

**SCHOOL DISTRICT
OF
THREE LAKES
POLICY BOOK**

Table of Contents

1000 THE BOARD OF EDUCATION	7
1100 Educational Mission	7
1200 Long Range Plan 2012-2017	7
1210 Cultural Change	7
1211 Curriculum / Instruction	8
1212 District/Student Engagement	9
1213 Technology	9
1300 District Goals	9
1310 Improve District Communications	9
1311 Implement Blended Learning Grades 5 & 9	9
1312 Student Success	9
1313 Focus on Meeting Individual Student Needs	10
1314 Curriculum Revision	10
1315 School Community Relations	10
1316 Technology	10
1317 Revise Board Policy Book	10
1400 School District Government	10
1500 Legal Functions	10
1600 Organization of the Board	11
1610 Membership	11
1620 Candidacy and Election	11
1630 Meetings	11
1640 Vacancy	11
1700 Officers and Duties of the Board of Education	11
1710 Officers	11
1720 Duties	11
1730 Absence of Officers	12
1800 Statement of Compliance with Federal Law and State Law 118.13 and PI 9	12
1810 Complaint Procedure for Harassment/Bullying or Discrimination	13
1820 Harassment/Bullying	14
1900 Recognition of Service and Retirement	15

1910	Service Recognition*	15
1920	Retirement Recognition*	15
2000	ADMINISTRATION	15
2100	The District Administrator	15
2110	Duties	15
2200	Three Lakes High School Principal	17
2210	Duties	17
2300	Three Lakes Elementary School Principal	18
2310	Duties	18
2400	Sugar Camp Elementary School Principal	20
2410	Duties	20
3000	EDUCATIONAL PROGRAM	22
3100	Organization of the Schools	22
3110	Story Hour Program	22
3120	Sugar Camp Elementary School	22
3130	Three Lakes Elementary School	22
3140	Junior High School	22
3150	Senior High School	22
3160	Days of Attendance	22
3170	Definition of a full time student for 3rd Friday membership purposes:	23
3180	Open Enrollment	23
3190	English Language Learner Program	26
3200	Curriculum	27
3210	Elementary Schools	27
3220	Junior High School	27
3230	Senior High School	27
3300	Guidance and Counseling	32
3400	ESEA Title I Program	32
3500	Special Education Program	32
3600	Extra Curricular Program and Field Trips	33
3610	Field Trips	33
3620	Overnight Field Trips	33
3630	Non-Discrimination	34
3700	Library Standards	34

3710	Library Materials Selection	34
3720	Resource Sharing	35
3730	Copyright	36
3800	Health and Emergency Nursing Services	36
3810	Emergency Nursing Service	36
3820	School Medication	37
3900	Communicable Diseases	38
3910	Administrative Procedure	38
3920	Confidentiality/Reporting	39
3930	Exclusion from School	39
4000	BUSINESS AND OPERATIONS	42
4100	Financial Records	42
4110	Student Agency Fund	42
4120	Fund Balance	43
4200	Purchases	47
4300	School Safety and Healthful Facilities	48
4310	Prohibition of Tobacco Products	48
4320	District Wellness	48
4400	Use of School Facilities and Equipment	49
4410	Facilities	49
4420	The order of priority of use of school facilities	50
4430	General Provisions and Board Regulations	51
4440	Applications for Facility Use	52
4450	Equipment	58
4500	Admissions	59
4510	Admission to School Athletic Events by School Employees and Students	59
4520	Admission and Season Passes to Athletic Events	59
4600	Fund Raising Activities	59
4700	Public Records and Property Resolution	59
4710	Designation of Public Records	59
4720	Designation of the Official Legal Custodian	60
4730	Powers of the Official Legal Custodian	60
4740	Procedure for the Release, Inspection and Reproduction of Records and Property	60
4750	Fee Schedule	61

4800	Food Services Management	62
4900	Public Gifts to the Schools	63
5000	CERTIFIED PERSONNEL	63
5100	Negotiated Agreement	63
5200	The Employee Handbook	63
5300	Substitute Teachers	63
6000	STUDENTS	64
6100	Attendance	64
6110	Attendance Required	64
6120	Procedures to Enforce Attendance Policy	64
6130	Admissions, Entrance, Transfer, and Tuition	65
6200	Student Retention	70
6210	Elementary	70
6220	Junior High	70
6230	High School	71
6300	School Sponsored Activities	71
6310	Athletics	71
6400	Fees and Admissions	71
6500	Student Records (118.125)	71
6510	General	71
6520	Content	72
6530	Confidentiality	72
6540	Maintenance and Destruction of Records	72
6600	Student Immunizations	74
6610	Objectives	74
6620	Procedure to be Used	74
6630	Guidelines	74
7000	TRANSPORTATION	74
7100	Bus Drivers	74
7110	Bus Contracts	74
7120	After School Bus Contracts	74
7130	Extra-Curricular Bus Contracts	75
7140	Health Examinations	75
7150	Licensing	75

7160	Meetings	75
7170	Duties and Responsibilities	75
7180	Parent Transportation	77
7200	Activity Transportation	77
7210	Definition	77
7220	Chaperones	78
7300	Bus Routes	78
7400	Bus Passenger Other than Pupils	78
7500	Closing of School for Inclement Weather or Other Emergencies	79
7600	Staff Use of School-Owned Vehicles	79
8000	NON-CERTIFIED PERSONNEL	79
8100	Employee Handbook for Support Staff	79
8200	Support Staff Salary and Fringe Benefit Schedule	79
9000	NEGOTIATED PROFESSIONAL AGREEMENT	79

1000 THE BOARD OF EDUCATION

1100 Educational Mission

The mission of the Three Lakes School District is to teach students to be productive citizens. The Board believes the best way to accomplish this is to provide each student with a personalized education that will inspire them to become lifelong learners.

Revised 12/19/12

1200 Long Range Plan 2012-2017

1210 Cultural Change

- A. Improve district communications

- 1. Focus on district website
 - a. Establish point-of-contact for district website
 - b. Establish protocols for professional staff sites
- 2. Review and ensure implementation of Cultural Change Initiative annually regarding PK-12 teacher responsibilities
- B. Explore alternative compensation
- C. Implement blended learning
 - 1. Follow through with 1-1 technology initiative
 - 2. Provide professional development
- D. Student success
 - 1. Review and ensure implementation of Cultural Change Initiative annually regarding student work/grading
 - 2. PBIS and RtI
- E. 9-12 future restructuring
 - 1. Dual credit/on-line learning opportunities
 - 2. Post-secondary considerations
- F. Enhance district relations
 - 1. Solicit input from all stakeholders
 - 2. Foster progressive employer/employee relationships
- G. Revise the Board policy book
- H. Wellness initiative

1211 Curriculum / Instruction

- A. Focus on meeting individual student needs
 - 1. Age vs ability grouping
- B. Active learning
- C. Incorporate critical thinking
- D. Curriculum revision
 - 1. Implement Common Core Standards
 - 2. MAP testing
 - 3. AP courses
 - 4. Dual credit courses
- E. Improve writing and oral presentation skills
- F. Revising grade level benchmarks as necessary
- G. Increase K-12 career education
 - 1. Increase elementary involvement
 - 2. Link relevance of education to careers
 - 3. Implementation of special education career portfolio
- H. Complete implementation of Singapore Math
- I. Enhance staff common planning and collaboration time
 - 1. Restructuring of teacher work day
- J. Educator evaluation
- K. District accountability
- L. Read to Lead
- M. Science, Technology, Engineering, Math (STEM) initiatives
 - 1. Explore possible implementation of CNC milling technology
 - 2. Explore areas for cross curricular applications

1212 District/Student Engagement

- A. Differentiation
 - 1. Generate a genuine curiosity for learning by making education relevant
 - 2. Design lessons for increased student cognitive engagement
 - 3. Promote and recognize creativity and communication skills
 - 4. Identify and implement active learning strategies in each classroom
- B. Develop leadership and teamwork within student body
- C. School/community relations
 - 1. School spirit
 - 2. Organize community athletic/educational opportunities
 - a. Open gym
 - b. Fitness classes
 - c. Adult intramural activities
- D. Promote collaboration on school/community issues

1213 Technology

- A. 1-1 technology initiative
 - 1. Purchase devices and in-service students on devices
- B. Increase and improve technology training and opportunities
 - 1. Identify individual needs and require training as needed
- C. District website revisions
 - 1. Continue transition with technological changes
- D. Restructure instructional spaces
 - 1. Make instructional spaces conducive to utilizing technology
 - 2. Reconfiguring labs for 21st century learning
- E. Phase out thin clients/terminal servers

Adopted 5/23/12

1300 District Goals

1310 Improve District Communications

- A. Focus on district website
 - 1. Establish point of contact for district website
 - 2. Establish protocols for professional staff sites
- B. Review and ensure implementation of Cultural Change Initiative annually regarding PK-12 teacher responsibilities

1311 Implement Blended Learning Grades 5 & 9

- A. Follow through with 1-1 technology initiative
- B. Provide professional development

1312 Student Success

- A. Review and ensure implementation of Cultural Change Initiative annually regarding student work/grading

- B. PBIS and RtI

1313 Focus on Meeting Individual Student Needs

- A. Explore age vs ability grouping

1314 Curriculum Revision

- A. Implement Common Core Standards
- B. MAP testing

1315 School Community Relations

- A. School spirit
- B. Organize community athletic/educational opportunities
 - 1. Open gym
 - 2. Fitness classes
 - 3. Adult intramural activities

1316 Technology

- A. 1-1 technology initiative
 - 1. Purchase devices and in-service students on devices
- B. Increase and improve technology training and opportunities
 - 1. Identify individual needs and require training as needed
- C. District website revisions
 - 1. Continue transition with technological changes
- D. Begin to restructure instructional spaces
 - 1. Make instructional spaces conducive to utilizing technology
 - 2. Reconfiguring labs for 21st Century Learning
- E. Improve district efficiency through technology
 - 1. Digitize work environment

1317 Revise Board Policy Book

Adopted 5/23/12

1400 School District Government

School Board duties and powers are outlines in the Wisconsin Statutes. The State, however, retains general control of the entire public school system.

Revised 12/19/12

1500 Legal Functions

The Board of Education performs three major functions: policymaking, approve contracts, and evaluation. Since the Board of Education exists only when its individual members are meeting together in legal session, it shall be the responsibility of the individual members of the Board to refrain from giving opinion or promises which reflect on or bind the Board in any manner. When possible, all public complaints or grievances are to be presented to the school administrator before being submitted to the Board. If this is not

possible, then they should be submitted to the Board of Education, in writing, so that they can be placed on a future Board agenda. The Board of Education delegates the responsibilities of carrying out the adopted school policies to the administrator who shall administer them in accordance with the Board's intention.

Revised 12/19/12

1600 Organization of the Board

1610 Membership

The Board of Education is made up of five (5) members. The members are elected from the district at large for three (3) year terms. The officers (President, Vice-President, Clerk, and Treasurer) of the Board are elected by the Board each year at the meeting on or immediately after the fourth Monday in April, when new members are seated.

1620 Candidacy and Election

Any qualified voter of the school district desiring to be a candidate for the Board of Education should contact the administrator's office for filing requirements pursuant to Wisconsin Statutes.

1630 Meetings

The Board of Education shall convene regularly on the third (3) Wednesday of each month at 6:00 P.M. in the board room. The Board reserves the right to hold their regular meetings at a different time and location as may be appropriate throughout the year. The Board will also hold special meetings, when required, throughout the year. "Roberts Rules of Order" shall be employed in conducting each meeting. The annual district meeting shall be held at a time and date set by the electorate at a [the] previous annual meeting.

1640 Vacancy

When a vacancy occurs on the Board of Education such vacancy shall be filled by the appointment by the remaining members of the Board according to State Statute. *Ref. Wis. Stats. 17.26(2)*

Revised 12/19/12

1700 Officers and Duties of the Board of Education

1710 Officers

Board of Education officers shall be president, vice-president, treasurer, and clerk.

1720 Duties

Duties of the Board officers shall be as outlined in the Wisconsin Statutes.

1730 Absence of Officers

In the absence of the president, the vice-president shall serve as the temporary chairman during meetings. In the absence of the clerk, the president shall appoint a temporary clerk.

Revised 12/19/12

1800 Statement of Compliance with Federal Law and State Law 118.13 and PI 9

The School District of Three Lakes complies with all Federal and State Laws and Regulations prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education. It is the policy of the School District of Three Lakes that no person, on the basis of gender, race, national origin, ancestry, age, creed, color, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination in employment or in any educational program or activity for which the district is responsible, or for which the district receives financial assistance from the United States Department of Education. This policy prohibits discrimination under Wisconsin Statutes Section 118.13 and PI 9, and Federal Statutes, including Title VI of the Civil Rights Act of 1964 (Race and National Origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). It shall be the responsibility of the district administrator, serving as the designated employee, to examine existing policies and develop new policies where needed to ensure that the School District of Three Lakes does not discriminate pursuant to Federal and State Law. The following employees are hereby designated as coordinators to receive inquiries and complaints regarding State and Federal Laws pertaining to discrimination:

- Title IX and Title VI Coordinator
- High School Principal
- Section 504 Coordinator
- Special Education Director/Designee
- State Law 118.13 and PI 9
- High School Principal

Revised 12/19/12

- Legal Ref.:*
- Section 118.13 Wisconsin Statutes*
 - PI 9, Wisconsin Administrative Code*
 - Title VI of the Civil Rights Act of 1964*
 - Title IX, Education Amendments of 1972*
 - Section 504, Rehabilitation Act of 1973*
 - Americans with Disabilities Act of 1990*

1810 Complaint Procedure for Harassment/Bullying or Discrimination

under Federal Titles VI and IX, and Section 504, and State Statute 118.13 and PI 9

The following procedure is adopted to address complaints by any person who believes that the Three Lakes School District, or any part of the school organization, has been, or is being discriminatory, or that any student is being harassed/bullied.

Step 1: The complainant must submit a signed, written, statement of complaint to the designated coordinator. The statement of complaint shall name the complainant; state the facts giving rise to the complaint; identify all provisions of the rules and regulations alleged to be violated; state the contention of the complainant with respect to those provisions; and indicate the relief requested. The coordinator shall investigate the complaint and reply to the complainant in writing within five (5) business days after receipt of the written complaint.

Step 2: If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the coordinator's response. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days after receipt of the appeal.

Step 3: 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 his/her receipt of the district administrator's response in Step 2. In attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If a complainant under Section 118.13, or 118.46 of the Wisconsin Statutes and PI 9 wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within thirty (30) days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if he/she has not been provided with written acknowledgement of the complaint within forty-five (45) days of receipt of the complaint or if the Board has not made a determination within 90 days of the time that the written complaint was initially filed. Appeals should be addressed to:

State Superintendent of Public Instruction
125 S. Webster Street, PO Box 7841
Madison, WI 53707-7841

If a complainant under Federal Law wishes to appeal a negative determination, he/she may file a complaint with the Federal Government at the following address:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov

Revised 12/19/12

1820 Harassment/Bullying

The Three Lakes School District supports an educational environment that is free of harassment, bullying or intimidation of any form. It is therefore the policy of the district that neither students nor employees will be allowed to engage in any form of harassment, bullying or intimidation toward any person.

Harassment, bullying or intimidation can arise from a broad range of physical or verbal behavior which can include, but is not limited to the following: aggressive or hostile behavior that is intentional that involves an imbalance of power between the bully and the bullied, and is typically repeated over time; physical or verbal assaults; non-verbal or emotional threats or intimidation; social exclusion and isolation; extortion; the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages; teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing; victimization that is not necessarily a result of or part of an ongoing conflict; physical or mental abuse; racial insults, ethnic slurs, religious slurs; unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient, or cause the recipient discomfort, humiliation, or interfere with the recipient's academic performance.

