

**GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
REGULAR SCHOOL BOARD MEETING  
MONDAY, SEPTEMBER 14, 2020 @ 6:45 PM  
GRANTON SCHOOL CENTRAL GYM**

**I. REGULAR BUSINESS**

- A. Call to Order
- B. Roll Call
- C. Verification of Notice to Public
- D. Pledge of Allegiance
- E. Approval of Agenda
- F. Consent Agenda
  - a. Previous Minutes 3
  - b. Treasurer's Report 8
  - c. Vouchers 14
  - d. Financial Report

**II. OPEN FORUM**

**III. AGENDA ITEMS**

- A. 2019-20 End of Year AGR Report  
James Kuchta 28
- B. COVID Guide  
Courtney Schoessow
- C. Food Service Program  
Char Johnson
- D. 2020-21 Academic Standards 71  
Amanda Kraus
- E. 2019-20 Seclusion and Restraint Report 72  
Amanda Kraus
- F. Student Transportation  
Cody Roggenbauer, James Kuchta
- G. Board Policy Review
  - a. Title IX Policies 73
  - b. Chapter 9 121
  - c. Chapter 11, Section D 129
- H. Personnel

**IV. OTHER REPORTS**

- A. School Board Committee Reports
- B. Maintenance Report
- C. Daycare Director Report 130
- D. Principal's Report 135
- E. Superintendent's Report 136

**V. CORRESPONDENCE**

**VI. EXECUTIVE SESSION**

- A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c) for the purpose of discussing/taking action on: (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

B. Return to Open Session  
VII. ADJOURNMENT

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

GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
SPECIAL SCHOOL BOARD MEETING  
WEDNESDAY, AUGUST 5, 2020

Meeting called to order at 7:30 p.m. by President Theresa Hasz.

Roll call: Doug Eichten – here, Paul Knoff – here, Dennis Kuehn – here, Cheryl Steinbach – here, Theresa Hasz – here. Also present was Principal Amanda Kraus.

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

Pledge of Allegiance was led by President Theresa Hasz.

Motion by Paul Knoff and seconded by Cheryl Steinbach to approve the agenda as presented. Voice vote. Motion carried.

Motion by Doug Eichten and seconded by Dennis Kuehn to convene in Executive Session at 7:35 p.m. under Wisconsin Statute 19.85 (1)(c)(e)(f) for the purpose of discussing/taking action on (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Roll call vote: Eichten – yes, Knoff – yes, Kuehn – yes, Steinbach – yes, Hasz – yes. Motion carried.

Motion by Paul Knoff and seconded by Dennis Kuehn to move from Executive Session to Regular Session at 8:56 pm. Roll call vote: Eichten – yes, Knoff – yes, Kuehn – yes, Steinbach – yes, Hasz – yes. Motion carried.

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

Motion by Dennis Kuehn and seconded by Paul Knoff to adjourn at 8:57 pm. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa A. Hasz, President

GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
REGULAR SCHOOL BOARD MEETING  
MONDAY, AUGUST 10, 2020

Meeting called to order at 6:49 p.m. by President Theresa Hasz.

Roll call: Doug Eichten – absent, Paul Knoff – here, Dennis Kuehn – here, Cheryl Steinbach – here, Theresa Hasz – here. Also present were Principal Amanda Kraus and 11 community/staff members. Doug Eichten arrived at 6:53 pm.

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

Pledge of Allegiance was led by President Theresa Hasz.

Motion by Paul Knoff and seconded by Dennis Kuehn to approve the agenda as presented. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Dennis Kuehn to approve the consent agenda, which included the minutes of the July 13, 2020 public hearing, July 13, 2020 regular board meeting, and the July 23, 2020 & July 27, 2020 special board meetings. Voice vote. Motion carried.

Open Forum: None.

Motion by Paul Knoff and seconded by Dennis Kuehn to approve bid 3 of \$24,677.00 for a 2020 Dodge Grand Caravan SE Plus from Gross Motors. Voice vote. Motion carried.

Motion by Doug Eichten and seconded by Cheryl Steinbach to approve the Skyward Financial Software proposal pending successful migration. Voice vote. Motion carried.

Discussion on Skyward Student Management with Food Service. Action tabled.

Motion by Paul Knoff and seconded by Doug Eichten to approve the purchase of touchless sink faucets and water bottle filler stations. Voice vote. Motion carried.

Motion by Cheryl Steinbach and seconded by Dennis Kuehn to approve the Family Q & A document and Back to School Plan. Voice vote. Motion carried.

Motion by Doug Eichten and seconded by Paul Knoff to approve the purchase of additional Personal Protective Equipment (PPE) as presented. Voice vote. Motion approved.

Motion by Paul Knoff and seconded by Cheryl Steinbach to approve the GEER Grant for purchase of 30 iPads. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Doug Eichten to approve middle school co-op agreement with Neillsville for all sports. Voice vote. Motion carried.

Motion by Doug Eichten and seconded by Cheryl Steinbach to approve changing the technology section of the Elementary Student Handbook to add availability for technology items including Chromebooks or iPads to be taken home. Voice vote. Motion carried.

Motion by Dennis Kuehn and seconded by Paul Knoff to approve changing the technology section of the MS/HS Student Handbook to add availability for technology items including Chromebooks or iPads to be taken home and a change with the Athletic Eligibility Code. Voice vote. Motion carried.

Motion by Doug Eichten and seconded by Dennis Kuehn to approve the change to the ineligibility section of the Athletic Code. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Dennis Kuehn to approve the alternative open enrollment applications. Voice vote. Motion carried.

Discussion/Action on Chapter 9 Board Policy review tabled.

Discussion on personnel items moved to Executive Session.

SCHOOL BOARD COMMITTEE REPORT: Dennis Kuehn reported on the CESA 10 Annual meeting.

MAINTENANCE REPORT: 1) Boiler bids.

DAYCARE DIRECTOR REPORT: 1) Daycare entrance changed to east entrance by sidewalk; 2) Donation; 3) Playground equipment update; 4) 10 year anniversary & article in TRG; 5) Income & expense reports for July.

PRINCIPAL'S REPORT: Teachers are back.

SUPERINTENDENT'S REPORT: None.

CORRESPONDENCE: None.

Motion by Paul Knoff and seconded by Dennis Kuehn to convene in Executive Session at 8:39 p.m. under Wisconsin Statute 19.85 (1)(c)(e)(f) for the purpose of discussing/taking action on (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Roll call vote: Knoff – yes, Steinbach – yes, Kuehn – yes, Eichten – yes, Hasz – yes. Motion carried.

Motion by Paul Knoff and seconded by Dennis Kuehn to move from Executive Session to Regular Session at 10:56 p.m. Roll call vote: Steinbach – yes, Kuehn – yes, Eichten – yes, Knoff – yes, Theresa Hasz – yes. Motion carried.

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

Motion by Paul Knoff and seconded by Dennis Kuehn to approve the medical leave for Jodi Maguire. Voice vote. Motion carried.

Motion by Dennis Kuehn and seconded by Doug Eichten to approve the medical leave for Holly Larson. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Dennis Kuehn to approve the Interim District Administrator contract for James Kuchta. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Cheryl Steinbach to approve hiring Courtney Schoessow as the Health Coordinator/Full Time Substitute position. Voice vote. Motion carried.

Motion by Dennis Kuehn and seconded by Cheryl Steinbach to approve hiring Victor Rojas as a teacher aide. Voice vote. Motion carried.

Motion by Doug Eichten and seconded by Paul Knoff to approve the COVID-19 Staff Q & A. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Dennis Kuehn to adjourn at 11:03 p.m. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa Hasz, President

GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
SPECIAL SCHOOL BOARD MEETING  
MONDAY, AUGUST 31, 2020

Meeting called to order at 6:05 p.m. by President Theresa Hasz.

Roll call: Doug Eichten – absent, Paul Knoff – here, Dennis Kuehn – here, Cheryl Steinbach – here, Theresa Hasz – here. Also present was Interim District Administrator James Kuchta. Doug Eichten arrived at 6:16 pm.

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

Pledge of Allegiance was led by President Theresa Hasz.

Motion by Dennis Kuehn and seconded by Paul Knoff to approve the agenda as presented. Voice vote. Motion carried.

Motion by Dennis Kuehn and seconded by Cheryl Steinbach to approve the consent agenda, which included approval of vouchers, resignation of Special Ed teacher Nate Johnson pending payment of liquidated damages, adult breakfast price increase to \$2.40 to meet DPI requirements, and sale of 2001 Dodge Grand Caravan. Voice vote. Motion carried.

Vouchers 0100042712 – 0100042787 for \$255,982.39, Fund 60 Activity Account 6000020158 for \$418.00, and payroll for \$53,875.04.

Motion by Paul Knoff and seconded by Doug Eichten to approve the School Resource Officer Memorandum of Understanding. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Cheryl Steinbach to approve hiring Kayleigh Vantassel as the Spanish teacher. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Doug Eichten to approve the boiler bid from Bartingale for replacement of two boilers for \$49,670.00. Voice vote. Motion carried.

Motion by Paul Knoff and seconded by Doug Eichten to approve the purchase of BoardBook Premier Tier I. Voice vote. Motion carried.

Motion by Dennis Kuehn and seconded by Paul Knoff to adjourn at 7:06 pm. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa A. Hasz, President

**AMOUNT TO BE APPROVED:**

**08-10-2020**

**FUND 10-GENERAL    \$309,857.43**

**FUND 60-ACTIVITY    \$ 418.00**

**GENERAL 42712-42787  
ACTIVITY 20158**

# TREASURERS REPORT

07-31-2020

- Net of Funds 10, 21, 27, 29, 50, 80  
\$ 817,683.63
- Fund 21 Trust & Agency  
\$ 5,340.88
- Fund 38 & 39 Debt Service  
\$ 35,227.87
- Fund 46 Capital Improvements  
\$ 56,902.48
- Fund 60 Activity Account  
\$ 55,795.00
- Fund 72 Scholarships  
\$ 92,667.03
- Fund 73 Trust Fund  
\$ 258,359.20

GRANTON AREA SCHOOL DISTRICT BANK BALANCE  
AS OF 07-31-2020

FUND	COMPUTER ACCOUNT		BANK STATEMENT	
FUND 10-GENERAL	10-7110	727.98		
FUND 21-SPECIAL REVENUE TRUST	21-7110	5,340.88		
FUND 27-PACKAGE CONTRACT	27-7110	-90,098.84		
FUND 50- FOOD SERVICE	50-7110	-1,848.45		
FUND 80-COMMUNITY SERVICE	80-7110	93,988.18		
TOTAL IN GENERAL CHECKING ACCOUNT		8,109.75		
TOTAL IN RESERVE ACCOUNT		809,573.88		
TOTAL IN LAA(STATE INVESTMENT POOL)		0.00		
TOTAL OF FUNDS 10,21,27,29,50 & 80		\$817,683.63		
			GENERAL	\$8,109.75
			RESERVE	809,573.88
			LAA ACCT	0.00
FUND 21 TRUST AND AGENCY	21-7121	\$5,340.88	NET CASH	\$817,683.63
FUND 38 & 39-DEBT SERVICE	39-7110	\$35,227.87		
FUND 46 CAPITAL IMPROVEMENTS	46-7110	\$56,902.48		
FUND 49 CONSTRUCTION PROJECT	49-71100	\$0.00		
FUND 60 ACTIVITY ACCOUNTS	60-7110	\$55,795.00		
FUND 72 SCHOLARSHIPS	72-7110	\$92,667.03		
FUND 73 EXPENDABLE TRUST FUND	73-71100	\$258,359.20		

**AMOUNT TO BE APPROVED:**

**09-14-2020**

**FUND 10-GENERAL    \$145,243.69**

**FUND 60-ACTIVITY    \$.00**

**GENERAL 42788-42875  
ACTIVITY**

# TREASURERS REPORT

08-31-2020

- Net of Funds 10, 21, 27, 29, 50, 80  
\$ 1,426,760.35
- Fund 21 Trust & Agency  
\$ 5,340.88
- Fund 38 & 39 Debt Service  
\$ 35,227.87
- Fund 46 Capital Improvements  
\$ 56,916.98
- Fund 60 Activity Account  
\$ 61405.52
- Fund 72 Scholarships  
\$ 92,667.03
- Fund 73 Trust Fund  
\$ 258,359.20

GRANTON AREA SCHOOL DISTRICT BANK BALANCE  
AS OF 08-31-2020

FUND	COMPUTER ACCOUNT	BANK STATEMENT	
FUND 10-GENERAL	10-7110	-48,568.38	
FUND 21-SPECIAL REVENUE TRUST	21-7110	5,340.88	
FUND 27-PACKAGE CONTRACT	27-7110	-3,126.55	
FUND 50- FOOD SERVICE	50-7110	9,643.80	
FUND 80-COMMUNITY SERVICE	80-7110	96,405.69	
TOTAL IN GENERAL CHECKING ACCOUNT		59,695.44	
TOTAL IN RESERVE ACCOUNT		1,367,064.91	
TOTAL IN LAA(STATE INVESTMENT POOL)		0.00	
TOTAL OF FUNDS 10,21,27,29,50 & 80		\$1,426,760.35	
			GENERAL \$59,695.44
			RESERVE 1,367,064.91
			LAA ACCT 0.00
FUND 21 TRUST AND AGENCY	21-7121	\$5,340.88	NET CASH \$1,426,760.35
FUND 38 & 39-DEBT SERVICE	39-7110	\$35,227.87	
FUND 46 CAPITAL IMPROVEMENTS	46-7110	\$56,916.98	
FUND 49 CONSTRUCTION PROJECT	49-71100	\$0.00	
FUND 60 ACTIVITY ACCOUNTS	60-7110	\$61,405.52	
FUND 72 SCHOLARSHIPS	72-7110	\$92,667.03	
FUND 73 EXPENDABLE TRUST FUND	73-71100	\$258,359.20	

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042788	08/31/20	7960	BrainPOP				
00022418	US210678	21000071		230.00			
	1-10-400-411-120000-000-000000-2		SUPPLIES	230.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>230.00</b>			
0100042789	08/31/20	8177	CDW-G				
00022419	ZPZ5177	21000057		984.65			
	1-10-800-411-295000-000-000000-2		SUPPLIES	984.65	C	Computer	
			<b>Total Check per Fund:</b>	<b>984.65</b>			
0100042790	08/31/20	477	HEINEMANN				
00022420	5664895	21000022		664.40			
	1-10-100-411-110000-141-000000-2		SUPPLIES	664.40	C	Computer	
			<b>Total Check per Fund:</b>	<b>664.40</b>			
0100042791	08/31/20	17647	ILLUMINATE EDUCATION INC				
00022421	INV0000050435	21000017		1,540.00			
	1-10-800-940-295000-000-000000-2		DUES & FEES	1,540.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>1,540.00</b>			
0100042792	08/31/20	574	NEHER ELECTRIC				
00022422	363695-00	21000058		422.00			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	422.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>422.00</b>			
0100042793	08/31/20	17566	SCHOOL DATEBOOKS				
00022423	S20-0186237	21000054		367.02			
	1-10-400-411-241100-000-000000-2		GENERAL SUPPLIES	367.02	C	Computer	
			<b>Total Check per Fund:</b>	<b>367.02</b>			
0100042794	08/31/20	64871	SCHOOL SPECIALITY				
00022424	308103579093	21000064		157.27			
	1-10-100-411-110000-000-000000-2		SUPPLIES	157.27	C	Computer	
			<b>Total Check per Fund:</b>	<b>157.27</b>			
0100042795	08/31/20	18554	SCHOOLS PLP				
00022425	1154	21000082		720.00			
	1-10-800-940-295000-000-000000-2		DUES & FEES	720.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>720.00</b>			
0100042796	08/31/20	64974	SERGEANT LABORATORIES INC				
00022426	050820-X	21000085		3,013.64			
	1-10-800-940-295000-000-000000-2		DUES & FEES	3,013.64	C	Computer	
			<b>Total Check per Fund:</b>	<b>3,013.64</b>			
0100042797	08/31/20	3506	TEACHER DIRECT				
00022427	INV/2020/18950	21000043		175.71			
	1-10-100-411-110000-141-000000-2		SUPPLIES	175.71	C	Computer	
			<b>Total Check per Fund:</b>	<b>175.71</b>			
0100042798	08/17/20	17442	AMAZON WEB SERVICES INC				
00022430	524589245		WEB SERVICES	460.32			
	1-10-800-360-295000-603-000000-2		TECH SERVICES	460.32	C	Computer	
00022429	480776505		WEB SERVICES	-2.76			

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042798	08/17/20	17442	AMAZON WEB SERVICES INC				
00022429	480776505		WEB SERVICES	-2.76			
	1-10-800-360-295000-603-000000-2		TECH SERVICES	-2.76	C	Computer	
00022428	529251733		WEB SERVICES	-2.57			
	1-10-800-360-295000-603-000000-2		TECH SERVICES	-2.57	C	Computer	
<b>Total Check per Fund:</b>				<b>454.99</b>			
0100042799	08/17/20	13000	C.E.S.A. # 10				
00022431	12810		ASBESTOS INSPECTION	318.00			
	1-10-800-310-253300-000-000000-2		PURCHASED SERVICES	318.00	C	Computer	
<b>Total Check per Fund:</b>				<b>318.00</b>			
0100042800	08/17/20	5908	CESA # 6				
00022433	33218		CMS4 SCHOOLS	1,231.00			
	1-10-800-360-295000-000-000000-2		SOFTWARE SERVICE	1,231.00	C	Computer	
00022432	33459		SEEDS 4 SCHOOL ANNUAL FEE	1,181.80			
	1-10-800-480-295000-000-000000-2		SUPPLIES	1,181.80	C	Computer	
<b>Total Check per Fund:</b>				<b>2,412.80</b>			
0100042801	08/17/20	14500	CHIPPEWA VALLEY SPORTING GOODS				
00022434	250340		JERSEY PAID FOR BY STUDENT	89.43			
	1-10-800-411-143000-000-000000-2		GENERAL SUPPLIES	89.43	C	Computer	
<b>Total Check per Fund:</b>				<b>89.43</b>			
0100042803	08/17/20	23354	GANNETT WISCONSIN MEDIA				
00022436	MN2012902		NEWSPAPER SUBSCRIPTION	192.02			
	1-10-800-433-222200-031-000000-2		NEWSPAPER	192.02	C	Computer	
<b>Total Check per Fund:</b>				<b>192.02</b>			
0100042804	08/17/20	10138	GRANTON HARDWARE				
00022437	071881		SUPPLIES	721.01			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	721.01	C	Computer	
<b>Total Check per Fund:</b>				<b>721.01</b>			
0100042805	08/17/20	31170	HILLERS TRUE VALUE				
00022438	490244		TENT RENTAL GRADUATION	440.00			
	1-10-800-310-253300-000-000000-2		PURCHASED SERVICES	440.00	C	Computer	
<b>Total Check per Fund:</b>				<b>440.00</b>			
0100042806	08/17/20	18570	JOSH VAN SCHOICH				
00022439	08-17-2020_20		TB TEST REMBSE	15.00			
	1-10-800-411-252400-000-000000-2		GENERAL SUPPLIES	15.00	C	Computer	
<b>Total Check per Fund:</b>				<b>15.00</b>			
0100042807	08/17/20	52200	NEILLSVILLE SCHOOL DISTRICT				
00022440	0001901		TRANSPORTATION DETAILS	2,410.63			
	1-10-800-382-256500-000-000000-2		PAYMENT TO WI SCHOOL DISTRICT	2,410.63	C	Computer	
<b>Total Check per Fund:</b>				<b>2,410.63</b>			
0100042808	08/17/20	57211	POSTMASTER				
00022441	98-PM		POSTAGE-PARENT MAILING	227.65			
	1-10-800-353-263300-000-000000-2		POSTAGE	227.65	C	Computer	

Granton Area School District

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 10</b>	<b>GENERAL FUND</b>						
0100042808	08/17/20	57211	POSTMASTER				
				<b>Total Check per Fund:</b>	<b>227.65</b>		
0100042809	08/17/20	10510	SECURITY HEALTH PLAN				
00022442	EMP000000000165		HEALTH INSURANCE	57,954.88			
1-10-000-000-811631-000-000000-0			HEALTH INSURANCE PAYABLE	57,954.88	C	Computer	
				<b>Total Check per Fund:</b>	<b>57,954.88</b>		
0100042810	08/17/20	15580	SECURITY HEALTH PLAN OF WISCONSIN INC				
00022443	ARAC02131125		WILLIAMS MEDICARE SUPPLEMENT	375.14			
1-10-800-244-291000-000-000000-2			HEALTH INS	375.14	C	Computer	
				<b>Total Check per Fund:</b>	<b>375.14</b>		
0100042811	08/17/20	79125	WE ENERGIES				
00022444	1095-423-252		GAS SERVICE	346.01			
1-10-800-331-253300-000-000000-2			GAS FOR HEAT	346.01	C	Computer	
				<b>Total Check per Fund:</b>	<b>346.01</b>		
0100042812	08/17/20	12238	WISCONSIN DRUG TESTING & CONSORTIUM				
00022445	47167		BACKGROUND CHECK	29.75			
1-10-800-310-231100-000-000000-2			PURCHASED PERSONAL SERVIC	29.75	C	Computer	
				<b>Total Check per Fund:</b>	<b>29.75</b>		
0100042813	08/17/20	52700	XCEL ENERGY				
00022446	695798237		ELECTRICITY	3,780.56			
1-10-800-336-253300-000-000000-2			ELECTRICITY	3,780.56	C	Computer	
				<b>Total Check per Fund:</b>	<b>3,780.56</b>		
0100042814	08/17/20	16446	YARDOCTOR				
00022447	07222020		MOWING JUNE/JULY 20	1,800.00			
1-10-800-310-253300-000-000000-2			PURCHASED SERVICES	1,800.00	C	Computer	
				<b>Total Check per Fund:</b>	<b>1,800.00</b>		
0100042815	08/19/20	18112	NEFF				
00022448	N002836228		CHENILLE LETTERS	273.00			
1-10-800-411-162000-000-000000-2			SUPPLIES	273.00	C	Computer	
				<b>Total Check per Fund:</b>	<b>273.00</b>		
0100042816	08/21/20	18597	BEN CEGIELSKI				
00022449	08-21-2020_1		PICNIC TABLES	2,700.00			
1-10-800-411-232100-000-000000-2			GENERAL SUPPLIES	2,700.00	C	Computer	
				<b>Total Check per Fund:</b>	<b>2,700.00</b>		
0100042817	08/24/20	9202	COLIBRI SYSTEMS NORTH AMERICA				
00022451	341	21000016		1,034.95			
1-10-800-551-222200-031-000000-2			EQUIPMENT	1,034.95	C	Computer	
				<b>Total Check per Fund:</b>	<b>1,034.95</b>		
0100042818	08/31/20	10367	CITIZEN'S STATE BANK				
00022450	HSA 08282020		HSA SAVINGS	615.00			
1-10-000-000-811696-000-000000-0			HSA PAYABLE	615.00	C	Computer	
				<b>Total Check per Fund:</b>	<b>615.00</b>		
0100042819	09/02/20	18589	ACP DIRECT				
00022452	0234630	21000099		466.45			

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 10</b>	<b>GENERAL FUND</b>						
0100042819	09/02/20	18589	ACP DIRECT				
00022452	0234630	21000099		466.45			
	1-10-400-460-120000-000-000000-2		EQUIP - COMPONENTS	466.45	C	Computer	
<b>Total Check per Fund:</b>				<b>466.45</b>			
0100042820	09/02/20	5487	AMAZON				
00022468	08212020_38	21000076		64.99			
	1-10-400-411-136000-000-000000-2		SUPPLIES	64.99	C	Computer	
00022470	537856583834	21000005		37.82			
	1-10-800-411-232100-000-000000-2		GENERAL SUPPLIES	37.82	C	Computer	
00022471	43496954798	21000019		38.99			
	1-10-100-411-110000-141-000000-2		SUPPLIES	38.99	C	Computer	
00022472	454843946834	21000020		49.91			
	1-10-100-411-110000-141-000000-2		SUPPLIES	49.91	C	Computer	
00022466	759667839578	21000045		72.82			
	1-10-100-411-110000-141-000000-2		SUPPLIES	72.82	C	Computer	
00022453	557878563686	21000033		219.99			
	1-10-100-411-124000-141-000000-2		SUPPLIES	219.99	C	Computer	
00022463	934349478343	21000033		13.00			
	1-10-100-411-124000-141-000000-2		SUPPLIES	13.00	C	Computer	
00022462	599638764549	21000033		9.53			
	1-10-100-411-124000-141-000000-2		SUPPLIES	9.53	C	Computer	
00022461	883444357575	21000019		138.86			
	1-10-100-411-110000-141-000000-2		SUPPLIES	138.86	C	Computer	
00022460	583867675764	21000020		82.25			
	1-10-100-411-110000-141-000000-2		SUPPLIES	82.25	C	Computer	
00022459	568337634467	21000033		59.63			
	1-10-100-411-124000-141-000000-2		SUPPLIES	59.63	C	Computer	
00022458	879849699765	21000033		19.99			
	1-10-100-411-124000-141-000000-2		SUPPLIES	19.99	C	Computer	
00022457	448879638434	21000033		48.05			
	1-10-100-411-124000-141-000000-2		SUPPLIES	48.05	C	Computer	
00022456	456473793749	21000033		113.31			
	1-10-100-411-124000-141-000000-2		SUPPLIES	113.31	C	Computer	
00022455	557638558633	21000076		45.00			
	1-10-400-411-136000-000-000000-2		SUPPLIES	45.00	C	Computer	
00022454	459337976539	21000070		58.26			
	1-10-400-411-120000-000-000000-2		SUPPLIES	58.26	C	Computer	
00022465	599889555335	21000076		28.10			
	1-10-400-411-136000-000-000000-2		SUPPLIES	28.10	C	Computer	
00022464	439583498733	21000076		70.77			
	1-10-400-411-136000-000-000000-2		SUPPLIES	70.77	C	Computer	
00022469	589954768984	21000070		39.98			

