given to Principal's Office, parent meeting, any additional reported offenses—minimum 3 days off bus. If the offenses are being disrespectful to the driver or a physical fight, the consequences go up one level.

*\*\*If the offenses at any reported level are being disrespectful to the driver or a physical fight, the consequences go up one level\*\**

When the driver needs to discipline a student(s), he/she will select a safe place to pull the bus off the road so that this can happen. If the behavior escalates to a level that makes the driver feel he/she cannot complete their route safely for themselves or the students, he/she may also call 911 and request a police officer come to that location and remove a student.

## **PROHIBITED ITEMS**

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



## CELL PHONES/ELECTRONIC DEVICES

The use of cell phones and other electronic devices will be allowed for the following two scenarios:

1. Students in grades 7-12 will be allowed to use cell phones and other electronic devices during lunch time. This privilege may be revoked by administration for related behavioral issues.
2. Students may only utilize cell phones in the classroom with permission from the classroom teacher for academic purposes.

Any other use of cell phones or other electronic devices during the school day is prohibited. Any violation may result in confiscation of the device and/or disciplinary action as deemed appropriate by the classroom teacher and/or administration.

## PUBLIC DISPLAYS OF AFFECTION

Students will be allowed to hold hands. No other physical displays of affection are allowed on school grounds.

## STUDENT/STAFF INTERACTIONS

All interactions between staff and students must be professional, respectful, and appropriate at all times. Staff should communicate with students using school-approved channels. Any concerns about interactions should be reported to administration.

The act of physically assaulting any member of the school staff is harmful to the school environment. Disciplinary action will result in automatic suspension and may result in 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 students caught stealing or destroying either school property, or a fellow student's property, will be required to pay for the loss and also face suspension from school with the possibility of expulsion. Appropriate authorities will also be notified and the strongest legal action will be taken. Parents of the parties involved will also be notified.

## ANIMALS AT SCHOOL

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

# Behavior Expectations

## BEHAVIOR CONSEQUENCES

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

## JUVENILE CITATIONS/POLICE REFERRALS

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

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

## SUSPENSION/EXPULSIONS

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

The power to expel a student from school rests with the Board of Education. The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that 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 supervision of a school authority or endangered the property, health or safety of an employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupils expulsion. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

## SCHOOL FUNCTIONS

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

## SEARCHES

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

Other pertinent information relating to searches:

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

## PARKING LOTS; DRIVING TO SCHOOL

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

## **Arrival Expectations**

### **Students will:**

- Be allowed to enter the building starting at 7:30am. Any student arriving before 7:30 must sit quietly in the vestibule until the doors open.
- Walk on the sidewalks and not on the landscaping
- Not climb on any trees on the school grounds
- Follow school-wide behavior rules when entering the building
- Walk their bikes to the downstairs bike rack

## **Building Food/Drink Expectations**

### **Students will:**

- Eat any breakfast/lunch food in the cafeteria or second breakfast designated location.
- Not bring soda, caffeinated or high sugar drinks to school
- Bring clear water bottles if possible. If water bottles are not clear or if there is a question of any water bottle content, behavioral staff are able to respond, open and/or confiscate if necessary

## **Cafeteria Expectations**

### **Students will:**

- Enter the cafeteria quietly
- Listen and be respectful to all cafeteria staff members
- Wait in line quietly and wait their turn when getting lunch
- Keep hands, feet and objects to themselves
- Always walk in the cafeteria
- Clean up after themselves
- Respect others personal space
- Talk using an inside voice (no screaming)

## **Playground Expectations**

### **Students will:**

- Use equipment properly
- Get on and off equipment carefully
- Only go up the ladder and down the slide
- Not run when lining up with their class
- Not bring food onto the playground
- Return all equipment to the cart at the end of recess
- Share space on the field and playset area with other students
- Always follow the rules of the game and wait for their turn to play



## **Hallway Expectations**

### **Students will:**

- Walk on the right side of the hallway
- Be quiet while walking in the hallway
- Have a pass when walking in the hallway

## **Restroom Expectations**

### **Students will:**

- Use restroom facility appropriately and keep restroom clean
- Always flush the toilet after use
- Wash hands with one squirt of soap, dry hands with no more than two paper towels, and throw the paper towels in the garbage can after using the restroom
- Not horseplay in the restroom and return immediately to their class after using the restroom

## **Dismissal Expectations**

### **Students will:**

- Be dismissed from the MS/HS entrance doors at the conclusion of the Secondary's day or for Elementary students loading the buses.
- Leave school immediately, unless they are participating in an after-school activity.
- Walk on the sidewalk and stay off the landscaping
- Not climb on any trees on school grounds
- Drive safe and follow student parking lot rules

## **Dress Code Expectations**

### **Students are not allowed to wear:**

- Clothing endorsing inappropriate words, pictures or logos.
- Coats, hats, hoods and/or backpacks or any other headgear. Hats can be worn with administrative approval for specific dress days.
- Any type of gloves in the building
- Sagging pants
- Clothing with exposed stomach, chest, back, buttocks or undergarments. Top straps must be two inches.
- Off the shoulder, spaghetti straps, crop tops, strapless, low cut, sheer or lace tops, or any style top that provides minimum coverage.
- Skirts/shorts that are not mid-thigh length. If the skirt or shorts can not be seen under your top layer, then they are too short.
- Jean with large rips or holes that could not be cut into approved shorts length
- In addition, any clothing that does not fit appropriately and/or causes a distraction to the educational environment.