It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur and are reported to an administrator.

Any person who believes that he/she has been the subject of prohibited harassment/bullying shall report the matter to the high school principal, in accordance with established complaint procedures for harassment/bullying. There shall be no retaliation against any person who files a complaint under this policy. All complaints shall be investigated in a timely manner.

Third party witnesses are strongly encouraged to report observed incidents of harassment/bullying to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity, unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the Three Lakes School District does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. This policy will be distributed annually to all enrolled students and their parents or guardians. The policy will be provided to any person who requests it and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

LEGAL REF.: Sections 118.13 and 118.46 Wisconsin Statutes
 PI 9, Wisconsin Administrative Code
 Title VI of the Civil Rights Act of 1964
 Title IX of the Education Amendments of 1972

Revised 12/19/12

1900 Recognition of Service and Retirement

The School District of Three Lakes Board of Education recognizes that the employees of the School District should be acknowledged for years of service to the District.

1910 Service Recognition*

It shall be the Policy of the School District of Three Lakes Board of Education to recognize employees who have given service to the District as follows:

- a. Employees with ten (10) and twenty (20) years of service shall be recognized by receiving a certificate of service award.
- b. Employees with thirty (30) years of service shall be recognized by receiving a gift.

1920 Retirement Recognition*

It shall be the Policy of the School District of Three Lakes Board of Education to honor employees in the District upon retirement who have served for ten (10) or more years as follows:

- a. Employees retiring with between ten (10) and nineteen (19) years of service will receive a plaque.
- b. Employees retiring with twenty (20) or more years of service will receive a clock or gift certificate.

*The Board of Education reserves the right to deviate from the above Policy at their discretion, if warranted.

Revised 12/19/12

SECTION 2000

2000 ADMINISTRATION

2100 The District Administrator

The district administrator shall be hired for a period of not more than two years, with annual renewals as permitted by Wisconsin Statutes, with an annual salary and benefits as negotiated with the Board of Education. The district administrator shall be the executive officer of the Board of Education. He shall be responsible for executing the Board policies, legislation, and evaluation of the operating and educational programs, and make necessary reports to the Board of Education. The district administrator shall have certification qualifications as set forth by the State Department of Public Instruction.

2110 Duties

- 2111 Serve as professional advisor to the Board and educational leader of the school staff.
- 2112 Be a resource person and advisor to the Board during staff negotiations.
- 2113 Attend all Board meetings unless excused for cause.
- 2114 Attend professional meetings authorized by the Board and report on a regular basis.

- 2115 Make recommendations to the Board regarding adoption of textbooks, courses of study, curriculum guides, time schedules and instructional supplies and materials.
- 2116 Submit to the Board for its approval statements of Policy which are necessary for the proper control and management of the District.
- 2117 Determine qualifications for all personnel and recommend same to the Board for appointment.
- 2118 Have the authority to make assignments, to alter the duties, to transfer, and to recommend for promotion or dismissal any employee of the District except auditors, attorneys and architects.
- 2119 Coordinate staff improvement and inservice activities in the District.
- 2120 Evaluate the Principals, Special Education Director, and business office staff of the District.
- 2121 Prepare the agenda for each Board meeting.
- 2122 Direct the development of the annual school budget for the Board's consideration and action.
- 2123 Present the Board-approved budget to the electorate at the Annual meeting.
- 2124 Be responsible for budget expenditures authorized by the Board.
- 2125 Act as purchasing agent for the Board, and establish procedures for the purchase of books, supplies, material and equipment.
- 2126 Supervise repairs and maintenance of school buildings and grounds.
- 2127 Be responsible for scheduling the use of buildings and grounds by all groups and/or organizations.
- 2128 Serve as Safety Coordinator for the District.
- 2129 Supervise all business office operations of the District.
- 2130 Be responsible for supervision of the District hot lunch program.
- 2131 Make recommendations to the Board concerning the transportation of pupils.
- 2132 Conduct staff meetings when necessary.
- 2133 Be responsible for maintaining sound school-community relationships.
- 2134 Perform such other tasks as may from time to time be assigned by the Board.
- 2135 In the absence of the Administrator or in the event of his inability to act, the high school principal will assume the Administrator's necessary duties. In the absence of both the Administrator and the high school principal, the Director of Guidance will assume the responsibility to make emergency educational decisions.
- 2136 The Board authorizes the Administrator, or his designee, to close schools in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.
- 2137 The District Administrator shall prepare a narrative of his performance to facilitate his annual evaluation by the Board.
- 2138 Schedule time for personal, family, and leisure activities.

Revised 12/19/12

2200 Three Lakes High School Principal

The Three Lakes High School Principal shall be hired for a contract period which may be longer than the teachers at a salary and fringe benefit policy agreed upon with the Board of Education. The principal shall be directly responsible to the District Administrator in the performance of his/her duties.

2210 Duties

- 2211 Coordinate student attendance policies and procedures.
 - a. attendance records and reports
 - b. truancy referrals
- 2212 Establish and review student discipline policies.
 - a. administer/coordinate discipline as needed
 - b. revise student handbook as needed
 - c. keep records of disciplinary cases
 - d. confer with parents and local authorities as appropriate
- 2213 Monitor the supervision of student activities.
 - a. student council
 - b. co-curricular activities (athletics, dances, plays, concerts, etc.)
 - c. coordinate school pictures and assemblies
 - d. awards and honors
 - e. coordinate lunch/hall/recess supervisions
- 2214 Assist with the administration of student transportation.
 - a. bus procedures and discipline
 - b. coordinate field trip transportation
- 2215 Assist with the Student Assistance Programs.
- 2216 Serve as a member of the administrative team.
- 2217 Serve as the administrator in the absence of the District Administrator.
- 2218 Coordinate building emergency plan.
- 2219 Serve as an administrative member on various committees.
- 2220 Assist with the budgetary process.
- 2221 Manage scheduling procedures (student/staff/building use/etc.)
- 2222 Gather research data and make reports as requested.
- 2223 Implement school board policies and administrative rules and regulations.
- 2224 Attend all regular school board meetings unless excused for cause.
- 2225 Participate in the recruitment and hiring of personnel.
- 2226 Administer substitute teacher policies.
 - a. maintain current substitute list
 - b. coordinate the use of substitutes as needed
 - c. assign staff for emergency assignments as needed
 - d. orient new substitutes to school and procedures
 - e. coordinate the availability of teacher lesson plans, class lists and sub folders
- 2227 Participate in the personnel assignment process (academic, co-curricular, supervisory, etc.)
- 2228 Supervise and evaluate personnel.
 - a. certified personnel
 - 1. observations
 - 2. evaluations

- 3. conferences
 - b. non-certified personnel
 - 1. observations
 - 2. evaluations
 - 3. conferences
- 2229 Assist in professional staff development programs.
- a. serve as resource person in identifying and solving classroom problems
 - b. orient new staff to school procedures
 - c. revise employee handbooks as needed
 - d. promote and assist in areas of guidance
 - e. serve on IEP teams as needed
 - f. administer substitute personnel policies
 - g. work with guidance counselors, social workers, and psychologists on referrals
 - h. assign faculty to supervision of student activities (as needed)
 - i. serve on inservice committees
- 2230 Be knowledgeable about the broad goals and objectives of specific curricula.
- 2231 Serve on curricula committees as deemed appropriate.
- 2232 Coordinate the articulation of curriculum with the instructional team.
- 2233 Supervise and evaluate curriculum.
- 2234 Regularly inspect the school property under his/her direction.
- 2235 Direct the custodians in the areas of routine maintenance and cleaning.
- 2236 Inform the District Administrator of the conditions and needs of the school.
- 2237 Review emergency drills in accordance with state and local regulations.
- 2238 Participate in community related activities.
- 2239 Serve as a liaison between school and community.
- 2240 Interpret and promote school programs and activities to the public.
- 2241 Coordinate and encourage positive parent-school involvement.
- 2242 Be an active member in professional educational organizations.
- 2243 Continue education through post graduate classes, professional seminars, workshops and conferences.
- 2244 Schedule time for personal, family and leisure activities.
- 2245 Perform other tasks that shall be made from time to time by the District Administrator.

Revised 12/19/12

2300 Three Lakes Elementary School Principal

The Three Lakes Elementary School Principal shall be hired for a contract period which may be longer than the teachers at a salary and fringe benefit policy agreed upon with the Board of Education. The principal shall be directly responsible to the District Administrator in the performance of his/her duties.

2310 Duties

- 2311 Coordinate student attendance policies and procedures.

- a. attendance records and reports
- b. truancy referrals
- 2312 Establish and review student discipline policies.
 - a. administer/coordinate discipline as needed
 - b. revise student handbook as needed
 - c. keep records of disciplinary cases
 - d. confer with parents and local authorities as appropriate
- 2313 Monitor the supervision of student activities.
 - a. student council
 - b. co-curricular activities (athletics, dances, plays, concerts, etc.)
 - c. coordinate school pictures and assemblies
 - d. awards and honors
 - e. coordinate lunch/hall/recess supervisions
- 2314 Assist with the administration of student transportation.
 - a. bus procedures and discipline
 - b. coordinate field trip transportation
- 2315 Assist with the Student Assistance Programs.
- 2316 Serve as a member of the administrative team.
- 2317 Serve as the administrator in the absence of the District Administrator and High School Principal.
- 2318 Coordinate building emergency plan.
- 2319 Serve as an administrative member on various committees.
- 2320 Assist with the budgetary process.
- 2321 Manage scheduling procedures (student/staff/building use/etc.)
- 2322 Gather research data and make reports as requested.
- 2323 Implement school board policies and administrative rules and regulations.
- 2324 Attend all regular school board meetings unless excused for cause.
- 2325 Participate in the recruitment and hiring of personnel.
- 2326 Administer substitute teacher policies.
 - a. maintain current substitute list
 - b. coordinate the use of substitutes as needed
 - c. assign staff for emergency assignments as needed
 - d. orient new substitutes to school and procedures
 - e. coordinate the availability of teacher lesson plans, class lists and sub folders
- 2327 Participate in the personnel assignment process (academic, co-curricular, supervisory, etc.)
- 2328 Supervise and evaluate personnel.
 - a. certified personnel
 - 1. observations
 - 2. evaluations
 - 3. conferences
 - b. non-certified personnel
 - 1. observations
 - 2. evaluations
 - 3. conferences
- 2329 Assist in professional staff development programs.
 - a. serve as resource person in identifying and solving classroom problems
 - b. orient new staff to school procedures

- c. revise employee handbooks as needed
 - d. promote and assist in areas of guidance
 - e. serve on IEP teams as needed
 - f. administer substitute personnel policies
 - g. work with guidance counselors, social workers, and psychologists on referrals
 - h. assign faculty to supervision of student activities (as needed)
 - i. serve on inservice committees
- 2330 Be knowledgeable about the broad goals and objectives of specific curricula.
- 2331 Serve on curricula committees as deemed appropriate.
- 2332 Coordinate the articulation of curriculum with the instructional team.
- 2333 Supervise and evaluate curriculum.
- 2334 Coordinate the federal programs in our District, Titles I, II and III.
- 2335 Regularly inspect the school property under his/her direction.
- 2336 Direct the custodians in the areas of routine maintenance and cleaning.
- 2337 Inform the District Administrator of the conditions and needs of the school.
- 2338 Review emergency drills in accordance with state and local regulations.
- 2339 Participate in community related activities.
- 2340 Serve as a liaison between school and community.
- 2341 Interpret and promote school programs and activities to the public.
- 2342 Coordinate and encourage positive parent-school involvement.
- 2343 Be an active member in professional educational organizations.
- 2344 Continue education through post graduate classes, professional seminars, workshops and conferences.
- 2345 Schedule time for personal, family and leisure activities.
- 2346 Perform any other duties as designated by the District Administrator.

Revised 12/19/12

2400 Sugar Camp Elementary School Principal

The Sugar Camp Elementary School Principal is a teacher/principal. The contract and salary for principal duties is agreed upon with the Board of Education. The principal shall be directly responsible to the District Administrator in the performance of his/her duties.

2410 Duties

- 2411 Coordinate student attendance policies and procedures.
 - a. attendance records and reports
 - b. truancy referrals
- 2412 Establish and review student discipline policies.
 - a. administer/coordinate discipline as needed
 - b. revise student handbook as needed
 - c. keep records of disciplinary cases
 - d. confer with parents and local authorities as appropriate
- 2413 Monitor the supervision of student activities.
 - a. elementary basketball

- b. coordinate school pictures and assemblies
- c. awards and honors
- d. coordinate lunch/hall/recess supervisions
- 2414 Assist with the administration of student transportation.
 - a. bus procedures and discipline
 - b. coordinate field trip transportation
- 2415 Serve as a member of the administrative team.
- 2416 Coordinate building emergency plan.
- 2417 Serve as an administrative member on various committees.
- 2418 Assist with the budgetary process.
- 2419 Manage scheduling procedures (student/staff/building use/etc.)
- 2420 Gather research data and make reports as requested.
- 2421 Implement school board policies and administrative rules and regulations.
- 2422 Attend all regular school board meetings unless excused for cause.
- 2423 Participate in the recruitment and hiring of personnel.
- 2424 Administer substitute teacher policies.
 - a. maintain current substitute list
 - b. coordinate the use of substitutes as needed
 - c. assign staff for emergency assignments as needed
 - d. orient new substitutes to school and procedures
 - e. coordinate the availability of teacher lesson plans, class lists and sub folders
- 2425 Participate in the personnel assignment process (academic, co-curricular, supervisory, etc.)
- 2426 Supervise and evaluate personnel
 - a. certified personnel
 - 1. observations
 - 2. evaluations
 - 3. conferences
 - b. non-certified personnel
 - 1. observations
 - 2. evaluations
 - 3. conferences
- 2427 Assist in professional staff development programs.
 - a. serve as resource person in identifying and solving classroom problems
 - b. orient new staff to school procedures
 - c. revise employee handbooks as needed
 - d. promote and assist in areas of guidance
 - e. serve on IEP teams as needed
 - f. administer substitute personnel policies
 - g. work with guidance counselors, social workers, and psychologists on referrals
 - h. assign faculty to supervision of student activities (as needed)
- 2428 Be knowledgeable about the broad goals and objectives of specific curricula.
- 2429 Serve on curricula committees as deemed appropriate.
- 2430 Coordinate the articulation of curriculum with the instructional team.
- 2431 Supervise and evaluate curriculum.
- 2432 Regularly inspect the school property under his/her direction.

- 2433 Direct the custodians in the areas of routine maintenance and cleaning.
- 2434 Inform the District Administrator of the conditions and needs of the school.
- 2435 Review emergency drills in accordance with state and local regulations.
- 2436 Participate in community related activities.
- 2437 Serve as a liaison between school and community.
- 2438 Interpret and promote school programs and activities to the public.
- 2439 Coordinate and encourage positive parent-school involvement.
- 2440 Be an active member in professional educational organizations.
- 2441 Continue education through post graduate classes, professional seminars, workshops and conferences.
- 2442 Schedule time for personal, family and leisure activities.
- 2443 Perform other tasks that shall be made from time to time by the District Administrator.

Revised 12/19/12

3000 EDUCATIONAL PROGRAM

3100 Organization of the Schools

3110 Story Hour Program

Three Lakes and Sugar Camp Story Hour enrollments will be limited to residents of the School District.