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status	Description
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042820	09/02/20	5487	AMAZON				
00022469	589954768984	21000070		39.98			
	1-10-400-411-120000-000-000000-2		SUPPLIES	39.98	C	Computer	
				<b>Total Check per Fund:</b>	<b>1,211.25</b>		
0100042821	09/02/20	1927	APPLE INC				
00022473	AC39687919	21000012		2,940.00			
	1-10-800-561-295000-000-000000-2		EQUIPMENT REPLACE	2,940.00	C	Computer	
				<b>Total Check per Fund:</b>	<b>2,940.00</b>		
0100042822	09/02/20	8177	CDW-G				
00022481	ZTV6384	21000090		421.80			
	1-10-800-460-295000-000-000000-2		EQUIPMENT COMPONENTS	421.80	C	Computer	
00022477	ZSF0087	21000013		1,006.68			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	1,006.68	C	Computer	
00022477	ZSF0087	21000013		33.24			
	1-10-800-411-295000-000-000000-2		SUPPLIES	33.24	C	Computer	
00022480	ZPD1081	21000013		102.89			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	102.89	C	Computer	
00022480	ZPD1081	21000013		3.40			
	1-10-800-411-295000-000-000000-2		SUPPLIES	3.40	C	Computer	
00022479	ZNL8610	21000013		85.88			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	85.88	C	Computer	
00022479	ZNL8610	21000013		2.84			
	1-10-800-411-295000-000-000000-2		SUPPLIES	2.84	C	Computer	
00022478	ZMT2001	21000013		7.17			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	7.17	C	Computer	
00022478	ZMT2001	21000013		.24			
	1-10-800-411-295000-000-000000-2		SUPPLIES	.24	C	Computer	
00022476	ZNC1847	21000013		417.58			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	417.58	C	Computer	
00022476	ZNC1847	21000013		13.79			
	1-10-800-411-295000-000-000000-2		SUPPLIES	13.79	C	Computer	
00022475	ZPW1347	21000013		142.80			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	142.80	C	Computer	
00022475	ZPW1347	21000013		4.71			
	1-10-800-411-295000-000-000000-2		SUPPLIES	4.71	C	Computer	
00022474	ZLZ9577	21000013		2,335.04			
	1-10-800-551-295000-000-000000-2		EQUIPMENT ADD	2,335.04	C	Computer	
00022474	ZLZ9577	21000013		77.11			
	1-10-800-411-295000-000-000000-2		SUPPLIES	77.11	C	Computer	
00022482	ZMN2190	21000010		93.68			
	1-10-800-411-295000-000-000000-2		SUPPLIES	93.68	C	Computer	
				<b>Total Check per Fund:</b>	<b>4,748.85</b>		
0100042823	09/02/20	15003	CITIZENS STATE BANK OF LOYAL				

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042823	09/02/20	15003	CITIZENS STATE BANK OF LOYAL				
00022483	08212020_58	21000063		425.00			
	1-10-400-411-241100-000-000000-2		GENERAL SUPPLIES	425.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>425.00</b>			
0100042824	09/02/20	15877	COMMITTEE FOR CHILDREN				
00022484	2010936	21000086		1,647.00			
	1-10-800-940-295000-000-000000-2		DUES & FEES	1,647.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>1,647.00</b>			
0100042825	09/02/20	18562	DRAFIX SOFTWARE, INC.				
00022485	30469	21000089		1,345.00			
	1-10-800-435-295000-000-000000-2		PROGRAM SOFTWARE	1,345.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>1,345.00</b>			
0100042826	09/02/20	8974	EPS/SCHOOL SPECIALTY LITERACY AND INTERV				
00022486	202501729291	21000072		852.50			
	1-10-400-470-120000-000-000000-2		TEXTBOOKS	852.50	C	Computer	
			<b>Total Check per Fund:</b>	<b>852.50</b>			
0100042827	09/02/20	22735	FLINN SCIENTIFIC INC.				
00022487	2493383	21000074		90.10			
	1-10-400-411-120000-000-000000-2		SUPPLIES	90.10	C	Computer	
			<b>Total Check per Fund:</b>	<b>90.10</b>			
0100042828	09/02/20	22809	FOLLETT SCHOOL SOLUTUONS				
00022488	727883	21000091		812.05			
	1-10-800-432-222200-031-000000-2		LIBRARY BOOKS	812.05	C	Computer	
			<b>Total Check per Fund:</b>	<b>812.05</b>			
0100042829	09/02/20	18511	HANDWRITING WITHOUT TEARS				
00022489	INV84747	21000041		1,294.70			
	1-10-100-412-110000-000-000000-2		WORK BOOKS	1,294.70	C	Computer	
			<b>Total Check per Fund:</b>	<b>1,294.70</b>			
0100042830	09/02/20	32000	HOUGHTON MIFFLIN COMPANY				
00022490	710196042	21000087		340.20			
	1-10-800-940-295000-000-000000-2		DUES & FEES	340.20	C	Computer	
			<b>Total Check per Fund:</b>	<b>340.20</b>			
0100042831	09/02/20	6440	MISSISSIPPI WELDERS SUPPLY CO INC				
00022491	3304209	21000068		171.26			
	1-10-400-411-136000-000-000000-2		SUPPLIES	171.26	C	Computer	
			<b>Total Check per Fund:</b>	<b>171.26</b>			
0100042832	09/02/20	50500	NASCO				
00022492	876105	21000023		1,345.82			
	1-10-800-411-121000-000-000000-2		SUPPLIES	1,345.82	C	Computer	
00022493	892633	21000023		192.24			
	1-10-800-411-121000-000-000000-2		SUPPLIES	192.24	C	Computer	
00022493	892633	21000023		-40.56			
	1-10-800-411-121000-000-000000-2		SUPPLIES	-40.56	C	Computer	

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status	Description
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042832	09/02/20	50500	NASCO				
			<b>Total Check per Fund:</b>	<b>1,497.50</b>			
0100042833	09/02/20	53400	NORTHWAY COMMUNICATIONS				
00022494	112580		WIRING-BASE RADIO	662.70			
			1-10-800-561-295000-000-000000-2 EQUIPMENT REPLACE	662.70	C	Computer	
			<b>Total Check per Fund:</b>	<b>662.70</b>			
0100042834	09/02/20	53700	OAK RIDGE CHEMICAL INC.				
00022495	070687	21000092		730.00			
			1-10-800-411-253300-000-000000-2 GENERAL SUPPLIES	730.00	C	Computer	
00022496	070655	21000078		779.10			
			1-10-800-411-253300-000-000000-2 GENERAL SUPPLIES	779.10	C	Computer	
			<b>Total Check per Fund:</b>	<b>1,509.10</b>			
0100042835	09/02/20	5126	RENAISSANCE LEARNING INC				
00022497	INV5177284-7144	21000088		965.00			
			1-10-800-940-295000-000-000000-2 DUES & FEES	965.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>965.00</b>			
0100042836	09/02/20	63000	SCHILLING PAPER COMPANY				
00022498	08212020_39	21000055		749.80			
			1-10-800-411-253300-000-000000-2 GENERAL SUPPLIES	749.80	C	Computer	
00022499	08212020_40	21000095		1,363.10			
			1-10-800-411-253300-000-000000-2 GENERAL SUPPLIES	1,363.10	C	Computer	
			<b>Total Check per Fund:</b>	<b>2,112.90</b>			
0100042837	09/02/20	64871	SCHOOL SPECIALITY				
00022500	308103599377	21000038		49.65			
			1-10-100-411-110000-000-000000-2 SUPPLIES	49.65	C	Computer	
			<b>Total Check per Fund:</b>	<b>49.65</b>			
0100042838	09/02/20	80727	WSMA				
00022501	24739 24741	21000100		201.70			
			1-10-400-940-125100-000-000000-2 DUES AND FEES	201.70	C	Computer	
			<b>Total Check per Fund:</b>	<b>201.70</b>			
0100042839	09/02/20	15010	CITIZEN'S STATE BANK				
00022502	0621		KACZOR-PIZZA FOR MEETINGS	62.88			
			1-10-800-411-232100-000-000000-2 GENERAL SUPPLIES	62.88	C	Computer	
			<b>Total Check per Fund:</b>	<b>62.88</b>			
0100042840	09/08/20	14958	ADVANCE AUTO PARTS				
00022503	2219-383401		ENGINE OIL	110.34			
			1-10-800-411-256210-000-000000-2 SUPPLIES	110.34	C	Computer	
00022504	2219-383771		SENSOR-CRANKSHAFT	44.79			
			1-10-800-411-256210-000-000000-2 SUPPLIES	44.79	C	Computer	
			<b>Total Check per Fund:</b>	<b>155.13</b>			
0100042841	09/08/20	1074	AMAZON				
00022505	09-08-2020_76		SUPPLIES	181.80			
			1-10-800-411-121000-000-000000-2 SUPPLIES	181.80	C	Computer	

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status	Description
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042841	09/08/20	1074	AMAZON				
			<b>Total Check per Fund:</b>	<b>181.80</b>			
0100042843	09/08/20	16594	ASSOCIATION FOR EQUITY IN FUNDING				
00022507	192121		DUES	100.00			
			1-10-800-940-232100-000-000000-2 DUES & FEES	100.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>100.00</b>			
0100042844	09/08/20	2305	AT&T				
00022508	3418627507		INTERNET	5,051.11			
			1-10-800-350-221500-000-000000-2 COMMUNICATIONS	5,051.11	C	Computer	
			<b>Total Check per Fund:</b>	<b>5,051.11</b>			
0100042845	09/08/20	2309	AUMANN, KIM				
00022509	REMBSE		IMPACTFUL INSTRUCTIONAL COACHING	255.00			
			1-10-800-310-221300-367-000000-2 PURCHASED SERVICES	255.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>255.00</b>			
0100042848	09/08/20	12491	DELTA DENTA OF WI				
00022519	1490040		DENTAL BILL	2,658.89			
			1-10-000-000-811632-000-000000-0 DENTAL INSURANCE PAYABLE	2,658.89	C	Computer	
			<b>Total Check per Fund:</b>	<b>2,658.89</b>			
0100042849	09/08/20	18538	DENNIS G KACZOR				
00022520	WRS		REFUND-WRS	537.40			
			1-10-000-000-811621-000-000000-0 STR FUND PAYABLE	537.40	C	Computer	
			<b>Total Check per Fund:</b>	<b>537.40</b>			
0100042850	09/08/20	8087	FLEET PRIDE				
00022521	57808044		CLAMPS	16.63			
			1-10-800-411-256210-000-000000-2 SUPPLIES	16.63	C	Computer	
			<b>Total Check per Fund:</b>	<b>16.63</b>			
0100042851	09/08/20	27064	GRANTON ROTARY CLUB				
00022522	1ST QTR 20-21		DUES-1ST QTR	120.00			
			1-10-800-940-232100-000-000000-2 DUES & FEES	120.00	C	Computer	
			<b>Total Check per Fund:</b>	<b>120.00</b>			
0100042852	09/08/20	4243	GROSS MOTORS INC				
00022524	SO#459860		OIL CHANGE	44.10			
			1-10-800-324-256500-000-000000-2 REPAIRS	44.10	C	Computer	
			<b>Total Check per Fund:</b>	<b>44.10</b>			
0100042853	09/08/20	17639	H & B SPECIALIZED PRODUCTS				
00022525	30950		PARTS/LABOR	1,195.90			
			1-10-800-324-253300-000-000000-2 REPAIRS & MAINTENANCE	1,195.90	C	Computer	
			<b>Total Check per Fund:</b>	<b>1,195.90</b>			
0100042855	09/08/20	16950	KLEIN, DANA				
00022541	REMBSE		REMBSE FOR CLASS SUPPLIES	119.42			
			1-10-800-411-121000-000-000000-2 SUPPLIES	119.42	C	Computer	
			<b>Total Check per Fund:</b>	<b>119.42</b>			
0100042857	09/08/20	39500	MADISON NATIONAL LIFE				
00022543	GROUP 010141		LTD 9-20	532.48			

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description
Account No \ Description				Acct Amt	Status	Status Description
<b>Fund: 10</b>	<b>GENERAL FUND</b>					
<b>0100042857</b>	<b>09/08/20</b>	<b>39500</b>	<b>MADISON NATIONAL LIFE</b>			
00022543	GROUP 010141		LTD 9-20	532.48		
1-10-000-000-811635-000-000000-0			LTD PAYABLE	532.48	C	Computer
00022544	09-08-2020_2		AUG 20 LTD	532.48		
1-10-000-000-811635-000-000000-0			LTD PAYABLE	532.48	C	Computer
<b>Total Check per Fund:</b>				<b>1,064.96</b>		
<b>0100042858</b>	<b>09/08/20</b>	<b>6882</b>	<b>MENARDS</b>			
00022545	6976		MAIN SUPPLIES	523.88		
1-10-800-411-253300-000-000000-2			GENERAL SUPPLIES	523.88	C	Computer
00022546	06029		SUPPLIES-MAIN	17.46		
1-10-800-411-253300-000-000000-2			GENERAL SUPPLIES	17.46	C	Computer
00022547	06481		SUPPLIES	443.42		
1-10-800-411-253300-000-000000-2			GENERAL SUPPLIES	443.42	C	Computer
00022548	06976		FAN/SUPPLIES	47.88		
1-10-800-411-253300-000-000000-2			GENERAL SUPPLIES	47.88	C	Computer
00022548	06976		FAN/SUPPLIES	476.00		
1-10-800-561-253300-000-000000-2			EQUIPMENT REPLACEMENT	476.00	C	Computer
<b>Total Check per Fund:</b>				<b>1,508.64</b>		
<b>0100042859</b>	<b>09/08/20</b>	<b>43000</b>	<b>MID-STATE TRUCK</b>			
00022556	530205M		BRAKE PADS	83.08		
1-10-800-411-256210-000-000000-2			SUPPLIES	83.08	C	Computer
00022555	530001M		EXHAUST SENSOR	226.47		
1-10-800-411-256210-000-000000-2			SUPPLIES	226.47	C	Computer
00022554	529973M		WHEEL CHAIR LIFT	30.60		
1-10-800-411-256210-000-000000-2			SUPPLIES	30.60	C	Computer
00022553	529067M		BRAKE PADS	83.08		
1-10-800-411-256210-000-000000-2			SUPPLIES	83.08	C	Computer
00022552	529000M		REAR BRAKES	335.60		
1-10-800-411-256210-000-000000-2			SUPPLIES	335.60	C	Computer
00022551	528999M		SWITCH OIL FILTER	121.19		
1-10-800-411-256210-000-000000-2			SUPPLIES	121.19	C	Computer
00022549	529012M		SEAT COVERS	57.46		
1-10-800-411-256210-000-000000-2			SUPPLIES	57.46	C	Computer
00022550	529011M		SEAT COVERS	72.09		
1-10-800-411-256210-000-000000-2			SUPPLIES	72.09	C	Computer
<b>Total Check per Fund:</b>				<b>1,009.57</b>		
<b>0100042860</b>	<b>09/08/20</b>	<b>6440</b>	<b>MISSISSIPPI WELDERS SUPPLY CO INC</b>			
00022557	1221298		SUPPLIES	75.64		
1-10-400-411-136000-000-000000-2			SUPPLIES	75.64	C	Computer
<b>Total Check per Fund:</b>				<b>75.64</b>		
<b>0100042861</b>	<b>09/08/20</b>	<b>54853</b>	<b>O'REILLY AUTO PARTS</b>			
00022561	2099-361293		OIL FILTER	65.89		
1-10-800-411-256210-000-000000-2			SUPPLIES	65.89	C	Computer

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status	Description
Account No \ Description							
<b>Fund: 10</b>			<b>GENERAL FUND</b>				
0100042861	09/08/20	54853	O'REILLY AUTO PARTS				
00022562	2099-361257		OIL FILTER	110.96			
	1-10-800-411-256210-000-000000-2		SUPPLIES	110.96	C		Computer
00022564	2099-361260		OIL FILTER	-65.99			
	1-10-800-411-256210-000-000000-2		SUPPLIES	-65.99	C		Computer
00022563	2099-361016		ENGINE OIL	59.96			
	1-10-800-411-256210-000-000000-2		SUPPLIES	59.96	C		Computer
00022558	2099-360411		EXHAUST CLAMPS	13.99			
	1-10-800-411-256210-000-000000-2		SUPPLIES	13.99	C		Computer
00022559	2099-358853		ENGINE OIL	107.94			
	1-10-800-411-256210-000-000000-2		SUPPLIES	107.94	C		Computer
00022560	2099-360451		OIL, FILTER, CLAMPS	66.34			
	1-10-800-411-256210-000-000000-2		SUPPLIES	66.34	C		Computer
			<b>Total Check per Fund:</b>	<b>359.09</b>			
0100042863	09/08/20	3662	REIGEL PLUMBING & HEATING INC				
00022566	263530		SUPPLIES-MAIN	128.20			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	128.20	C		Computer
00022567	263640		SUPPLIES	14.80			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	14.80	C		Computer
			<b>Total Check per Fund:</b>	<b>143.00</b>			
0100042864	09/08/20	60510	ROEHL, ROBBY				
00022568	REMBSE		REMBSE	22.10			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	22.10	C		Computer
			<b>Total Check per Fund:</b>	<b>22.10</b>			
0100042865	09/08/20	60550	RUSSELL'S OF NEILLSVILLE				
00022569	7060/1		AMANA REFRIGERTATOR	649.00			
	1-10-800-561-232100-000-000000-2		EQUIPMENT REPLACE	649.00	C		Computer
00022570	008377/1		BOX FAN	69.98			
	1-10-800-561-253300-000-000000-2		EQUIPMENT REPLACEMENT	69.98	C		Computer
			<b>Total Check per Fund:</b>	<b>718.98</b>			
0100042866	09/08/20	62000	SAV-RITE BUILDING CENTER				
00022571	864022		MASTER REMOTE GENIE	37.99			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	37.99	C		Computer
			<b>Total Check per Fund:</b>	<b>37.99</b>			
0100042867	09/08/20	63000	SCHILLING PAPER COMPANY				
00022572	09082020_77	21000096		226.20			
	1-10-800-411-253300-000-000000-2		GENERAL SUPPLIES	226.20	C		Computer
			<b>Total Check per Fund:</b>	<b>226.20</b>			
0100042868	09/08/20	64871	SCHOOL SPECIALITY				
00022573	09082020_78	21000015		1,726.09			
	1-10-800-411-232100-000-000000-2		GENERAL SUPPLIES	1,726.09	C		Computer
			<b>Total Check per Fund:</b>	<b>1,726.09</b>			
0100042869	09/08/20	69330	TDS TELECOM				

A/P Detail Check Register By Fund

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 10</b>	<b>GENERAL FUND</b>						
0100042869	09/08/20	69330	TDS TELECOM				
00022574	64BF-7481-C974		PHONE BILL	1,668.43			
1-10-800-355-263300-000-000000-2			TELEPHONE & TELEGRAPH	1,668.43	C	Computer	
<b>Total Check per Fund:</b>				<b>1,668.43</b>			
0100042870	09/08/20	3638	TP PRINTING COMPANY INC				
00022575	1359		ADVERTISING	914.25			
1-10-800-350-263300-000-000000-2			COMMUNICATIONS	914.25	C	Computer	
<b>Total Check per Fund:</b>				<b>914.25</b>			
0100042871	09/08/20	2585	TRACTOR CENTRAL LLC GRANTON				
00022576	2117562		SUPPLIES	200.90			
1-10-800-411-253300-000-000000-2			GENERAL SUPPLIES	200.90	C	Computer	
<b>Total Check per Fund:</b>				<b>200.90</b>			
0100042872	09/08/20	9881	VERIZON WIRELESS				
00022577	9861418680		CELL BILL	320.16			
1-10-800-355-263300-000-000000-2			TELEPHONE & TELEGRAPH	320.16	C	Computer	
<b>Total Check per Fund:</b>				<b>320.16</b>			
0100042873	09/08/20	15210	WELLS FARGO				
00022578	5011656385		LEASE PAYMENT	41.66			
1-10-800-322-295000-000-000000-2			LEASING	41.66	C	Computer	
<b>Total Check per Fund:</b>				<b>41.66</b>			
0100042874	09/08/20	77110	WI ASSOC OF SCHOOL BOARDS INC				
00022579	21031		SUBS	135.00			
1-10-800-940-232100-000-000000-2			DUES & FEES	135.00	C	Computer	
<b>Total Check per Fund:</b>				<b>135.00</b>			
0100042875	09/08/20	353	WISCONSIN BUS SALES LLC				
00022580	06BP39874		BUS SUPPLIES	311.78			
1-10-800-411-256210-000-000000-2			SUPPLIES	311.78	C	Computer	
<b>Total Check per Fund:</b>				<b>311.78</b>			
<b>Total Fund:</b>				<b>128,791.12</b>			
<b>Fund: 39</b>	<b>REF DEBT SERVICE</b>						
0100042842	09/08/20	2276	ASSOCIATED TRUST COMPANY				
00022506	99G100003		INT ON NOTE	7,545.00			
1-39-800-685-281000-000-000000-2			LONG TERM BOND INTEREST	7,545.00	C	Computer	
<b>Total Check per Fund:</b>				<b>7,545.00</b>			
<b>Total Fund:</b>				<b>7,545.00</b>			
<b>Fund: 50</b>	<b>FOOD SERVICE FUND</b>						
0100042802	08/17/20	9300	DEAN FOODS COMPANY				
00022435	708849		MILK	1,982.30			
1-50-800-415-257500-586-000000-2			FOOD	1,982.30	C	Computer	
<b>Total Check per Fund:</b>				<b>1,982.30</b>			
0100042846	09/08/20	14230	BUSHMAN DAIRY DIST INC				
00022516	L-392919		FOOD SUPPLY	9.70			
1-50-800-415-257500-586-000000-2			FOOD	9.70	C	Computer	
00022510	L-392918		FOOD SUPPLY	18.20			

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid		Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt			
Account No \	Description						
<b>Fund: 50</b>			<b>FOOD SERVICE FUND</b>				
<b>0100042846</b>	<b>09/08/20</b>	<b>14230</b>	<b>BUSHMAN DAIRY DIST INC</b>				
00022510	L-392918		FOOD SUPPLY	18.20			
	1-50-800-415-257500-586-000000-2		FOOD	18.20	C	Computer	
00022515	L-392944		FOOD SUPPLY	11.00			
	1-50-800-415-257500-586-000000-2		FOOD	11.00	C	Computer	
00022514	L-392946		FOOD SUPPLY	425.95			
	1-50-800-415-257500-586-000000-2		FOOD	425.95	C	Computer	
00022513	L-392655		FOOD SUPPLY	11.00			
	1-50-800-415-257500-586-000000-2		FOOD	11.00	C	Computer	
00022512	L-392624		FOOD SUPPLY	10.00			
	1-50-800-415-257500-586-000000-2		FOOD	10.00	C	Computer	
00022511	L-392623		FOOD SUPPLY	18.50			
	1-50-800-415-257500-586-000000-2		FOOD	18.50	C	Computer	
			<b>Total Check per Fund:</b>	<b>504.35</b>			
<b>0100042847</b>	<b>09/08/20</b>	<b>469</b>	<b>BUTTS, KIM</b>				
00022517	REMBSE		REMBSE-SUPPLIES	9.89			
	1-50-800-411-257100-546-000000-2		BREAKFAST PROGRAM	9.89	C	Computer	
			<b>Total Check per Fund:</b>	<b>9.89</b>			
<b>0100042854</b>	<b>09/08/20</b>	<b>33600</b>	<b>INDIANHEAD FOOD SERVICE</b>				
00022527	INV-111048		FOOD SUPPLY	439.60			
	1-50-800-415-257500-586-000000-2		FOOD	439.60	C	Computer	
00022531	INV-111053		FOOD SUPPLY	1,008.70			
	1-50-800-415-257500-586-000000-2		FOOD	1,008.70	C	Computer	
00022534	INV-111057		FOOD SUPPLY	390.54			
	1-50-800-415-257500-586-000000-2		FOOD	390.54	C	Computer	
00022540	INV-111050		FOOD SUPPLY	458.70			
	1-50-800-415-257500-586-000000-2		FOOD	458.70	C	Computer	
00022539	INV-115139		FOOD SUPPLY	305.65			
	1-50-800-415-257500-586-000000-2		FOOD	305.65	C	Computer	
00022538	INV-115146		FOOD SUPPLY	409.70			
	1-50-800-415-257500-586-000000-2		FOOD	409.70	C	Computer	
00022537	INV-112252		FOOD SUPPLY	120.71			
	1-50-800-415-257500-586-000000-2		FOOD	120.71	C	Computer	
00022536	INV-112263		FOOD SUPPLY	686.96			
	1-50-800-415-257500-586-000000-2		FOOD	686.96	C	Computer	
00022532	INV-112255		FOOD SUPPLY	200.48			
	1-50-800-411-257100-546-000000-2		BREAKFAST PROGRAM	200.48	C	Computer	
00022533	INV-112253		FOOD SUPPLY	237.55			
	1-50-800-415-257500-586-000000-2		FOOD	237.55	C	Computer	
00022530	INV-101542		FOOD SUPPLY	249.82			
	1-50-800-415-257500-586-000000-2		FOOD	249.82	C	Computer	
00022529	INV-115141		FOOD SUPPLY	74.73			

Report Date 09/10/20  
 For 08/10/20 - 09/08/20

Granton Area School District

Page No 13

A/P Detail Check Register By Fund

FPREG02B

Check Key	Date Paid	Vendor No	Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt	Status	Status Description	
Account No \ Description							
<b>Fund: 50</b>			<b>FOOD SERVICE FUND</b>				
0100042854	09/08/20	33600	INDIANHEAD FOOD SERVICE				
00022529	INV-115141		FOOD SUPPLY	74.73			
	1-50-800-411-257100-546-000000-2		BREAKFAST PROGRAM	74.73	C	Computer	
00022535	SO-336838		FOOD	576.74			
	1-50-800-415-257500-586-000000-2		FOOD	576.74	C	Computer	
00022528	SO-341031		FOOD	854.31			
	1-50-800-415-257500-586-000000-2		FOOD	854.31	C	Computer	
00022526	SO-341032		FOOD	181.46			
	1-50-800-411-257100-546-000000-2		BREAKFAST PROGRAM	181.46	C	Computer	
			<b>Total Check per Fund:</b>	<b>6,195.65</b>			
0100042856	09/08/20	5215	KWIK TRIP INC				
00022542	6762561		FOOD	183.18			
	1-50-800-415-257500-586-000000-2		FOOD	183.18	C	Computer	
			<b>Total Check per Fund:</b>	<b>183.18</b>			
0100042862	09/08/20	14451	PAN O GOLD BAKING CO				
00022565	40068220233001		FOOD	32.20			
	1-50-800-415-257500-586-000000-2		FOOD	32.20	C	Computer	
			<b>Total Check per Fund:</b>	<b>32.20</b>			
			<b>Total Fund:</b>	<b>8,907.57</b>			
			<b>Total Computer Checks (Including Voids)</b>	<b>145,243.69</b>			
			<b>Total Manual Checks (Including Voids)</b>	<b>.00</b>			
			<b>Total ACH Checks (Including Voids)</b>	<b>.00</b>			
			<b>Total Other Checks (Including Voids)</b>	<b>.00</b>			
			<b>Total Electronic Checks (Including Voids)</b>	<b>.00</b>			
			<b>Total Computer Voids</b>	<b>.00</b>			
			<b>Total Manual Voids</b>	<b>.00</b>			
			<b>Total ACH Voids</b>	<b>.00</b>			
			<b>Total Other Voids</b>	<b>.00</b>			
			<b>Total Electronic Voids</b>	<b>.00</b>			
			<b>Grand Total</b>	<b>145,243.69</b>			
			<b>Number of Checks</b>	<b>88</b>			
<b>Fund: 10</b>			<b>GENERAL FUND</b>	<b>128,791.12</b>			
<b>Fund: 39</b>			<b>REF DEBT SERVICE</b>	<b>7,545.00</b>			
<b>Fund: 50</b>			<b>FOOD SERVICE FUND</b>	<b>8,907.57</b>			

