

THREE LAKES & SUGAR CAMP

ELEMENTARY HANDBOOK

2026-2027



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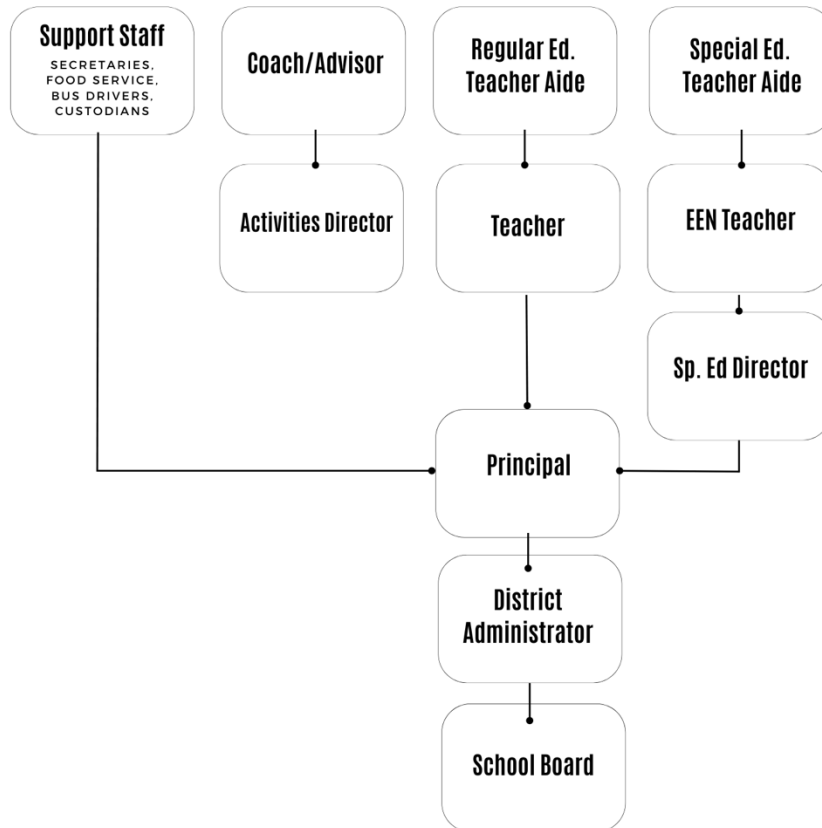
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SECTION 1: GENERAL INFORMATION

QUESTIONS/CONCERNS PROCESS

Occasionally, parents have questions or concerns regarding a school program or employee. The following is a format that may help. To start, go directly to the person who is running the program, or with whom you have the concern. You may find that you have only heard part of the story, and through communication, the concern is resolved. If it is not resolved, go to the next person in the chain of command, as indicated in the chart below, with the school board members being your last contact.



EDUCATIONAL PHILOSOPHY

Members of the Board of Education, fully aware of the public trust placed in it, and the responsibility of building “Tomorrow’s Citizens,” working toward what is best for the district and all children of the people in the district, strive toward building the best, well-rounded, educational program for this district. The fundamental purposes and duties of our school shall be to train each student, regardless of their religious, social or ethnic background, to better understand themselves and their proper relationship with society, and to assume their responsibilities as an American citizen. Constructive and competent citizenship shall be of primary importance. Since the success of any program depends to a major extent upon the support of those directly concerned, namely; residents, taxpayers, employees, students, and School Board, every effort shall be made to acquaint them with pertinent facts and information, which is of interest and value.

MISSION STATEMENT

Teaching students to be productive citizens.

INTRODUCTION

The administration and staff of Three Lakes School District would like to take this opportunity to welcome you to our district. The information in this handbook has been compiled to help you succeed. The entire staff is here to assist you with your education.

We have wonderful School/Community Organizations here at Three Lakes (PTO) & Sugar Camp (SCO) Elementary Schools. These groups meet monthly and welcome all parents/guardians to attend and help out with activities we plan for our children. Please watch the weekly newsletters that indicate meeting times and places. We believe that it does take an entire village to educate a child, and we encourage you to take part in these organizations.

NON-DISCRIMINATION (POLICY)

The Three Lakes School Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs or activities or employment considerations. The following staff are designated to receive inquiries regarding the non-discrimination policies: Justin Szews, HS Principal/Title IX Coordinator, 6930 W. School Street, Three Lakes, WI 54562, (715) 546-3321, jszews@threelakesd.k12.wi.us or Kari Volk, Special Education Director/Section 504 Coordinator, 6930 W. School Street, Three Lakes, WI 54562, (715) 546-3323, kvolk@threelakesd.k12.wi.us.