3120 Sugar Camp Elementary School

The Sugar Camp Elementary School includes grades PK-6. The school day begins at 8:15 A.M. and ends at 3:30 P.M. (178 days)

3130 Three Lakes Elementary School

The Three Lakes Elementary School includes grades PK-6. The school day begins at 8:15 A.M. and ends at 3:15 P.M.

3140 Junior High School

The Junior High School includes all the district students in grades seven and eight. It is semi self-contained and offers exploratory course offerings. The school day begins at 8:15 A.M. and ends at 3:10 P.M. (178 days)

3150 Senior High School

The Senior High School includes grades nine through twelve. It is designed to offer vocational and college preparation opportunities for all the students enrolled. The school day begins at 8:15 A.M. and ends at 3:10 P.M. *(178 days)

3160 Days of Attendance

School shall be held and students shall receive actual instruction for at least 178 days with additional days included as provided in s. 115.01 (10).

3170 Definition of a full time student for 3rd Friday membership purposes:

For membership purposes the following requirements must be met to qualify as a full time student in the district:

3171 High School - Grades 9-12

A student must be enrolled in a minimum of three (3) one-credit courses per day and be scheduled for more than one-half day ... 4 periods. (A one-credit course is any course which meets 1 period per day, 5 days per week for 36 weeks.)

*Wis. Stats. 120.12 (15)

3172 Junior High School - Grades 7 and 8

A student must be scheduled for a minimum of four (4) classes per day and scheduled for the entire school day: 8 periods.

3173 Elementary School: Grades PK-6

A student must be scheduled for the full school day.

Kindergarten students to be considered as ½ membership shall be scheduled for a minimum of 2 hours and 45 minutes per day.

3174 EEN students may have less than the minimum program if prescribed by their IEP.

3175 The Board of Education may approve homebound instruction in certain situations involving extended absences and personal education plans. Such homebound instruction will be designed to fulfill membership requirements.

3180 Open Enrollment

3181 Full-Time Non-resident Students Coming Into the District

A non-resident student may apply for full-time enrollment in a district school under the state's Public School Open Enrollment Program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in State Law. The district shall supply application forms approved by the Department of Public Instruction.

The district shall consider the following criteria when accepting or rejecting a non-resident student's application for full-time enrollment:

A. The availability of space in the schools, programs, classes, or grades within the district. When determining space availability, consideration shall be given to such factors as class size limits, student-teacher ratios, and non-resident students currently attending district schools, as related to long-term enrollment projections.

B. Whether the student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with exceptional educational needs (EEN).

C. Whether the student has been reported or identified as having possible EEN, but has not yet been evaluated by a multi-disciplinary team in the resident district.

D. Whether the special education program or related services described in the student's IEP are available in the district or whether there is space available in the special education program identified in the student's IEP. If a non-resident student's IEP

changes after the student begins attending school in the district and the special education program or services required by that IEP are not available in the district or there is no space available in the special education program identified in the IEP, the district may deny the student's continued enrollment in the district.

The district shall not accept any student for full-time enrollment who has been expelled by any school district during the current school year or preceding two school years for specific conduct or who has disciplinary proceedings pending on such conduct, unless approved by the Board of Education. This policy provision applies to the following student conduct:

- A. Endangering the health, safety, or property of others.
- B. Conveying or causing to be conveyed a "bomb" threat involving school property.
- C. Possessing a dangerous weapon while at school or under the supervision of a school authority.

If any of these disciplinary actions occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the non-resident student first enrolls in the district, the student's enrollment shall be denied.

The district shall give preference in accepting full-time enrollment applications to any non-resident students already attending school in the district and their siblings. In addition, the district shall give preference in attendance at a particular elementary school, class, or grade, to resident students who live outside the school's attendance area. If the district receives more non-resident student applications for full-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis.

Full-time open enrollment students accepted for elementary school enrollment shall be required to reapply for enrollment prior to admission to junior high school. Full-time open enrollment students accepted for junior high school, as first time

applicants, shall be required to reapply for enrollment prior to admission to high school. A student shall not be required to reapply for enrollment in the district more than one time.

Except as otherwise provided, student transportation shall be the responsibility of the non-resident student's parent(s)/

guardian(s). However, non-resident students will be permitted to ride regular bus runs provided there is space available. The district shall provide transportation for non-resident EEN

students if it is required in the student's IEP.

Non-resident open enrollment students attending school or classes in the district shall have all the rights and privileges of resident students and shall be subject to the same rules and regulations as resident students.

3182 Full-time Resident Students Going Out of the District

Resident students may apply for full-time enrollment in another public school district in accordance with State Law. The district shall supply application forms approved by the Department of Public

Instruction. The district shall limit the number of resident students attending public school in other districts on a full-time basis to the minimum number allowed by law. If more students apply for full-time enrollment in another public school district than the maximum allowable number, determinations regarding which students will be allowed to attend other public schools shall be made on a random basis. Preference shall, however, be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

The district may deny a student from attending school in another public school district, or continuing to attend school in another public school district, if costs of special education services required in the student's IEP would place an undue financial burden on the district.

The parents/guardians of resident students attending school in another school district under the open enrollment program shall be responsible for providing student transportation to and from the non-resident school district.

3183 Part-time Non-Resident Students Coming Into the District

A student who is enrolled in another public high school may apply for enrollment in a course(s) in the district in accordance with State Law and established procedures. The district shall supply application forms approved by the Department of Public Instruction.

The district shall apply the same criteria for accepting and rejecting course applications for non-resident students as resident students (e.g., course prerequisites, grade level standing, space availability), except that preference shall be given in attendance in a course to residents of the district.

If the district receives more non-resident student applications for enrollment in courses than there are spaces available, determination of which students to accept shall be made on a random basis.

Student transportation shall be the responsibility of the non-resident student's parent(s)/guardian(s).

Non-resident open enrollment students attending courses in the district have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

3184 Part-time Resident Students Going out of the District

District high school students may apply for enrollment in up to two courses in another school district in accordance with State Law. The district shall supply application forms approved by the Department of Public Instruction. The district shall reject a student's application to attend a course in another school district if the course conflicts with the student's individual education program (IEP). The district shall also reject a student's application to attend a course(s) in another school district if the cost of the course(s) would impose an undue financial burden on the district.

Transportation to and from the course(s) in another school district under the open enrollment program shall be the responsibility of the student's parent(s)/guardian(s).

3190 English Language Learner Program

The District shall provide appropriate services for district students whose primary language is not English. The purpose of these services will be to help students acquire English

language proficiency, develop high levels of academic attainment in English, and meet the same challenging Wisconsin academic standards that all students are expected to meet.

English Language Learners (ELL) shall be identified as part of the school enrollment process. The Home Language Survey is given to all new students as the first step indicator of potential ELL students. If there is an indication that another language was spoken in the home and/or the student was exposed to a language other than English, then a comprehensive review of available academic data is completed. If academic data fall within the "normal" range for same age peers, then there is no reason to suspect a possible language limitation. If after a records review and informal assessments, there is reason to believe that language proficiency may be limited, the student's English proficiency is assessed with an approved DPI screener. If on the screening test, the student is proficient as defined by DPI proficiency levels, then there is no need for further language assessment.

If the student is less than proficient on the screening test, then (s)he is identified as a Limited English Proficient (LEP) student. Once ELL students are identified, their English proficiency shall be assessed using the DPI approved language proficiency test, they shall be assigned an English proficiency level, and provided an age-

appropriate educational program. Annually the district shall assess the English proficiency and academic progress of ELL students in accordance with legal requirements and established district procedures. Allowable accommodations on the Wisconsin Knowledge and Concept Examination may be made based on student needs; see DPI website for allowable accommodations and the flowchart for ELL students.

Specialized instructional materials and techniques designed to teach students with limited English proficiency shall be used in the district. The degree of curricular and instructional modification, type of support services, and their duration shall be based on individual student need and designed to assure individual progress in language and academic content goals. Standards-based language/

academic goals and services shall be documented in an individual ELL plan of service, developed by a team of educators and parents, accommodations and modifications can be identified for district and classroom assignments and assessments. At least annually, ELL plans of service will be reviewed and revised until an ELL student exits from such services. Students may be exited from ELL when meeting existing DPI criteria for reclassification. Students who exit ELL services must be monitored for 2 years.

Parents/guardians of ELL students shall be involved in the development of individual plans of service and notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic

achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the student's parent/guardian understands them. Parents/

guardians may not refuse the ELL language proficiency assessment. If they refuse ELL program services, indicated by a signed refusal which shall be maintained by the district, the district is still required to provide accommodations/modifications/adaptations to meet the student's needs.

REFERENCE:

Sec. 118.13, Wis. Stats, Department of Public Instruction
(PI9 & 13)

Revised 7/17/13

3200 Curriculum

The district will follow the standards set by the Wisconsin Department of Public Instruction for curriculum in the areas of health, physical education, art, and music. Specific information can be found in the district curriculum approved by the Board of Education.

3210 Elementary Schools

The elementary curriculum shall follow standards set by the Wisconsin Department of Public Instruction. Specific information can be found in the district curriculum as approved by the Board of Education.

3220 Junior High School

The junior high curriculum shall follow standards set by the Wisconsin Department of Public Instruction. Specific information can be found in the district curriculum as approved by the Board of Education.

3230 Senior High School

The senior high school curriculum shall follow standards set by the Wisconsin Department of Public Instruction. Specific information can be found in the district curriculum as approved by the Board of Education.

3231 Graduation Requirements

The credits required for graduation are as follows:

Child and Parenting	1.0 Credit
English	4.0 Credits
Health	0.5 Credit
Mathematics	3.0 Credits
Physical Education	3.0 Credits
Science	2.0 Credits
Social Studies	<u>3.0 Credits</u>
TOTAL	16.5 Credits

The total number of credits required for graduation including electives is 22.

3232 Definitions: Class Status

In an effort to work in conjunction with the Department of Public Instruction's "School Performance Report", the School District of Three Lakes defines student class status as follows:

<u>CLASS</u>	<u>CREDITS</u>
Freshmen	0.00 - 3.00
Sophomores	3.01 - 9.00
Juniors	9.01 - 15.00
Seniors	15.01 or more

The determination of class status will be adjusted only one time per school year and will be done at the conclusion of the fourth quarter of each school year.

3233 If a student has attended Three Lakes High School for at least two years, has attained ten or more credits, and provides evidence of satisfactory completion of General Educational Development tests (G.E.D.), or the High School Equivalency Diploma (H.S.E.D.), the Board of Education may consider issuance of a Three Lakes High School diploma. This diploma would be issued:

1. Upon request, two years after the student's class has graduated, or
2. When the student has satisfied the graduation requirements of the School District of Three Lakes through an accredited educational institution (i.e. Nicolet College, correspondence courses.)

The Board of Education may consider certain exceptions.

3234 Senior students must meet all obligations to the school district, including financial, to the satisfaction of the administration before receiving a diploma or taking part in graduation exercises. Students enrolled in extended instructional programming, correspondence courses, must have all coursework completed and returned with transcript grade.

Also, students enrolling in the H.S.E.D. Program through Nicolet College must meet all obligations to the school district, including financial, prior to having any H.S.E.D. exams administered.

Students participating in the Youth Options Program must meet all obligations to the school district, including financial, prior to taking part in graduation exercises. Once these obligations are met, a student may take part in graduation exercises; however, a diploma will not be issued until the institution of higher learning has grades on file with the district.

3235 University of Wisconsin Extension Courses

High school level extension courses may be taken for high school credit if approved by the administration and guidance counselor. Courses taken by students are not for the purpose of make-up credits for failure earned in school.

3236 Youth Options

The School District of Three Lakes participates in the Youth Options program. To qualify for the program, a student must:

- Be in good academic standing and have an acceptable disciplinary record.
- Apply to the post-secondary institution in the school semester prior to the one in which the student plans to attend the post-secondary course.
- Notify the school board or designee of the student's intention of enrolling in a post-secondary institution no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.

A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory attendance law under s. 118.15(1)(a), Stats.

Students will earn 0.25 credits for each 1.00 credit taken at the IHE (institute of higher learning) on their high school transcript.

Student enrollment in second semester Youth Options programming will be contingent upon successful completion of their courses in their first semester of enrollment, unless permission is given by the district administrator.

Students enrolled on a full-time basis must take a minimum of 12.0 credits, unless the IHE limits the number of courses. Those students not enrolled in the minimum number of credits at any time during the semester are required to attend high school classes in order to remain full-time status.

3237 Academic Excellence Higher Education Scholarship

The District of Three Lakes shall annually designate an academic scholar, for purposes of the Wisconsin Academic Excellence Higher Education Scholarship. The scholar shall be the senior with the highest grade point average (GPA) at the end of the first semester of their senior year. The scholar shall be named in accordance with timelines required by law. The GPA shall be determined in accordance with established Board policy.

Students may compete for the scholarship in their senior year of high school. To be eligible for the scholarship, students must attend Three Lakes High School full time for at least the three complete consecutive semesters immediately prior to the awarding of the scholarship. In order to gain senior status, students must earn the minimum number of credits specified in Board policy, which fulfill general curriculum requirements. The Wisconsin Academic Excellence Higher Education Scholarship recipient must be a Wisconsin resident.

If two or more seniors have the same grade point average and are otherwise eligible to be designated a scholar, a committee of high school faculty members shall select the scholarship designed and certify, in descending rank order, those remaining seniors with the same grade point average as alternate designees.

CLASS RANK

Three Lakes High School (TLHS) uses an un-weighted, but differentiated grading scale to determine students' grade point average (GPA) in grades 9-12. Un-weighted means that it is based on a 4.0 scale and that identical letter grades are of equal value, regardless of the type of course in which they are earned. Differentiated means that a

“plus” adds a greater value to a letter grade and a “minus” detracts from a letter grade.

Differentiated Grading Scale

A	4.0
A-	3.667
B+	3.333
B	3.0
B-	2.667
C+	2.333
C	2.0
C-	1.667
D+	1.333
D	1.0
D-	.667
E	Credit
F	0.000

Classes with pass/fail grades, or a grade of E, will be shown on the official high school transcript as credit earned or not earned, but will not be used in determining class rank. Credits earned from study abroad or other accredited institutions will be included in the determination of class rank if an official transcript is received from an accredited institution. Credits earned from non-accredited institutions or home school courses will count as pass/fail courses and will not be used in determining class rank.

At the end of each semester, the cumulative GPA of each student shall be computed based on his or her semester letter grades. The students at each grade level will then be ranked from the highest to lowest GPA.

Class rank at the end of the first semester of the senior year of high school will be used to determine the valedictorian, salutatorian, Wisconsin Academic Excellence Scholarship (WAES) recipients and honors graduates.

At the completion of the school year, a final computation shall be made for all graduating seniors at which time all necessary changes in numerical rank shall be made and recorded on each student's permanent record. These final computations will have no bearing on graduation and WAES honors and awards.