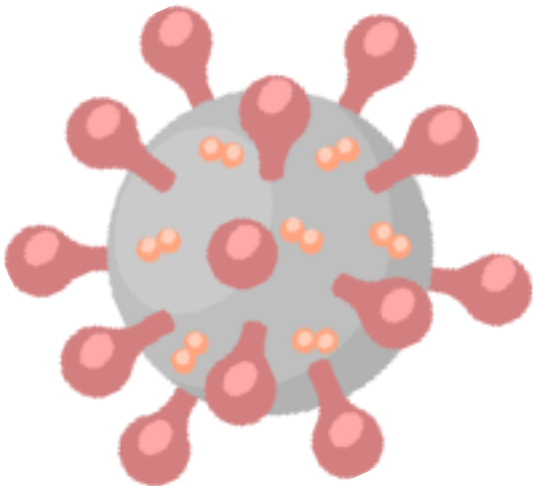
Granton Area School District  
Journal Edit Listing

Batch No	Period	Ref. No	Date	Account No / Description	Journal Description	Debit	Credit
21000166	02						
788	08/31/20		8-2020	EFT/MANUAL CHECKS			
26		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		6,139.88
17		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		1,816.00
3		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		3,100.00
24		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		167.60
20		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		900.00
22		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		218.20
14		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		15,442.11
10		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		3,675.98
7		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		769.44
5		1-10-000-000-711000-000-000000-0		CASH IN BANK - GENERAL	8-2020 EFT/MANUAL CHECKS		506.63
8		1-10-000-000-811611-000-000000-0		FICA TAXES PAYABLE	8-2020 EFT/MANUAL CHECKS	1,007.90	
12		1-10-000-000-811611-000-000000-0		FICA TAXES PAYABLE	8-2020 EFT/MANUAL CHECKS	4,969.03	
9		1-10-000-000-811612-000-000000-0		FEDERAL INCOME TAX	8-2020 EFT/MANUAL CHECKS	2,668.08	
13		1-10-000-000-811612-000-000000-0		FEDERAL INCOME TAX	8-2020 EFT/MANUAL CHECKS	10,473.08	
6		1-10-000-000-811613-000-000000-0		STATE INCOME TAX	8-2020 EFT/MANUAL CHECKS	769.44	
4		1-10-000-000-811613-000-000000-0		STATE INCOME TAX	8-2020 EFT/MANUAL CHECKS	506.63	
25		1-10-000-000-811621-000-000000-0		STR FUND PAYABLE	8-2020 EFT/MANUAL CHECKS	6,139.88	
15		1-10-000-000-811670-000-000000-0		TAX SHELTERED ANNUITIES	8-2020 EFT/MANUAL CHECKS	1,616.00	
1		1-10-000-000-811670-000-000000-0		TAX SHELTERED ANNUITIES	8-2020 EFT/MANUAL CHECKS	2,800.00	
18		1-10-000-000-811670-000-000000-0		TAX SHELTERED ANNUITIES	8-2020 EFT/MANUAL CHECKS	800.00	
19		1-10-000-000-811693-000-000000-0		ROTH PAYABLE	8-2020 EFT/MANUAL CHECKS	100.00	
16		1-10-000-000-811693-000-000000-0		ROTH PAYABLE	8-2020 EFT/MANUAL CHECKS	200.00	
2		1-10-000-000-811693-000-000000-0		ROTH PAYABLE	8-2020 EFT/MANUAL CHECKS	300.00	
21		1-10-800-348-256210-000-000000-2		FUEL	8-2020 EFT/MANUAL CHECKS	218.20	
23		1-10-800-730-270000-000-000000-2		UNEMPLOYMENT COMPENSATION	8-2020 EFT/MANUAL CHECKS	167.60	
Fund Total: 10						32,735.84	32,735.84
Reference Total:						32,735.84	32,735.84
Batch Total:						32,735.84	32,735.84



# **Granton Area School District**

**School Reference Guide for COVID-19  
---2020---**



## Table of Contents

<b>INTRODUCTION</b>	<b>3</b>
<b>POINT OF CONTACT</b>	<b>4</b>
<b>SIGNS &amp; SYMPTOMS OF COVID-19</b>	<b>5</b>
<b>TRANSMISSION OF COVID-19</b>	<b>6</b>
<b>PERIOD OF COMMUNICABILITY</b>	<b>6</b>
<b>CLOSE CONTACTS</b>	<b>6</b>
<b>TYPES OF COVID-19 CASES</b>	<b>8</b>
<b>ISOLATION REQUIREMENTS</b>	<b>10</b>
<b>QUARANTINE REQUIREMENTS</b>	<b>10</b>
<b>SAFETY PLAN (INFECTION PREVENTION &amp; CONTROL MEASURES)</b>	<b>11</b>
HAND HYGIENE	13
PERSONAL PROTECTIVE EQUIPMENT	13
WATER FOUNTAIN USE	14
CLEANING AND DISINFECTION METHODS	15
ENVIRONMENTAL CLEANING CHECKLIST	17
EPA REGISTERED COVID-19 DISINFECTANT LIST	18
STAFF TRAINING	19
<b>ACTIVE &amp; PASSIVE MONITORING</b>	<b>20</b>
<b>EXCLUSIONS FOR CASES OF COVID-19</b>	<b>21</b>
<b>SCHOOL CLOSURE/MODIFIED LEARNING</b>	<b>22</b>
COVID-19 SCHOOL OUTBREAK DEFINITIONS	22
SCHOOL & CLASSROOM CLOSURE RECOMMENDATIONS	23
<b>DURATION OF PREVENTION MEASURES</b>	<b>25</b>
<b>OUTBREAK CLOSURE</b>	<b>26</b>
<b>PROTOCOL FOR SICK STUDENTS IN CLASS</b>	<b>27</b>
<b>APPENDIX</b>	<b>28</b>



# INTRODUCTION

This document is intended for use by the Granton Area School District (GASD) and is a tool to help educational leaders respond to suspected, probable or confirmed cases of COVID-19 in school grades K-12.

This document outlines protocols for school staff members to follow when responding to positive COVID-19 test results. These protocols are meant to help staff members identify the next steps in responding to students or staff members that are suspected, probable or confirmed cases of COVID-19.

As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well being of our staff, students and community.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. This document will be fluid and changes will be made accordingly. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The most up-to-date information will be posted on the Granton Area School District website <https://www.granton.k12.wi.us/> and district social media outlets.

## POINT OF CONTACT

During the COVID-19 Pandemic, the school's Point of Contact will be the School Health Coordinator and the Principal of the Granton Area School District. The Point of Contact will be the liaison between Clark County Health Department and the school.

<b>School Point of Contact #1</b>	<b>School Point of Contact #2</b>	<b>Clark County Health Department</b>
Amanda Kraus - 4K-12 Principal	Dr. Courtney J. Schoessow, MPH, DHA	
715-238-7175 ext 1	715-238-5147	715-743-5105
<a href="mailto:krausa@granton.k12.wi.us">krausa@granton.k12.wi.us</a>	<a href="mailto:schoessowc@granton.k12.wi.us">schoessowc@granton.k12.wi.us</a>	

## SIGNS & SYMPTOMS OF COVID-19

Individuals who are diagnosed with COVID-19 have had a wide range of symptoms reported. These symptoms can range from mild symptoms to more severe illnesses. Symptoms may appear up to 14 days after exposure to the virus. However, some individuals may have symptoms appear in as little as two days after exposure to the virus. Individuals with the following symptoms may have COVID-19:

- Fever ( $\geq 100.4^{\circ}\text{F}$  measured or subjective fever)
- Chills;
- Shortness of breath;
- Difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea.

This list does not include all possible symptoms, and may continue to be updated as we learn more about COVID-19.

### WHEN TO SEEK EMERGENCY MEDICAL CARE

Look out for any emergency warning signs\* for COVID-19. If any individual is experiencing any of the following signs, **seek emergency medical care immediately**:

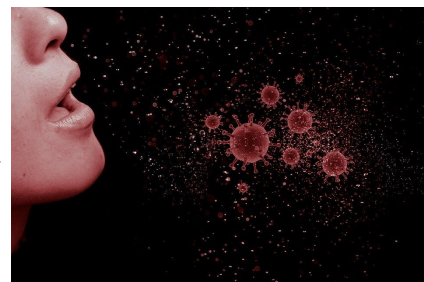
- Trouble breathing;
- Persistent pain or pressure in the chest;
- New confusion;
- Inability to wake or stay awake;
- Bluish lips or face.

Call 911 or call ahead to your local emergency facility. Alert the operator that you are seeking care for someone who has or may have COVID-19.

This list does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning.

## TRANSMISSION OF COVID-19

The virus that causes COVID-19 is thought to spread mainly from person-to-person, through respiratory droplets. Respiratory droplets are produced when an individual infected with COVID-19 coughs, sneezes or talks. These droplets can land in the mouth or nose of other people who are within close distance of the infected individual and can be inhaled into the lungs. Spread is more likely to occur between people who are in close contact with one another, within approximately six feet from each other.



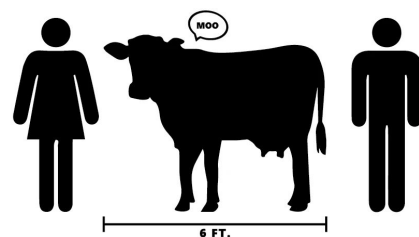
The virus that causes COVID-19 spreads very easily and can be sustained between people. Recent studies suggest that COVID-19 may be spread by individuals who are not displaying symptoms. It may also be possible that a person can get COVID-19 by touching a contaminated surface or object and then touching their mouth, nose or possibly eyes. However, this is not thought to be the main way the virus spreads.

## PERIOD OF COMMUNICABILITY

It is unknown how long the virus can be passed from person-to-person. Based on what we know of similar human coronaviruses, COVID-19 may be shed after the resolution of symptoms. It is believed that a person who is infected with COVID-19 is most contagious while symptomatic and for no longer than 10 days after symptom onset.

## CLOSE CONTACTS

A close contact is any individual (e.g., students or staff members) that has been within six feet of a case of COVID-19 for 15 minutes or more during the infectious period. Identifying close contacts begins 48 hours before the onset of symptoms or 48 hours before the date of the COVID-19 test if the individual never developed symptoms of COVID-19. These close contacts will include students and staff members with or without face coverings. Clark County Public Health's COVID-19 Outbreak Response Team and the Point of Contact at the school will work together to determine who will be considered a close contact.



Keep one dairy cow of space between you and others.



**The following questions should be answered and checked off by staff during contact identification related to the infectious period:**

- Did the case take the bus to school? If so, who was within 6 feet?
- Did the case carpool to school? If so, with whom?
- Which classes did the case attend?
- Were desks six feet apart at all times, children stayed at their desks and no group activities occurred? If not, who was within 6 ft?
- During lunch was the case within 6 ft of anyone for 15 minutes?
- Did the case have any appointments with counselors or specialist staff? If so, was anyone within 6 ft of the case?
- Did the case come within 6 ft for 15 minutes of anyone during recess? If so, whom?
- Does the case participate in extracurricular activities? If so, which ones? Were other participants within 6 ft? If so, whom?
- Was the case involved in any other activities which were likely to have compromised physical distance from others for greater than 15 minutes?
- Did the case attend a before or after school program? If so, were they within 6 ft of anyone for 15 minutes?

## TYPES OF COVID-19 CASES

Clark County Public Health strongly recommends that all symptomatic students and staff be tested for COVID-19. An individual who does opt to receive the recommended testing should remain out of school until the test results are known.

There are three main types of COVID-19 cases: suspected, probable and confirmed cases of COVID-19.

### PROBABLE COVID-19 CASES

A probable case of COVID-19 is where a student, parent, caregiver, or staff members has had exposure to another case of COVID-19 (probable or confirmed), does not wish to or did not receive a COVID-19 test, **AND** meets symptoms from either Category 1 or Category 2 (shown below). Staff and students will be sent home when:

CATEGORY 1	CATEGORY 2
<p><b>One of the following symptoms:</b></p> <ul style="list-style-type: none"> <li>● Fever of 100*</li> <li>● New cough</li> <li>● Shortness of breath</li> <li>● Difficulty breathing</li> <li>● Loss of taste or smell</li> <li>● Vomiting</li> </ul>	<p><b>Two of the following symptoms:</b></p> <ul style="list-style-type: none"> <li>● Headache</li> <li>● Body aches</li> <li>● Chills</li> <li>● Sore throat</li> <li>● Nausea</li> <li>● Diarrhea</li> </ul>

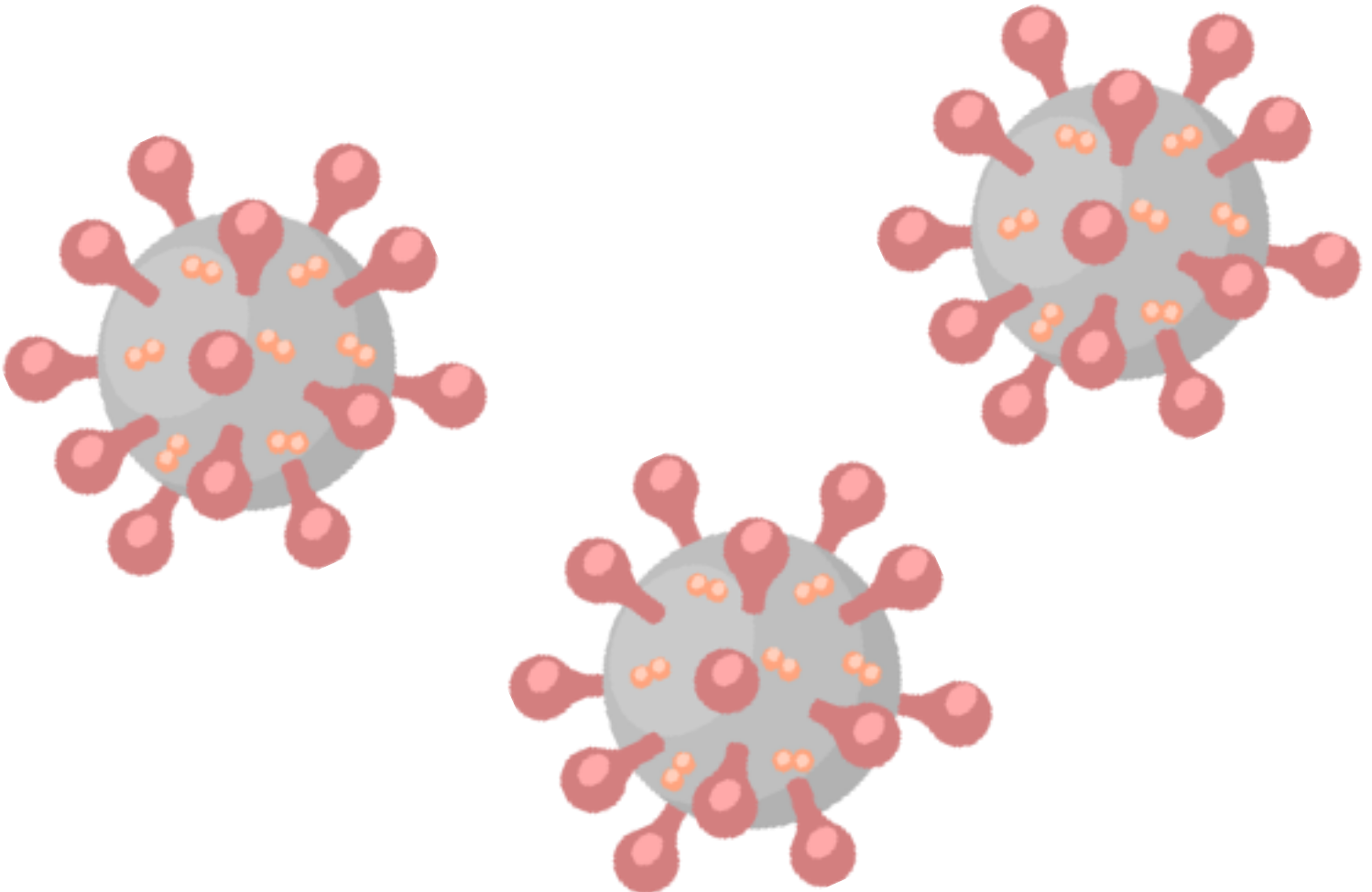
### CONFIRMED COVID-19 CASES

A confirmed case of COVID-19 is where a student, parent, caregiver, or staff member has laboratory confirmed evidence of infection (i.e., COVID-19 test). A confirmed case of COVID-19 can be further classified by being either a symptomatic confirmed case of COVID-19 or an asymptomatic case of COVID-19. A symptomatic confirmed case of COVID-19 is where the individual is showing signs and symptoms of COVID-19 **and** has laboratory confirmed evidence of infection (i.e., COVID-19 test). An asymptomatic confirmed case of COVID-19 is where the individual has laboratory confirmed evidence of infection (i.e., COVID-19 test) and never developed symptoms of COVID-19.

## IF YOU THINK YOU HAVE BEEN EXPOSED TO COVID-19

Be alert for any symptoms of COVID-19. Watch out for fever, cough, shortness of breath, or any of the other symptoms of COVID-19. Take your temperature and follow the guidance provided by CDC and your local health department.

Most people who get COVID-19 will be able to recover at home. However, some people may need emergency medical attention. If you need emergency medical attention call 911 or call ahead to your local emergency facility. Alert the operator that you are seeking care for someone who has or may have COVID-19



## ISOLATION REQUIREMENTS

Isolation helps to protect the public by preventing exposure to people who already have COVID-19. Isolation separates people who are sick with a contagious disease, such as COVID-19, from people who are not sick.

If an individual is confirmed or thought to have COVID-19 (e.g., a probable case of COVID-19), and has shown symptoms of COVID-19, that person shall be required to isolate until the following criteria are met:

- At least 10 days\* have passed since symptom onset **and**,
- The individual has been fever free for at least 24 hours without the use of fever reducing medication **and**,
- Their other symptoms have improved.

If an individual is confirmed to have COVID-19, and has never developed symptoms of COVID-19 (asymptomatic), that person shall be required to isolate until the following criteria are met:

- At least 10 days\* have passed since the date of their positive COVID-19 Test (RT-PCR test for SARS-CoV-2 RNA, not the antigen or antibody test) and has **not** developed symptoms of COVID-19.

\*A limited number of individuals with severe illness may still spread the virus beyond the 10 days, that may warrant extending the duration of isolation for up to 20 days after symptom onset or COVID-19 testing date. These may include, but are not limited to, individuals who were hospitalized and required oxygen or ventilation, and immunocompromised individuals.

## QUARANTINE REQUIREMENTS

Quarantine, much like isolation, also helps to prevent exposing the public to individuals who may have COVID-19. Quarantine separates and restricts the movement of people who were exposed to a contagious disease, such as COVID-19, to see if they become sick. If an individual is a close contact of a case of COVID-19, that individual will be quarantined for 14 days from the date after the last exposure (date they were last around the case). **The individual shall remain in quarantine for the complete 14 days even if they receive a COVID-19 test and the results are negative.** However, there are instances in which the individual can be excluded from quarantine. For these exclusions and a detailed definition of close contacts, please refer to the COVID-19 Exclusions section of this report starting on page 33..



## SAFETY PLAN (INFECTION PREVENTION & CONTROL MEASURES)

The recommended strategies to help prevent the spread of illness, are:

- Students and staff should stay home if they are ill.
- Avoid close contact with anyone who may be ill, encourage sick students and staff to stay at home as much as possible, and ensure there is adequate distance between yourself and other people.

GASD is developing policies to encourage sick students and staff to stay at home without the fear of reprisal and ensure staff, students, and families will be made aware of these policies.

- Students who are sick will be able to attend school using our virtual option.
- Students and staff should stay home if they have tested positive for or are showing symptoms of COVID-19.
- GASD will work with the Clark County Public Health Department to determine when staff can return to work.

### Hand Hygiene

- The Health Coordinator in conjunction with the teachers will teach and reinforce hand-washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
  - If soap and water are not readily available, alcohol-based hand sanitizers can be used.
  - The alcohol-based hand sanitizer should contain at least 60% alcohol.

### Respiratory Etiquette

- The Health Coordinator and the teachers will encourage staff and students to cover coughs and sneezes with a tissue.
- Used tissues should be thrown away in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If tissues are not available, encourage students to cough or sneeze into their elbow.



### Cloth face coverings

- Health Coordinator and teachers will teach and reinforce the use of cloth face coverings. Face coverings may be challenging for students, especially younger students, to wear in an all-day setting such as school.
- Multi-layer face coverings must be worn by staff and students in grades K-12, and are most essential in times when physical distancing is difficult.
- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information will be provided to staff, students, and families on the proper use, removal, and washing of cloth face coverings.



Cloth face coverings should **not** be placed on:

- Children younger than two years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Cloth face coverings are not surgical masks, respirators or other medical personal protective equipment.

### Adequate supplies

- Support healthy hygiene behaviors by providing adequate supplies such as:
  - Soap
  - Alcohol-based hand sanitizer
  - Paper towels
  - Tissues
  - Disinfectant wipes
  - Cloth face coverings
  - No-touch/foot-pedal trash cans
  -

### Signs and Messages

- Informative signs will be placed in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs.
  - How to properly perform hand washing.
  - How to properly wear a cloth face covering.
- Regular announcements will be broadcast on reducing the spread of COVID-19 on PA systems.
- Regular messages about behaviors that prevent the spread of COVID-19 will be communicated with students, staff, and families on school websites, in emails and in school social media accounts.

## HAND HYGIENE

Students and staff should perform frequent hand hygiene throughout the day. Teachers will reinforce the use of hand sanitizer by providing stations through the school premises and assign continuous oversight to ensure hand hygiene stations are regularly refilled.

Create habits of performing hand hygiene at regular intervals during the day, but especially in the following situations:

- Upon entering the building
- When returning to the classroom
- After using the restroom
- After sneezing, coughing, or blowing the nose
- Before and after touching the face
- Before eating or handling food
- After a break
- After handling potentially contaminated objects
- Whenever visibly soiled



Hand-washing with soap and water is the most effective method against COVID-19. Scrub hands together for at least 20 seconds, covering all surfaces. Dry using a single-use drying material or air dry.

Alcohol-based hand sanitizer is another great option when soap and water are not immediately available as long as hands are not visibly soiled. Alcohol-based hand sanitizer should be 60-95% alcohol to be the most effective.

## PERSONAL PROTECTIVE EQUIPMENT

All students in grades K-12 are required to wear masks. Exemptions may be made for students and staff with medical conditions that prevent wearing masks. Masks may help prevent people who have COVID-19 from spreading the virus to those around them. When widely used by people in public settings, masks help to reduce the spread of COVID-19.

Masks should not be worn by children under the age of two, or anyone who has trouble breathing, who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

## FACE COVERINGS DO'S AND DON'T'S

### DO:

- Make sure you can breath through it.
- Wear it whenever going out in public.
- Make sure it covers your nose and mouth.
- Wash after using.

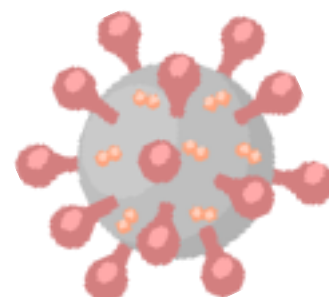
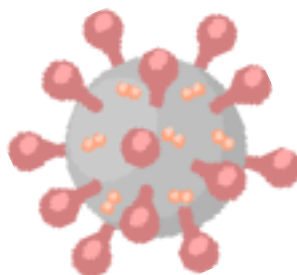
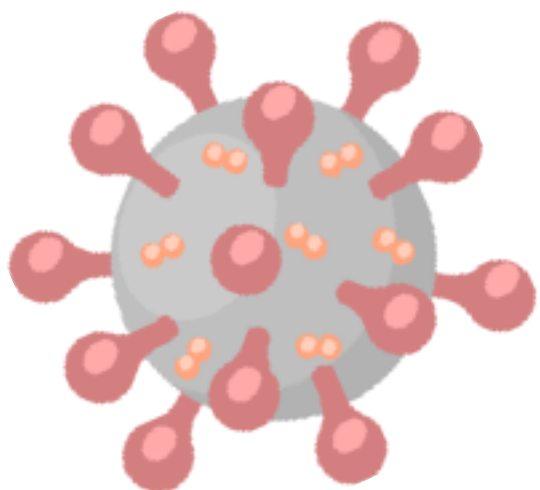
### DON'T:

- Use if under two years old.
- Use surgical masks or other personal protective equipment intended for healthcare workers.

## WATER FOUNTAIN USE

To minimize the risk of COVID-19 and diseases associated with water, the GASD is taking steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use and will be following CDC guidance related to mold and Legionella that can be found using the following link: [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operations](#).

Drinking fountains will not be operational but GASD will have water bottle filling stations throughout the building. The filling stations will be cleaned and sanitized regularly. During the beginning of the 2020-21 school year, the Granton Area School District Foundation will be providing every student and staff a water bottle to minimize the use and touching of water fountains.



September 2020

## CLEANING AND DISINFECTION METHODS

Cleaning an area will remove germs, dirt, and impurities on the surface, while disinfecting will kill germs on surfaces, further reducing the risk of spreading infection.

### How to Clean & Disinfect Exposed Areas

To ensure the proper cleaning and disinfecting of any areas that may have been exposed to COVID-19, teachers and staff may:

- Wear disposable gloves to clean and disinfect.
- Clean the surfaces using soap and water first, then use a disinfectant.
- Follow the instructions on the label to ensure the safe and effective use of the product.
- Practice routine cleaning on frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on the level of use.

Diluted household bleach solutions may also be used if appropriate for the surface. The bleach solution must be at least 1000ppm sodium hypochlorite or a concentration of 5%-6%. To prepare a bleach solution for cleaning and disinfecting you want to:

- Check to ensure that the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser.
- Mix bleach solution using the following instructions:
  - 5 Tablespoons ( $\frac{1}{3}$  cup) bleach per gallon of room temperature water or,
  - 4 teaspoons bleach per quart of room temperature water.

For a list of EPA approved products and instructions, please see: [Disinfectants for Use Against SARS-CoV-2](#)

### Timing and Location of General Cleaning and Disinfection

Staff members will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible or cleaned between use. The CDC offers guidance on how to safely clean and disinfect school buses or other vehicles in [What Bus Transit Operators Need to Know About COVID-19](#).