## **Consequences for dress code violations:**

Students will not be allowed to sit in class with dress code violations. Students with dress code violations that are not fixable will be sent with a district staff member to the office to correct their clothing. Parents will be notified to bring appropriate clothing if the child does not have extra school appropriate clothing.

- If a child is seen wearing a previously addressed dress code violation again to school, they will be receiving a behavior infraction referral as well as following the dress code consequences.

## **Anti-Bullying Policy**

It is the responsibility of all staff, students and community members of Granton Area School District to ensure our school is a safe, caring place where everyone is respected and no one is bullied.

Bullying occurs when someone repeatedly, with words or actions, hurts, frightens, threatens, or leaves someone out on purpose. Some examples of bullying include the following incidences that are repeated over time:

- Pushing, hitting, kicking, or throwing things at someone
- Constant name calling or teasing
- Threatening to hurt someone
- Always leaving someone out on purpose
- Spreading rumors about someone, including cyber-bullying on social media

Students who believe that they have been bullied, or have seen another student being bullied, should immediately report the problem to a teacher or another staff member. Any parent who becomes aware of a bullying incident, should report it to a teacher or school administration.

The Granton Area School District Bullying/Harassment Form can be found on our district website at the following link:

- <https://docs.google.com/forms/d/e/1FAIpQLSfnnvGBHZ5Tyq8cSpntYdEo5h6dueDplrT8nD3Rf7dhcO7v7NA/viewform>

## **Consequences for Violating the Anti-Bullying Policy**

After an investigation, Granton administration can take any of the following steps when a student is found to have violated the Anti-Bullying Policy

- Meeting with student
- Notification and meeting with parent/guardian
- Write up and Level the behavioral infraction in accordance with our discipline referral procedure
- Removal from school resulting in ISS or OSS, if bullying continues
- Restitution for behavior and Behavioral Intervention Plan

# Granton School District Schoolwide Discipline Referral Flowchart

All classroom teachers implement a classroom discipline plan. Classroom procedures and routines are consistently modeled and practiced.



## Level 1 Infractions

- Inappropriate/Derogatory Language (cursing, racial slurs)
- Physical contact (minor pushing, shoving or horseplay) Non-compliance
- Dress code violation
- Minor class disruption (excessive talking)
- Lying/Cheating
- Inappropriate use of school property or materials

### Teacher Will:

- Utilize classroom management tools
- Conference with the student
- Document through the district behavioral reporting system
- Contact parent and/or guardian with behavior infraction details

### Teacher Directed Possible Consequences and Interventions:

- Lunch and/or recess detention
- Reflection and discussion of infraction
- Meeting with the parent/guardian
- Classroom behavioral intervention plan

Student accumulates three Level 1 infractions within three months

**Teacher discretion to send discipline referral onto a Level 2 infraction**

## Level 2 Infractions

- Abusive/Inappropriate/Derogatory language directed toward a staff member and/or student
- Fighting
- Major pushing and shoving
- Major disrespect/insubordination
- Major classroom disruptions
- Major verbal altercation between students
- Theft
- Habitual discipline
- Repeated Level 1 behavioral infraction

### Send immediate referral

### Teacher Will:

- Immediately send student to the office
- Document the behavior
- Contact parent and/or guardian with behavior infraction details

### Behavioral Team Directed Possible Consequences and Interventions:

- Loss of Privileges
- Required Parent Conference (RPC)
- Restitution
- In-class behavioral supports
- After-School Detentions
- In School Suspension (ISS)
- Out of School Suspension (OSS)

## Level 3 Infractions

- Bullying/threats
- Alcohol/drugs/tobacco
- Immoral conduct
- Vandalism
- Weapons
- Arson

### Send immediate referral

### Teacher Will:

- Immediately send student to the office
- Document the behavior through the district behavioral reporting system
- Contact parent and/or guardian with behavior infraction details

### Administration Team Will:

- Notify parents
- Suspend for a specific amount of time either in school or out of school including the possibility of expulsion.