LEGAL REF: Section 39.41 Wisconsin Statutes
HEA 9, Wisconsin Administrative Code

CROSS REF: 3232, Definitions: Class Status
6123, Home-Based Education

APPROVED: April 26, 2010

3238 Faculty Procedures for Selecting Academic Excellence High Education Scholarship Designed in the Event of a Tie

If two or more seniors tie for the highest grade point average, a high school committee shall select the scholarship designee and certify, in

descending rank order, those remaining seniors with the same grade point average as alternate designees. The committee shall consist of Principal, Counselor, and three (3) core instructional teachers. The committee shall determine the scholarship designee and alternate(s) in rank order. The committee shall apply the following criteria in noted order:

1. The student plans to attend an eligible Wisconsin college, technical college or university.
2. The student with the higher (highest) score on the American College Test (ACT), by the end of the seventh semester, shall be the district's scholarship designee. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the seventh semester, will be used.
3. If a tie still exists, the student with the higher (highest) score on the Scholastic Aptitude Test (SAT), by the end of the seventh semester, shall be the district's scholarship designee. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the seventh semester, will be used.
4. If a tie still exists, the student who has earned the greater (greatest) number of credits shall be the district's scholarship designed. A student's total credits shall be based on all approved courses taken for high school credit. For students transferring to the district, the credit total shall be determined by the guidance counselor's review of their transcript from the previous school or educational program at the time of transfer.
5. If a tie continues to exist, it shall be broken by a chance drawing of names by the Board of Education with the first name drawn being named the scholar and the remaining names drawn to prioritize the alternates.
6. As per Chapter HEA 9.03 (6) Wisconsin Academic Excellence Scholarship. No scholarships shall be re-allocated after the February 15 deadline. The school's nominees and alternates are final.

3239 Valedictorian and Salutatorian Awards

2. Calculations of grade point average(s) for valedictorian(s) and salutatorian(s) will be conducted by high school officials under supervision of the building administration.
3. Weighted class rank is not a factor in the grade point average calculation. Grade point average for valedictorian(s) and salutatorian(s) recognition are calculated on grade point average and not on weighted grades and/or weighted class rank.
4. Students graduating in seven (7) semesters or less are included as eligible candidates for the valedictorian and salutatorian awards. Calculation of grade point will follow process timeline as outlined in policy.
5. Students attending Three Lakes High School through a foreign exchange program for a period of less than three (3) semesters are not eligible for these awards.

6. Students attending Three Lakes High School for less than three semesters after transferring from a DPI approved home schooling program are not eligible for these awards.
7. Valedictorian(s) and salutatorian(s) will be recognized at the graduation ceremony.
8. No recognitions shall be re-allocated after the February 15 deadline. The schools' nominees and alternates are final.

Revised 7/17/13

3300 Guidance and Counseling

Guidance and counseling services shall follow standards set by the Wisconsin Department of Public Instruction. Specific information can be found in the district curriculum approved by the Board of Education.

Revised 7/17/13

3400 ESEA Title I Program

The ESEA Title I Federal program follows standards set by the Federal Department of Education and is under the direction of the district Title I coordinator.

3410 As required by the ESEA, No Child Left Behind Act of 2001, (PL-107-110), this district has established and implemented a district-wide salary schedule and will use state and local funds to provide services in Title I project areas, which if taken as a whole, are at least comparable to services being provided in areas not receiving funds under this chapter. Should all school attendance areas be designated as project areas, state and local funds will be used to provide services which are substantially comparable in each project area.

It is thus the stated policy of this district to ensure equivalency among schools or grade levels within this district in provision of:

- (1) Teachers, administrators, and auxiliary personnel
- (2) Curriculum materials and instructional supplies

Documentation verifying compliance with this policy will be maintained annually and records will be updated on a biennial basis documenting compliance. These records will be available for SEA or auditors review upon request.

It is understood that unpredictable changes in enrollment or personnel assignments which occur after the beginning of a school year need not be included as a factor in determining comparability of services.

Revised 7/17/13

3500 Special Education Program

The district special education program shall follow standards set by the Federal Department of Education and the Wisconsin Department of Public Instruction.

Procedures for screening, referring, identifying and serving children with disabilities shall be consistent with the Wisconsin Department of Public Instruction *Model Local Educational Agency Special Education Policies and Procedures*, which is incorporated herein by reference and considered Board policy.

LEGAL REFERENCES:

Chapter 115, Subchapter V Wisconsin Statutes Section 118.13
PI 11, Wisconsin Administrative Code
Section 504 of the Rehabilitation Act of 1973
Individuals with Disabilities Education Act
Americans with Disabilities Act of 2004

Revised 7/17/13

3600 Extra Curricular Program and Field Trips

The Board of Education authorizes extra-curricular activities in an effort to help students develop poise, self-expression, speaking skills, democratic procedures, sportsmanship, self-discipline, and initiative.

3610 Field Trips

The Board of Education authorizes field trips considered necessary by teachers as educational enrichment for their students. All field trips shall have prior approval of the district administrator.

3620 Overnight Field Trips

Overnight trips by any school group or activity that are a part of the curriculum or regularly scheduled by the WIAA or other affiliation or recognized state sponsored group will be subject to the approval of the district administrator. All other overnight trips will be permitted only upon recommendation of the District Administrator and approval of the Board of Education. Each trip will be considered on its individual merits, but the Board will take into consideration at least the following in making a decision:

- The educational purpose and the sponsor of the event (if any).
- The number of school days to be missed.
- The effect of the trip on other school activities.
- The financial impact on individual families.

A. Trips of this type are encouraged to be self-supporting.

1. Funds may be raised by student fundraising activities and some funds may come from donations by parent and/or civic groups.
2. No student will be subjected to real or implied retribution if he or she chooses not to participate in the group's trip.
3. Admittance to a group will not be influenced in any planned trip, but students should understand that group travel may be part of the activity.

B. All traveling groups shall be accompanied by the director, coach or sponsor, and when determined by the Board of Education, a member of the district's administrative staff.

1. Sufficient additional adult chaperones shall also be included so that the ratio of adults to students is approximately one adult for each thirteen students.

2. When the group is made up of both boys and girls, male and female chaperones must be present, unless other specific arrangements are made.
- C. Travel, lodging expenses and meal allowances for the director (and administrator when appropriate) for self-funded trips shall be considered as part of the total cost of the trip and shared by the participants.
 1. Travel and other expenses for WIAA and other sanctioned trips shall be paid by the district.
- D. Other chaperones for self-funded trips will be encouraged to pay their own expenses.
 1. When it is not possible to obtain sufficient chaperones who are willing to pay their own expenses, these costs must be included in the total cost of the trip and shared by the participants.
- E. Director, coaches and sponsors shall review possible self-funded trips with the building principal prior to preliminary discussion with the group and no public announcement or fundraising activities may take place prior to approval by the Board.
- F. Any group which can be identified or associated with the School District of Three Lakes shall be covered by this policy at all times of the year.
- G. District employees who sponsor trips as independent contractors do not represent the district in any way.
 1. They may use district facilities for recruiting or organization activities in the same manner as any other outside group.

3630 Non-Discrimination

The school district shall not discriminate in their extra-curricular program on the basis of gender, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability nor membership in the national guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States.

Revised 7/17/13

3700 Library Standards

All students in grades PK-12 shall be provided with library/media services performed by or under the supervision of Department of Public Instruction certified library/media personnel. Library services shall be delivered in accordance with the district's technology and library long-range plan as approved by the Board of Education.

3710 Library Materials Selection

It is the intent of the School District of Three Lakes to present acceptable materials on both sides of controversial subjects and to provide materials of literary merit.

In an effort for the library to fulfill these obligations, books, periodicals, and pamphlets, reference materials and audiovisual materials will be selected to

present a variety of religious, social, cultural, political, ethnic and socio-economic aspects of our American society. The libraries will also strive to present materials to fit the needs of all students' abilities and maturity levels so as to help them to formulate individual opinions and philosophies. Materials will be selected to aid faculty members in guiding their students in adjusting to the world around them, in making decisions and in forming a sound philosophy of life. In this way, the libraries will be supporting the curriculum set up by the Board of Education. Selection of these materials will be made from ALA recommended reading and audiovisual lists such as: ALA, BOOKLIST, SCHOOL LIBRARY JOURNAL, PREVIEWS, SENIOR HIGH SCHOOL LIBRARY CATALOG, JUNIOR HIGH SCHOOL LIBRARY CATALOG, ETC. Other sources used will be faculty and administration recommendations and any other highly recommended bibliographies and sources. In most cases, recommendation by at least one of these sources will be instrumental in guiding the librarian's selection of materials for the school district libraries. If the situation should arise that a book or any other item in one of the district school libraries is challenged, a set pattern of action will be taken. Whether the complaint is made to the district administrator, building principals, or the school district librarian in person or by telephone or letter, a "Request for Reconsideration of Library Material" will be completed by the complainant. If further discussion is needed, it will take place with the building principal and the librarian. Further discussion if requested will be held with the Board of Education. Judgment on the material will be based on the "Library Bill of Rights", and the "School Library Bill of Rights for School Library Media Center Programs". Copies of these statements, along with a "Request for Reconsideration of Library Material" will be filed with this Materials Selection policy of the School District of Three Lakes Libraries. Further adjustment and clarification of this materials selection policy will be made as the need arises. The school district shall not discriminate in the selection and evaluation of instructional and library materials on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

3720 Resource Sharing

The School District of Three Lakes recognizes the importance of resource sharing in a small school district. Through inter-library loan and services provided by Wisconsin Valley Library Service, students and faculty have access to many types of materials not available in the district. This type of networking enriches and broadens learning. Resource sharing will not deter our district libraries from purchasing materials for our own collection.

The district will use the following guidelines for resource sharing.

District responsibilities:

2. All library materials, with the exception of microcomputer software, will be provided when requested.
3. We reserve the right to limit heavily used materials to be loaned. Consideration will be given to Three Lakes Public School patrons before loaning materials.
4. The loan period shall be for not longer than 30 calendar days. No renewals will be made.

Rights and responsibilities of Three Lakes Public School District resident patrons:

1. Delivery charges to return materials shall be borne by the district.
2. Photocopies of periodical articles up to ten pages will be sent without charge.
3. All students and staff members are personally responsible for all library materials borrowed for them and must reimburse the loaning library for any lost or damaged items.
4. Students in grades kindergarten through sixth grade must use borrowed materials in the IMC or under the supervision of the classroom teacher.
5. Junior High and High School students may use all borrowed materials within the school or at home.

3730 Copyright

It shall be the policy of the School District of Three Lakes to comply with Title 17 U.S. Code, Public Law 94-553, effective January 1, 1978 and any subsequent rulings which deal with copyrighted materials.

Any liability for *unwillful* infringement of the copyright law will be the responsibility of the requestor.

Additional information and explanations regarding copyright law are included in the district's Copyright Policy Manual that is on file with the Director of Technology.

Revised 7/17/13

3800 Health and Emergency Nursing Services

The Board of Education realizes the importance of providing for and maintaining the sound physical, mental, and emotional health and safety of the children, staff, and visitors. To insure this philosophy the following policies and procedures are adopted for implementation in the district.

3810 Emergency Nursing Service

Annually the School Board will enter into a written agreement with the Oneida County Nurses Office for the services of a registered nurse to serve the schools of the district and to direct the emergency nursing program.

3811 Medical Advisor

The local medical doctor shall act as the medical advisor for the emergency nursing service. He is also designated as the school district health officer. An annual amount shall be budgeted for these services.

3812 The following curricular and co-curricular policies and procedures, developed with the help of the school nurse and medical doctor, are approved by the Board of Education. More detailed procedures shall be made available to all staff members.

A. Accidental injury or illness

1. If qualified, administer first aid to restore and maintain open airway; restore and maintain breathing; promote adequate circulation; stop bleeding; treat for shock.
2. Stay with the student and notify principal or administrator.

3. Contact parents or guardian. Refer to student's medical information in respective office.
4. If parent or guardian cannot be reached refer to the student's emergency contact information.
5. Administer no internal or external medication unless specifically prescribed.
6. The decision to utilize the services of the area rescue squad and ambulance rests with the administrator and principal.
7. Keep ill student isolated.

3813 Accident/illness reports and logs

An accident report will be made out on each child with a copy sent to the business office and one copy kept in principal's office. In addition, each principal will maintain a log of all accidents and injuries which required first aid treatment in accordance with the District's Emergency Nursing Services Plan and the Bloodborne Pathogens Exposure Control Plan.

3814 Accessibility of supplies and equipment

- A. A comprehensive inventory of supplies and equipment shall be in each attendance center.
 1. Three Lakes - the health rooms are located in each principal's office.
 2. Sugar Camp - the health room is located in the principal's office.
- B. First aid kits shall be located in the following areas:
 1. Technology education shop area
 2. Kitchens - Three Lakes and Sugar Camp
 3. Sugar Camp principal's office
 4. Three Lakes principal's office
 5. Athletic training room

3815 The district shall reimburse designated district personnel for participation in first aid training courses leading to at least a standard first aid certification.

3816 Annual evaluation

An annual review shall be made of the emergency nursing services by the district administrator and the district's registered nurse. After consulting with the district's medical advisor, district staff, and the district's parent advisory council, recommended revisions will be brought to the Board of Education.

3820 School Medication

Pupils requiring medication at school shall be identified by parents to the principal. The principal, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not

prohibit the older and reliable pupil from assuming the responsibility himself with the approval of parents, physician and principal. After identification of the pupil, the school nurse or properly appointed representative for the school shall make a parental contact to identify the type, dosage, and purpose of said medication. Written statements shall be required of: (a) the parents who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician, (b) if more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication, permission should be obtained from the parents to contact the physician directly. The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle or medication for the school authorities. The prescribed medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and the dosage to be given. Taking the medication shall be supervised by the school nurse or other designated school personnel at a time conforming with the indicated schedule.

Revised 7/17/13

3900 Communicable Diseases

It is the policy of the School District of Three Lakes, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff, in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection) at school and in school-related activities.

In recognition that an individual's health status is personal and private, the district will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with state and federal law and Board policies regarding the confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

Students and staff may be excluded from school and/or school related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative interpretation that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

3910 Administrative Procedure

3911 Educational and Preventive Measures

- A. The district will ensure that all examinations/
inoculations required of students and staff have been obtained.

- B. The nurse serving the school shall be responsible for the appropriate maintenance of a health station in each school building. The nurse shall ensure that a list of communicable diseases as defined by the Department of Health and Social Services is posted in the health station and that information regarding the suppression and control of communicable diseases is available for review by interested students and staff.
- C. Information regarding suppression and control of communicable diseases will be included as a regular part of the curriculum for students.
- D. Information regarding suppression and control of communicable diseases will be included in orientation sessions for new staff and will be used periodically in training programs for existing staff.
- E. Standard procedures as set forth in the current edition of Control of Communicable Diseases in Man to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps, and rubella) or by exchange of bodily fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, salmonella, staphylococcus aureus, and AIDS) and the spread of other conditions (such as pediculosis, scabies, and body lice) will be followed by all staff in the performance of their duties.
- F. First-aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment, as determined by the nurse serving the school in cooperation with local public health officials, will be provided in each school building.

3920 Confidentiality/Reporting

- A. Principal shall function as the district's liaison with students and staff, parents and physicians, public health officials and the community at large concerning communicable disease issues in the school.
- B. Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the principal.
- C. The principal will confer with the nurse serving the school and, to the extent circumstances warrant and permit, with the subject of the report and, for student subjects, the student's parent or guardian.
- D. If required pursuant to public health statutes and regulations, the principal will make a report to the local public health officer.
- E. The district will maintain the confidentiality of the health records of students and staff, and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the district's operation.