Cleaning Tips GASD that will employ help stop the spread of germs:

- A schedule for increased routine cleaning and disinfection.
- Correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- Use products that meet EPA disinfection criteria.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### **Timing and Location of General Cleaning and Disinfection After Persons Suspected/ Confirmed to Have COVID-19 Have Been in the Facility**

If a probable or confirmed case of COVID-19 has been identified, the school will take these steps to clean and disinfect the exposed area:

- Close off areas visited by the ill persons.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, classrooms, bathrooms, common areas, and shared electronic equipment, focusing especially on frequently touched surfaces.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection are not necessary.

**Hard (Non-porous) Surfaces** If hard surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfection. Once the surface is clean and dried, it should be disinfected with an effective disinfectant. Please follow the manufacturer's instructions for all cleaning and disinfecting products for concentration, application method, and contact time, and to ensure safe and effective disinfection use.

**Soft (Porous) Surfaces** If soft surfaces such as carpeted floors, rugs, and drapes become dirty, clean visible contamination (if present). Clean items with appropriate cleaners indicated for use on the surfaces. If applicable, launder the item by the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

**Linens, Clothing, and Other Items that go in the Laundry** Wash items as appropriate by the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other

people's items. To minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for hard or soft surfaces.

**Electronics** For electronics such as tablets, touch screens, keyboards, and remote controls remove visible contamination if present. Please follow the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid the pooling of liquids.

## ENVIRONMENTAL CLEANING CHECKLIST

GASD will use the following checklist to help identify frequently touched surfaces and objects that should be cleaned.

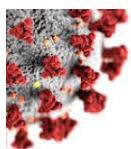
<b>COVID-19 Cleaning &amp; Disinfection Checklist</b>		
<b>Clean and disinfect at least daily (or between use as much as possible) frequently touched surfaces and objects such as:</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Face shields*</li> <li><input type="checkbox"/> Door knobs &amp; handles</li> <li><input type="checkbox"/> Stair rails</li> <li><input type="checkbox"/> Classroom desks &amp; chairs</li> <li><input type="checkbox"/> Lunchroom tables</li> <li><input type="checkbox"/> Lunchroom chairs</li> <li><input type="checkbox"/> Countertops</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Handrails</li> <li><input type="checkbox"/> Light switches</li> <li><input type="checkbox"/> Bus seats &amp; handrails</li> <li><input type="checkbox"/> Sink handles &amp; faucets</li> <li><input type="checkbox"/> Drinking fountains</li> <li><input type="checkbox"/> Playground equipment</li> <li><input type="checkbox"/> Handles on equipment (i.e., athletic equipment)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shared toys</li> <li><input type="checkbox"/> Shared remote controls</li> <li><input type="checkbox"/> Shared telephones</li> <li><input type="checkbox"/> Shared desktops</li> <li><input type="checkbox"/> Shared computer keyboards and mice**</li> </ul>
<p>*Face shields should be cleaned following manufacturer's instructions. 1) While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe. 2) Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution. 3) Wipe the outside of face shield or goggles with clean water or alcohol to remove residue. 4) Fully dry (air dry or use clean absorbent towels). 5) Remove gloves and perform hand hygiene.</p> <p>**Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.</p>		

## EPA REGISTERED COVID-19 DISINFECTANT LIST

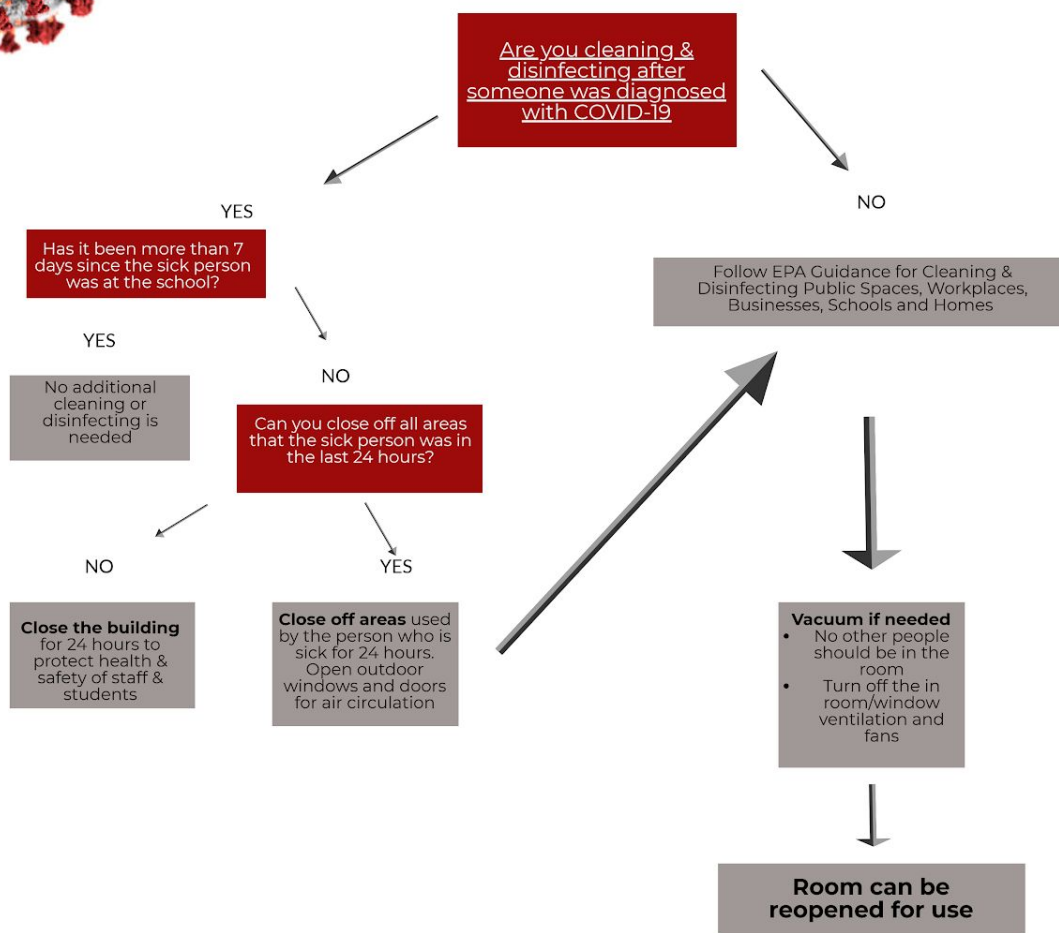
The Environmental Protection Agency (EPA) has a list of all products that meet the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. To find a product use the link below. Clicking on the "Other Search Options" button at the bottom of the page will allow you to search by active ingredient, product name, formula type, surface type, and other criteria.

[List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

The *School Cleaning Decision Tree*, from the Clark County Health Department will be utilized to determine when and what items should be cleaned.

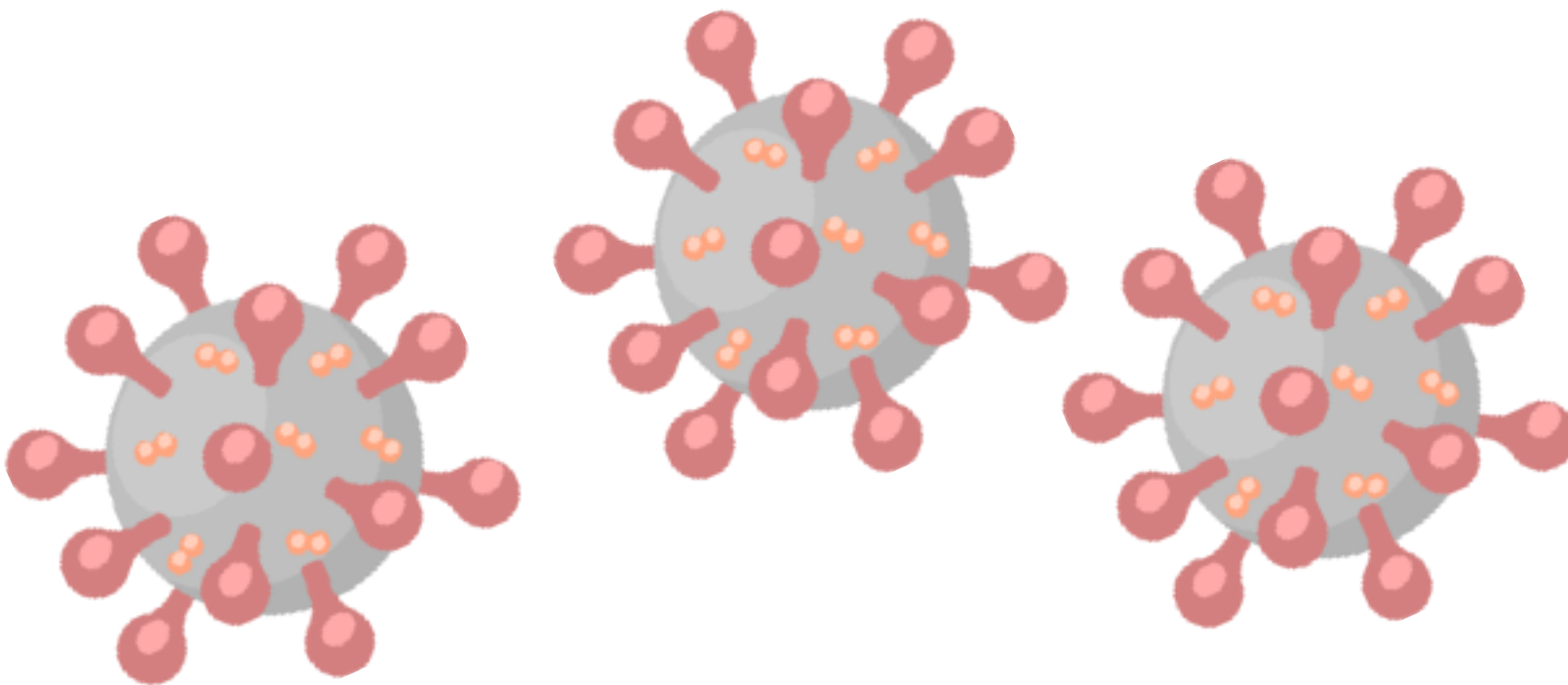


### School Cleaning Decision Tree



## STAFF TRAINING

COVID-19 has impacted staff, students, and families across Clark County. To help keep the school community safe, the school will offer training and resources for staff on coronavirus to help prepare them for their new normal. Focusing on prevention will help keep school members and communities safe and healthy during the COVID-19 pandemic. Educators and other staff members should be trained on all safety protocols and how to recognize the signs and symptoms of COVID-19.



## ACTIVE & PASSIVE MONITORING

All staff, students, and families are to self-report to the school if they identify with any of the following scenarios:

- Having symptoms of COVID-19
- Are being tested for COVID-19
- Test positive for COVID-19
- Are exposed to someone with COVID-19 within the last 14 days

This is following the guidance from the U.S. Department of Health and Human Services' [health information sharing regulations for COVID-19](#). Once a person has been identified, the Health Coordinator at the school will notify Clark County Public Health as soon as possible.

### PASSIVE MONITORING

If there are no cases of COVID-19 identified within a school, the school may do passive monitoring. Staff, students, and families should monitor for signs and symptoms of COVID-19 at home. Schools should encourage individuals and families to monitor for signs and symptoms of COVID-19 before reporting to school.

If staff members or students screen positive for COVID-19, they should not attend school, and they should notify the school as soon as possible. Passive monitoring, or monitoring at home, should include **temperature, signs, and symptoms of COVID-19, COVID-19 testing, and COVID-19 exposure**.

If a staff member or student reports yes to any of these items, the Health Coordinator at the school will notify the Clark County Public Health COVID-19 Outbreak Response Team as soon as possible.

### ACTIVE MONITORING

Once a student or a staff member has been identified as a confirmed or probable case of COVID-19, the school will be considered on active monitoring and will implement additional screenings of students.

If a student or staff member screens positive, the Health Coordinator at the school will notify the Clark County Public Health COVID-19 Outbreak Response Team as soon as possible.

## EXCLUSIONS FOR CASES OF COVID-19

If a student, whether in school or at home, develops symptoms of COVID-19, they should notify the Health Coordinator at the Granton Area School District.. A Public Health Specialist at Clark County Public Health and the Health Coordinator at the school will determine how to proceed.

If a student or staff member develops symptoms of COVID-19 they will:

- Be excluded from school;
- Be advised by the school to seek medical attention.

If the symptoms are non-COVID-19 related (e.g., Asthma, allergies, Pertussis, etc.), the individual may return to school based on the guidance following their diagnosis.

### PROBABLE COVID-19 CASES

If a student or staff member is classified as a probable case of COVID-19 the individual will be excluded from school until the following criteria are met:

- At least 10 days have passed since symptom onset **and**,
- The individual has been fever free for at least 24 hours without the use of fever reducing medication **and**,
- Their other symptoms have improved.

The student or staff may return to school the day after they are released from isolation.

### CONFIRMED COVID-19 CASES

If a student or staff member is classified as a confirmed case of COVID-19 the individual will be excluded from school until the following criteria are met:

- At least 10 days have passed since symptom onset **and**,
- The individual has been fever free for at least 24 hours without the use of fever reducing medication **and**,
- Their other symptoms have improved.

If a student or staff member is classified as an asymptomatic confirmed case of COVID-19, the individual will be excluded from school until the following criteria are met:

- At least 10 days\* have passed since the date of their positive COVID-19 Test (RT-PCR test for SARS-CoV-2 RNA, **not** the antigen or antibody test) and has not developed symptoms of COVID-19.

## SCHOOL CLOSURE/MODIFIED LEARNING

The GASD will utilize local data to determine if/when schools should close due to COVID-19 as well as to assess the risk of various types of learning environments (in person, hybrid, or remote learning). The Clark County Public Health in collaboration with the Wisconsin Health Department have adapted recommendations from the Harvard Global Public Health Institute for use by schools and their administrators to make these decisions. **NOTE: ALL STAFF AND STUDENTS NEED TO BE READY FOR REMOTE LEARNING AT ANY TIME. IF THE SCHOOL IS CLOSED DUE TO COVID-19, THE SCHOOL COULD BE CLOSED BETWEEN 2-5 DAYS OR LONGER.**

## COVID-19 SCHOOL OUTBREAK DEFINITIONS

Clark County Public Health will help GASD monitor the cases of COVID-19 in their buildings to determine if there is an outbreak of COVID-19 in the school. The type of outbreak will be classified by the number of COVID-19 cases identified in the school.

### **Suspected COVID-19 Outbreak Definition**

One laboratory-confirmed case of COVID-19 **plus** at least one additional patient with symptoms compatible with COVID-19 (e.g., probable or suspect case), in which the two patients meet the following criteria:

- Both/all cases occur in students or staff within the same school AND
- Symptom onset dates (or positive test result date, if case is asymptomatic or if symptom onset is unknown) are within 28 days of each other, AND
- Do not live in the same household

For reporting a suspected outbreak in a school setting, the outbreak would include any cases among students and staff of the same school. Proof of an epidemiologic link between two cases is not needed in order to report a suspected outbreak. During the investigation, the local health department should use information from case interviews and the school to determine if there is an epidemiologic link between the cases. If an epidemiologic link is found, it would be considered a confirmed outbreak (see below).

### **Confirmed COVID-19 Outbreak Definition**

Two or more confirmed cases of COVID-19, where each of the cases are laboratory-confirmed, and where at least two cases meet the following criteria:

- An epidemiologic linkage\* is present AND
- Symptom onset dates (or positive test result date, if case is asymptomatic or if symptom onset is unknown) are within 28 days of each other, AND
- Do not live in the same household

**\*Epidemiologic linkage:** In a school setting, an epidemiologic linkage can include any number of connections between students, teachers, and/or staff. In addition to being in the same classroom, consider the following shared connections: extracurricular activities, bus stops and bussing, recess, lunch times, sports teams, clubs, and other social connections. Keep in mind that cases do not need to occur in the same physical area of the building (e.g., 1st grade classroom, east hallway) if another connection is present

## SCHOOL & CLASSROOM CLOSURE RECOMMENDATIONS

If a probable or confirmed case of COVID-19 is discovered at the school, the Health Coordinator will notify Clark County Public Health as soon as possible so that quick action may be taken. Clark County Public Health will work with the school to help source control.

### CDC & Health Department Guidance

If the Granton Area School District (GASD) experiences a case of COVID-19 it will assess the risk of transmission to other students when determining steps for school/classroom closures. The area(s) identified from this assessment (ranging from a classroom to the entire facility) are recommended to be closed for a minimum of 2 days in order to put a safety plan in place, perform contact tracing, and deep clean the facility. The GASD will employ alternative learning environments while facilities are cleaned and contact tracing is performed. GASD will utilize the *When to Close School - Decision Tree*, provided by the Clark County Health Department and also work closely with the health department to determine if/when school closure is necessary. Please see page 41 for the *Decision Tree*.

### Cleaning and Disinfecting

If a probable or confirmed case of COVID-19 is identified in a school, the school will close off the areas used by the sick student or staff member. These areas will not reopen until after cleaning and disinfecting have occurred.

The school staff will wait at least 24 hours before returning to the area for cleaning and disinfecting. If 24 hours is not feasible, it is recommended to wait as long as possible to begin cleaning and disinfecting the area.

### **Safety Plan Recommendations**

A Safety Plan is the most important step in keeping students and staff members safe and informed. Once a positive case of COVID-19 has been identified within the school, administration and Clark County Public Health will take swift action to stop the spread of the virus.

### **Notification**

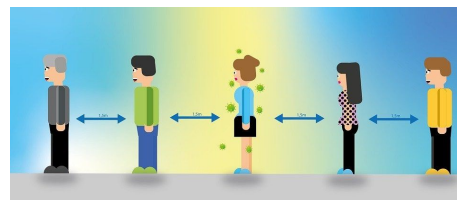
The school will send out a letter of notification to those students in the affected classrooms or the entire school population. A sample of the letter can be found in the appendix.

**Universal Face Masks** State guidance requires facial coverings for all students K-12 with exceptions for medical issues.

**Cleaning Commonly Touched Surfaces** To lower the risk of spread, GASD will continue routine cleaning with soap and water and an EPA-approved cleaner. Routine cleaning will help to remove germs and dirt from surfaces.

Once a student or staff member has been diagnosed with COVID-19, the school will implement a more proactive approach to cleaning. Commonly touched surfaces should be cleaned as often as every 30 minutes. Commonly touched surfaces can include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, water fountains, etc.

**Active Monitoring**. Once one active case of COVID-19 is diagnosed within the school, additional screening protocols will be activated such as temperature screenings multiple times a day and the implementation of a screening tool.



**Social Distancing** To help prevent the spread of COVID-19, the CDC, the Wisconsin Department of Health, and Clark County Public Health recommend that all students and staff practice social distancing. Social distancing, or physical distancing, means keeping at least six feet between oneself and other people who are not from one's household.

**Cohorting Students** Schools should keep students and staff in small groups, commonly referred to as cohorts. Keeping cohorted groups from moving and intermingling within the school will help slow the spread of COVID-19.

**Contact Tracing** Clark County Public Health's Outbreak Response Team Member will work with the Health Coordinator at the school to help with contact tracing. Using the provided line list, found on page 30 of the appendix, the Point of Contact will complete all fields for every close contact of a positive case of COVID-19.

Close contact is any student, staff member, or visitor who was less than six feet from the positive case for longer than 15 minutes, cumulatively. Close contacts are identified starting 48 hours before symptom onset until the case of COVID-19 began isolation.

Clark County Public Health will provide the school with a close contact notification letter, found on page 28 of the appendix. This letter will be sent by the school to all close contacts identified. The school will also remind the close contacts that they are required to self quarantine for 14 days from the date of last exposure (date the individual was last around the positive case) and that Clark County Public Health and the School Health Coordinator will contact them.

**Provided Information** The school will be required to notify staff, students, and families within 24 hours of when a case of COVID-19 is identified within the school. This notification will be sent out via the school's communication system. These notifications need to follow all privacy policies and applicable laws that the school is required to follow.

## DURATION OF PREVENTION MEASURES

When a case or outbreak of COVID-19 is identified within the school, Clark County Public Health will monitor the staff and students for 28 days after the most recent symptom onset date. This monitoring will help limit community spread and minimize infection within the school.

During the monitoring period the school will need to:

- Actively screen staff and students for COVID-19;
- Clean and disinfect as often as every 30 minutes;
- Cohort students;
- Encourage social distancing
- Require universal face coverings.

## OUTBREAK CLOSURE

Outbreaks are considered closed after two incubation periods (28 days) have passed since the last probable or confirmed case of COVID-19.

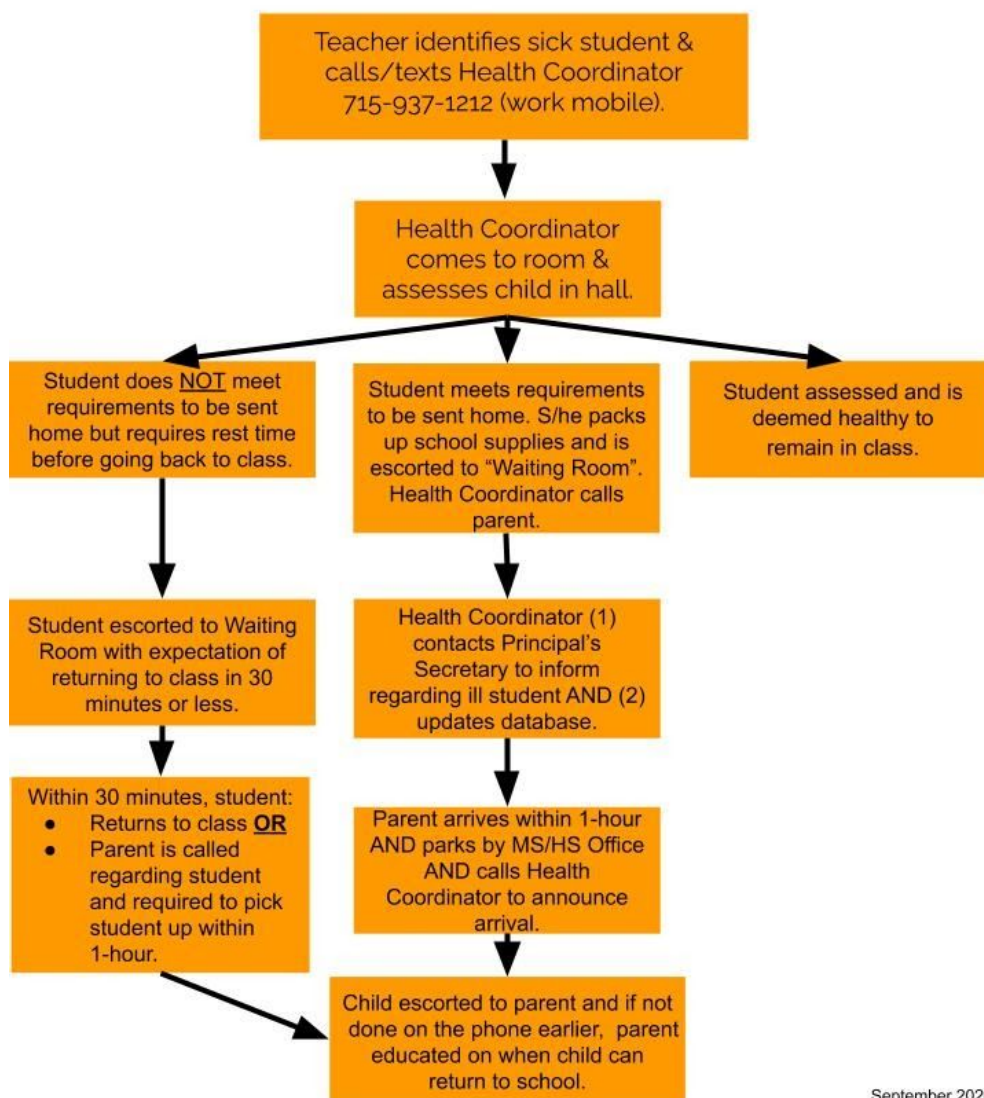
Once a COVID-19 outbreak is resolved, the school administration team will conduct an after-action review. This review will allow for the identification of the strengths and weaknesses of the response process. Identifying strengths and weaknesses will provide an opportunity to identify areas that may be improved upon for future outbreaks. After the closure of a COVID-19 outbreak, the school returns to passive monitoring. **If another case of COVID-19 is identified at the school, the Health Coordinator will reach out to the Clark County Public Health Outbreak Response Team.**

# PROTOCOL FOR SICK STUDENTS IN CLASS

Below is the protocol to address students who may not be feeling well during the school day.



## Granton Area Schools Sick Child Guidelines During the School Day



September 2020

## APPENDIX

Links to Resources and signage .....	29
COVID-19 Health Screening Checklist.....	30
Symptoms of COVID-19 Comparison .....	31
Letter to Parents of Symptoms of COVID-19 and what to do .....	32
Letter to Parents of Positive Case in District.....	34
Letter to Parents of Close Contact in District.....	36
Master Line List .....	37
Infection Control Measures Checklist .....	38
When to Close Schools Decision Tree.....	40
COVID-19 Illness Guidelines.....	41

## LINKS TO RESOURCES AND SIGNAGE

Additional resources and signage can be used throughout the school provided by the Wisconsin Department of Health, Wisconsin Department of Public Instruction, and Centers for Disease Control and Prevention.

- CDC Toolkit Schools K-12:  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/schools.html>
- CDC Print Resources for Schools:  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Audience=Schools>
- CDC Handwashing: Clean Hands Saves Lives. Promotion Materials:  
<https://www.cdc.gov/handwashing/materials.html> { CDC Operational Considerations for Schools:  
<https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/schools.html>
- CDC Considerations for K-12 Schools: Readiness and Planning Tool:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admink12-readiness-and-planning-tool.pdf>
- Wisconsin Department of Public Instruction, Education Forward - Reopening Wisconsin Schools: <https://dpi.wi.gov/education-forward>

## GRANTON AREA SCHOOL DISTRICT COVID-19 HEALTH SCREENING CHECKLIST

Please go through all these questions every day **BEFORE** sending your child to school. If your child is ill, please keep your child home to help protect the health of others.

### SYMPTOMS PART 1 - Has your child developed any of the following symptoms within the past 24 hours?

	YES	NO
New cough	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath or trouble breathing	<input type="checkbox"/>	<input type="checkbox"/>
New loss of sense of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Fever (100°) <b>OR</b> chills <b>OR</b> taken medication in the past 24 hours to lower their temperature	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Vomiting	<input type="checkbox"/>	<input type="checkbox"/>



If **YES** to any questions above please keep your child home and contact the Granton Area School District at 715-238-7292 ext. 1 to explain the reason why your child will be absent from school.

