

**Grantton Elementary School
Student and Parent Handbook
2026-2027**



Granton Area School District – 2026-2027 Calendar

AUGUST '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					

- 17 New Teacher In-Service
 24-26 Teacher In-Service
 27 Teacher In-Service 12-8
 27 Open House 6-8pm

FEBRUARY '27

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						

- 19 Term 3: Midterm
 25 Elementary Data Day
 No School 4K-6
 Noon Release 7-12
 Conferences 1-8pm
 26 No School 4K-12

19.5 Student Days

SEPTEMBER '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			

- 01 First Day of School
 07 Labor Day
 16 Picture Day

21 Student Days

MARCH '27

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			

- 09 ACT Day
 24 End of 3rd Quarter
 25 Teacher In-Service
 25-29 Holiday Break
 No School

20 Student Days

OCTOBER '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

- 02 Term 1: Midterm
 15 Elementary Data Day
 No School 4K-6
 Noon Release 7-12
 Conferences 1-8pm
 16 No School 4K-12
 22 Picture Retake Day
 30 End of 1st Quarter

21.5 Student Days

APRIL '27

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 Term 4: Midterm
 22-23 Spring Break
 No School

20 Student Days

NOVEMBER '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					

- 02 Teacher In-Service
 11 Veterans Day
 25-27 Holiday Break
 No School

17 Student Days

MAY '27

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

- 22 Graduation
 26 Last Day of School
 End of 4th Quarter
 27 Teacher In-Service
 31 Memorial Day

18 Student Days

DECEMBER '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		

- 04 Term 2: Midterm
 23-31 Holiday Break
 No School

16 Student Days

JUNE '27

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			

- 07-25 Summer School

JANUARY '27

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						

- 01 Holiday Break
 No school
 15 End of 2nd Quarter
 18 Teacher In-Service

19 Student Days

Color Key

- Teacher PD/Workday
- 1st Day of School/End of Term
- No School
- Early Release/PT Conferences
- Graduation
- Summer School

Dear Granton Community,

It is with great excitement that we welcome you to the start of our 2026-2027 Granton Elementary School Year! The teachers and staff at Granton Elementary are a skilled team who enjoy working with students and are dedicated to supporting the vision and mission of the Granton Area School District.

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

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

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

Contact Information

Principal's Office: 715-238-7175 ext. 1

District Office: 715-238-7292

Principal: Joshua Zahl

District Administrator: Nancy Popp

Administrative Assistant: Shelli North

Administrative Assistant: Char Johnson

School Counselor: Shelly Schmitz

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.

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Faculty and Staff

4K – Annette Woller

Kindergarten – Ashley Dean

1st Grade – Etazhane Baker

2nd Grade – Taylor Rundhaug

3rd Grade – Jeremiah Blume

4th Grade – Jessica Schier

5th/6th Grade – Daniel Hebert

5th/6th Grade – John Legrid

Administrative Assistants – Char Johnson, Shelli North

Custodial Staff - Kimberly Ganther, Tim Luchterhand

Food Service Staff – Kimberly Butts, Kimberly Ganther

Librarian – Kay Heiting

Library Assistant – TBD

Paraprofessionals – Bianca Bock, Laurie Falk, Barb Friemoth, Katie Heiden, Ty Porter, Dale Rollins, Rachel West, Heidi Zakrewicz

School Counselor – Shelly Schmitz

Technology Coordinator – Travis Hendrickson

District Administrator – Nancy Popp

Food Service Director – Carolyn Orlowski

Maintenance Director – Robby Roehl

Principal – Joshua Zahl

Special Education Director – Jenn Eckert

Daily Elementary Schedule:

7:30 a.m. – Doors Open

7:30-8:00 – Breakfast

8:00 – Class begins

9:30-9:50 – Recess (4K-2)

9:50-10:10 – Recess (3-6)

11:15-12:30 – Elementary Lunch Times
(vary by grade, 30 minutes each)

1:20-1:40 – Recess (3-6)

1:50-2:10 – Recess (4K-2)

3:15 – Dismissal (Elementary)

3:20 – Dismissal (Secondary)

****Please note, faculty and staff may have changed since this handbook has been printed. Please check our website for the most updated information.**

Non-Discrimination Policy – Board Policy; Chapter 1, Sec. C & D

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

DISCRIMINATION COMPLAINT PROCEDURE

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

INFORMAL PROCEDURE

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

FORMAL NON-DISCRIMINATION COMPLAINT PROCEDURE

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

STEP 2: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of her/his receipt of the District Administrator's response in step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each party concerned within ten (10) business days of this meeting by certified mail.