3930 Exclusion from School

3931 Students

- A. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
- B. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the principal, in consultation with the nurse serving the school and, where appropriate, with local public health officials.
- C. The principal may refer this determination to the health care team. If the disease in question appears to require a lengthy period of exclusion or to pose a serious health threat to the student or others (tuberculosis, hepatitis B, and HIV infections, for example) the principal should ordinarily refer the determination to the health care team unless referral to the IEP Team is warranted.
- D. For students with previously identified exceptional educational need or whose communicable disease may give rise to exceptional educational need, the principal, in consultation with the district's director of special education may refer this determination to the IEP Team. The normal membership of the IEP Team making any such determination should be supplemented to the extent possible by the student's physician and parent or guardian, the local public health officer, and the principal and nurse serving the school.
- E. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the principal, health care team, or IEP Team reviewing the case shall, to the extent circumstances warrant and permit, inform the student and the student's parent or guardian of the reasons for the contemplated action and shall consider any information the student and/or the student's parent or guardian may choose to offer regarding the student's condition. If a student is sent home or excused from school attendance pursuant to this procedure, the principal shall immediately notify the student's parents or guardian of the action and the reasons thereof.
- F. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
- G. The principal, in consultation with the nurse serving the school and, where appropriate, with local health officials, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the district may require a statement from a

student's physician that a student is in suitable condition to attend school.

H. Appeals

1. A parent or guardian of a minor student or an adult student, who disputes the determination or action of the principal, health care team, or IEP Team concerning exclusion of a student from school attendance pursuant to this procedure may appeal such determination or action by bringing or sending a complaint to the District Administrator.
2. A complaint must be made in writing, signed by the complainant, and submitted within ten (10) consecutive school days of the disputed determination or action and must contain: a) a statement of the facts, b) a statement of the relief requested, and c) any necessary medical information.
3. The District Administrator shall confer with the complainant within five (5) consecutive school days of receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
4. Complaints involving the identification, evaluation, educational placement, or provision of a free appropriate public education for a student with exceptional educational need will be resolved through the procedures contained in the district's special education handbook.
5. Complaints involving pupil discrimination on the basis of handicap or of physical, mental, emotional, or learning disability will be resolved through the procedures established by the district to comply with 118.13 of the Wisconsin Statutes, Wisconsin Administrative Code PI 9.04, and 504 of the Federal Rehabilitation Act of 1973.
6. Other complaints will be resolved by the District Administrator. The District Administrator will confer with the parties involved and will render a written decision within ten (10) consecutive school days of his/her receipt of the complaint. A complainant who remains unsatisfied with the District Administrator's decision may appeal to the school board. This appeal must be made in writing, signed by the complainant, and submitted to the president of the school board within ten (10) consecutive school days of the District Administrator's decision and must state the reasons for disagreement with that decision. The school board will afford the complainant a hearing, upon request, and will render a written decision within ten (10) consecutive school days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.

4000 BUSINESS AND OPERATIONS

4100 Financial Records

The financial records of the school district shall be kept in the Central Office of the District. All agency accounts shall be included in the annual state audit of the school district financial records.

4110 Student Agency Fund

The Board of Education authorizes the establishment and maintenance of a Student Agency Fund to account for student funds which are an outgrowth of the school program but generally receive no Board monetary support.

A. The Student Agency Fund includes activities such as school clubs, classes and other related activities which organize to raise money and/or promote a particular program, project or subject area.

B. The Agency Fund should not be used to record collections belonging to other funds.

1. A special petty cash fund is used to temporarily record collections such as school lunch fees, student fees and athletic gate receipts. Receipts are then deposited in the general fund not less than weekly.

C. The Three Lakes High School secretary will keep itemized records and is responsible for:

1. Accounting for all Agency Fund money.
2. Preparing money for deposit.
3. Depositing funds in designated depository.
4. Receipting all money received.

D. Agency funds will be invested in interest bearing accounts.

1. Interest received from agency money invested in savings and checking accounts will be credited to the soda fund account.

E. A monthly balance sheet of Agency Fund accounts shall be prepared by the High School secretary and copies may be reviewed upon request by faculty advisors, school administrators and school board members.

1. Student treasurers must maintain journals for their respective activity and check balances every month with the High School secretary.

F. All purchases paid for by monies from the Agency Fund shall be made with the recommendation of the activity advisor and upon the approval of the principal.

1. All checks must be signed by the District Administrator or High School Principal.

2. Any new clubs or activities which add monies to the Agency Fund must have the approval of the District Administrator.

G.

All balances or deficits of discontinued Agency Fund accounts will be transferred to the General Fund

after twelve months of inactivity.

4120 Fund Balance

A. DPI Definition of Fund Balances

Three Lakes School District (the "District") fund structure follows the Wisconsin Uniform Financial Accounting Requirements (WUFAR), as required by the Wisconsin Department of Public Instruction (DPI). The WUFAR allows the District to use the following funds:

- **General Fund (Fund 10)**
- Special Projects Funds
 - Special Revenue Trust Fund (Fund 21) ⁽²⁾
 - TEACH Fund (Fund 23)
 - **Special Education Fund (Fund 27)** ⁽³⁾
 - Other Special Projects Fund (Fund 29) ⁽²⁾
- Debt Service Fund
 - **Non-Referendum Debt Service Fund (Fund 38)** ⁽²⁾
 - **Referendum Approved Debt Service Fund (Fund 39)** ⁽²⁾
- Capital Projects Funds
 - Capital Expansion Fund (Fund 41)
 - ARRA - Qualified Zone Academy Bond Projects (Fund 44)
 - ARRA - Qualified School Construction Bond Projects (Fund 45)
 - TIF Capital Improvement Levy Fund (Fund 48)
 - Other Capital Projects Fund (Fund 49)
- **Food Service Fund (Fund 50)** ⁽²⁾
- **Agency (Pupil Activity) Fund (Fund 60)** ⁽¹⁾
- Trust Funds
 - **Private Purpose Trust Fund (Fund 72)**
 - Employee Benefit Trust Fund (Fund 73)
 - Investment Trust Fund (Fund 76)
- **Community Service Fund (Fund 80)**
- Package and Cooperative Program Fund
 - Packaged Services (Fund 91) ⁽¹⁾
 - TEACH Program Consortium (Fund 93)
 - Other Package and Cooperative Program Funds (Fund 99) ⁽¹⁾

⁽¹⁾DPI does not allow a fund balance in this fund

⁽²⁾DPI does not allow a fund deficit to be reported in this fund

⁽³⁾DPI requires fund to be separate; however, for financial reporting purposes, will be consolidated with the general fund

Each fund is considered a self-balancing set of asset, liability, and fund balance accounts used to account for the district's financial transactions in accordance with laws, regulations, or restrictions. Fund balance is the difference between assets and liabilities as reported in the basic financial statements for governmental funds. The District is currently using the funds in bold print. Chapter 5 of the WUFAR further details the types of transactions to be recorded in each fund.

From time to time, the State of Wisconsin revises the WUFAR to add or delete funds which are available to be used by Wisconsin school districts. The fund balance policies of the District will be periodically updated to be consistent with the WUFAR, when considered necessary by the District's management.

B. Accounting Definitions for Fund Balances

GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions", establishes fund balance classifications based upon the extent to which the District is bound to observe constraints imposed upon the use of the financial resources reported in governmental funds. Fund balance can now be reported in the following five classifications:

1. **Non-spendable fund balances (WUFAR Function 935 000)** cannot be spent and meet one of the following conditions:
 - Non-spendable Fund Balance (WUFAR Code 935 100) is not in spendable form and cannot be converted to cash. Examples include prepaid expenses and inventories. This fund balance classification can be reported in funds 10, 21, 50 and 80.
 - Corpus of Permanent Fund (WUFAR Code 935 200) is legally or contractually required to be maintained intact. This fund balance classification can be reported in funds 21 and 72.
2. **Restricted fund balances (WUFAR Function 936 000)** exist when net fund resources are subject to externally enforceable legal restrictions. Restrictions can be externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The WUFAR includes the following seven accounts within the restricted category:
 - Restricted for self-insurance (WUFAR Code 936 110) is the segregation of a portion of a fund balance that is restricted for self-insurance purposes. This fund balance classification can only be reported in fund 10.
 - Restricted for contractual obligations (WUFAR Code 936 120) is the segregation of fund balances for any contractual obligations. This fund balance classification can be reported in funds 10 and 21.
 - Restricted for debt refinancing (WUFAR Code 936 310) is the portion of a fund balance representing unexpended proceeds from debt incurred for refinancing. This fund balance classification can be reported in funds 38 and 39.
 - Restricted for other debt service retirement (WUFAR Code 936 320) is the remaining balance in debt service funds not previously coded to 936 310. This fund balance classification can be reported in funds 38 and 39. Funds 38 and 39 contain only restricted fund balances.
 - Restricted for food service programs (WUFAR Code 936 500) is the fund balance remaining in the food service fund at

year end not coded to 936 800. This fund balance classification can be reported in fund 50.

- Restricted for elderly nutrition programs (WUFAR Code 936 800) is the portion of fund balance restricted for elderly nutrition program. This fund balance classification can be reported in fund 50.
- Restricted fund balance (WUFAR Code 936 900) is the portion of fund balance that is restricted, as defined within the paragraph immediately following #2 above, but not included in any of the above bullet categories. This fund balance classification can be reported in funds 10, 21, 23, 29, 41, 48, 49, 72, 73 76 and 93.

3. **Committed fund balance (WUFAR Function 937 900)** is amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the School Board. Committed amounts cannot be used for any other purpose unless the School Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. This fund balance classification can be reported in funds 10, 21, 50, and 80.

- Committed funds may not be used for any other purpose unless changed or amended by the same School Board action that created the original commitment, such as resolution or ordinance.
- Commitments must be made prior to the end of the fiscal year regarding purpose, although the amount may be determined subsequent to the fiscal year. Use of committed funds for intended purposes shall be authorized as part of the annual budget process. Addition of funds for commitments previously authorized shall be authorized in conjunction with budget adoption or year-end closing School Board action.
- Donations and fund-raising activities not specifically restricted by a third party shall be considered committed. Funds may be used within the confines of the budgetary processes.

4. **Assigned fund balance (WUFAR Function 938 900)** is a District's intent to use funds for specific purposes provided that a restriction or commitment is not applicable. The School Board has authorized the District Administrator or his designee to assign funds. The intent of the assigned funds may change with appropriate approvals as decided by the Board of Education. This fund balance classification can be reported in funds 10, 21, 50, and 80.

The following amounts shall be treated as assigned amounts at fiscal year-end:

- Budget assigned during the adoption of the budget for subsequent year expenditures.
- The District uses encumbrance accounting which allows operating funds designated by a purchase order for a

specific good or service to be carried forward into the next year's budget. Encumbrances outstanding at year end which will not lapse will be reported within the purpose of the expenditure (restricted, committed or assigned). General fund encumbrances not for restricted or committed projects will be considered assigned general fund balance.

- The District could assign portions of its general fund to maintain sufficient working capital to finance operating expenditures to minimize short-term borrowing for cash flow purposes.
- Capital projects and grants that have not been completed and are not otherwise committed or restricted.
- All governmental funds other than the general fund shall report all non-specified fund balances as assigned due to the nature and purpose of the fund to exist for its intended purpose.

5. Unassigned fund balance (WUFAR Function 939 900) is

available expendable financial resources in the District's general fund that are not subject to tentative management plans. The only other time a governmental fund can be reported as unassigned is if the fund reports a deficit. All governmental funds may report a negative unassigned fund balance after first reducing all assigned fund balance available.

C. District's Spending Policy

The District has established the following order of spending when various funding sources exist:

1. Restricted;
2. Committed;
3. Assigned;
4. Unassigned.

D. General Fund Balance Level and Rationale

The general fund, as the principal operating fund of the District, often will have net resources in excess of the commitments. The School Board strives to maintain a General Fund at a level that supports attaining the District's long-range goals. A formal written policy governing the purpose and acceptable range of the District's general fund balance is an effective financial management tool to responsibly utilize District's financial resources to stabilize property taxes and ensure the continued provision of services to residents. An adequate general fund balance provides resources to:

- Maintain sufficient working capital to finance operating expenditures, minimizing short-term cash flow borrowing.
- Temporarily finance unanticipated expenditures or unusual fluctuation in the District's revenue sources while also setting aside funds for anticipated future cash outlays.

- An appropriate amount of financial reserves will result in higher credit ratings which will lower the District's borrowing costs.

The District intends to maintain a general fund balance of at least 9% of the ensuing year's budgeted general and special education expenditures. The adequacy of the general fund shall be reviewed annually as part of the District's budget development process using

- The District's enrollment pattern and the District's current property tax levies and their impact on the District's revenue limit.
- The District's level of state equalization and categorical aid funding and federal funding levels. The District will monitor the percentage of the District's budget being supported by federal and state grants.
- The District's capital asset conditions, assessing the age and condition of the facilities and major facility and equipment needs within the next five years.
- The District's current debt position.
- The District's bond rating.
- The District's current and predicted economic environment.

Any dollars anticipated to be realized through cost efficiencies from the current budget year will be evaluated for commitment, assignment or left unassigned by action of the School Board or management. The actual amount of any funds will be reported in the District's year-end audit report.

E. Restoration of General Fund Balance

From time to time, the District's general fund balance may be depleted below the range approved in this policy. If the general fund balance is depleted below the levels established by this policy, the District:

- will develop a plan to restore the balances over time for School Board approval.
- will develop a plan including recommendations for revenue adjustments and/or expenditure reductions as may be appropriate.
- will review and update the plan on an annual basis with the School Board until the policy level guidelines are achieved.

The District's fund balance policy is subject to review and change by District management and elected officials on a regular basis.

Revised 7/17/13

4200 Purchases

The District Administrator shall provide for central control of all purchases and delivery of supplies and equipment. All orders for materials or supplies shall be subject to the District Administrator's authorization. With the exception of

incidental items, all purchases shall be made on a purchase order, in triplicate: one copy to the seller; one copy filed with receiving; and the other is available on the district's database. All major capital outlay expenditures shall be approved by the Board of Education.

Revised 7/17/13

4300 School Safety and Healthful Facilities

It shall be the responsibility of the District Administrator and maintenance supervisor who is the designated safety coordinator, to promote and maintain school safety and healthful facilities. The administration and staff shall promptly report any safety issues or health hazards to the District Administrator or safety coordinator.

2. The district's environmental consultant shall inspect all facilities and review safety plans and records regularly, reporting any deficiencies to the District Administrator. The district's insurance providers and the Department of Public Instruction may conduct additional inspections in the district.
3. A district safety committee will be formed with representatives from the administration, staff, and community service providers to include law enforcement and emergency response personnel. The district safety committee shall develop an emergency response plan and meet annually to update the plan.
4. All accidents involving staff, students, or visitors, including first aid injuries, must be reported to the building principal's office and to the District Administrator's office as soon as possible. The report will be accompanied by the appropriate paperwork for recording and reporting the incident.

4310 Prohibition of Tobacco Products

In accordance with section 120.12 (19) of the Wisconsin Statutes, the use of all tobacco products is prohibited in school vehicles, and on premises owned, rented by, or under the control of the Board of Education in this school district, at all times, and by all people. The School Board may allow the use of tobacco products on premises owned by the school district and rented to another person for non-educational purposes.

4320 District Wellness

The Three Lakes School District recognizes its responsibility to promote a healthy learning environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. This policy supports the district's mission of teaching students to be productive citizens by promoting life-long wellness behaviors. Research demonstrates that healthy nutrition and regular physical activity are essential for students to achieve their full potential. Therefore, the following minimal requirements will be followed in the development and maintenance of the district's wellness policy.

Policy development advisory committee: The district administrator will appoint a multi-disciplinary advisory committee to review the design and implementation of the district's wellness policy, and make recommendations to the Board. This

advisory committee will include parents and students; representatives of the school nutrition program, administration, teachers, and school Board; a district medical advisor; and other public professionals as deemed appropriate.