### SYMPTOMS Part 2 - Has your child developed any of the following symptoms within the last 24 hours?

	YES	NO
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Unusual fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Runny nose or nasal suggestion	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>
Muscle or body aches	<input type="checkbox"/>	<input type="checkbox"/>
Nausea (feeling sick to the stomach)	<input type="checkbox"/>	<input type="checkbox"/>



If **YES** to any 2 questions above please keep your child home and contact the Granton Area School District at 715-238-7292 ext. 1 to explain the reason why your child will be absent from school.

### RISK FACTORS - HAS YOUR CHILD....?









	YES	NO
Been diagnosed with COVID-19 by a healthcare provider in the last 10 days?	<input type="checkbox"/>	<input type="checkbox"/>
Been in close contact (less than 6 feet) for 15 minutes or more with anyone who tested positive for COVID-19 or was diagnosed with COVID-19 in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Been directed by your local health department to self-quarantine in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>



If **YES** to any 2 questions above please keep your child home and contact the Granton Area School District at 715-238-7292 ext. 1 to explain the reason why your child will be absent from school.

# SYMPTOMS OF COVID-19 COMPARISON

## Symptoms of COVID-19

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
FEVER 	✓		✓		
COUGH 		✓	✓	✓	✓
SORE THROAT 	✓	✓	✓		✓
SHORTNESS OF BREATH 				✓	
FATIGUE 		✓	✓	✓	✓
DIARRHEA OR VOMITING 	✓		✓		
RUNNY NOSE 		✓	✓		✓
BODY/ MUSCLE ACHES 	✓	✓	✓		

✓ Symptom of illness



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

316917-A July 23, 2020 10:04 AM

# LETTER TO PARENTS REGARDING COVID-19 SYMPTOMS, TESTING AND RETURNING TO SCHOOL (2 PAGES)



Dear Parent/Guardian,

Your child has reported symptoms consistent with the Wisconsin Department of Health Services Exclusion Criteria related to COVID-19. It is recommended based on these symptoms that your child gets a COVID-19 test. At this time, your child and family members will need to be excluded from school.

A listing of available testing locations can be located at: <https://www.clarkcounty.wi.gov/covid-19-resources>. Additional information regarding potential free COVID-19 testing is located on the above website.

We understand that excluding your child from school is likely an inconvenience for your family. However, restrictions like this are necessary in order to keep schools open.

## **Return to school criteria for your child and family members is based on the following:**

### **Negative COVID-19 Test Result:**

- Your child can return to school 24 hours after he/she is fever-free without the use of fever reducing medication, unless there is an alternative diagnosis which requires a different exclusion period.
- Your child's family members can return to school immediately as long as they are well.

### **No COVID-19 Test:**

- Your child is excluded until 10 days have passed since the first symptoms began **AND** are fever free without the use of fever-reducing medications for 24 hours **AND** have improvement of symptoms.
- Your child's family members can return to school 14 days after last close contact with the symptomatic child.
  - If your ill child can be separated from others household members with their own bedroom and bathroom and have meals brought to them, the 14 days can start today.
  - If other household members cannot separate because of the layout of your home or because of the age of the child, then the 14 days should start 10 days after the ill child's symptoms first began.

### **Positive COVID-19 Test Result:**

- Your child is excluded until 10 days have passed since the first symptoms began **AND** are fever free without the use of fever-reducing medications for 24 hours **AND** have improvement of symptoms.
- Your child's family members can return to school 14 days after last close contact with the symptomatic child.
  - If your ill child can be separated from others household members with their own bedroom and bathroom and have meals brought to them, the 14 days can start today.
  - If other household members cannot separate because of the layout of your home or because of the age of the child, then the 14 days should start 10 days after the ill child's symptoms first began.
- **Public health will be in contact with you to provide further information.**

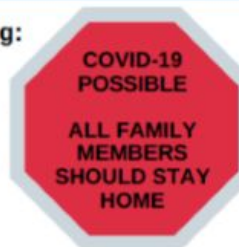
Thank you for helping to keep everyone in our school safe. If you have any questions, please contact your school district.



## When does my sick child and other family members need to stay home?

**If anyone in the house has: Or at least 2 of the following:**

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>Cough</li> <li>Shortness of breath</li> <li>Difficulty breathing</li> <li>New loss of taste</li> <li>New loss of smell</li> </ul> | <ul style="list-style-type: none"> <li>Fever</li> <li>Body aches</li> <li>Sore throat</li> <li>Congestion or runny nose</li> <li>Nausea or vomiting</li> <li>Diarrhea</li> </ul> | <ul style="list-style-type: none"> <li>Chills</li> <li>Headache</li> <li>Fatigue</li> </ul> |
|--|--|---|



## When can we return to school and work?

	Sick person	Household members
Sick individual is diagnosed with a different illness	Follow guidance from medical provider	All well individuals may return to school and work
Sick individual tests negative for COVID-19	24 hours symptom free without using medicine	All well individuals may return to school and work
Sick individual tests positive for COVID-19	10 days after symptoms started AND fever free for 24 hours with other symptoms improving	14 days after last contact with sick person AND do not have any COVID symptoms
Sick individual does not test for COVID-19 and does not have a medical diagnosis of another illness	10 days after symptoms started AND fever free for 24 hours with other symptoms improving	14 days after last contact with sick person AND do not have any COVID symptoms

**Note: There are other times a child will be required to stay home from school because of potential exposure to COVID. Public Health will provide directions if this happens.**

August 2020

# LETTER TO PARENTS - POSITIVE CASE IN DISTRICT



**Clark County Health Department** 517 Court Street, Room 105 | Neillsville, WI 54456

Phone: (715) 743-5105 | Fax: (715) 743-5115 | <http://www.co.clark.wi.us/healthdepartment>

Dear Parent/Guardian,

A case(s) of COVID-19 has been reported in your student's school district. The school district will be cleaning and disinfecting the school to control the spread of illness.

The children and staff who interacted closely with the individual(s) within the school district will be contacted by their local health department. The individual who has tested positive will be excluded from school until they have been determined to be no longer infectious by their local health department. Close contacts, determined by local health departments and school district staff, will be excluded from school for 14 days from their last date of exposure to the positive individual, and will be monitored for symptoms by their local health department.

Coronavirus (COVID-19) is a virus that is spread even before individuals show symptoms. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Thus, it is ever important for all students, family members, and staff members to closely watch for symptoms that are outside of their "normal," and to stay home if they are ill. If symptoms occur, please contact your medical provider to request testing.

Please remember to slow the spread of COVID-19:

1. Stay home when ill.
2. Wear a face covering when in public if physically able.
3. Wash hands frequently with soap and water. Use hand sanitizer if soap and water are unavailable.
4. Clean frequently touched surfaces, such as doorknobs, tables, etc.
5. Limit unnecessary travel, events, or large gatherings.

We all need to continue to do our part to slow the spread of COVID-19, and to keep our students and staff members safe. Please contact (school district contact person) for further information.

Thank you,

(School District Contact Person) and the Clark County Health Department

# LETTER TO PARENTS - CLOSE CONTACT IN DISTRICT



**Clark County Health Department** 517 Court Street, Room 105 | Neillsville, WI 54456

Phone: (715) 743-5105 | Fax: (715) 743-5115 | <http://www.co.clark.wi.us/healthdepartment>

Name(s): \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Hello Parent/Guardian/Student/Staff Member,

The above person(s) has been determined to be a **close contact to an individual who has tested positive for COVID-19** at your school district. This means that the above person(s) is at higher risk of becoming ill. The above person(s) was named as a close contact because they had interaction(s) with a positive case-individual. Close contacts are identified during the positive case-individual's infectious period. Someone is considered infectious with COVID-19 two days prior to their onset of symptoms, or two days prior to their positive test date if they do not have any symptoms. The above person(s) was named as a close contact because one or more of the following interactions took place between the above named person(s) and the positive case-individual (regardless if face coverings were worn or not):

- Direct physical contact with the positive case-individual (e.g., hug, kiss, handshake).
- Within 6 feet of the positive case-individual for more than 15 minutes (this includes single encounters of more than 15 minutes OR multiple encounters within a single day adding up to more than 15 minutes).
- Had contact with the positive case-individual's respiratory secretions (e.g., coughed/sneezed on, shared a drinking glass, food, towel or other personal items).
- Live in the same household, or stayed overnight for a least one night, with the positive case-individual in the same shared space.

Since the above person(s) was named as a close contact, they must quarantine at home at all times, until they receive a phone call from their local health department, and must follow the guidance below:

- Stay home.
- Do not go to school/work.
- If able, separate themselves from people in the home. As much as possible, stay in a specific room away from others in the home. Use a separate bedroom, and if possible, a separate bathroom.
- Wash hands often, and clean highly touched surfaces frequently.
- Postpone all non-essential medical appointments until your quarantine is over. If they have an essential appointment during quarantine, call their medical provider to figure out what arrangements can be made.
- Monitor for any symptoms of COVID-19, and notify your healthcare provider and your local health department right away if the above person(s) becomes sick.



**Clark County Health Department** 517 Court Street, Room 105 | Neillsville, WI 54456

Phone: (715) 743-5105 | Fax: (715) 743-5115 | <http://www.co.clark.wi.us/healthdepartment>

Close contacts must quarantine for 14 days from their last date of exposure to the positive case-individual. This is because it can take up to 14 days from someone to start having symptoms of COVID-19 from their last exposure. Household members may continue to attend school and work as long as no one in the household develops symptoms or tests positive for COVID-19. If this happens, please stay home and contact your local health department.

Please seek medical attention immediately if the above person(s), or anyone in the household, has any of these warning signs:

- Trouble breathing.
- Persistent pain or pressure in the chest.
- New confusion or inability to be woken up.
- Bluish lips or face.

The Wisconsin Department of Health Services (DHS) and the CDC recommend that anyone who has had close contact with someone with COVID-19 be tested, whether or not they have symptoms. The above person(s) should not get tested for COVID-19 for at least 48 hours after their last exposure to the positive case-individual. Individuals can be tested at regular health care providers, a local clinic, or a community testing site. Call your healthcare provider before they go to get tested. Tell them about the above person(s) symptoms (if any) and that they had close contact with someone who has COVID-19. If needed, you can take this letter with to show the provider.

***Please note: The above person(s) will still have to remain home from school until their quarantine end date, even if they test negative.***

If the above person(s) have not received a phone call from their local health department within 48 hours of receiving this letter, please contact your local health department. If the above person(s) resides in Clark County, please call the Clark County Health Department at (715) 743-5105 and select 9 for the COVID-19 line.

Sincerely,

The Clark County Health Department

## LINE LIST

An organized system of data collection and management is essential to coordinate contact tracing, calculate dates of isolation and quarantine release, and document case status and tests for each person under investigation. A line list, or a log of all illnesses occurring in a facility, will be initiated by the GASD, as soon as possible, and will be updated in real time. At the beginning of each investigation, the School Health Coordinator will maintain the list, and how information that may be personally identifiable will be shared confidentially.

Information that will be collected includes but is not limited to:

- Student/Staff Name
- Date of birth of student/staff
- Sex/Gender
- Grade
- Room
- Teacher(s)
- Parent Name
- Email of parent/guardian or staff
- Home/Mobile of Staff/Parent/Guardian
- Classroom/activity of exposure
- Date of last exposure to case
- Symptomatic (yes/no)
- Onset date and time
- If yes, what symptoms? Fe=Fever; C=Cough; SOB=Shortness Of Breath; LT=Loss of Taste; LS=Loss of Smell; Fa=Fatigue
- Date person was well after illness
- Any relevant hospitalization data
- Laboratory results and dates of testing
- Dates of attendance during the infectious period (two days before symptom onset to last date case attended/worked at school)
- Fatality data (if applicable)
  - During outbreak investigations, additional information on rooms, areas, bathrooms, and equipment used by ill persons will also be helpful to help recognize commonalities between cases.

## INFECTION CONTROL MEASURES CHECKLIST

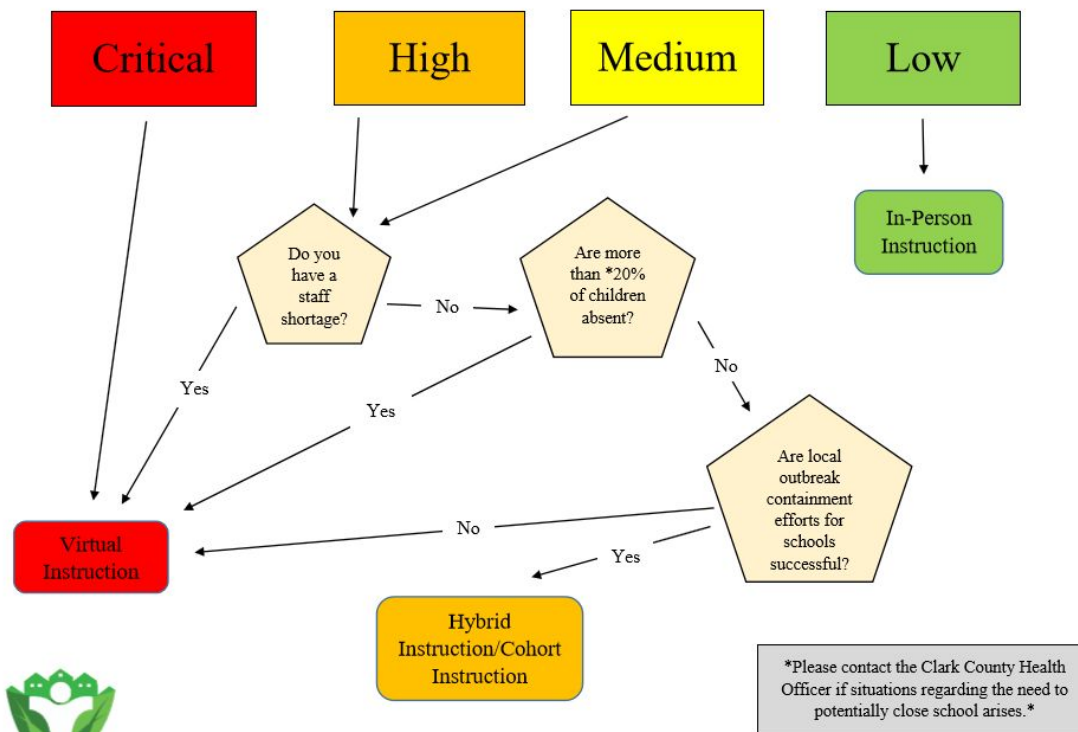
COVID-19 OUTBREAK INTERVENTIONS					
Communication	Applies	N/A	Completed By	Date	Notes
School administration notified.					
Health Coordinator & team notified.					
Local health department notified.					
Staff, students, families and community notified.					
Investigation and Monitoring	Applies	N/A	Completed By	Date	Notes
Students evaluated for COVID-19. Symptomatic students are sent home and placed in isolation.					
Staff members evaluated for COVID-19. Symptomatic staff are sent home and placed in isolation.					
Student line list completed.					
Floor plan sent to Clark Co. Health Department (CCHD)					
Update and report all new cases to CCHD					
Testing	Applies	N/A	Completed By	Date	Notes
Symptomatic students are referred to providers for testing.					
Symptomatic staff are referred to providers for testing.					
Infection Control Measures	Applies	N/A	Completed By	Date	Notes
School or affected classroom closure for 2-5 days.					
COVID-19 notification letter					

sent to staff, students, and family.					
Contact tracing by CCHD					
Close contacts are notified by CCHD and sent home to quarantine for 14 days. Letter sent home with affected students and staff.					
Cleaning and disinfecting affected areas.					
Safe return plan in place.					
Active monitoring in place.					
Ensure face masks are worn.					
Social distancing in place.					
Cohort students in place.					
Enhanced environmental cleaning conducted throughout the outbreak period.					
<b>Safe Return</b>	<b>Applies</b>	<b>N/A</b>	<b>Completed By</b>	<b>Date</b>	<b>Notes</b>
Students return to school					
Staff return to school.					
<b>Hand Hygiene</b>	<b>Applies</b>	<b>N/A</b>	<b>Completed By</b>	<b>Date</b>	<b>Notes</b>
Students performs hand hygiene with soap and water or alcohol-based sanitizer frequently.					
Staff performs hand hygiene with soap and water or alcohol-based sanitizer frequently.					
<b>Education</b>	<b>Applies</b>	<b>N/A</b>	<b>Completed By</b>	<b>Date</b>	<b>Notes</b>
Training provided to all staff on the signs and symptoms of COVID-19.					
Education materials are given					

to the staff.					
Control measures discussed.					

# WHEN TO CLOSE SCHOOLS DECISION TREE

## When to Close School – Decision Tree



## ILLNESS GUIDELINES



# Granton Area Schools COVID-19 Guidelines



### YOU NEED TO BE AT HOME IF YOU HAVE:

**2** OF THE FOLLOWING:

HEADACHE  
BODY ACHES  
CHILLS  
SORE THROAT  
NAUSEA

OR

**1** OF THE FOLLOWING:

FEVER OF 100\* OR MORE  
NEW COUGH  
SHORTNESS OF BREATH  
DIFFICULTY BREATHING  
LOSS OF TASTE/SMELL  
VOMITING/DIARRHEA

OR

Been within 6 feet of  
someone diagnosed  
with COVID-19 for 15  
minutes or more  
OR  
defined as a close  
contact by a  
health official.

### WHEN CAN I RETURN TO SCHOOL?

#### POSITIVE COVID-19 TEST

MAY RETURN AFTER 10 DAYS  
AND  
AT LEAST 24 HOURS NO  
FEVER WITHOUT TAKING  
MEDICINE  
AND  
SYMPTOMS HAVE  
IMPROVED

#### NO COVID-19 TEST

MAY RETURN AFTER 10 DAYS  
AND  
AT LEAST 24 HOURS NO FEVER  
WITHOUT TAKING MEDICINE  
AND  
SYMPTOMS HAVE IMPROVED

#### NEGATIVE COVID-19 TEST

AT LEAST 24 HOURS NO  
FEVER WITHOUT TAKING  
MEDICINE  
AND  
RESPIRATORY SYMPTOMS  
HAVE IMPROVED

#### EXPOSURE to COVID-19

MAY RETURN AFTER 14  
DAYS OF EXPOSURE  
FROM THE INFECTED  
INDIVIDUAL AND HAVE  
NONE OF THE ABOVE  
SYMPTOMS

The following are the Academic Standards utilized by the Granton Area School District for the 2020-2021 school year:

Common Core Standards

Wisconsin Standards

Next Generation Science Standards

In accordance with Wisconsin Act 118 the following data represents the Granton Area School District Seclusion and Restraint Written Report for the 2019-2020 school year.

Incident of Seclusion: 0

Students involved in Incident of Seclusion: 0

Students with disabilities involved in Incident of Seclusion: 0

Incident of Physical Restraint: 1

Students involved in Incident of Physical Restraint: 1

Students with disabilities involved in Incident of Physical Restraint: 0

**NON-DISCRIMINATION**

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.

Nondiscrimination includes the following specific areas:

- Admission to any school, class, program, or activity;
- Standards and rules of behavior, including pupil harassment;
- Disciplinary actions, including suspensions and expulsions;
- Acceptance and administration of gifts, bequests, scholarships, and other aids, benefits, or services to pupils from private agencies, organizations, or persons;
- An instructional and library media materials selection policy consistent with state law;
- Methods, practices, and materials used for testing, evaluation, and counseling of pupils;
- Facilities;
- Opportunity for participation in athletic programs or activities; and
- School sponsored food service programs under federal law.

Chapter 1, Section F relates to reports concerning harassment against students, except Title IX sexual harassment, and such reports and complaints will be processed under that policy. Chapter 1, Section G relates to reports and formal complaints concerning Title IX sexual harassment against students, and reports and formal complaints will be processed under that policy.

Discrimination means any action, policy or practice, including bias, stereotyping and harassment (both pupil and employee), which is detrimental to a person or group of persons and differentiates, distinguishes, limits or denies opportunities, privileges, roles, or rewards based, in whole or in part, on "the protected categories listed above", which perpetuates the effects of past discrimination.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have

equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal.

All questions or complaints ~~Complaints~~ regarding the interpretation or application of this policy, including the application of Title IX, shall be referred to the Title IX Coordinator / Compliance Officer, to the Assistant Secretary of the Department of Education, or both, District Administrator and processed in accordance with policy 1D. ~~The District Administrator may be reached at:~~

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator / Compliance Officer:

~~Scott Woodington, District Administrator~~ Building Principal

Granton Area School District  
217 North Main Street  
Granton, WI 54436  
Telephone: 715-238-7292/175  
Email: [woodingtons@granton.k12.wi.us](mailto:woodingtons@granton.k12.wi.us)

Notice of this policy and its complaint procedure shall be published at the beginning of each school year in the August issue of the school district newsletter. This notice will also be included in handbooks (students, staff, and athletics). Other published materials distributed to the public which describe school activities and opportunities will also include nondiscrimination information.

The District will prominently display its nondiscrimination policy and contact information for the Title IX Coordinator / Compliance Officer on the District's website and in each handbook or catalog that it makes available to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

The District will provide notice of the nondiscrimination policy and the contact information for the Title IX Coordinator to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

The District will provide notice of its grievance procedure for Title IX complaints and its grievance process for formal complaints for sexual harassment under Title IX to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

Adopted: October 11, 1994

Revised: February 14, 2012, September 9, 2013

Reviewed: August 12, 2019

Legal Administrative Code: PI 9 (student nondiscrimination)  
PI 41 (religious beliefs)

References: Wisconsin Statutes: 106.08; 111.31-111.395; 111.70; 118.13; 118.20  
Title IX, Education Amendments of 1972 (sex discrimination)  
Title VI, Civil Rights Act of 1964 (race, color and national origin discrimination)  
Section 504 of the Rehabilitation Act of 1973 (handicap discrimination and accommodations)  
Americans with Disabilities Act of 1990 (disability discrimination)  
Individuals with Disabilities Education Act (disability discrimination)  
McKinney-Vento Homeless Education Assistance Act (equal access for homeless students)

**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.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by email, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator / Compliance Officer. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address list for the Title IX Coordinator / Compliance Officer.

Chapter 1, Section G relates to reports and formal complaints concerning Title IX sexual harassment against students, and such reports and formal complaints will be processed under those policies.

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator / Compliance Officer:

**INFORMAL PROCEDURE**

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Title IX Coordinator / Compliance Officer~~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 GRIEVANCE PROCEDURE**

STEP 1:        A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Title IX Coordinator / Compliance Officer ~~District Administrator~~ within five (5) business days of receipt of the written reply to the informal complaint. The Title IX Coordinator / Compliance Officer

~~District Administrator~~ shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

STEP 2: -If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the [District Administrator Board of Education](#) within five (5) business days of her/his receipt of the [District Administrator's Title IX Coordinator's](#) response in step 1. In an attempt to resolve the grievance, the [District Administrator 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 [District Administrator's Board's](#) disposition of the appeal shall be sent ~~by the Board Secretary~~ to each concerned party within ten (10) business days of this meeting by certified mail.

STEP 3: If a complainant wishes to appeal a negative determination by the [District Administrator Board](#) regarding S.118.23, he/she has the right appeal the decision to the State Superintendent within thirty (30) days of the [District Administrator's Board's](#) decision. In addition, the complainant may appeal directly to the State Superintendent if the [District Administrator 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.

#### Complaint Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with the process included in the “Special Education Rights for Parents and Children” handbook which is provided to all parents of special education students.

#### Complaint Procedure – Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The record should include:

1. The name of the complainant and his/her title or status
2. The date the complaint was filed
3. The specific allegations made and any corrective action requested by the complainant
4. The name(s) of the respondents
5. The levels of processing followed, and the resolution, date and decision-making authority at each level
6. A summary of facts and evidence presented by each party involved
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken

Adopted: October, 11, 1994

Revised: February 14, 2012, September 9, 2013

Reviewed: August 12, 2019

Legal Administrative Code: PI 9 (student nondiscrimination)  
PI 41 (religious beliefs)

References: Wisconsin Statutes: 106.08; 111.31-111.395; 111.70; 118.13; 118.20  
Title IX, Education Amendments of 1972 (sex discrimination)  
Title VI, Civil Rights Act of 1964 (race, color and national origin discrimination)  
Section 504 of the Rehabilitation Act of 1973 (handicap discrimination and accommodations)  
Americans with Disabilities Act of 1990 (disability discrimination)  
Individuals with Disabilities Education Act (disability discrimination)  
McKinney-Vento Homeless Education Assistance Act (equal access for homeless students)

**DISCRIMINATION COMPLAINT FORM**

Name	Date
Street Address	
Address (City, State, Zip)	
Telephone # Home	Telephone # School or Work

Status of Person Filing Complaint  
Pupil Employee Parent Other (Specify) \_\_\_\_\_

Filing complaint alleging discrimination on the basis of:

Statement of complaint: (include type of discrimination charged and the specific incident(s) in which it occurred)

Corrective action requested:

Signature of Complainant	Date Signed
--------------------------	-------------

Signature of <u>Title IX Coordinator / Compliance Officer</u> District Administrator	Date Received
--	---------------

Submit all copies to the Title IX Coordinator / Compliance Officer District Administrator. The Title IX Coordinator / Compliance Officer District Administrator will sign and date the complaint. One copy will be returned to the complainant, and one copy will be kept by the Title IX Coordinator / Compliance Officer District Administrator.

Distribution: 1<sup>st</sup> Copy – Complainant  
2<sup>nd</sup> Copy – Title IX Coordinator / Compliance Officer District Administrator

**(NOTIFICATION TO COMPLAINANT OF RIGHT TO APPEAL)**

Granton Area School District  
217 North Main Street  
Granton, WI 54436

I have received written determination by the [District Administrator](#) ~~School Board~~ of my complaint alleging violation of S.118.13, Wis. Stats. I understand that I have the right to appeal a negative determination to the State Superintendent within thirty (30) days and that to make such an appeal I would contact the following:

Complaint Officer/Pupil Nondiscrimination  
Wisconsin Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, WI 53707-7841

---

Signature of Complainant

---

Date

Distribution: 1<sup>st</sup> Copy — [Title IX Coordinator / Compliance Officer District Administrator](#)  
2<sup>nd</sup> Copy - Complainant

## SEXUAL AND OTHER FORMS OF HARASSMENT

### I. Policy

- A. It is the policy of the Granton Area School District to maintain a learning and working environment that is free from sexual and other forms of harassment.
- B. It is a violation of this policy for any employee or volunteer of the Granton Area School District to harass another employee, volunteer or student through conduct or communications of a sexual nature as defined below. Chapter 7, Section BB relates to reports and formal complaints concerning Title IX sexual harassment against employees, and such reports and formal complaints will be processed under that policy.
- C. It is also a violation of this policy for students to harass other students, employees, or volunteers through conduct or communications of a sexual nature as defined below. Chapter 1, Section G relates to reports and formal complaints concerning Title IX sexual harassment against students, and such reports and formal complaints will be processed under that policy.