STEP 3: If a complainant wishes to appeal a negative determination by the Board regarding S.118.23, he/she has the right to appeal the decision to the State Superintendent within thirty (30) days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgement within forty-five (45) days of receipt of the complaint or made a determination within ninety (90) days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

STEP 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W Madison St -Suite 1475, Chicago, IL 60661-4544.

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

Educational Philosophy – 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 for their community.

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

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

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

Therefore, we believe the district goals to be to:

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

Academic Information

Cheating and Plagiarism

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

Contacting Teachers

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

Grading Periods, Progress Reports, Student Records

Students will receive grades and credits four times per year at the end of every nine-week grading period. The grades on the report cards issued at the nine-week period will be the recorded grade for student achievement 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 parents. The progress report will indicate the reason for concern or commendation. Teachers are encouraged to communicate with parents on a regular basis. Parents are encouraged to reach out to teachers with any questions they might have throughout the course of the school year. No parent or student should ever be surprised by the grade received at the end of any grading period as proper communication should take place prior to the end of a grading period.

Homework

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.

Internet/On-Line Services

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

Student Promotion/Retention

As per Granton Area School District Board Policy Code Chapter 10

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

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

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

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

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

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

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

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

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

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

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

Attendance Information

The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance. The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between 6 and 18 years of age to be in school attendance unless he/she:

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

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of grading period in which the child becomes 18 years of age. Parent/guardian(s) are responsible for notifying the school of student absences in accordance with established district procedures. When students are absent, parents/guardians assume full responsibility for their child's activities.

Student Absence Procedure

The responsibility for regular school attendance of a child rests upon the child's parents or guardians. 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 if 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.

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.

Please call the Principal's Office at 715-238-7175 (ext. 1) with any attendance information.

Exempt Absences

Personal Illness - A student who is absent due to illness is to have the parent/guardian contact the school the morning of the absence. For these absences to be exempt from, a doctor's note will be necessary. These absences will be recorded as DR and will not impact a student's attendance count in regard to truancy.

Medical Appointments – A student who has a medical, dental, chiropractic, or other valid professional appointment will need to provide documentation of the appointment from the medical facility to have the absence be exempt. The absences will be recorded as DR.

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 contact the office prior to the holiday. These absences will be recorded as X (exempt).

Court or Legal Procedures – A court appearance or other legal procedures will require documentation from the relevant governing body. These absences will be recorded as X (exempt).

School Activity – Attendance at special events of educational value approved in advance by the principal. These absences will be recorded as SA.

Truancy

A student is considered “habitually truant” if they are absent from school without an acceptable excuse for part or all of 5 or more days in a school semester. In other words, parents/guardians are allowed 5 days of “excused” absence each semester, or 10 days each school year, outside of the exempt absences listed above. If a student becomes habitually truant, the principal shall follow the following truancy steps:

1. **6 excused absences in a school year**
 - a. Letter to parent/guardian giving notice of the student’s total absences. This letter will include a statement of the parent’s responsibility under the law to cause the child to attend school regularly.
2. **9 excused absences in a school year**
 - a. Letter to parent/guardian giving notice of the student’s total absences. This letter will include a notification that the student will be asked to meet with the school counselor to discuss attendance.
 - b. Student meeting with the School Counselor
3. **12 excused absences in a school year**
 - a. Letter to parent/guardian giving notice of the student’s total absences. This letter will include a request that the parent/guardian meet with the principal to discuss the student’s truancy. This letter will also include 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.
 - b. Parent/Guardian meeting with the principal
4. **15 excused absences in a school year**
 - a. Referral to Clark County Social Services and Sheriff’s Department.

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 tardy students. 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 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 for any scheduled classes throughout the school day. Failure to comply with this policy may result in disciplinary action, as deemed appropriate.

Behavior Expectations

Manners

All behaviors exhibited by the individual while at school and school related activities reflect 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.