Goals for nutrition education, physical activity, and other school-based activities:

- A. Nutrition education goals: Implement nutrition education from preschool through secondary school as part of a sequential, comprehensive school health education curriculum designed to help students adopt healthy eating behaviors.
- B. Physical activity goals: A quality physical education program is an essential component for all students to learn about and participate in physical activity. In addition to regular physical education, appropriate physical activity is encouraged to be integrated across curricula and throughout the school day.
- C. Other school-based activities: Wellness policy goals should be considered in planning all school-based activities (such as school events, field trips, SCO functions, dances, social events, and fund-raising activities). Commercially produced products that can be sold and consumed immediately, shall not be sold over a period of time beyond two weeks.

Nutrition Guidelines: Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices. Nutrition guidelines will be made available for all foods available on each school campus in the district during the school day, with the objective of promoting student health and reducing childhood obesity.

Assurance for reimbursable school meals: The district assures that guidelines for reimbursable school meals shall comply with or exceed the regulations and guidance issued by the U.S. Secretary of Agriculture.

Implementation and revision: This policy shall be reviewed by the advisory committee annually at a minimum, to ensure its effectiveness and full implementation, as well as make recommendations for improvement to the Board. Principals will monitor the implementation of the wellness plan in their respective buildings, and report back to the advisory committee and school board.

Revised 7/17/13

4400 Use of School Facilities and Equipment

4410 Facilities

The Board of Education subscribes to the notion that the Three Lakes Public Schools are owned and operated by and for its patrons and that the schools are an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

The right to authorize the use of school facilities shall be retained by the Board and/or district administrator. Such use will be determined by district policy and procedures and will be permitted only at times as the facilities are free from district curricular or extracurricular activities.

It is the intent of the Board to encourage municipal recreation departments, civic organizations and service groups operating as non-profit organizations

within the district to use the facilities when they are available. Many organizations are exempt from paying rental fees; accordingly, the cost of supporting such activities is borne by the entire tax base of the district. The Board of Education, therefore, encourages user organizations to permit all school district residents to participate in activities using school facilities and does not support any policy which discriminates against any district resident. It is further the intent of the Board to discourage the use of school facilities by promoters or others whose main purpose is to make a personal profit from the event being sponsored.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity group or organization nor the purpose it represents.

Use of school facilities regulations shall be developed by the administration and must be adhered to by all individuals and/or groups using school district facilities.

4420 The order of priority of use of school facilities

in the School District of Three Lakes will be as follows:

4421 School Sponsored Activities

- A. All school sponsored activities, approved by the building principal or district administrator shall have precedence over other requests for the use of the facilities.
- B. A school employee must be present at all such events.
- C. School equipment shall not be taken from the school premises without the prior approval of the building principal.
- D. The building principal shall keep a calendar of all scheduled activities and shall add to this calendar approved building users as notified by the district office.

4422 Non-School Activities

- A. Non-profit organizations.
 - 1. The use of school district facilities by specified non-profit organizations located within the school district may be made available for a \$5 processing fee. All community activities held at school shall have a custodian or school employee present. A responsible adult may be assigned by the district administrator or building principal, in lieu of a school employee. The sponsoring group will be responsible for paying this person for his time. Community organizations may be exempt from this policy provided that they will have a responsible person, acceptable to the administrator, sign an application form and assume the responsibilities stated therein. (Elementary, junior high, and high school students will not be allowed to participate in facility use sessions involving members of the community who are no longer students in the above-mentioned schools, unless a school district employee/coach/advisor is present for the session.
 - 2. When an activity is a profit-making venture, or an admission charge is made, the exemption from rental fee may not apply.

B. Out-of-District Organizations and Activities for Which an Admission is Charged

1. Activities by out-of-district organizations may be scheduled in school facilities. Such activities, except those sponsored by the school, may be subject to the payment of rental fees.
2. Admission fees may be charged by the organization, materials may be sold, or other means of fundraising pursued, providing it is legal and permissible on school premises as outlined by Board policies, town ordinances, and state statutes.
3. Permission for the use of school facilities may be granted only by the district administrator, and all permits granted must comply with the general provisions and Board regulations as set forth in these procedures.
4. Activities sponsored by district organizations will take precedence over those sponsored by out-of-district groups.

4430 General Provisions and Board Regulations

4431 Application for Permit

Requests for permits shall be filed on forms provided by the school district and available at District Administrator's Office.

4432 Personnel Requirements

- A. All activities staged and operated in the buildings and/or on the grounds, said buildings and grounds being under the jurisdiction of the Board of Education, shall be attended and monitored by at least one employee of the school district or assigned adult. The employee(s)/ assigned adult shall be responsible for the cleanliness and security of the building and shall provide those functions which will insure the comfort and well-being of persons in the building, but shall not serve as supervisor for the organization or activity using the facilities. NOTE: This rule may be waived by the School District Administrator.
- B. If the activity does not affect an employee's normal work schedule, no fee for this service shall be charged. If an employee must be available to support the activity, or if overtime is required, a charge covering the cost will be made where allowed by the statutes.
- C. The use of certain school facilities and equipment may require additional supportive staff. Examples would be kitchen facilities, audiovisual equipment and shops. Users will be charged the hourly rate in effect when allowed by statutes.

4433 Supervision

- A. Applicants must provide sufficient supervisors, chaperones or crowd control personnel to satisfy the administration that the event will be controlled.
- B. The organization and its supervisors shall be liable for any damages done to school property. The Board of Education reserves the right to require a certificate of insurance where this is deemed appropriate.

4434 General Conditions

- A. The storage facilities of the school district are reserved for instructional and school sponsored activities. Property of outside organizations may not be stored on school property.
- B. Specialized expendable instructional supplies are not furnished with the facility. Organizations are encouraged to furnish as much of their own equipment as possible; however, some items, including audiovisual equipment, are available for use by responsible individuals. When such equipment is required or when a specialized area is being used, a school approved operator(s) must be in attendance. NOTE: This rule may be waived by the School District Administrator.
- C. Intoxicating liquors, fermented malt beverages or controlled substances are not allowed in school buildings or on school premises, unless approved by the District Administrator or Board of Education.
- D. In accordance with section 120.12 (19) of the Wisconsin Statutes, the use of all tobacco products is prohibited in school vehicles, and on premises owned, rented by, or under the control of the Board of Education in this school district, at all times, and by all people. The School Board may allow the use of tobacco products on premises owned by the school district and rented to another person for non-educational purposes.
- E. Responsibility for personal injury is assumed by the organization using school facilities.
- F. The Board of Education or its representatives must have free access to all rooms at all times.

4435 Termination of Rights

The District Administrator shall have the right to refuse any permit, or terminate any permit without advance notice upon evidence of violation of Board Policy or procedures, lack of responsibility in the use of any school facility, and/or if he/she so determines that any use will present an undue burden upon any aspect of the school's regular operation.

4436 Non-discrimination

The School District shall not discriminate in the use of facilities and equipment on the basis of gender, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, nor membership in the national guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States.

4440 Applications for Facility Use

Three Lakes and Sugar Camp -See the following forms.

SCHOOL DISTRICT OF THREE LAKES
APPLICATION FOR USE OF SCHOOL FACILITIES
THREE LAKES SCHOOL

The undersigned hereby applies for use of the Public School Building below indicated and agrees to pay the rental rate stated, and such service charges for personnel as are indicated or may occur.

It is certified by the undersigned that the use for which this application is made will comply with all Board of Education policies on building use.

It is agreed that while being used by the undersigned, proper control will be maintained over the building and any persons who may be therein.

NAME OF ORGANIZATION _____ ADDRESS _____

NAME OF PERSON SUBMITTING APPLICATION _____

NAME OF PERSON RESPONSIBLE DURING USE _____

HOME MAILING ADDRESS TELEPHONE NO. _____

DATE(S) DESIRED _____

Month/Day/Year A.M. P.M. (include any set-up time if needed)

DAY(S) OF WEEK _____

TYPE OF ACTIVITY _____

ADMISSION CHARGE (if any) Adult _____ Child _____ Special Equipment _____

<u>FACILITIES DESIRED</u> (See reverse side for fee schedule)			<u>AGREED COSTS</u>
__ AUDITORIUM	__ REGULAR CLASSROOM	__ ATHLETIC FIELD	Rental
			\$ _____
__ LARGE GYMNASIUM	__ COMPUTER ROOM	__ FITNESS CENTER	Custodial
			\$ _____
__ SMALL GYMNASIUM	__ INDUSTRIAL ARTS	__ WRESTLING ROOM	Other
			Work
			\$ _____

Athletic Field	150.00	75.00	75.00
Wrestling Room	150.00	75.00	75.00
IMC (H.S. OR ELEMENTARY)	80.00	40.00	40.00

Above rates doubled if admission is charged to the public, or the facility is used for business purposes. Auditorium rental will be negotiated if used for business purposes.

Non-profit organizations in the district will be charged a \$5.00 processing fee. Non-profit organizations outside of the district will pay the regular rate.

Use of the kitchen will be permitted only with one of the School District cooks present. The cook must be paid according to their current hourly rate, plus overtime and benefits if applicable.

All custodial services needed by users will be charged at the custodian's current hourly rate, plus overtime and benefits if applicable.

Seasonal use of athletic facilities other than the Fitness Center will require a fee of \$10.00 per participant. The fitness center will require a yearly fee (July 1 - June 30) of \$10 for taxpayers of the Three Lakes School District, \$60 for non-taxpayers.

Rates for services requested relating to the use of the auditorium will be as follows:

Stage Manager	\$10.00/hour	with a minimum of \$25.00.
Lighting Person	\$ 8.00/hour.	
Sound Person	\$ 8.00/hour.	
Stage Hand or Projection Screen use	\$ 7.00/hour.	

FOR OFFICE USE ONLY:

This Facility is ___ is not___ available on the date(s) asked for.

BY _____

APPLICATION:

APPROVED _____

Administrator

REJECTED _____

BOARD OF EDUCATION
SCHOOL DISTRICT OF THREE

LAKES

DATE _____

9-21-11

SCHOOL DISTRICT OF THREE LAKES
APPLICATION FOR USE OF SCHOOL FACILITIES
SUGAR CAMP SCHOOL

The undersigned hereby applies for use of the Public School Building below indicated and agrees to pay the rental rate stated, and such service charges for personnel as are indicated or may occur.

It is certified by the undersigned that the use for which this application is made will comply with all Board of Education policies on building use.

It is agreed that while being used by the undersigned, proper control will be maintained over the building and any persons who may be therein.

NAME _____ OF _____ ORGANIZATION _____
ADDRESS _____

NAME _____ OF _____ PERSON _____ SUBMITTING
APPLICATION _____

NAME _____ OF _____ PERSON _____ RESPONSIBLE _____ DURING
USE _____

MAILING ADDRESS _____ TELEPHONE
NO. _____

APPLICATION _____ DATE _____ DATE (S)
DESIRED _____

Month Date Year

A.M. P.M.
DAY (S) _____ OF
WEEK _____

TYPE _____ OF
ACTIVITY _____

ADMISSION CHARGE (if any) Adult _____ Child _____ Special
Equipment _____

FACILITIES DESIRED

____ REGULAR CLASSROOM
____ GYMNASIUM
____ IMC

AGREED COSTS

Rental \$ _____
Custodial \$ _____
Other Work \$ _____

____KITCHEN

Other \$_____

It is understood by both parties that the general Board of Education policies relative to the use of school buildings shall be applicable and the person whose signature appears below has been given authority to act for and assume complete responsibility for execution of such agreements as may be drawn.

The indemnification agreement below is incorporated herein and made a part hereof, and execution of that agreement is a prerequisite to approval of the application.

Signature
_____ Title

INDEMNIFICATION AGREEMENT

The applicant agrees to indemnify and save the Three Lakes School District harmless, from any and all claims by or on behalf of, any persons or firms, pursuant to this application, or arising out of an accident or injury which occurs on school property during, or arising out of, the applicant's use of school property pursuant to this application. This includes claims against the School District for their negligence or alleged negligence. Applicant further agrees to indemnify the School District for any attorney fees, or other expenses incurred by the school District in defending any claims arising out of, or during the course of, applicant's use of school property pursuant to this application.

DATE _____ SIGNATURE AND
TITLE _____

EMERGENCY INFORMATION

To dial "911" from any room: Lift the receiver; choose line 1 or 2; dial 911.

FOR OFFICE USE ONLY:

This Facility is ___ is not___ available on the date(s) asked for.

BY _____

Administrator

APPLICATION:

Approved _____

Rejected _____

BOARD OF EDUCATION
SCHOOL DISTRICT OF THREE LAKES

DATE _____

USE OF SCHOOL FACILITIES FEE SCHEDULE

The following fee schedule shall be used when applicable. The fees shall be paid in advance.

<u>FACILITY</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>
Gymnasium	\$100.00	\$50.00	\$50.00
IMC	80.00	40.00	40.00
Kitchen	125.00	65.00	65.00
Regular Classroom	50.00	25.00	25.00

Above rates doubled if admission is charged to the public, or the facility is used for business purposes.

Non-profit organizations in the district will be charged a \$5.00 processing fee. Non-profit organizations outside of the district will pay the regular rate.

Use of the kitchen will be permitted only with one of the School District cooks present. The cook must be paid according to their current hourly rate, plus overtime and benefits if applicable.

All custodial services needed by users will be charged at the custodian's current hourly rate, plus overtime and benefits if applicable.

Seasonal use of athletic facilities will require a fee of \$10.00 per participant.

4450 Equipment

School equipment may be loaned at the discretion of the District Administrator. He will supply the borrower with a form to sign stating the responsibility for payment of lost, stolen, or damaged equipment. A nominal fee, determined by the District Administrator, will be charged.

Revised 7/17/13

4500 Admissions

4510 Admission to School Athletic Events by School Employees and Students

All school employees, students, and bus drivers will be admitted free to all home athletic events. This free admission would be with the idea that any school employee in attendance at an athletic event would help out in an emergency situation. Husbands or wives and children of school employees will pay regular admission fee. This policy excludes WIAA activities.

4520 Admission and Season Passes to Athletic Events

(To all home events excluding tournaments)

4521 Season pass is \$30.00 per year for each adult, \$45.00 per year for husband and wife.

4522 Passes to all athletic events will be \$3.00 per adult and \$2.00 for non-district students. Children under age six are free.

4523 Senior Citizen Passes free to all NLC events for persons 62 years of age and over

4600 Fund Raising Activities

The School Board recognizes that student fund raising activities are part of student organizations and extra-curricular events. The Board supports fund raising projects which are designed to promote educational and extra-curricular activities without interfering with the educational process. The Board has a responsibility to the community to limit and control fund raising for school activities by school personnel and students, parent groups, and/or community members. The goal of raising and expending funds by student groups will be for school and school related purposes and not for personal gain. All fund raising projects and activities, with the exception of concession sales at athletic events, shall have prior permission of the District Administrator. The advisor(s) of the organization shall submit a written request justifying the reason for the activity and how the money will be spent. The request will include item(s) to be sold and the period or time of sales. All funds collected and disbursed will be within the financial accounting rules of the school district. Non-school organizations shall not be permitted to conduct money drives or sales to students in school without the permission of the District Administrator.

Revised 7/17/13

4700 Public Records and Property Resolution

4710 Designation of Public Records

The Board of Education hereby recognizes and designates all of its records as defined by Section 19.32(2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.

4720 Designation of the Official Legal Custodian

The Board of Education hereby designates the positions of Business Office Manager and Business Office Assistant as the official legal custodians of the public records of the School District of Three Lakes. It shall be the responsibility of the individuals on those positions to execute all duties and responsibilities of the School District pursuant to Wisconsin Public Records and Property Law.