### II. Definition

- A. Sexual harassment under this policy is defined below. Sexual harassment is a form of sex discrimination, and is prohibited by state and federal law, including the Wisconsin Fair Employment Act, Title IX of the Educational Amendments of 1972, and Title VII of the Civil Rights Act of 1964. Equal Employment Opportunity Commission guidelines define "sexual harassment" as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

- B. The Wisconsin Fair Employment Act defines "sexual harassment" to also include:
1. the deliberate, repeated making of unsolicited gestures or comments of a sexual nature;
  2. the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes;
  3. deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment;
  4. conduct directed by a person at another person of the same or opposite gender (harassment directed at a person because of that person's gender);
  5. making or permitting acquiescence in, submission to, rejection of sexual harassment the basis or any part of the basis for an employment decision affecting an employee (sexual favoritism).
- C. Sexual harassment may include, but is not limited to, the following:
1. Unsolicited verbal sexual comments and harassment; subtle pressure for sexual activity;
  2. Sexist remarks about a person's body or sexual activities;
  3. Patting, pinching or unnecessary touching;
  4. Sexually oriented jokes, stories and materials (i.e. calendars, posters, magazines);
  5. Demanding sexual favors accompanied by implied or overt threats concerning one's employment;
  6. Attempted or actual physical assault.
- D. Sexual harassment can also be found to occur where no adverse employment decision has happened, but where the working/education environment has become hostile and intolerable.

- E. Other forms of harassment include physical, verbal, or non-verbal actions which interfere with work/learning performance or create an intimidating, hostile, or offensive work/learning environment.

### III. COMPLAINT PROCEDURE

- A. The District is committed to give all employees/students access to someone in administration that they can talk confidentially with about harassment concerns under this policy. Any report or complaint concerning Title IX sexual harassment against employees must be processed under Chapter 7, Section BB, and must be reported to the Title IX Coordinator-/Compliance Officer. In addition, any report or complaint concerning Title IX sexual harassment against students must be process under Chapter 1, Section G, and must be reported to the Title IX Coordinator-/Compliance Officer. No retaliation of any kind will occur because you have reported an incident of suspected harassment. For persons who believe they have experienced or observed harassment, there are several ways to deal with the issue. Whom you talk to always depends on how comfortable you are with these people or departments. There are a number of options; you can contact any of the following people:

1. Supervisor
2. School principal
3. School counselor
4. School superintendent
5. Members of the Board of Education
6. Title IX Coordinator-/Compliance Officer

### IV. INFORMAL ACTION

- A. Informal Action: It is not necessary to take any action yourself before filing a formal complaint. Verbal and written approaches to the harasser are only suggested for those who want to try to resolve the issue themselves.
- B. If you are making a verbal request, we suggest that you put your thoughts in writing first. Whichever course you take, written or verbal, outline the following:

1. State the facts as you see them. Be as precise as possible and give times and dates if possible.
  2. Describe your own personal feelings or reactions to the incidents.
  3. State what you would like to happen next. If you want the behavior to stop, then state just that.
  4. Document your meeting by including harasser's reaction to your request.
- C. If you are sending a written request, deliver the letter to the alleged harasser yourself. You may wish to have someone accompany you to witness the delivery. Your witness need not know the content of the letter.
- D. Several objectives can be accomplished by utilizing the informal recourse:
1. Letting the individual see the offensive behavior from your perspective;
  2. Giving that person a chance to correct the situation or to explain the behavior;
  3. Providing a fair warning to those accused of inappropriate behavior (direct and clear examples stated);
  4. Allowing you to present a clear response to the alleged harasser's behavior;
  5. Allowing you to deal with the actions in a non-threatening manner and environment.
- E. In the event an informal approach is not utilized or is unsuccessful, more formal action is required.

## V. FORMAL COMPLAINT PROCEDURE

- A. Confidentiality: All personnel involved in the investigation of a sexual harassment complaint shall maintain confidentiality to the maximum extent possible in order to protect the parties involved and information shall only be shared with third persons directly involved in the investigation.

- B. Students or employees who believe they have been sexually harassed or otherwise unlawfully harassed in violation of this policy must file a written complaint with any of the individuals listed in (III. A.) above. The written complaint should contain as much specific factual information as the employee/student can provide along with suggestions as to what that person would like to see done to resolve the problem. The recipient of the written complaint shall refer the matter to the Title IX Coordinator/-Compliance Officer, or if the Title IX Coordinator is the source of the complaint, School Principal or, if the Principal is the source of the complaint, to another administrator~~the District Administrator~~. The complaint shall be thoroughly and promptly investigated. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.
- C. In the event the employee/student is not satisfied with the result of the investigation, the employee/student may appeal the decision to a designee identified by the Title IX Coordinator/-Compliance Officer~~the District Administrator~~. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.
- D. In the event the employee/student is not satisfied with the decision at Level C above~~District Administrator's recommendation~~, s/he may appeal the decision to the School Board. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

The District will provide written acknowledgement of a written complaint within 45 days of receipt of a written complaint.

The District will provide a written determination of the complaint within 90 days of the receipt of the written complaint, unless the parties agree to an extension of time.

If the complaint involves harassment involving a student, any written determination must notify a complainant of the right to appeal a negative determination to the state superintendent and of the procedures for making the appeal.

## VI. SANCTIONS

- A. A substantiated charge against an employee or volunteer in the school district will subject the employee or volunteer to appropriate disciplinary action, up to and including possible discharge.
- B. A substantiated charge against a student in the school district will subject that student to disciplinary action, up to and including suspension and/or expulsion, consistent with the student disciplinary code and/or referral to appropriate governmental agencies.

VII. DISSEMINATION OF POLICY

- A. Information of this policy will be posted in each building and incorporated in staff and student handbooks.
- B. Sexual harassment interferes with the right to receive an equal educational opportunity. We therefore have taken affirmative steps to let our students and staff know through our written policies, that:
  - 1. We do not tolerate sexual harassment;
  - 2. We take all sexual harassment allegations very seriously;
  - 3. We work to empower people to handle potential sexual harassment situations; and
  - 4. We do our best to protect the rights of everyone involved as we attempt to promptly resolve all sexual harassment allegations.

Adopted: November 11, 2002

Revised: February 14, 2012, September 9, 2013

Reviewed: August 12, 2019

Legal Administrative Code: PI 3.55 – 3.63

References: Wisconsin Statutes: 111.32(13); 111.36(1)(b); 118.13

~~Federal Law: Title IX~~

**GRANTON AREA SCHOOL DISTRICT BOARD POLICY**

**POLICY CODE:  
Chapter 1; Section F**

GRANTON AREA SCHOOL DISTRICT  
DISCRIMINATION COMPLAINT FORM

Name of Person Making Complaint:

Street Address:

City: State: Zip:

Home Phone: Cell: Work:

Status of person filing complaint: (Check One)

Pupil  Employee

Parent  Other

Name of person the alleged incident occurred to if different from the person filing the complaint:

Street Address:

City: State: Zip:

Home Phone: Cell: Work:

Status of person the alleged incident occurred to: (Check One)

Pupil  Employee

Parent  Other

Date of alleged incident:

Where did the alleged Incident occur?

Filing complaint alleging discrimination on the basis of: (Circle all that apply)

Did the incident involve: Sexual Harassment; or  
Harassment/Discrimination

Based Upon: Sex, Race, Religion, Color, National Origin (including those whose primary language is not English), Ancestry, Creed, Pregnancy, Parental status, Marital status, Sexual orientation, or Physical, Mental, Emotional, or Learning Disability, Other:

Statement of complaint (include type of discrimination charged and the specific incidents(s) in which it occurred):

Corrective Action Requested:

Signature of Complainant: \_\_\_\_\_

Date complaint filed: \_\_\_\_\_

Signature of person receiving complaint: \_\_\_\_\_

Date received: \_\_\_\_\_

Distribution: 1st copy – Complainant  
2nd copy - Designated Employee

**Title IX: Sexual Harassment  
Students and Other Applicable Individuals**

Title IX of the Education Amendments of 1972 and its implementing regulations in 34 C.F.R. Part 106 (collectively “Title IX”), and Wis. Stat. §118.13 and Wisconsin Administrative Code Ch. PI 9 (collectively “State Law”), prohibit discrimination, including harassment, on the basis of sex against students in an education program or activity. The Granton Area School District (“District”) does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the District’s education programs and activities extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator or the Assistant Secretary for Civil Rights of the United States Department of Education, or both. Contact information for the Title IX Coordinator is provided below.

**This policy is only intended to address sexual harassment against students and other applicable individuals, other than employees, under Title IX.** All other forms of discrimination and harassment (including sexual harassment under State Law) against students or other applicable individuals, other than employees, based on sex, race, religion, national origin (including persons whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity, physical, mental, emotional or learning disability are addressed in Policy Chapter 1, Sections C, D, and F.

Sexual harassment against employees under Title IX is addressed in Chapter 7, Section BB.

**I. Definition of Sexual Harassment under Title IX**

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- (3) Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence, as defined in 34 U.S.C. § 12291(a)(10), domestic violence, as defined in 34 U.S.C. § 12291(a)(8), or stalking, as defined in 34 U.S.C. § 12291(a)(30).

**II. Notice of Sexual Harassment under Title IX**

When the District has actual knowledge of sexual harassment under Title IX in an education program or activity of the District against an individual, including a student, in the United States, the District shall respond promptly in a manner that is not deliberately indifferent.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment under Title IX to (1) the District’s Title IX Coordinator; (2) any official of the District who has authority to institute corrective measures on behalf of the District; or (3) any employee of the District.

“Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX and the context in which the sexual harassment occurred.

### **III. Identification of Title IX Coordinators**

The Building Principal is designated as the “Title IX Coordinator” and authorized by the District to coordinate its efforts to comply with Title IX and this Policy. The contact information for the Title IX Coordinator is as follows:

Building Principal  
Granton Area School District  
217 North Main Street  
Granton, WI 54436  
Telephone: 715-238-7175

### **IV. Reporting Sexual Harassment under Title IX**

Any employee or any official of the District who has authority to institute corrective measures with actual knowledge of sexual harassment under Title IX must immediately report sexual harassment to the Title IX Coordinator. In the event that the sexual harassment involves conduct by the Title IX Coordinator against a student, such employees or officials must report the alleged conduct to the District Administrator.

Any person (including a person not alleged to be the victim of sexual harassment) may report sexual harassment at any time, including during non-business hours, to the Title IX Coordinator by mail, by telephone, by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

### **V. Response to Report of Sexual Harassment under Title IX**

When the District has actual knowledge of sexual harassment under Title IX, a complainant and respondent may be identified (collectively “parties”). A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, while protecting the safety of all parties and the District's educational environment; and deterring sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

#### **VI. Emergency Removal/Administrative Leave**

The District may remove a respondent from the education program or activity on an emergency basis. Before any emergency removal is permitted, the District shall (1) undertake an individualized safety and risk analysis, (2) determine that an immediate threat to the health or safety of students or other individual justifies removal, and (3) provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The District may place a non-student employee respondent on administrative leave, including during the pendency of a grievance process. The District shall also comply with any applicable requirements under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act when removing a respondent from the education program or activity or placing a respondent on administrative leave.

#### **VII. Formal Complaint**

A formal complaint is a document filed by a complainant, or filed by a parent or guardian on behalf of a complainant, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent and requesting the District investigate the allegation of sexual harassment. At the time a formal complaint is filed (either by the complainant, parent or guardian, or the Title IX Coordinator), the named complainant must be participating in or attempting to participate in the education program or activity of the District.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, by using the contact information for the Title IX Coordinator, or by any additional method designated by the District. A document filed by a complainant means a document or electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant, or a parent or guardian acting on behalf of a complainant, is the person filing the formal complaint. If the District receives a formal complaint, the District must follow the grievance process below.

#### **VIII. Grievance Process**

The District's grievance process shall include all the basic requirements under Title IX. Any individual designated by the District as a Title IX Coordinator, investigator, decision-maker,

appeal-decision maker, or facilitator of an informal resolution shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. In addition, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

#### **A. Written Notice**

Upon receiving a formal complaint, the District shall provide a written notice to the parties who are known. The written notice shall be provided to the parties within forty-five (45) days of receipt of the formal complaint.

The written notice shall include:

1. Notice of the District's grievance process, including any informal resolution process;
2. Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time of the notice (identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. A statement that the parties may request to inspect and review evidence that is directly related to the allegations raised in the formal complaint;
5. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; and
6. Notice to the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The notice described above shall be provided to the parties with sufficient time to prepare a response before any initial interview. If, during an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice, the District shall provide notice of the additional allegations to the parties whose identities are known.

#### **B. Dismissal of Formal Complaint**

If the conduct alleged in a formal complaint: (1) would not constitute sexual harassment as defined under Title IX even if proved; (2) did not occur within the District's program or activity; or (3) did not occur against a person in the United States, the District **must** dismiss the formal complaint with regard to that conduct. If dismissal is required, the District must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Dismissal of a formal complaint does not preclude action under the District's code of conduct.

The District **may** dismiss a formal complaint if, at any time during the investigation, any of the following occurs: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; (2) the respondent is no longer enrolled in or employed by the District; or (3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint. If such dismissal occurs, the District must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. If dismissed, the District will review whether the complaint should be investigated under other applicable policies.

### **C. Consolidation**

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **D. Informal Resolution**

Following the filing of a formal complaint, and at any time prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, including mediation, which does not involve a full investigation and adjudication. An informal resolution process is not available to resolve allegations that an employee sexually harassed a student, and the District shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX. The District shall not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

Before conducting any informal resolution process, the District will provide to the parties a written notice disclosing: (1) the allegations; (2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, if any; (3) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process; and, (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared and whether the facilitator of the informal resolution process may be a witness in any subsequent formal complaint process. The District will obtain the parties' voluntary written consent to the informal resolution process. Any such informal resolution process shall be resolved within thirty (30) days of the written notice described in this paragraph, unless additional time is needed as determined by the District.

### **E. Investigation of Formal Complaint**

The District shall designate an investigator to investigate the allegations in a formal complaint and ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The investigation process instituted by the District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been

made against the respondent and by following a grievance process that complies with Title IX before imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

During the investigation, the District shall:

1. Not restrict the ability of either party to gather and present relevant evidence, or to discuss the allegations under investigation;
2. Provide equal opportunity for the parties to present witnesses and other inculpatory and exculpatory evidence;
3. Provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. However, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
4. Provide to the party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
5. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, as well as inculpatory and exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation;
6. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review, in an electronic format or a hard copy, and the parties shall have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report;
7. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response; and,
8. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### **F. Determination Regarding Responsibility**

The District shall identify a decision-maker (other than the Title IX Coordinator, investigator, and facilitator of an informal resolution) who will issue a written determination regarding

responsibility on the formal complaint. To reach this determination, the decision-maker will apply the preponderance of the evidence standard.

After receipt of the investigative report and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude questions as not relevant.

The decision-maker must make an objective evaluation of all relevant evidence (both inculpatory and exculpatory) and must not make credibility determinations based on a person's status as a complainant, respondent, or witness.

#### **G. Decision-maker's Written Determination**

The decision-maker will apply a preponderance of the evidence standard in issuing a written determination. The written determination shall include all of the following:

1. Identification of the allegation(s) potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve access to the District's education program or activity will be provided by the District to the complainant; and,
6. The District's procedures and permissible bases for the complainant and respondent to appeal, including notice of the right of a student complainant to appeal a final determination to the state superintendent of public instruction and procedures for making that appeal.

The District will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **H. Possible Sanctions and Remedies**

The District may implement a range of possible sanctions and remedies following a determination of responsibility. The range of remedies include counseling, no-contact orders, or other appropriate remedies. The range of sanctions include suspension, expulsion, or other disciplinary sanctions.

## **I. Supportive Measures**

The District may provide a range of supportive measures available to complainants and respondents. The range of supportive measures include those identified above.

## **J. Appeal**

The District shall identify an individual to serve as a decision-maker on the appeal (other than the Title IX Coordinator, investigator, decision-maker, and facilitator of an informal resolution).

The District shall offer both parties an appeal from a determination regarding responsibility or from a dismissal of a formal complaint. An appeal must be filed within ten (10) days of issuance of the written determination on responsibility or dismissal of a formal complaint and may be based upon any of the following:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; and,
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.

As to all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the appeal decision-maker is not the same person as any investigator(s), decision-maker(s) that reached the determination of responsibility or dismissal, the Title IX Coordinator, or the facilitator of an informal resolution;
3. Ensure that the appeal decision-maker complies with the standards set forth in 34 C.F.R. § 106.45(b)(1)(iii);
4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5. Issue a written decision describing the result of the appeal and the rationale for the result, which shall be issued within thirty (30) days of the filing of the appeal, unless the appeal decision-maker needs additional time; and,
6. Provide the written decision on appeal simultaneously to both parties.

**K. Timeframe for Determination**

The conclusion of the grievance process, including any appeal, shall be done in a reasonably prompt timeframe, but no more than ninety (90) days from the date the complaint is received. The parties may agree to an extension of the 90-day timeframe to complete the grievance process or extend this timeline for good cause, as permissible by law.

**IX. Retaliation Prohibited**

Neither the District nor any person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Complaints alleging retaliation may be filed according to the complaint procedures for sexual harassment under this Policy.

**X. Confidentiality**

The District shall keep confidential the identity of any person who has made a report or complaint of sexual harassment under Title IX, any complainant, any individual who has been reported to be the perpetrator of sexual harassment, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), as required by law, or to carry out the purposes of this Policy or Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

The District may not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains the voluntary written consent of the party or the party’s parent or guardian.

**XI. Recordkeeping**

The District shall maintain for a period of seven years, records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any audio or audiovisual recording or transcript, any disciplinary sanctions

imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve access to the District's education program or activity;

2. Any appeal and the result therefrom;
3. Informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process with regard to sexual harassment.

The District shall create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

With respect to each response, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve access to the District's educational program or activity. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

## **XII. Training**

The District shall ensure that the Title IX Coordinators, investigators, decision-makers, appeal decision-makers and facilitators of informal resolution processes, receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including appeals and informal resolution processes, if applicable, for the purpose of protecting the safety of students, ensuring due process protections for all parties, and promoting accountability.

The District shall ensure decision-makers receive training on issues of relevance of questions and evidence, including questions and evidence about a complainant's prior sexual behavior. The District shall also ensure investigators receive training on how to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and facilitators of informal resolutions may not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

## **XIII. Pupil Harassment under State Law**

Under state law, pupil harassment includes behavior towards pupils based, in whole or in part, on sex, which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. Any such pupil harassment may be reported to the Title IX Coordinator. The Title IX Coordinator shall be responsible for addressing such allegations, including conducting an investigation, if appropriate, pursuant to this Policy and Chapter 1, Sections C, D, and F.

If a student, or parent or guardian acting on behalf of the student, files a complaint alleging harassment on the basis of sex only under state law, the Title IX Coordinator shall consider any

appropriate action, including requiring the student to follow any general student harassment procedure adopted to comply with state law prohibiting harassment based on sex. However, the Title IX Coordinator may determine that it is appropriate to proceed with the complaint under this Title IX Sexual Harassment policy, including resolution of the allegations under the grievance process.

Legal References: Title IX of the Education Amendment of 1972  
Title IX regulations, 34 C.F.R. Part 106  
Wis. Stat. §118.13  
Wisconsin Administrative Code PI 9

Adopted July \_\_\_\_, 2020

**GRANTON AREA SCHOOL DISTRICT BOARD POLICY    POLICY CODE:  
Chapter 7; Section A**

**EQUAL OPPORTUNITY EMPLOYMENT**

See Chapter 1, Section C (Non-discrimination)

The District is committed to equal employment opportunity in its employment practices. Personnel hiring and administration in the District shall be conducted so as not to unlawfully discriminate against an employee or applicant for employment on the basis of age, race, religion, sex or sexual orientation, disability, citizenship, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters or other factor prohibited by state or federal law.

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator-/Compliance Officer:

[Scott Woodington, District Administrator](#)[Building Principal](#)  
Granton Area School District  
217 North Main Street  
Granton, WI 54436  
Telephone: 715-238-7175292  
Email: [woodingtons@granton.k12.wi.us](mailto:woodingtons@granton.k12.wi.us)

The District shall take initiatives to achieve equal opportunity employment and will not discriminate against any person on the basis of a legally-protected status or classification; in all personnel actions and procedures including, but not limited to, recruitment, selection, promotion, evaluation, training, transfers, termination, compensation and other benefits; and a harassment-free work environment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship to the District. The District shall also accommodate the religious beliefs or practices of an employee to the extent required by law. This policy shall not be interpreted to prohibit the District from implementing any employment practice that is allowable under law.

**Notice and Implementation**

Complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with established procedures. Chapter 7, Section B addresses reports or complaints of discrimination related to employees. Chapter 1, Section F addresses reports or complaints of sexual

harassment against employees under state and federal laws, except Title IX sexual harassment. Chapter 7, Section BB addresses reports or formal complaints of Title IX sexual harassment against employees.

Notice of this policy shall be given in accordance with applicable legal requirements.

Adopted: February 10, 1981

Revised: February 14, 2012, December 9, 2013

~~Legal Administrative Code: PI 9 (student nondiscrimination)  
PI 41 (religious beliefs)~~

~~References: Wisconsin Statutes: 106.08; 111.31-111.395; 111.70; 118.13; 118.20  
Title IX, Education Amendments of 1972 (sex discrimination)  
Title VI, Civil Rights Act of 1964 (race, color and national origin discrimination)  
Section 504 of the Rehabilitation Act of 1973 (handicap discrimination and accommodations)  
Americans with Disabilities Act of 1990 (disability discrimination)  
Individuals with Disabilities Education Act (disability discrimination)  
McKinney-Vento Homeless Education Assistance Act (equal access for homeless students)~~

Legal.: Sections 111.31 - 111.395 Wisconsin Statutes  
118.195  
118.20

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Title IX, Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1967  
Pregnancy Discrimination Act (42 U.S.C. s. 2000c)  
Americans with Disabilities Act of 1990  
Genetic Information Nondiscrimination Act of 2008  
Uniformed Services Employment and Reemployment Rights Act (USERRA) Immigration and Nationality Act (Title II, Chapter 8, Act 274B)

**GRANTON AREA SCHOOL DISTRICT BOARD POLICY    POLICY CODE:  
Chapter 7; Section B**

**EQUAL OPPORTUNITY EMPLOYMENT COMPLAINT PROCEDURE**

See Chapter 1, Section D (Discrimination Complaint Procedures)

If any person believes that the Granton Area School District has unlawfully discriminated against an employee or applicant for employment on any basis set forth in Chapter 7, Section B, he/she may bring forward a complaint.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by email, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator / Compliance Officer. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address list for the Title IX Coordinator / Compliance Officer.

Chapter 1, Section F relates to reports or complaints of sexual harassment against employees under state and federal laws, exception Title IX sexual harassment. Chapter 7, Section BB relates to reports and formal complaints concerning Title IX sexual harassment against employees, and such reports and formal complaints will be processed under those policies.

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator-/Compliance Officer:

[Scott Woodington, District Administrator](#)[Building Principal](#)  
Granton Area School District  
217 North Main Street  
Granton, WI 54436  
Telephone: [715-238-71757292](tel:715-238-71757292)  
[woodingtons@granton.k12.wi.us](mailto:woodingtons@granton.k12.wi.us)

**INFORMAL PROCEDURE**

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Title IX Coordinator-/Compliance Officer, 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 GRIEVANCE PROCEDURE**

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Title IX Coordinator-/Compliance Officer within five (5) business days of receipt of the written reply to the informal complaint. The Title IX Coordinator-/Compliance Officer, or his or her designee, shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

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

Nothing in this procedure shall preclude individuals from filing a complaint directly with a state or federal agency as authorized by federal law.

Adopted: February 10, 1981

Revised: February 14, 2012, December 9, 2013

~~Legal Administrative Code: PI 9 (student nondiscrimination)  
PI 41 (religious beliefs)~~

~~References: Wisconsin Statutes: 106.08; 111.31-111.395; 111.70; 118.13; 118.20  
Title IX, Education Amendments of 1972 (sex discrimination)  
Title VI, Civil Rights Act of 1964 (race, color and national origin discrimination)  
Section 504 of the Rehabilitation Act of 1973 (handicap discrimination and accommodations)  
Americans with Disabilities Act of 1990 (disability discrimination)  
Individuals with Disabilities Education Act (disability discrimination)  
McKinney-Vento Homeless Education Assistance Act (equal access for homeless students)~~

Legal.: Sections 111.31 - 111.395 Wisconsin Statutes [118.195](#), [118.20](#)

~~—118.195~~

~~—118.20~~

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Title IX, Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Age Discrimination Act of 1967

Pregnancy Discrimination Act (42 U.S.C. s. 2000c)

Americans with Disabilities Act of 1990

Genetic Information Nondiscrimination Act of 2008

Uniformed Services Employment and Reemployment Rights Act

(USERRA) Immigration and Nationality Act (Title II, Chapter 8, Act 274B)

**Title IX: Sexual Harassment  
Employees**

Title IX of the Education Amendments of 1972 and its implementing regulations in 34 C.F.R. Part 106 (collectively “Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII”), and the Wisconsin Fair Employment Act (Wis. Stat. §§111.31-111.395), all protect employees from discrimination, including harassment, on the basis of sex. The Granton Area School District (“District”) does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the District’s education programs and activities extends to employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator or the Assistant Secretary for Civil Rights of the United States Department of Education, or both. Contact information for the Title IX Coordinator is provided below.

**This policy is only intended to address sexual harassment against employees under Title IX.** Any other type of discrimination and harassment (including sexual harassment under Title VII or the Wisconsin Fair Employment Act) against employees, based on race, color, national origin, age, sex, sexual orientation, pregnancy, creed or religion, genetic information, disability, marital status, citizenship status, veteran status, ancestry, arrest record, conviction record, or any other status protected by law, is addressed in Chapter 1, Section F and Chapter 7, Sections A and B.

Sexual harassment against students under Title IX is addressed in Chapter 1, Section G.

**I. Definition of Sexual Harassment under Title IX**

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on another employee’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- (3) Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence, as defined in 34 U.S.C. § 12291(a)(10), domestic violence, as defined in 34 U.S.C. § 12291(a)(8), or stalking, as defined in 34 U.S.C. § 12291(a)(30).

**II. Notice of Sexual Harassment under Title IX**

When the District has actual knowledge of sexual harassment under Title IX in an education program or activity of the District against an employee, in the United States, the District shall respond promptly in a manner that is not deliberately indifferent.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment under Title IX to (1) the District’s Title IX Coordinator; (2) any official of the District who has authority to institute corrective measures on behalf of the District; or (3) any employee of the District.

“Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX and the context in which the sexual harassment occurred.