### Other Possible Consequences and Interventions:

- Loss of Classroom Learning Privileges
- Restitution
- Behavior Intervention Plan

**\*Note: Consequences/interventions for students with multiple referrals will be handled by administration, teachers, and behavioral staff on a case by case basis\***

## ACCIDENTS

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

### Accident Benefit Plan/Insurance:

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

## ANNOUNCEMENTS

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

## ATHLETIC EVENTS/TICKETS

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

There are three different types of season tickets available:

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



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

## CAFETERIA

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



# General Information

## CHILD ABUSE/NEGLECT

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

## CLOSING/EMERGENCY INFO.

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

## CONCERNS/CHAIN OF COMMAND

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

## FEES AND FINES

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

## FIELD TRIPS

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



## FUND-RAISING

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



## HALL PASSES

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

## HOMEROOM

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

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

## ILLNESS

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

## LEAVING SCHOOL GROUNDS

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



## LIBRARY/IMC

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

## LOCKERS/ LOCKS

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

## MEDICATION

Efforts are to be made to avoid medication administration at school. Medication, prescription or over the counter, must be maintained in the high school office. Medication administered by the office must have a Parent/Guardian Medical authorization form sent with medication. If the medication is prescribed, a Doctor's form is also required.

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

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

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

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

## OPEN/CLOSED CAMPUS

The Granton Area School District has a closed campus for all students in grades 4K-10. Students in the 11th and 12th grades may apply for open campus privileges. Students who receive open campus may leave school for lunch with certain conditions and understandings:

1. Students must submit an application with a parent signature to the principal's office in order to be approved.
2. Eligible students must check out of the principal's office before leaving the building. Students must check in to the principal's office upon returning to the building.
3. Students are responsible for returning to the building with enough time to check in and get to their following class on time. Tardiness may result in disciplinary action, including the loss of open campus privileges.
4. Students must maintain passing grades in all of their classes to retain eligibility.
5. Individual student eligibility may be revoked for academic, attendance, or behavioral issues, according to the principal's discretion.
6. Open campus may be canceled by administration at any time.

## PARENTAL INVOLVEMENT/TITLE1

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

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

The following activities will be adopted:

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





# General Information

## **PHYSICAL EDUCATION – MEDICAL EXEMPTION**

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

## **SAFETY DRILLS**

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

## **SCHOOL BOARD MEETINGS**

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

## **STUDENT MEETINGS**

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

## **STUDENT SURVEYS**

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

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

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

# General Information

## TECHNOLOGY

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

### DISTRICT WEB PAGE

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

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

### INTERNET SAFETY & COMPUTER USE

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

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

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

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

# General Information

## TECHNOLOGY; INTERNET SAFETY & COMPUTER USE CONTINUED

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

### Use of the internet

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

### Conditions of Use:

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

# General Information

## TECHNOLOGY, CONTINUED

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

### Access to Global Information resources Procedure

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

### General Use Rules:

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

### 1:1 Technology Policy

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

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

# General Information

## TECHNOLOGY: INTERNET (USE OF THE) CONTINUED

### Rules of network Etiquette

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

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

### Penalties for Improper Use

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

### Internet Safety Policy

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

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

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

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

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

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

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



# General Information

## TECHNOLOGY, CONTINUED

### Disciplinary procedures for Internet and computer use policy violations

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

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

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

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

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

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

#### **Accidental Damage**

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

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

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

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

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

# General Information

## TELEPHONE

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

## TEACHER QUALIFICATIONS

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

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

## VISITORS-DAY AND DANCES

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

## WORK PERMITS

Work Permits can now be obtained by parents directly at [dwd.wisconsin.gov/er/laborstandards/workpermit/](http://dwd.wisconsin.gov/er/laborstandards/workpermit/). Payment is made directly to the department through the online application. Once the permit application process is complete, the DWD mails a paper copy of the permit directly to the employer.

*Go Bulldogs!*



### **What are the dates and times of school?**

Tuesday, September 2nd through Friday, May 29th; Monday through Friday 8:00-3:20: Doors Open; 7:30-8:00, MS/HS Lunch; 12:30-12:59. Check out the Calendar on page 4 of the handbook for other dates to be aware of.

### **Will my child eat breakfast and lunch?**

We sure hope so! Both are available to all Granton students.

### **What should I do if my child is absent?**

Please fill out the Google Form in our Granton App and on our Website. Be sure to check out attendance/truancy guidelines in this handbook for additional details on absences.

### **What if I need to pick up my child early?**

Please fill out the Google Form in our Granton App and on our Website. All bus changes need to be communicated with the office before 2pm so that we have time to communicate your child's transportation plan. Your child will need to check out in the Principal's Office. If you come into school, you will need to check in as well.

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

Please call the Principal's office (715-238-7175 ext 1). Students are not allowed to use their phones during the school day (other than lunch).

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

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

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

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

### **Who is my child's teacher?**

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

## **Questions?**

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

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

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

**What if my son/daughter is "dress coded"?**

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

*Please contact us with any  
questions.  
Thank you for your partnership in  
your child's learning!  
Go Bulldogs!*