As the official legal custodian of the records of the School District of Three Lakes, the individuals in these positions shall be responsible to the District Administrator for the timely response to any request for access to the public records of the School District. The custodian shall be solely responsible for the release of the public records of the School District, the condition under which records may be inspected, and the collection of cost for the location or reproduction of such records. It is directed that all employees of the School District be informed in writing that the Business Office Manager and Business Office Assistant have been designated the official legal custodians of the public records of the School District of Three Lakes. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this Resolution.

4730 Powers of the Official Legal Custodian

All requests for the release, inspection, and/or reproduction of the public records of the School District of Three Lakes shall be directed or referred to the District's official legal custodian. The official legal custodian is hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law, Wisconsin Statutes, or this Resolution.

4740 Procedure for the Release, Inspection and Reproduction of Records and Property

The Board of Education hereby adopts the following Notice as the official procedure of the District in responding to requests for the release, inspection or reproduction of the records and property of the School District of Three Lakes.

4741 Notice

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the School District of Three Lakes. Any question in regard to this Notice shall be directed to the official legal custodian of the records of the District.

This Notice may be modified from time to time by Board of Education Action, but absent such modification, the decisions of the official legal custodian of the records of the School District of Three Lakes shall be in conformity with its provisions.

Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the School District and a copy

of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

4750 Fee Schedule

Fees charged by the custodian of records for records requests shall comply with the requirements of Wisconsin Statutes.

The Board of Education hereby adopts the following fee schedule to cover the actual costs relating to the location and reproduction of any of the records of the District. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the records of the District. This schedule shall be reviewed by the Board of Education and adjusted as the need arises.

4751 Costs of Locating Documents

The Board of Education will determine the cost of locating a record by using the current hourly rate of the employees involved in attempting to locate the record.

4752 Costs of copying and reproduction where equipment is available

- A. \$.25/1st page and \$.15/page for each additional page.
- B. There will be no cost charged for clerical employees' time in photocopying any fewer than 25 copies.
- C. If more than 25 pages are to be copied, then an hourly charge shall be paid in advance by the person making the request on a ¼ hourly basis.
- D. The actual cost to the School District of the tapes or other medium used for reproduction shall also be paid by the person making the request.

4753 Costs of reproduction where equipment is not available

- A. If equipment necessary for any reproduction is not available within the School District, then the legal custodian will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the School District to the third party member.
- B. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, or assorted computer hardware and software.
- C. The actual cost to the School District of the tape or other medium used for reproduction shall also be paid by the person making the request.

4754 Disputes

The official legal custodian of the records of the School District of Three Lakes shall report any disputes which arise under this fee schedule to the District Administrator and shall

recommend to the Board of Education such modifications and revisions as he deems necessary.

4755 Payment of Fees

A. The official legal custodian of the records of the School District of Three Lakes may require the payment of costs provided herein in advance.

B. The official legal custodian of the records of the School District of Three Lakes may, in their sole discretion, elect to waive the imposition of the costs provided for herein.

4760 Record Preservation

The records of the School District of Three Lakes shall be retained and preserved by the official legal custodian as required by all applicable laws and in accordance with the Wisconsin Records Retention Schedule for School Districts. No records shall be destroyed without the prior written approval of the custodian. No record of the School District of Three Lakes shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

4770 Indemnification of the Official Legal Custodian

Any costs or fees incurred by the official legal custodian of the records of the School District of Three Lakes shall be directly reimbursed by the Board of Education to the custodian and shall not be treated as the personal liability of the custodian.

Revised 7/17/13

4800 Food Services Management

4810 The School District shall provide breakfasts, lunches and special milk through participation in the Federal Food and Nutrition Programs. The District Administrator shall enter into agreements with the Department of Public Instruction and the Federal Government for participation in such child nutrition programs.

4820 The District Administrator is responsible for the management of the school nutrition programs, but may delegate specific duties in relation to the school food service programs to other employees.

4830 The School District shall not discriminate in school-sponsored food service programs on the basis of gender, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Revised 7/17/13

4900 Public Gifts to the Schools

4910 The Board of Education may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with District goals.

4920 Equipment and materials purchased for or donated to the public school by agencies or organizations outside of the school must have approval of the District Administrator.

4930 All gifts or bequests shall become the sole property of the District to be used at the discretion of the Board, unless otherwise specified in the bequest.

4940 The School District shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of gender, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Revised 7/17/13

5000 CERTIFIED PERSONNEL

5100 Negotiated Agreement

Refer to Section 9000

5200 The Employee Handbook

for Professional Teaching Staff is attached hereto and incorporated by reference.

5300 Substitute Teachers

5310 Substitute teachers are to report to the principal's office to receive lesson plans, keys and building duties.

5320 Substitute teachers are to present evidence of current Wisconsin certification to teach and evidence of a health examination.

5330 The pay rate for substitute teachers shall be set by the Board of Education. Substitute teachers working more than 3 class periods (secondary), or the equivalent in hours (elementary), will be paid for a full day, and working 3 periods or less will be paid at the half-day rate. Substitute teachers working over 20 consecutive days in the same position will be put on the salary schedule on Step 1 of the B.A. base.

5340 A substitute teaching day will be from 8:00 A.M. to 3:30 P.M. (seven and one-half hours). Substitutes placed on the schedule after 20 consecutive days in the same position will follow the same schedule as regular staff: 8:00 A.M. to 3:45 P.M.

Revised 7/17/13

6000 STUDENTS

The elementary and 7-12 student handbooks are attached hereto and incorporated herein by reference.

6100 Attendance

6110 Attendance Required

All children between the ages of 6 and 18 years of age except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

6120 Procedures to Enforce Attendance Policy

The school building principal shall enforce school district attendance policies via the following means:

1. Not later than the end of the second day after receiving a report of unexcused absence, contact the parent or guardian by personal service, mail or telephone call of which a written record is kept. Such a person shall be notified that the child is to return to school no later than the next day or a legal excuse is necessary.
2. In the event of further truancy, meet or attempt to meet with the child's parent or guardian to discuss the child's truancy.
3. Provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy; or have considered curriculum modification provided for by law.
4. Evaluate the child to determine whether learning problems may be the cause of the child's truancy, and, if so, placement of the child in the appropriate district program to overcome learning problems.
5. Conduct an evaluation to determine whether social problems may be the cause of the child's truancy and, if so, have taken the appropriate action or make appropriate referrals to overcome said problems.

6. When a child has been absent 15 days, for whatever reason, the child will be subjected to stricter guidelines as to what is an excused absence:

(a) A letter will be sent by regular mail to the parent or guardian informing them that further absences on the part of their child will require a doctor's excuse for medical absences, including non-emergency medical appointments.

(b) Illnesses in the immediate family will not be excused and family trips will not be excused.

(c) College visits, which were considered field trips up to this point, will now be considered unexcused absences.

(d) In emergencies, documented evidence will give the principal discretion in enforcing this policy.

(e) Students will be issued Discipline Notices for unexcused absences, and if absences continue, the attendance officer will follow the enforcement of attendance steps outlined in the student handbook, and may refer the child to Social Services and/or law enforcement officials.

6130 Admissions, Entrance, Transfer, and Tuition

6131 Any student seeking entrance into the School District must reside with the established boundaries of the District, except as otherwise provided.

1. The School District shall accept elementary and secondary transfer students from other schools. Families who move into the District after registration are encouraged to contact the District office as soon as possible.

2. The administration shall verify the age and residence of children enrolled in the District schools. Parents and guardians of students admitted to the District's elementary and secondary schools shall present immunization records as required by law.

3. The Building Principal shall have authority to determine the grade level at which a student shall be placed. The District Administrator, or designee, shall assign a student to a school.

4. The School District shall not discriminate in admissions to any school, class, program or activity on the basis of gender, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

6132 Kindergarten and First Grade Entrance Ages and Requirements
W.S. 118.14(1), 118.15(am), 118.33(6)(cm), and 120.12(25)

1. Children who meet the age requirements of this state may be enrolled in four-year-old kindergarten, five-year-old kindergarten, and first grade. Parents have the option of waiting a year to enroll their child if they feel the child will do better being a year older.

A child enrolled in five-year-old kindergarten must attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term. A child must have completed kindergarten successfully before enrolling in first grade, unless the child has received a statutory exemption or an exemption from the district. In order to receive an exemption from the district to enroll in first grade without successfully completing kindergarten, a child must meet the early admission requirements for first grade as set forth in the next section of this policy. The decision may be appealed to the Board of Education prior to August of the year of entrance to first grade. No child may be admitted to a four-year-old kindergarten unless he or she is four years old on or before September 1 in the year that he or she proposes to enter. No child may be admitted to a five-year-old kindergarten unless he or she is five years old on or before September 1 in the year that he or she proposes to enter. No child may be admitted to the first grade unless he or she is six years old on or before September 1 in the year he or she proposes to enter. A child must have completed kindergarten successfully before enrolling in first grade.

2. Early Admission: Prior to April 1, the parent of a child who is younger than the stated age limits by 30 days or less may apply for early admission for their child. The application will be submitted in writing and an interview will be held with the parents to determine why the parent wants the child in school early. Every effort will be made to have the application, the parent interview, and the evaluation completed before May of the year the child hopes to enter kindergarten.

The evaluation will be done by a licensed school psychologist, in conjunction with other pupil service personnel. Each person will submit a summary of the testing and a recommendation in writing. The evaluation shall be at no cost to the parents.

The evaluation will consider the child's readiness for school in the areas of:

- a. Intellectual functioning
- b. Social & emotional maturity
- c. Physical maturity
- d. School readiness skills
- e. Speech & language development
- f. The child's successful completion of a four-year-old public school kindergarten during the prior year.

Following the evaluation a staffing will be conducted to consider enrollment. The parent will be invited to this meeting. The decision may be appealed to the Board of Education prior to August of the year of early entrance.

3. Special Educational Program: Upon written parental request or staff referral, multi-disciplinary screening will be provided to children who attain the age of three years to determine if a child has exceptional educational needs. After age and residence are determined, the referral will be given to the IEP team for screening

and recommendation. The Board of Education, after consultation with the IEP team and after the parent has consented in writing, will place the child in an appropriate special education program. Parents may appeal the decision to place their child in a special education program in accordance with the appeal procedures set forth under state law.

6133 Entry/Re-Entry - Home-Based and Private

1. Registration

a. It shall be the responsibility of the parent of each child entering the School District of Three Lakes to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

2. Transcripts

a. Students who have attended any school system, including home-based instruction, are required to provide a transcript of all academic accomplishments.

b. The parent is expected to provide documentation (names of classes & books used) of classes taken at home, and the addresses of previous schools attended.

3. Immunization Records

a. Parent/guardian of students admitted to the district's elementary and/or secondary schools shall present immunization records as required by law.

4. Home-Based Education (As set forth in state statute 118.15(4) and 118.165(1))

a. Any student who has been in attendance in a home-based private educational program for a period of ninety (90) calendar days or more and who wishes to enter or re-enter the School District of Three Lakes shall be required to take an examination to establish grade placement.

b. Standardized tests and/or teacher prepared tests may be utilized in making the placement determination.

5. Placement Procedure

a. Placement recommendations will be made by two or more of the following, as determined by the principal:

1. Principal
2. Guidance Counselor
3. Teacher
4. Psychologist
5. Reading Specialist

6. Probationary Period

a. Each student placed in the Three Lakes School System from a home-based educational program shall have a forty-five (45) school day probationary period during which time the student shall be expected to demonstrate appropriate social and educational performance.

b. If at this time the placement team determines the placement needs to be revised, the principal may make a

placement revision within fifteen (15) school days of the end of the probationary period.

7. High School Credits

a. The placement team will make a determination of the number of credits allowed toward high school graduation upon enrollment in the high school.

b. Courses taken on a home-based program shall be recorded on the student's permanent record as either pass or fail.

8. Grade Point, Honors, Class Rank

a. Grades and grade point averages from home-based instruction will not be used for grade point, honors, or class rank.

b. To receive class honors a home-based transfer student must be enrolled a minimum of four (4) consecutive semesters prior to graduation.

9. Appeal Process

a. In the event that there is an appeal on behalf of the student regarding the placement of the child, a written appeal may be made to the School District Administrator within ten (10) days of the placement decision.

b. If there is an appeal of the District Administrator's decision, a written appeal may be made to the school board within ten (10) days of the Administrator's decision.

6134 Tuition students will be accepted in our schools only if there is room and it does not interfere with the attendance or education of the children in our district.

6135 Foreign Exchange Programs

The District recognizes the mutual benefits of allowing foreign students to attend Three Lakes High School and the valuable educational opportunities afforded to students of Three Lakes High School who are able to study in a foreign country. In order to insure a smooth transition, the following criteria will be applied to the accepting of foreign exchange students through approved programs such as AFS, AISE, and ASSE.

1. A limit of three students will be accepted on a first-come, first-serve basis. Prior notice expressing interest to attend Three Lakes High School must be submitted to the principal before consideration will be given.

2. All requests for foreign students must be submitted by July 1st prior to the start of the academic year.

Special circumstances may require some flexibility to this rule. In the event this occurs, each request will be judged on its own merit and given consideration by the principal followed by a recommendation to the Board of Education.

3. Foreign students will be provided with free lunches and admission to all school sponsored activities.

4. The sponsoring organization is to provide the principal with the following information in writing prior to acceptance of the student:

- a. Name of person responsible for providing the required forms for the U.S. Department of Justice, Immigration, and Naturalization Services.
- b. Housing arrangements. Name, address, and telephone number of host family.
- c. Arrival and departure dates of the student.
- d. Student records inclusive of academic, health and immigration records.
- e. Insurance coverage information for the student while attending Three Lakes High School.
- f. Information pertaining to travel arrangements and/or restrictions within the United States.

5. Classes for foreign students will be selected with cooperation between school personnel, the student exchange organization, and the student. The student's personal educational goals and obligation to learn about American culture will be accommodated to the fullest extent possible.

6. Students who wish to participate in the high school athletic program must meet eligibility criteria of the WIAA.

The following criteria will be applied to Three Lakes High School students who elect to study in a foreign country and earn credit toward graduation from Three Lakes High School.

1. Required courses needed to maintain appropriate progress toward graduation will be determined in advance and put in writing prior to the student's departure.

2. Any students who participate in an approved foreign exchange program for a period of time equivalent to one or two semesters will be granted credit to apply toward graduation from Three Lakes High School according to the guidelines below:

- a. Credits will be awarded based upon the principal's evaluation of a transcript received from the host school.
- b. Credits may be awarded based upon the host school's recommendation, the amount of class time devoted to the subjects and/or other criteria deemed appropriate by the high school principal.

c. No credits will be given for courses failed.

d. Grades for credits earned at a host school will be assigned at the GPA that the student had as of their last date of attendance in the district. The purpose of this is to avoid any substantial changes in class rank held by students prior to their departure.

6200 Student Retention

6210 Elementary

1. The retention of a student in a particular grade shall be determined by the principal and the staff members of the school wherein the student is enrolled.

2. Notice of possible retention shall be sent by the principal to the parents of the students affected on or before the end of the 3rd 9-week grading period. Said notice shall contain all information concerning the possible retention, including, but not restricted to, the classes involved, specific grades, instances of misconduct, etc.

3. Upon receipt of the notice of consideration of retention, the parents may, within 2 weeks, request a meeting with the principal and such teachers as they may feel appropriate to the matter. (Limited to a maximum of three (3) teachers unless more are requested by the parents.) Said meeting shall be to clarify problem areas and attempt to remedy the situations leading to the retention consideration. A document that will include a summary of the problems and recommendations for solution will be sent to the parents by the principal.