### **III. Identification of Title IX Coordinators**

The Building Principal is designated as the “Title IX Coordinator” and authorized by the District to coordinate its efforts to comply with Title IX and this Policy. The contact information for the Title IX Coordinator is as follows:

Building Principal  
Granton Area School District  
217 North Main Street  
Granton, WI 54436  
Telephone: 715-238-7292

### **IV. Reporting Sexual Harassment under Title IX**

Any employee or any official of the District who has authority to institute corrective measures with actual knowledge of sexual harassment under Title IX must immediately report sexual harassment to the Title IX Coordinator. In the event that the sexual harassment involves conduct by the Title IX Coordinator against an employee, such employees or officials must report the alleged conduct to the District Administrator.

Any person (including a person not alleged to be the victim of sexual harassment) may report sexual harassment at any time, including during non-business hours, to the Title IX Coordinator by mail, by telephone, by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

### **V. Response to Report of Sexual Harassment under Title IX**

When the District has actual knowledge of sexual harassment under Title IX, a complainant and respondent may be identified (collectively “parties”). A complainant means an employee who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, while protecting the safety of all parties and the District's educational environment; and deterring sexual harassment.

Supportive measures may include counseling, modifications of work schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school property, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

#### **VI. Administrative Leave**

The District may place an employee respondent on administrative leave, including during the pendency of a grievance process.

#### **VII. Formal Complaint**

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual harassment against a respondent and requesting the District investigate the allegation of sexual harassment. At the time a formal complaint is filed (either by the complainant or the Title IX Coordinator), the named complainant must be an employee of the District.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, by using the contact information for the Title IX Coordinator, or by any additional method designated by the District. A document filed by a complainant means a document or electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. If the District receives a formal complaint, the District must follow the grievance process below.

#### **VIII. Grievance Process**

The District's grievance process shall include all the basic requirements under Title IX. Any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, appeal-decision maker, or facilitator of an informal resolution shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. In addition, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

##### **A. Written Notice**

Upon receiving a formal complaint, the District shall provide a written notice to the parties who are known. The written notice shall be provided to the parties within forty-five (45) days of receipt of the formal complaint.

The written notice shall include:

1. Notice of the District's grievance process, including any informal resolution process;
2. Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time of the notice (identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. A statement that the parties may request to inspect and review evidence that is directly related to the allegations raised in the formal complaint;
5. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; and
6. Notice to the parties of any provision in the District's board policies, employee handbook, or code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The notice described above shall be provided to the parties with sufficient time to prepare a response before any initial interview. If, during an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice, the District shall provide notice of the additional allegations to the parties whose identities are known.

#### **B. Dismissal of Formal Complaint**

If the conduct alleged in a formal complaint: (1) would not constitute sexual harassment as defined under Title IX even if proved; (2) did not occur within the District's program or activity; or (3) did not occur against a person in the United States, the District **must** dismiss the formal complaint with regard to that conduct. If dismissal is required, the District must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Dismissal of a formal complaint does not preclude action under the District's board policies, employee handbook or code of conduct.

The District **may** dismiss a formal complaint if, at any time during the investigation, any of the following occurs: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; (2) the respondent is no longer enrolled in or employed by the District; or (3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint. If such dismissal occurs, the District must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. If dismissed, the District will review whether the complaint should be investigated under other applicable policies.

### **C. Consolidation**

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **D. Informal Resolution**

Following the filing of a formal complaint, and at any time prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, including mediation, which does not involve a full investigation and adjudication. The District shall not require as a condition of employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX. The District shall not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

Before conducting any informal resolution process, the District will provide to the parties a written notice disclosing: (1) the allegations; (2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, if any; (3) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process; and, (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared and whether the facilitator of the informal resolution process may be a witness in any subsequent formal complaint process. The District will obtain the parties' voluntary written consent to the informal resolution process. Any such informal resolution process shall be resolved within thirty (30) days of the written notice described in this paragraph, unless additional time is needed as determined by the District.

### **E. Investigation of Formal Complaint**

The District shall designate an investigator to investigate the allegations in a formal complaint and ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The investigation process instituted by the District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process that complies with Title IX before imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

During the investigation, the District shall:

1. Not restrict the ability of either party to gather and present relevant evidence, or to discuss the allegations under investigation;
2. Provide equal opportunity for the parties to present witnesses and other inculpatory and exculpatory evidence;

3. Provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. However, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
4. Provide to the party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
5. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, as well as inculpatory and exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation;
6. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review, in an electronic format or a hard copy, and the parties shall have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report;
7. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response; and,
8. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### **F. Determination Regarding Responsibility**

The District shall identify a decision-maker (other than the Title IX Coordinator, investigator, and facilitator of an informal resolution) who will issue a written determination regarding responsibility on the formal complaint. To reach this determination, the decision-maker will apply the preponderance of the evidence standard.

After receipt of the investigative report and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainant's prior sexual behavior

with respect to the respondent and is offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude questions as not relevant.

The decision-maker must make an objective evaluation of all relevant evidence (both inculpatory and exculpatory) and must not make credibility determinations based on a person's status as a complainant, respondent, or witness.

#### **G. Decision-maker's Written Determination**

The decision-maker will apply a preponderance of the evidence standard in issuing a written determination. The written determination shall include all of the following:

1. Identification of the allegation(s) potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's policies, employee handbook provisions and/or code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve access to the District's education program or activity will be provided by the District to the complainant; and,
6. The District's procedures and permissible bases for the complainant and respondent to appeal.

The District will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

#### **H. Possible Sanctions and Remedies**

The District may implement a range of possible sanctions and remedies following a determination of responsibility. The range of remedies include counseling, no-contact orders, or other appropriate remedies. The range of sanctions include written warning, unpaid suspension, termination, and other disciplinary sanctions.

#### **I. Supportive Measures**

The District may provide a range of supportive measures available to complainants and respondents. The range of supportive measures include those identified above.

## **J. Appeal**

The District shall identify an individual to serve as a decision-maker on the appeal (other than the Title IX Coordinator, investigator, decision-maker, and facilitator of an informal resolution).

The District shall offer both parties an appeal from a determination regarding responsibility or from a dismissal of a formal complaint. An appeal must be filed within ten (10) days of issuance of the written determination on responsibility or dismissal of a formal complaint and may be based upon any of the following:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; and,
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.

As to all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the appeal decision-maker is not the same person as any investigator(s), decision-maker(s) that reached the determination of responsibility or dismissal, the Title IX Coordinator, or the facilitator of an informal resolution;
3. Ensure that the appeal decision-maker complies with the standards set forth in 34 C.F.R. § 106.45(b)(1)(iii);
4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
5. Issue a written decision describing the result of the appeal and the rationale for the result, which shall be issued within thirty (30) days of the filing of the appeal, unless the appeal decision-maker needs additional time; and,
6. Provide the written decision on appeal simultaneously to both parties.

## **K. Timeframe for Determination**

The conclusion of the grievance process, including any appeal, shall be done in a reasonably prompt timeframe, which in most cases shall be no more than ninety (90) days from the date the complaint is received. The District may temporarily delay the grievance process or provide for a limited extension of any deadline included in this policy for good cause. "Good cause" shall include, but is not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. If the

District delays the grievance process or extends any deadline, it must provide written notice to the complainant and the respondent of the delay or extension and the reasons for the action.

### **IX. Retaliation Prohibited**

Neither the District nor any person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Complaints alleging retaliation may be filed according to the complaint procedures for sexual harassment under this Policy.

### **X. Confidentiality**

The District shall keep confidential the identity of any person who has made a report or complaint of sexual harassment under Title IX, any complainant, any individual who has been reported to be the perpetrator of sexual harassment, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), as required by law, or to carry out the purposes of this Policy or Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

The District may not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains the voluntary written consent of the party or the party’s parent or guardian.

### **XI. Recordkeeping**

The District shall maintain for a period of seven years, records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve access to the District’s education program or activity;
2. Any appeal and the result therefrom;
3. Informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process with regard to sexual harassment.

The District shall create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

With respect to each response, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve access to the District's educational program or activity. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

## **XII. Training**

The District shall ensure that the Title IX Coordinators, investigators, decision-makers, appeal decision-makers and facilitators of informal resolution processes, receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including appeals and informal resolution processes, if applicable, for the purpose of protecting the safety of employees, ensuring due process protections for all parties, and promoting accountability.

The District shall ensure decision-makers receive training on issues of relevance of questions and evidence, including questions and evidence about a complainant's prior sexual behavior. The District shall also ensure investigators receive training on how to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and facilitators of informal resolutions may not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

## **XIII. Harassment under Other Laws**

Other state and federal laws prohibit harassment of employees on the basis of sex, including Title VII and the Wisconsin Fair Employment Act. Employees may bring complaints of such harassment to the Title IX Coordinator. The Title IX Coordinator shall be responsible for addressing such allegations, including conducting an investigation, if appropriate, pursuant to this Policy and Chapter 1, Section F and Chapter 7, Sections A and B.

If an employee files a complaint alleging harassment on the basis of sex under state law or Title VII, the Title IX Coordinator shall consider any appropriate action, including directing the employee to follow any general employee harassment procedure adopted to comply with state law prohibiting harassment based on sex. However, the Title IX Coordinator may determine that it is appropriate to proceed with the complaint under this Title IX Sexual Harassment policy, including resolution of the allegations under the grievance process.

Legal References: Title IX of the Education Amendment of 1972  
Title IX regulations, 34 C.F.R. Part 106  
Title VII of the Civil Rights Act of 1964  
Wis. Stat. §§ 111.31-111.395

Adopted July \_\_\_\_, 2020

**STUDENT NONDISCRIMINATION**

See Chapter 1, Section C (Non-Discrimination)

Adopted: November 14, 1978  
Revised: February 14, 2012, March 10, 2014

Legal Administrative Code: PI 9 (student nondiscrimination)  
PI 41 (religious beliefs)

References: Wisconsin Statutes: 106.08; 111.31-111.395; 111.70; 118.13; 118.20  
Title IX, Education Amendments of 1972 (sex discrimination)  
Title VI, Civil Rights Act of 1964 (race, color and national origin discrimination)  
Section 504 of the Rehabilitation Act of 1973 (handicap discrimination and accommodations)  
Americans with Disabilities Act of 1990 (disability discrimination)  
Individuals with Disabilities Education Act (disability discrimination)  
McKinney-Vento Homeless Education Assistance Act (equal access for homeless students)

**GRANTON AREA SCHOOL DISTRICT BOARD POLICY    POLICY CODE:  
Chapter 10; Section QA**

**PROHIBITION OF BULLYING, HARASSMENT, AND INTIMIDATION**

Harassment and/or bullying of students will not be tolerated in the Granton Area School District, which includes any property or vehicles owned, leased, or used by the school district. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the education environment.

Chapter 1, Section G relates to reports and formal complaints concerning Title IX sexual harassment against students, and such reports and formal complaints will be processed under that policy.

The educational environment is defined as consisting of every activity under the supervision of the school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, that impacts the learning environment.

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

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

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

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures, specifically Chapter 1, Section F or may complain directly to the Title IX Coordinator/-Compliance Officer~~building principal or their designee~~. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report the incident.

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

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

Adopted: June 14, 2010  
Revised: May 12, 2014

Legal References: Wisconsin Statutes:  
Bullying; 118.46(2)

Student & Staff Nondiscrimination; 111.31, 118.13, 118.195, 118.20  
Good Decorum & Favorable Academic Atmosphere; 118.164, and  
120.13(1)  
School Safety Plans; 120.12(26)  
State Criminal Statutes on hazing, harassment, and e-mail  
harassment; 948.51(2), 947.013, 947.0125  
Protective Behaviors Instruction; 118.01(2)(d)

PI 9, Wisconsin Administrative Code  
Title IX, Education Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
American with Disabilities Act  
Equal Protection Clause of the 14th Amendment  
Children's Internet Protection Act as Amended in 2008

# Granton Area School District Bullying & Harassment Incident Report

This form is for use when reporting bullying and/or harassment incidents at the Granton Area Schools.

## PART 1: GENERAL INFORMATION

Name of Student Reporting Incident: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Report Filing: \_\_\_\_\_

Staff person(s) assisting with documentation:  
\_\_\_\_\_

Did staff witness the incident or was it reported by a student? \_\_\_\_\_

## PART 2: INCIDENT INFORMATION

Type of Incident (Check all that apply):

\_\_\_\_\_ kicking \_\_\_\_\_ teasing \_\_\_\_\_ exclusion from game activity  
\_\_\_\_\_ hitting \_\_\_\_\_ embarrassment \_\_\_\_\_ name calling  
\_\_\_\_\_ pushing \_\_\_\_\_ tripping \_\_\_\_\_ rude gestures  
\_\_\_\_\_ spitting \_\_\_\_\_ hate notes \_\_\_\_\_ spreading rumors  
\_\_\_\_\_ insulting \_\_\_\_\_ discrimination \_\_\_\_\_ cyber-bullying  
\_\_\_\_\_ hazing \_\_\_\_\_ put downs \_\_\_\_\_ intimidation  
\_\_\_\_\_ other(s) please describe: \_\_\_\_\_

Who Was the Bully or Harasser? \_\_\_\_\_ Name of student  
\_\_\_\_\_ Name of teacher  
\_\_\_\_\_ Other (explain)

When did the incident occur? \_\_\_\_\_ Time of Day

Where did the incident take place?

\_\_\_\_\_ classroom \_\_\_\_\_ school bus \_\_\_\_\_ playground \_\_\_\_\_ hallway/restroom  
\_\_\_\_\_ other(s) please explain: \_\_\_\_\_

Write down in your own words exactly what happened in each incident. Include what they said and/or did, as well as what you said and did. Include the names of any witnesses to the incident.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continue on back if needed)



## THE SCHOOL YEAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the school is necessary for the orderly planning and the efficient operation of the District. The school calendar shall be prepared by the District Administrator and approved by the Board of Education.

~~Classes shall not begin prior to September 1<sup>st</sup> or when so authorized by the Department of Public Instruction. Such~~ The school year calendar shall show starting and ending dates of the school year and such days when school will be closed for vacations.

The Board shall determine annually the total number of days when school will be in session for instructional purposes, ~~such days will number no fewer than 180.~~ The Board will strive to set the school year calendar with 180 direct student contact days. The minimum number of hours of student instruction shall comply with the hours required by statute.

Adopted: May 13, 1986  
Revised: April 8, 2013, January 13, 2014

Legal  
References: Administrative Code:  
Wisconsin Statutes: 115.01(10), 118.045, 121.02(1)(f)(1)

**THE SCHOOL DAY**

The length of the school day exclusive of lunch period and recess for the students of the Granton Area School shall be in accordance with Wisconsin Department of Public Instruction and State Statute.:

Grades K through 5-	345 minute school day
Grades 6 through 12	390 minute school day

Adopted: March 10, 1992  
Revised: January 13, 2014

Legal  
References:

**EMPLOYEE USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT**

All property of the Granton Area School District shall be used for the purpose for which it was purchased. District employees may use school-owned materials or equipment outside of regular school hours under the following conditions:

1. On-Site Use:  
Employees may use equipment on site outside of regular school hours consistent with existing Board policies and established rules.
  
2. Off-Site Use:
  - A. Teachers and administrators may take educational materials and equipment home for educational purposes subject to the following conditions:
    - (1) Permission must be obtained from the person responsible for maintaining its inventory **and** from the building principal. An *Equipment Use* form must be completed before the item is removed from school premises.
    - (2) Such materials and equipment are kept out of the school for only that period of time that has been approved by the building principal.
    - (3) Any loss or damage happening during the time outside of the school will be the employee's personal responsibility to repair or replace to the satisfaction of the building principal.
  - B. No employee may remove powered (electrical or gas/diesel) equipment or materials used for operation and maintenance from the schools or shops for personal use.
  - C. No property may be disposed of without permission of the administration.

Adopted: April 9, 2007  
Revised: January 13, 2014

Legal References: Wisconsin Statutes: 120.13 (17)

Cross References: GASB Policy, Chapter 9, Sec. IA – Computer Use and Internet Safety  
GASB Policy, Chapter 9, Sec. IC – Disciplinary Procedures for Computer/Internet Use Policy Violations  
GASB Policy, Chapter 9, Sec. ID – Computer/Internet Use Agreement for Employees and Citizens  
GASB Policy, Chapter 10, Sec. CC – Use of the Internet

## DISCIPLINARY PROCEDURES FOR COMPUTER/INTERNET USE POLICY VIOLATIONS

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

Adopted: April 9, 2007  
Revised: January 13, 2014

Legal References: Wisconsin Statutes: 120.13 (17)

Cross Reference: GASB Policy, Chapter 9, Sec. IA – Computer Use and Internet Safety  
GASB Policy, Chapter 9, Sec. IB – Employee Use of School Owned Materials and Equipment  
GASB Policy, Chapter 9, Sec. ID – Computer/Internet Use Agreement for Employees and Citizens  
GASB Policy, Chapter 10, Sec. CC – Use of the Internet

**COMPUTER/INTERNET USE AGREEMENT FOR STUDENTS****Student Name (print)** \_\_\_\_\_**Grade** \_\_\_\_\_

I have read the following District technology policies found in the “Parent & Student Handbook”:

- Internet Safety Policy
- Use of the Internet
- Internet Safety & Computer Use
- Internet & Computer Use Policy Violation
- 1:1 Technology Policy
- Accidental Damage Policy

Having read and understood these policies, I agree to abide by the provisions contained in the policies. I further understand that if I violate any of these policies my computer and Internet access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

**Student Signature** \_\_\_\_\_**Date** \_\_\_\_\_

As the parent/guardian of this student, I have read the same technology policies that are listed above. I understand that this access to technology is designed for educational purposes. I understand that the School District of Granton has taken precautions to limit access to inappropriate or harmful material; however, I recognize it is impossible for the District to restrict access to all objectionable material on the Internet. I will not hold the school district responsible for materials contained or acquired on the network/Internet. I hereby give permission for my child to use District computers/computer networks, including the Internet, and certify that the information contained on this form is correct.

**Parent/Guardian Name (please print)** \_\_\_\_\_**Parent/Guardian Signature** \_\_\_\_\_**Date** \_\_\_\_\_**[Please return this agreement to your child’s school office]**

Adopted:	August 30, 2007
Cross Reference:	GASB Policy Ch. 9, Sec. IA – Computer Use and Internet Safety GASB Policy Ch. 9, Sec. IC – Disciplinary Procedures for Computer/Internet Use Policy Violations GASB Policy Ch. 10, Sec. CC – Use of the Internet
Revised:	January 13, 2014

## **COPYRIGHT POLICY**

It is the policy and practice of the Granton Area School District to adhere to the requirements of the U.S. Copyright Law (Title 17, United States Code, Sect.101, et seq.) The Granton Board of Education prohibits employees and students from duplicating copyright materials not specifically allowed by the following:

1. The copyright laws
2. Fair use guidelines
3. Licenses or contractual agreements
4. Other permission

Notice of the copyright laws has been posted in the district for all employees and students to see. Employees and students who violate the copyright law do so at their own risk and assume all liability for their actions. They may also be subject to disciplinary action for the willful infringement of the law or for using district equipment for duplication that is prohibited.

“Copyrightable materials” mean books, pamphlets, brochures, pictures, catalogs, promotional materials, instructional materials, posters, films, slides, photographs, programs, advertising, digital materials, or any other material which may contain or which are expected to contain original literary, artistic, or musical expression or work subject to copyright protection under the laws of the United States.

Adopted: January 14, 2008  
Revised: January 13, 2014

**INSTRUCTIONAL MATERIALS CENTER (IMC) SELECTION & ADOPTION**

The objective of the Granton School Instructional Media Center (IMC) is to implement, enrich and support the educational program, and to develop reading skills, literary tastes, and discrimination in choice of materials.

Materials for the center will be selected in accordance with the School Library Bill of Rights as approved by the American Association of School Librarians which asserts that the responsibility of the school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide a background of information that will enable students to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American Heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Materials for school libraries will be selected by professional personnel with the cooperation of faculty and administration subject to the approval of the school board.

Criticisms of materials that are in the library should be submitted in writing on the form "CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK" provided by the school to the District Administrator. The form can be found in Chapter 9, Section JA – Challenged Material.

Adopted: January 14, 2008  
Revised: February 10, 2014

Legal References:

**TITLE I PARENT AND FAMILY ENGAGEMENT**

The Granton School Board recognizes the importance of parent/legal guardian input into the education of their children. The Board further recognizes parent/family 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/family engagement in Title I, we are adopting the following activities as a response to Section 1116 (1) of the Elementary and Secondary Education Act (ESEA) of the 2015 reauthorization.

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

The following activities will be adopted:

- Training parents/families to promote the education of their children at home
- Facilitating volunteer participation by parents in school activities, financial assistance may be available upon the discretion of the School Board.
- 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
- Engage parents and families in planning and developing effective parent and family engagement activities through representation on each building's Title I Needs Assessment/Evaluation Committee or Schoolwide Committee.
- Provide parents and family members with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators.

Adopted: February 9, 1988  
Revised: February 10, 2014; July 11, 2016

Legal  
References:

**SALE OF ITEMS BY SCHOOL ORGANIZATIONS**

Only approved school organizations may sell items on the school premises.

The sale of any item requires the permission of the building principal.

All equipment purchased by school organizations is considered school district property.

Sale of used or surplus school equipment shall be done in accordance with the laws of the State of Wisconsin, and ~~the actions of the Board of Education~~ by approval of the District Administrator.

Adopted: December 11, 1979  
Revised: June 9, 2014

Legal  
References:

# Granton Area School District

James Kuchta  
Interim District Administrator  
715-238-7292

Amanda Kraus  
4K-12 Principal  
715-238-7175



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## GRANTON COMMUNITY CHILD CARE CENTER Schoolboard Report

### August 2020 Monthly Report @ September 2020 Mtg

- 1.) Everything has been running smoothly with all the new adjustments made! 😊
- 2.) With having pretty full house with almost everyone being back and new enrollments added, we have started a waiting list again for infants but most will be able to be filled as current infants turn 2 & move to the other room. 😊
- 3.) Along with higher numbers this has helped us with getting a balanced budget again 😊
- 4.) IndianHead Headstart Monthly payments have gone up starting in August also 😊
- 5.) YoungStar is working currently with our rating year & along with that comes Professional Development Plans, Quality Improvement Plans leading to \$1,200 microgrant! 😊

#### REPORTS included in this report:

- General Journal Transaction for August 2020
- Profit & Loss Previous Year Comparison
- Income & Expense by month reports

Thank you for your continued support towards Granton Community Child Care Center, from all of us staff, parents & children of GCCCC! 😊

~Ladonna Nickel, GCCCC Director

Granton Area Schools

10:13 AM

09/10/20

Accrual Basis

**Granton Community Childcare Center**  
**General Journal Transaction**  
**August 31, 2020**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
116		custodians	Salaries		248.84	
		custodians	Retirement Expense		16.80	
		custodians	Social Security		17.22	
		custodians	Health Insurance		115.94	
		custodians	Long Term Disability		0.82	
		AUGUST 20...	Salaries		8,432.45	
		AUGUST 20...	Retirement Expense		364.66	
		AUGUST 20...	Payroll Tax- Fica/M...		638.33	
		AUGUST 20...	Health Insurance		613.10	
		AUGUST 20...	Long Term Disability		17.83	
		TOTAL EXP...	District Checking A...			10,465.99
					<u>10,465.99</u>	<u>10,465.99</u>
<b>TOTAL</b>					<b><u>10,465.99</u></b>	<b><u>10,465.99</u></b>

10:17 AM  
 09/10/20  
 Cash Basis

## Granton Community Childcare Center Profit & Loss Prev Year Comparison July through August 2020

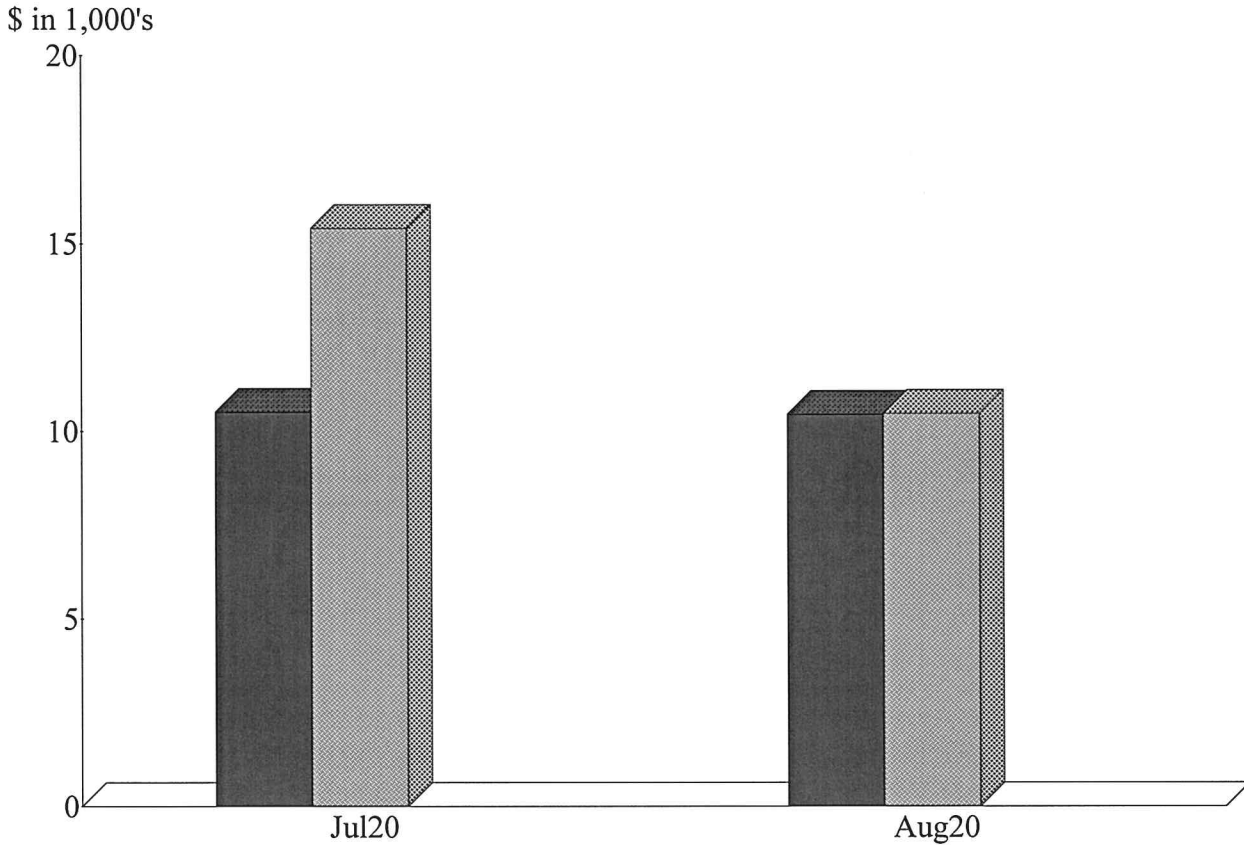
	<u>Jul - Aug 20</u>	<u>Jul - Aug 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Daycare Income	21,161.17	25,175.61	-4,014.44	-16.0%
Family Discounts	-206.43	-116.84	-89.59	-76.7%
<b>Total Income</b>	<u>20,954.74</u>	<u>25,058.77</u>	<u>-4,104.03</u>	<u>-16.4%</u>
<b>Gross Profit</b>	20,954.74	25,058.77	-4,104.03	-16.4%
<b>Expense</b>				
General Supplies	43.97	0.00	43.97	100.0%
Health Insurance	1,849.97	1,515.80	334.17	22.1%
Long Term Disability	46.00	42.13	3.87	9.2%
Payroll Tax- Fica/Medicare	1,570.10	1,626.75	-56.65	-3.5%
Retirement Expense	940.80	837.33	103.47	12.4%
Salaries	21,364.72	21,489.43	-124.71	-0.6%
<b>Total Expense</b>	<u>25,815.56</u>	<u>25,511.44</u>	<u>304.12</u>	<u>1.2%</u>
<b>Net Ordinary Income</b>	-4,860.82	-452.67	-4,408.15	-973.8%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Social Security	44.91	0.00	44.91	100.0%
<b>Total Other Expense</b>	<u>44.91</u>	<u>0.00</u>	<u>44.91</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-44.91</u>	<u>0.00</u>	<u>-44.91</u>	<u>-100.0%</u>
<b>Net Income</b>	<u><u>-4,905.73</u></u>	<u><u>-452.67</u></u>	<u><u>-4,453.06</u></u>	<u><u>-983.7%</u></u>