Altering Substances: Drugs, Alcohol, Nicotine Vapes, etc.

Granton School District strictly forbids use, sale, or possession of any illegal 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.

Public Displays of Affection

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

Bus Expectations

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.

Prior to loading - on the road and at school

- Be on time at the designated school bus stop. Help keep the bus on schedule.
- Stay off the road until the bus comes to a complete stop before attempting to board the school bus. Line up in an orderly, single file manner. For the safety of all, do not rush to get on the bus.
- If there is no sidewalk or path, you should walk to the side of the road facing traffic to get to the bus stop.

While on the bus

- Always Keep the bus safe and sanitary (no open or closed soda, or eating is permitted on the bus).

- Loud talking, laughing, or unnecessary confusion is disturbing to the driver and is not permitted. (Boom boxes and radios are not permitted on the bus).
- Keep head, hands, and feet in the bus at all times.
- Treat bus equipment as valuable furniture found in your home. Offenders must pay for any damages.
- Never tamper with the bus or any of its equipment.
- Keep books, packages, coats, and all other objects out of the aisles.
- Remain in the bus in case of road emergency, unless directed otherwise by the bus driver.
- Do not throw anything out of the bus window.
- Always remain in your seats while the bus is in motion.

After leaving the bus

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

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, 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, minimum 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.

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 TVs are not permitted. Cell phones, pagers, iPods, MP3s or other electronic devices are not to be used in the classrooms.

Cell Phones

In accordance with 2025 Wisconsin Act 42, the use of cell phones and other electronic devices will not be allowed.

Any 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.

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 and Theft

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 the appearance of the school. Anyone found willfully damaging school property would be required to pay for the damage and/or replacement of any item. That student may be suspended from school or possibly expelled. Any students who are caught stealing or destroying either school property, or a fellow student's property, will be required to pay for the loss and 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

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.

Recess

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

Juvenile Citations/Police Referrals

Wis. Stat. § 118.124 (Wisconsin Act 12, 2023) 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.

Suspensions/Expulsions

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

The power to expel a student from school rests with the Board of Education. The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that 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 for items stored in lockers. Students that suspect their lock is malfunctioning or that another student knows their combination should report it to the office so that a new lock/combination can be

provided to the student. Only locks issued by the school may be used on lockers. Personal locks will be cut and removed by school personnel. The school district is not responsible for any items taken from a student locker even if it is locked. Students are expected to clean their lockers and remove all tape, photos, etc. at the end of the school year.

Other pertinent information relating to searches:

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

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. Students are not to walk on the landscaping at the school entrance.

Food/Drink Expectations

Students will not be allowed to bring soda, energy drinks, or other caffeinated or high sugar drinks to school. These drinks will be confiscated.

Dismissal Expectations

Students will be dismissed from the upstairs entrance doors at the conclusion of the day. Students are expected to respect school property and drive safely.

Dress Code Expectations

Students are not allowed to wear the following:

- Clothing endorsing inappropriate words, pictures, or logos.
- Coats, hats, hoods, 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 tope that provides minimal coverage.
- Skirts/shorts that are not mid-thigh length.
- Jeans 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.

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/1FAIpQLSfnvGBHZ5Tyq8cSpntYdEo5h6dueDplrT8nD3Rf7dhcO7v7NA/viewform>

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

General Information

Accidents

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

Accident Benefit Plan/Insurance:

The school participates in an 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.

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.

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 projects 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 to 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 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 check out 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/Chaperones

All chaperones are subject to background checks. If other parents wish to attend field 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 money for any purpose until written approval is given by the class or club advisor(s). Proper procedure must be followed in depositing money in a class or club account or 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.

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.

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

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 medical exemption for physical education a student must face scheduling conflicts that do not allow the credit requirements to be met because of medical conditions that were/are beyond the individual's control. However, should the students' schedule allow for the scheduling for physical education the course must be taken.

School Board Meetings

Unless announced otherwise, school board meetings are held on 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.

Teacher Qualifications

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

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

Title 1/Parental Involvement

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

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

Visitors 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. 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 extracurricular activity will result in that student being removed from the facility and additional consequences may follow, including referral to law enforcement.

Please note, policies may be revised during the course of the year

Please contact us with any questions.

Thank you for your partnership in

your child's learning!

Go Bulldogs!