4. If final notice of retention is given to the parents, such notice must be within two (2) weeks of the close of the school year and shall, once again, delineate the causes for such retention.

5. If the parents disagree with the retention, they may appeal, in written form within 15 days of the notice in item 4, to the Board of Education for a review and reconsideration of the matter.

6. Upon receipt of the appeal, the Board shall place the appeal on the agenda of the next regularly scheduled Board meeting, provided such receipt allows time for proper, legal notification.

7. The Board, after hearing the appeal, shall decide on the merits of the retention and shall notify the parents of its decision within fifteen (15) days of the hearing. The Board decision shall be final in the matter, and the child shall be retained or not, accordingly.

8. If the parent thinks retention is advisable for their student, it must be discussed with the parent, teacher and building principal before any decision can be made.

6220 Junior High

1. If a student fails 1st semester, but passes 2nd semester with a C- or better, they pass the course for the school year and do not retake 1st semester.

2. If a student fails the 1st semester, and gets less than a C- 2nd semester, they will retake the entire course the following year, OdysseyWare will not be an option.

3. If a student passes 1st semester, but fails 2nd semester, they retake 2nd semester of that class the following year. OdysseyWare will not be an option as a first case scenario.

4. If a student has to repeat 2 entire core classes they will repeat that grade.

6230 High School

Any failing semester grade must be repeated and a passing grade received in order to earn a semester credit for that class. Retention by grade level will be determined by the amount of credit earned following the second semester of the school year.

Revised 7/17/13

6300 School Sponsored Activities

The School District shall not discriminate in admission to school sponsored activities on the basis of gender, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

6310 Athletics

6311 Details of the athletic program and its requirements are found in the Athletic Handbook on file in the school office. This handbook is periodically reviewed for approval by the Board of Education.

Revised 7/17/13

6400 Fees and Admissions

6410 Fees will be assessed for:

- A. Band instruments
- B. Materials used in making art and industrial arts projects to be taken home
- C. Driver education

Revised 7/17/13

6500 Student Records (118.125)

6510 General

Student records are maintained in the interest of the student to assist the school in providing an appropriate education experience.

6520 Content

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.

Progress Records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extracurricular activities and the student's attendance record.

Behavioral Records maintained by the school include all student records other than progress records. (List-e.g., standardized achievement tests, psychological tests, physical health records, teacher evaluations other than grades, statements relating to individual student behavior, etc.)

6530 Confidentiality

All student records are confidential, with the following exceptions:

- (a) Designated and approved directory information.
- (b) A pupil, or the parent or guardian of a minor pupil, shall,

upon request, be shown and provided with a copy of the pupil's progress report; if failure to provide copies would effectively prevent the parent from exercising the right to inspect, review, or obtain copies of the records.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi-disciplinary team under Ch. 115 of the statutes. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his qualified designee shall be present to interpret behavioral records when inspection is made under paragraph 6530 (b). Upon transfer of a student's records to the central administrative office (under paragraph 6540 herein) these duties shall be assumed by the school district administrator or his qualified designee.

6540 Maintenance and Destruction of Records

While students are attending school their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his or her records will be transferred to the central administrative office. Records with are transferred to the central administrative office when the student ceases to be enrolled shall be maintained as follows:

6541 All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student (and his or her parent or guardian, if the student is a minor) gives written permission (see form next page) that the records may be maintained for a longer period of time. Where such written permission is received, behavioral records

will be destroyed 35 years after the date _____ the student graduated from or last attended school.

6542 Progress records will be destroyed 35 years after the student ceases to be enrolled in the school district.

Revised 7/17/13

PERMISSION TO RETAIN PORTION OF BEHAVIORAL RECORDS
AS IDENTIFIED IN SECTION 118.125 WISCONSIN STATUTES

AND

THREE LAKES SCHOOL DISTRICT

Board Policy on Student Records

(This does not include courses, grades, attendance and extracurricular activities which by Board Policy will be kept 35 years and would also require written permission for each release as stated by Wisconsin law.)

I, _____, hereby authorize the Three Lakes Public School District to maintain as part of my pupil record, all achievement and ability tests, and pertinent health information that would be required to explain unusual absenteeism, and to allow release of that information each time a transcript is authorized by me.

I understand that, if I sign this form, the above information will be kept a maximum of 35 years and will then be destroyed.

I understand that I am not required to sign this permission and that if I do not do so, the school district will destroy such records one year after the time I graduated from or last attended the Three Lakes School System.

This form, if signed by a parent or guardian, is revocable if the adult student at age 18 requests that the intent of this form be reversed. If the adult student does not revoke this form, the parent or guardian's signature will be sufficient to allow maintenance of the above records for 35 years.

Student Signature _____ Age _____ Date _____

Parent or Guardian Signature _____ Date _____

REVOCAION OF AUTHORIZATION:

Signature _____ Age _____ Date _____

6600 Student Immunizations

6610 Objectives

To adhere to and follow the guidelines of the Department of Health Services, Division of Public Health, Bureau of Communicable Disease and Emergency Response, Immunization Program for the State of Wisconsin School Immunization Requirements.

6620 Procedure to be Used

Secretary staff at each location will audit/update each child's school immunization record per the Wisconsin Immunization Requirements School Compliance Time Line.

6630 Guidelines

Follow the Wisconsin Immunization Requirements School Compliance Time Line on an annual basis, as there are continual updates.

Revised 7/17/13

7000 TRANSPORTATION

7100 Bus Drivers

7110 Bus Contracts

Contracts for bus transportation are awarded annually by the Board of Education. Applicants will be judged on the factors of health, morals, dependability, and ability to relate to young people. All drivers, regular and substitute, must be brought to the District Administrator for approval, following a review of their application, driving record abstract, and a reference check by the transportation director. A list of said drivers will be on file with the transportation director.

7120 After School Bus Contracts

Applicants for after school bus transportation of students in extra-curricular activities will be judged on their ability to provide vehicles of a size that

will meet the varying needs of this service. These routes may change in accord with population changes within the district.

7130 Extra-Curricular Bus Contracts

Extra-curricular trips will be offered to all contractors. A form requesting these trips must be submitted to the transportation director. Trips will be assigned in accord with the size of the group making the trip. Where several busses of a given size are available, an attempt will be made to balance the revenue to all contractors involved.

7140 Health Examinations

Upon renewal of a bus driver's license as required by the DOT, each bus driver must submit to the Board of Education the written results of a medical examination on the form provided by the DOT. Bus drivers will be responsible for costs over and above the requirements listed on the form. Additional examinations may be required by the county health department or the Board of Education.

7150 Licensing

Each driver and substitute driver must possess a valid driver's license. This applies to any person contracted to transport children on a regular basis, regardless of size or type of vehicle. Continued licensure is subject to the Substance Abuse Policy which is attached hereto and incorporated by reference.

7160 Meetings

All bus drivers shall be required to attend at least one inservice meeting a year. The nature of this program will be planned by the District Transportation Supervisor with the assistance of the district bus contractors. All bus drivers shall be required to attend any meetings called by the District Administrator, or Transportation Supervisor.

7170 Duties and Responsibilities

7171 Buses are to arrive at the Three Lakes School in the morning between 8:05 and 8:15 A.M. Buses are to arrive at the Sugar Camp School in the morning between 7:55 and 8:00 A.M.

7172 Buses are to arrive at school before 3:10 P.M. so that they are all parked before the general dismissal at 3:20 P.M., unless other provisions are requested by the administration. Bus drivers are to be in their bus when the students are dismissed to board the bus. Each bus is not to leave the parking lot until the bus in front of it has departed. The lead bus driver will make a determination of when all buses are loaded before he departs.

7173 Bus routes are not to be changed, or any unscheduled stops made, without the consent of the administrator/transportation director. In the morning, children will not be allowed to get off the bus until the bus arrives at school. Changes in evening drop off points may be made only with a written parental request made through the office. Any additional riders to or from school must obtain prior permission from the administrator/transportation director.

7174 All bus drivers are to have emergency door exit drills in the months of September, October, April, and May. The exact date of these drills will be determined by the administrator/transportation director.

7175 The driver shall be responsible for safety, health, and discipline on his/her bus. All drivers shall use discipline referral forms to report any misconduct to the building principal or the administrator. The principal or administrator will notify the parents of the pupil regarding the discipline referral. The principal, or administrator, may suspend a student's busing privilege until reinstatement has been agreed upon by the driver, the parent, and the administrator. Continued misconduct, or misconduct that seriously jeopardizes the safety of other students, will require the parent to appear before the Board of Education before reinstatement of the bus privileges authorized. During suspension periods, parents are responsible for transportation of their child.

7176 A bus driver is not to physically handle a student, unless it is necessary to restrain a student in order to protect the student from causing bodily harm to him/herself, or another person. If a driver determines that a student's conduct poses a safety hazard, and that student fails to obey the driver, the driver may stop the bus and contact law enforcement or the school administration for assistance in removing the student from the bus. A driver is never to put a child off the bus en route, unless the child is being turned over to law enforcement officers or a school administrator.

7177 Bus drivers are responsible for enforcing the following rules:

A. Be on time for the bus. Buses will wait a maximum of two minutes beyond the regular scheduled time at any stop for a child. This does not mean the bus must wait every day for any particular child.

B. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop. Stay off the road at all times while waiting for the bus. Wait until the bus comes to a complete stop before attempting to enter the bus. Do not rush to get on the bus.

C. When you must cross in front of the bus, be sure to stay a safe distance away from the bus so that you are in the driver's visibility range.

D. When boarding the bus, go to your assigned seat in the bus without disturbing or crowding other pupils. The bus shall not move until all riders are seated. Do not stand, or extend your head, arms, or hands out of windows, or move about, or attempt to leave the bus while it is in motion.

E. The rear doors are not to be used except in an emergency.

F. There will be no eating, drinking, or use of tobacco products on the bus. However, students will be permitted to eat and drink while on buses for

extra-curricular events and field trips. Exceptions can also be made for students with special medical problems. Students are to help keep the bus clean, sanitary, and orderly. Damage done to the bus, or bus equipment by a student, will be paid for by that student.

G. When leaving the bus, remain seated until the bus comes to a complete stop.

H. The bus driver shall not require, or allow any passenger to stand while the vehicle is in motion.

I. Students are to remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.

J. The bus driver is responsible for controlling the bus riders. They must obey him and his assistants, or chaperones, promptly and cheerfully.

K. Bus drivers are encouraged to assign students to their seats, filling the bus from front to rear.

L. Students are not to leave the bus to transfer to cars or be dropped off at another student's stop, without a written permission slip from their parents, verified by the principal. Students will not be permitted to ride a bus run that they are not normally scheduled to ride on, without a written request from their parents and authorization from the office.

M. Students shall follow all of the behavioral rules in the student handbook while on the bus.

N. Pupils who persist in failing to cooperate in observing these rules will be considered hazardous to the welfare of the other students and will be denied bus transportation.

7180 Parent Transportation

A contractual agreement shall be made between the Board of Education and parents for transportation of their own children as needed and authorized according to law.

7200 Activity Transportation

The district shall provide activity transportation according to the following policy:

7210 Definition

Activity transportation is defined as:

1. Transportation to other schools or sites to participate in various school-sponsored activities. Transportation to other schools or sites will include transportation to the school site and back to the Three Lakes School. The district may, but is not obligated to, transport the student to a point nearer his/her home.

2. After school transportation home for students who stay after school to involve themselves in school-sponsored activities

will be provided after school transportation only on days in which school is in session for all or part of a day.

7220 Chaperones

A chaperone must be on all buses having a capacity of over 24. (Applies only to extra-curricular trips.) The chaperone has the responsibility of enforcing the rules of safe bus rider conduct.

7300 Bus Routes

A. All bus routes shall be prepared by the district administrator or transportation director. In setting up routes the safety and health of children, as well as cost factors, will be given careful consideration.

B. The distance children walk to the bus route will be considered on an individual basis dependent on age of the child, health of the child, and safety factors. Unless there are extenuating circumstances, all children will be expected to adhere to the following walking limits:

1. Kindergarten - pick up and drop off as close to home as practical.
2. Grades 1-6 - walk up to ¼ mile to bus.
3. Grades 7-12 - walk up to ½ mile to bus.

C. School buses on regular routes will not go into private driveways for the specific purpose of picking up or dropping off students. (This does not apply to Kindergarten or Handicapped routes.)

D. Parents shall be responsible for providing adequate turn-around space for the bus.

E. Children living outside the sanitary district of Three Lakes and under two miles from school will be provided transportation if there is available room on the bus and if they live on a regularly scheduled route.

Under no circumstances will a route include a road which is in such poor condition that it presents a hazard to have a bus travel on it. The Board of Education reserves the right to refuse to place a bus on a road which it deems unsafe for school bus travel.

Revised 7/17/13

7400 Bus Passenger Other than Pupils

Use of school transportation shall be restricted to those enrolled or employed in the public schools of this district, or to parents visiting the schools. Parents and their children will be permitted to ride spectator buses to a school sponsored activity provided there is room after the student body has been accommodated. Bus contracts may use their buses to provide transportation for students and district residents to events sponsored by non-profit groups or organizations.

Revised 7/17/13

7500 Closing of School for Inclement Weather or Other Emergencies

The Board of Education authorizes the District Administrator or his designee to close schools because of inclement weather or other emergencies.

Revised 7/17/13

7600 Staff Use of School-Owned Vehicles

The Board of Education authorizes the District Administrator to permit staff use of school vehicles for school business provided that the staff member holds a driver's license from the State of Wisconsin in good standing. District vehicles are not to be used for personal business.

8000 NON-CERTIFIED PERSONNEL

8100 Employee Handbook for Support Staff

The Employee Handbook for Support Staff is attached hereto and incorporated by reference.

8200 Support Staff Salary and Fringe Benefit Schedule

The Support Staff Salary and Fringe Benefit Schedule is attached hereto and incorporated by reference.

9000 NEGOTIATED PROFESSIONAL AGREEMENT

**Negotiated Professional Agreement
Between the Education Association of the Three Lakes Schools
And the
School District of Three Lakes for 2013-2014**

PREAMBLE

This agreement is entered into by and between the Board of Education, School District of Three Lakes (hereinafter referred to as the "Board") and the Education Association of the Three Lakes Schools (hereinafter referred to as the "Association").

ARTICLE I – RECOGNITION

The Board recognizes the Association as the exclusive and sole bargaining representative for all regular full-time and regular part-time certified, professional employees of the district, excluding the district administrator, full-time principals and teaching principals, dean of students, technology coordinator, special education director, director of guidance, supervisory personnel, and teacher aides.

ARTICIE II – COMPENSATION

Effective July 1, 2013, the total base wage increase for members of the Association bargaining unit shall be 2.07%. The Board has determined to pay employee lane and step increases in addition to the base wage increase in this agreement. The lane and step wage increases and other supplemental pay increases are not part of the bargained base wage increases and are not a subject of this agreement. Attached hereto and incorporated herein is a salary schedule to provide staff with information on how the base wage increases and lane and step pay increases were combined to determine employee compensation. The salary schedule is for information purposes only and is not part of this agreement. Payment of employee lane and step increases and other supplemental pay increases and the attaching of the salary schedule for this agreement are not precedent-setting.

ARTICLE III – DURATION

This agreement will be effective as of July 1, 2013, and shall continue in full force and effect as binding on the parties until June 30, 2014.

Education Association of the
Three Lakes Schools

School District of Three Lakes

By: _____
Peter Schoff, President

By: _____
Randy Ingram, President