10:20 AM  
 09/10/20  
 Cash Basis

## Granton Community Childcare Center Profit & Loss Prev Year Comparison August 2020

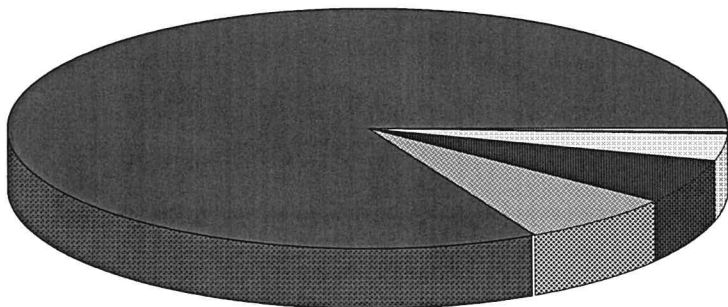
	Aug 20	Aug 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Daycare Income	10,535.03	13,942.80	-3,407.77	-24.4%
Family Discounts	-91.43	-61.84	-29.59	-47.9%
<b>Total Income</b>	<u>10,443.60</u>	<u>13,880.96</u>	<u>-3,437.36</u>	<u>-24.8%</u>
<b>Gross Profit</b>	10,443.60	13,880.96	-3,437.36	-24.8%
<b>Expense</b>				
Health Insurance	729.04	606.32	122.72	20.2%
Long Term Disability	18.65	16.72	1.93	11.5%
Payroll Tax- Fica/Medicare	638.33	643.54	-5.21	-0.8%
Retirement Expense	381.46	332.81	48.65	14.6%
Salaries	8,681.29	8,502.34	178.95	2.1%
<b>Total Expense</b>	<u>10,448.77</u>	<u>10,101.73</u>	<u>347.04</u>	<u>3.4%</u>
<b>Net Ordinary Income</b>	-5.17	3,779.23	-3,784.40	-100.1%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Social Security	17.22	0.00	17.22	100.0%
<b>Total Other Expense</b>	<u>17.22</u>	<u>0.00</u>	<u>17.22</u>	<u>100.0%</u>
<b>Net Other Income</b>	-17.22	0.00	-17.22	-100.0%
<b>Net Income</b>	<u><u>-22.39</u></u>	<u><u>3,779.23</u></u>	<u><u>-3,801.62</u></u>	<u><u>-100.6%</u></u>

Income and Expense by Month  
July through August 2020



Expense Summary  
July through August 2020

Salaries	82.62%
Health Insurance	7.15
Payroll Tax- Fica/Medicare	6.07
Retirement Expense	3.64
Long Term Disability	0.18
Social Security	0.17
General Supplies	0.17
<b>Total</b>	<b>\$25,860.47</b>



By Account

# September Board Meeting

## Monthly Principal Report:

### Spanish from Abroad:

Spanish instruction has been a success. The students are learning through Live Zoom sessions and recorded videos. They are getting instruction while also getting history from Spain.

### Belize Trip:

Kayleigh will be leading the Belize trip this summer if travel is available. We will start up some virtual meetings discussing candy bar sales and other fundraisers for the trip with the current students enrolled.

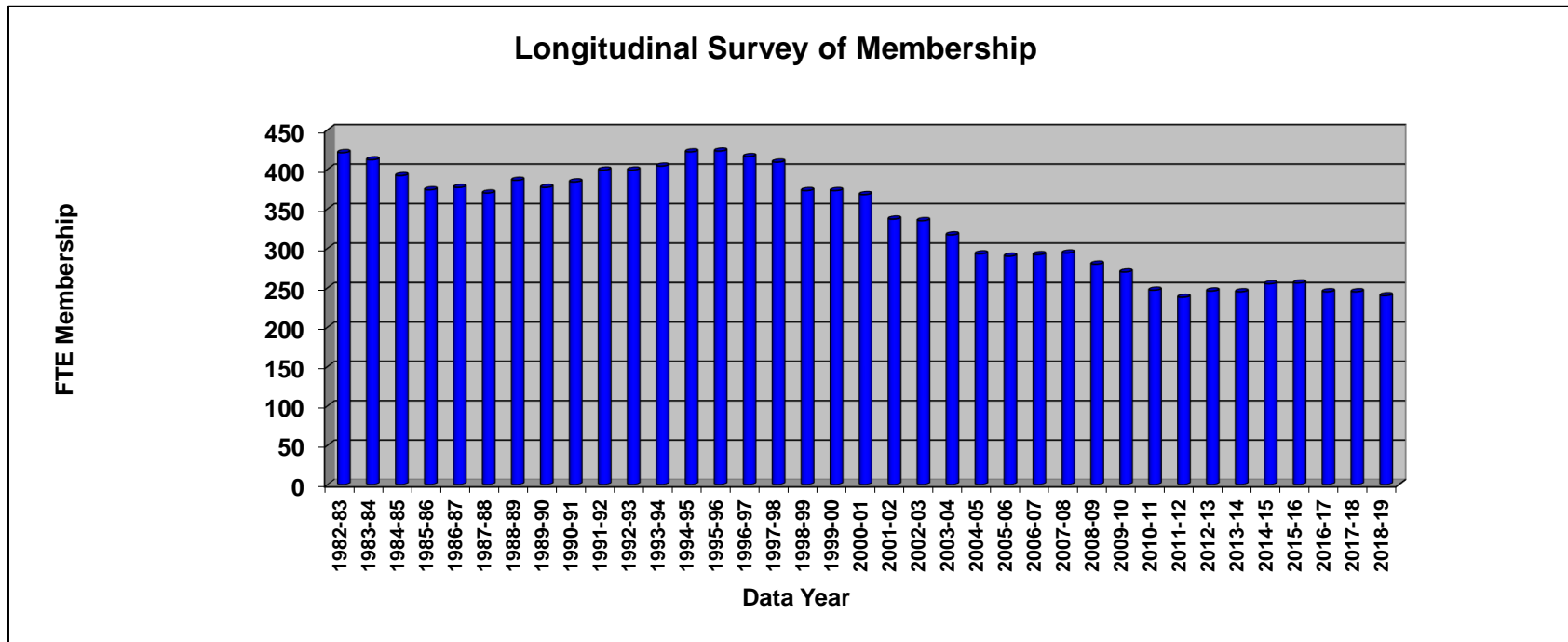
### Start of School Recap:

The school year started off well. We are continuing to tweak protocols/procedures as we are nearing the close of week 3. Entrance/exiting the building has been streamlined and I have seen through my observations that teachers are doing a great job integrating in our Virtual Learners in the every day classroom.

# Longitudinal Survey of Equalization Aid Membership

## Granton Area

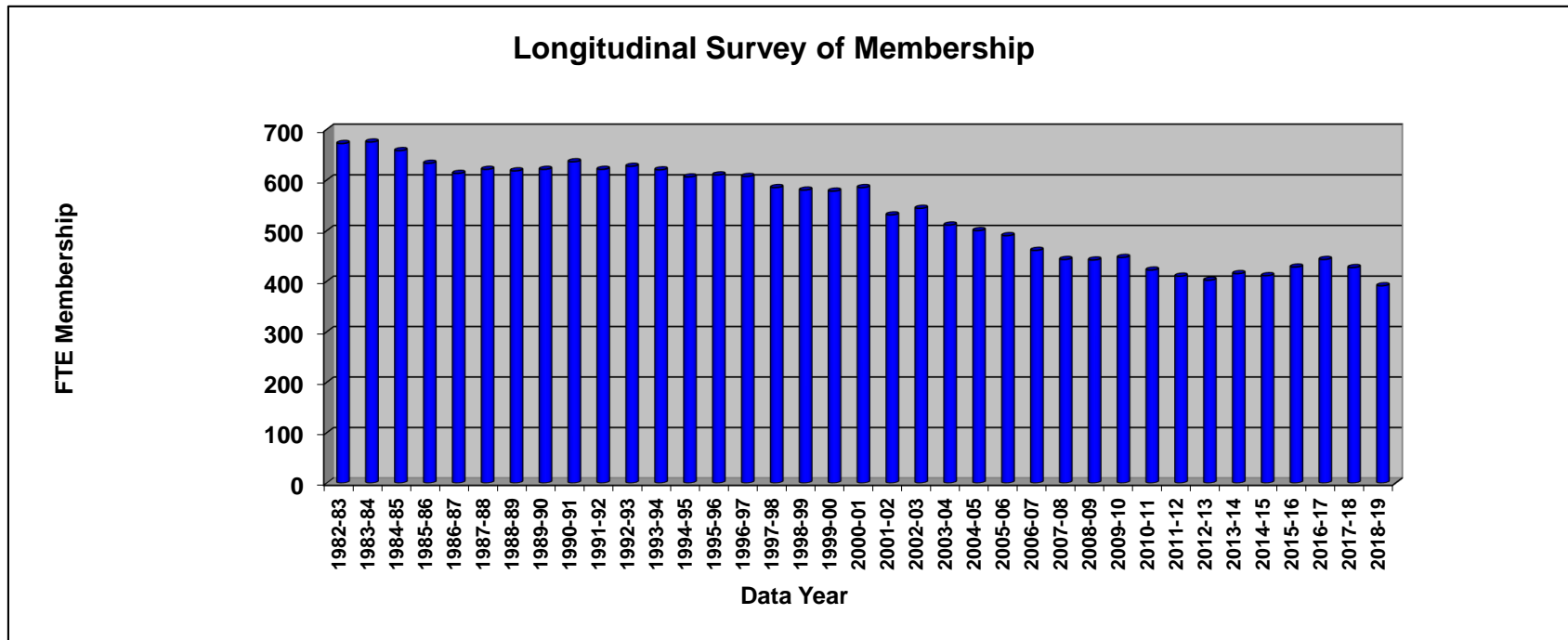
Data Year:	<u>1982-83</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Aid Year:	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
	421	412	392	374	377	370	386	377	384
Data Year:	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>
Aid Year:	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
	399	399	404	422	423	416	409	373	373
Data Year:	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Aid Year:	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
	368	337	335	317	293	290	292	294	280
Data Year:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Aid Year:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
	270	247	238	246	245	255	256	245	245
Data Year:	<u>2018-19</u>	<u>2019-20</u>							
Aid Year:	<u>2019-20</u>	<u>2020-21</u>							
	240								



# Longitudinal Survey of Equalization Aid Membership

## Greenwood

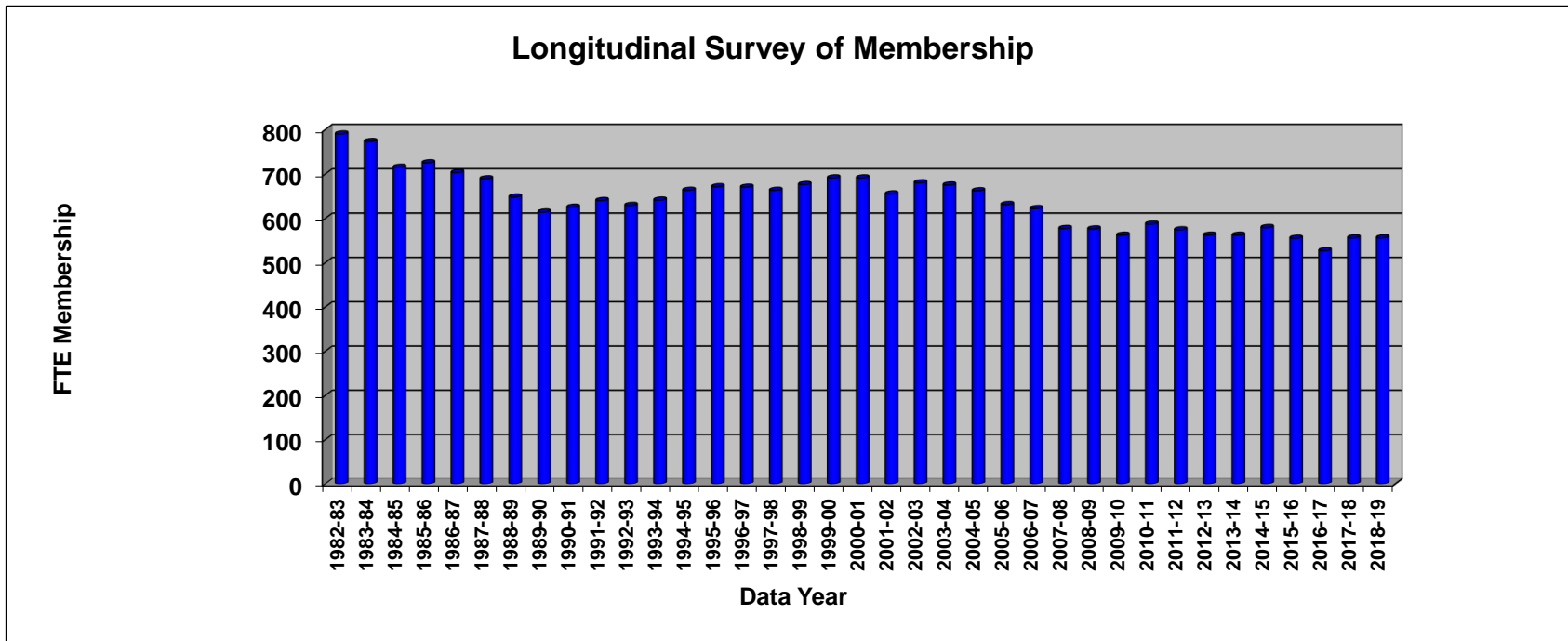
Data Year:	<u>1982-83</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Aid Year:	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
	672	675	658	633	613	621	618	621	636
Data Year:	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>
Aid Year:	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
	621	627	620	606	610	607	585	580	578
Data Year:	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Aid Year:	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
	585	531	544	511	500	490	461	443	442
Data Year:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Aid Year:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
	447	422	410	402	415	411	428	443	427
Data Year:	<u>2018-19</u>	<u>2019-20</u>							
Aid Year:	<u>2019-20</u>	<u>2020-21</u>							
	391								



# Longitudinal Survey of Equalization Aid Membership

## Loyal

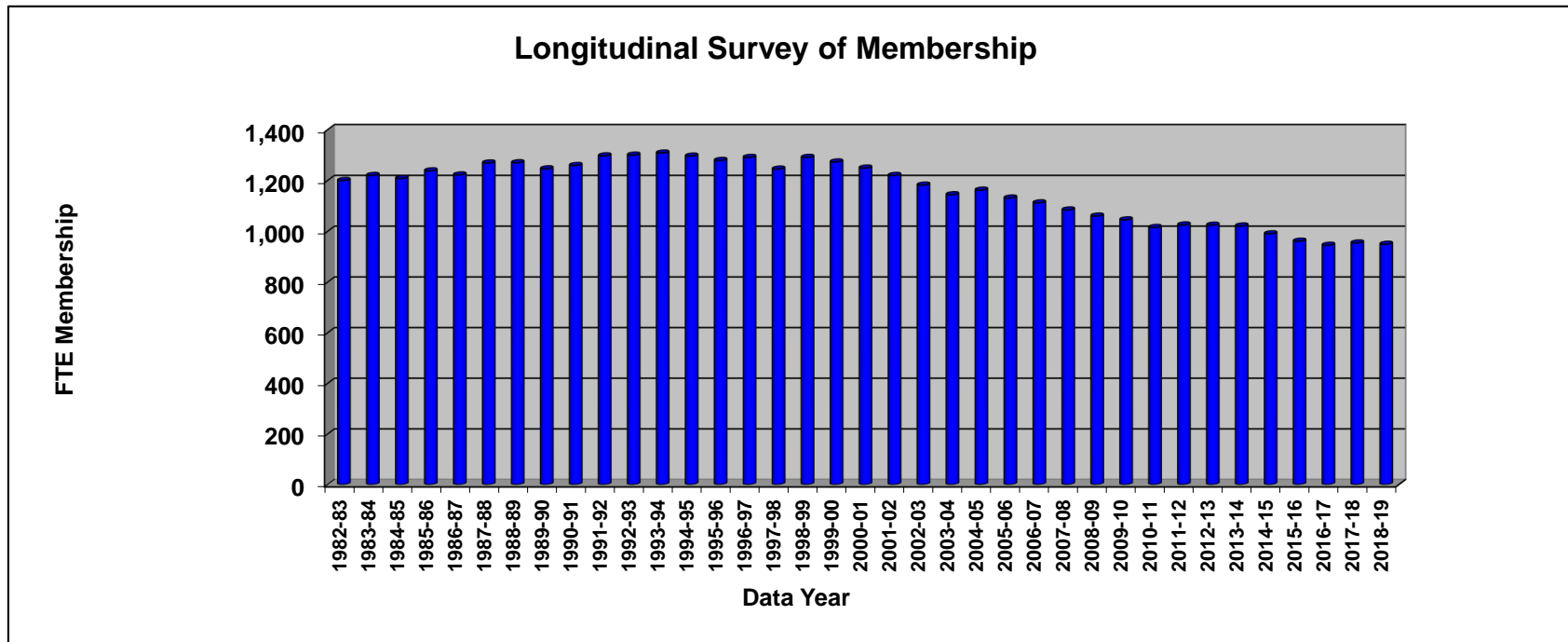
Data Year:	<u>1982-83</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Aid Year:	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
	790	773	715	725	703	689	648	614	625
Data Year:	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>
Aid Year:	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
	640	629	641	663	671	670	663	676	691
Data Year:	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Aid Year:	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
	691	655	680	675	662	631	622	577	576
Data Year:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Aid Year:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
	562	587	574	562	562	579	555	527	556
Data Year:	<u>2018-19</u>	<u>2019-20</u>							
Aid Year:	<u>2019-20</u>	<u>2020-21</u>							
	556								



# Longitudinal Survey of Equalization Aid Membership

## Neillsville

Data Year:	<u>1982-83</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Aid Year:	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
	1,200	1,220	1,208	1,238	1,222	1,269	1,270	1,246	1,259
Data Year:	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>
Aid Year:	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
	1,297	1,300	1,308	1,296	1,279	1,291	1,245	1,291	1,273
Data Year:	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Aid Year:	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
	1,249	1,220	1,182	1,144	1,162	1,131	1,112	1,084	1,060
Data Year:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Aid Year:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
	1,045	1,015	1,025	1,024	1,021	990	961	945	954
Data Year:	<u>2018-19</u>	<u>2019-20</u>							
Aid Year:	<u>2019-20</u>	<u>2020-21</u>							
	949								





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2020-2021 CONTRACT AGREEMENT FOR DUAL CREDIT INSTRUCTION  
BETWEEN  
MID-STATE TECHNICAL COLLEGE  
AND  
Granton  
SCHOOL DISTRICT

Contract # 146621

This Agreement is between **MID-STATE TECHNICAL COLLEGE** (herein referred to as Mid-State) and the **GRANTON SCHOOL DISTRICT** (herein identified as the SCHOOL DISTRICT) for the 2020-2021 school year.

**Whereas**, the SCHOOL DISTRICT wishes to contract with MID-STATE for the provisions of dual credit courses for high school students under the jurisdiction of the SCHOOL DISTRICT pursuant to the provisions of Wisconsin WTCS Statutes Chapter 38.14(3)(c) and related administrative codes and regulations.

**Therefore**, in accordance with the terms and conditions as specified in this contract, it is agreed:

**1. COURSE OFFERINGS**

MID-STATE shall identify the courses which qualify for inclusion in MID-STATE associate degree or technical degree programs and upon successful student completion will grant associate degree or technical degree credits. MID-STATE and the SCHOOL DISTRICT will verify that course competencies are met by participating students. All competencies required by MID-STATE will be included in the curriculum of the courses taught at the high school.

All SCHOOL DISTRICT faculty teaching associate degree or technical degree courses shall be qualified to teach based on MID-STATE and Higher Learning Commission requirements. The courses taught under this program will be taught at the SCHOOL DISTRICT campus.

**2. STUDENT ELIGIBILITY**

High School Sophomore, Junior and Senior Students, meeting the following requirements, shall be eligible to participate in dual credit courses:

- a. All students must be enrolled high school students and in good standing in the SCHOOL DISTRICT at the time of registration in the Mid-State course offered for dual credit.
- b. The staff of the SCHOOL DISTRICT, as designated by the District Administrator, must approve all student eligibility for participation in dual credit courses.

### **3. MID-STATE RESPONSIBILITIES**

MID-STATE is responsible for the following:

- a. Provides School District students the same rights and privileges as other MID-STATE students
- b. Assures school district instructor is qualified to instruct MID-STATE courses
- c. Provides participating instructors with curriculum, syllabi, faculty mentorship, dual credit guide, learning management system assistance, and guidance to effectively teach the MID-STATE course

### **4. SCHOOL DISTRICT RESPONSIBILITIES**

- a. Provides onsite instructional services and assignment of a SCHOOL DISTRICT Career Technical Education (CTE) Director/School to Work (STW), or Curriculum Director to act as program coordinator and liaison to MID-STATE
- b. Collaborates with MID-STATE for course registration of all students involved in the dual credit courses and allows MID-STATE staff to complete classroom student registration forms within one month of the contracted class start date
- c. Compensates SCHOOL DISTRICT employees instructing dual credit courses according to the SCHOOL DISTRICT labor contract, if any
- d. Provides adequate school classrooms and other facilities for the dual credit course
- e. Develops and implements procedures for screening and approving students for entry into dual credit courses
- f. Notifies the College Outreach Coordinator, immediately, if the high school instructor scheduled to teach the identified course(s) is no longer the instructor teaching the course(s) and/or is no longer employed at the high school/and or on leave of absence.

- g. Provides MID-STATE with student grades upon course completion within 7 days of course ending date.
- h. Assures SCHOOL DISTRICT instructor teaching the MID-STATE course has submitted application to College Outreach Coordinator.
- i. The SCHOOL DISTRICT certifies, as party to this Agreement, that it does not discriminate against employees, enrollees, or applicants for employment or enrollment on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, religion or sexual orientation except where there is a bona fide occupational qualification. The SCHOOL DISTRICT will provide an environment free of sexual harassment and/or assault in accordance with the laws of the United States and the State of Wisconsin including but not limited to provisions of the 1989 WI Act 177.
- j. Collaborates with Mid-State Disability Coordinator for student accommodations and adheres to Section 504 of the Rehabilitation Act.
- k. Agrees that MID-STATE retains the proprietary rights to any curriculum materials used or developed as part of this Agreement.

#### **5. JOINT SCHOOL DISTRICT AND MID-STATE RESPONSIBILITIES**

- a. Both parties agree to maintain records, submit reports, and comply with all requirements set forth by the WTCS, DPI and MID-STATE Board covering 38.14(3)(c) contract agreements.
- b. Should Federal Career and Technical Education Improvement Act (Perkins IV) or other grant funds support part or all of the fees and cost related to the services covered by this agreement, both parties will comply with all applicable rules, regulations, policies, directives, etc. which apply to this agreement.

#### **6. INDEMNITY AND INSURANCE**

- a. MID-STATE agrees that it will at all times during the existence of this contract indemnify the SCHOOL DISTRICT against any and all loss, damages, and costs of expenses which the SCHOOL DISTRICT may sustain, incur, or be required to pay by reason of any eligible client's suffering, personal injury, death or property loss resulting from the sole negligence or willful misconduct of MID-STATE. The provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by the SCHOOL DISTRICT.
- b. MID-STATE agrees that, in order to protect itself as well as the SCHOOL DISTRICT under the indemnity provision set forth in the above paragraph,

MID-STATE will at all times during the terms of this contract keep in force a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department in the amount of \$1 Million per occurrence, \$2 Million annual aggregate. Upon the execution of this contract, MID-STATE will furnish the SCHOOL DISTRICT, at its request, with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the SCHOOL DISTRICT upon any matter herein indemnified against, the SCHOOL DISTRICT shall, within five working days, cause notice in writing thereof to be given to MID-STATE by certified mail, addressed to its post office address.

**7. CONSIDERATION**

MID-STATE will determine the individual student tuition fees and other fees associated with the course on a per student basis and in accordance with MID-STATE and WTCS policy. MID-STATE will then provide the SCHOOL DISTRICT such itemized value that is a reciprocal amount of the value the School District has rendered in related onsite instructional services. Each party agrees to book reciprocal revenues and expenses as deemed appropriate within their accounting guidelines or practices.

**8. COURSE SUMMARY**

The SCHOOL DISTRICT agrees to teach the following course(s) as dual credit course(s) in 2020-2021 school year following the MID-STATE course curriculum and requirements, and to work in cooperation with designated MID-STATE personnel. Any student(s) who successfully completes a course(s) will receive college credit from MID-STATE, as well as high school credit from the SCHOOL DISTRICT.

<b>MID-STATE COURSE NAME</b>	<b>COURSE NUMBER</b>	<b>#CREDITS</b>
Accounting I	10-101-111	4
Welding Fundamentals 1	10-442-117	1
Welding Fundamentals 2	10-442-118	1

**9. TERM OF CONTRACT**

This Agreement shall terminate on June 30, 2021. This Agreement may be extended, modified or canceled any time upon the mutual consent of both parties.

MID-STATE

SCHOOL DISTRICT

\_\_\_\_\_  
MID STATE Grant and Contract Administrator - print

*James Kuchta, Interim District Administrator*  
Authorized Signor (TITLE) - print

\_\_\_\_\_  
(Signature)                      Date

*James Kuchta*                      9-8-2020  
\_\_\_\_\_  
(Signature)                      Date