NON-DISCRIMINATION COMPLAINT PROCEDURE (POLICY)

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.

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.
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 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 10 business days after receipt of the appeal.

3. In an attempt to resolve the complaint, the Board of Education shall meet. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of his/her receipt of the district administrator's response in Step 2. In an attempt to resolve the complaint, the board shall meet with the concerned parties and their representatives within 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 10 business days of this meeting.
4. If a complainant under Section 118.13 of the Wisconsin Statutes and PI 9 wishes to appeal a negative discrimination by the board, he/she has the right to appeal the decision to the State Superintendent within 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 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: Superintendent of Public Schools, 125 S. Webster St., P.O. Box 7841, Madison, WI 53707-7841
5. 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 of Civil Rights, U.S. Department of Education, 300 S. Wacker Dr. 8th Floor, Chicago, IL 60606.

LEGAL REFERENCES: 118.13 Wisconsin

State Statute; PI 9 of the Wisconsin

Administrative Code; Title IX, Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973

ABSENCES/ANTICIPATED ABSENCES

When an absence is necessary, your parent/guardian is asked to **notify the school office by 9 AM** on the day of the absence and indicate the reason for the absence. When a student will miss **more than three** consecutive school days for family vacation, etc. an anticipated absence form must be completed, preferably one week prior to the absence. These slips are available in the office. Students should sign-in/sign-out if they do not arrive or leave with the rest of the students. It is important that any notes sent by parents (upcoming absences, medical appointments, leaving early, etc.) be sent to the office. The office will keep the originals and send copies to appropriate classrooms.

ACCIDENTS/INSURANCE

Every accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school, must be reported immediately to the person in charge and to the school office. Three Lakes School District provides accident insurance for students injured during attendance when school is in session or participation in an extracurricular activity. This insurance policy is a supplemental plan and only takes effect after the parent's insurance policy.

ADULT SCHOOL VISITORS

We welcome and encourage parents/guardians to visit the school and their children's classrooms. Any individual visiting the school for any reason must first report to the school office, sign in, and pick up a visitor's pass. If it is necessary to speak with a student or teacher directly, office personnel will make the necessary arrangements. Teacher or room visitations may be arranged either by directly contacting the teacher or requesting an appointment through the principal's office. During lunch, parents/guardians are welcome to sign in at the office and eat with their child/children. For safety reasons, during recess and other unstructured times, parents/guardians are not permitted to participate with their child/children.

ANNOUNCEMENTS

The announcements for the day are read over the intercom at the beginning of the school day.

ATTENDANCE (POLICY)

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the semester in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

1. Prior Parent-Excused Absences

A student excused in writing by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

2. Other Excused Absences of a Temporary Nature

- a.** Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.
- b.** Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health

maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);

c. Religious holidays or instruction to the extent authorized by law;

d. Family emergency;

e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;

f. Funerals of a family member or friend;

g. Up to 3 days per school year for college visitations by high school juniors and seniors;

h. Suspension from school;

i. Mandatory court appearances;

j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;

k. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the building principal;

l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran;

m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student's parent or guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school. As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences. Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

3. Program or Curriculum Modifications

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student's parent or guardian and approved by the Building Principal, Director of Student Services & Special Education or the District Administrator. Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with the decision made by the Building Principal, Director of Student Services & Special Education or the District Administrator, he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

STUDENT ATTENDANCE PROCEDURES

A. Responsibilities for Student Attendance

1. Parent and Guardian Responsibilities

For all student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension), the student's parent or guardian is:

- a.** Expected to call the school office prior to 9:00 a.m. on the day of each absence in order to verify that the student is absent with the parent's or guardian's knowledge, except that no such call is necessary for any absence(s) that the parent or guardian arranged and that the school excused in advance.
- b.** Required to submit a written communication to the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This written notification must be provided:
 - (1)** Prior to the absence for all parent-excused absences, as identified in the Board's attendance policy; or
 - (2)** Either prior to or immediately following the absence for all school-excused absences, but always within two school days following the student's return to school from the absence in order for the absence to be considered excused, except when a different time period has been approved by the building principal.

Adult students (students 18 years of age or older) may carry out these responsibilities in lieu of their parents or guardians.

2. Student Responsibilities

- a.** During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.
- b.** Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where he/she is supposed to be.
- c.** Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building's designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities. Building principals may authorize an exception to this requirement for certain school-approved temporary absences (e.g., students who have the school's permission to regularly leave school during their scheduled lunch period).
- d.** Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Make-up work related to excused absences is handled differently from work related to unexcused absences.

3. Teacher Responsibilities

- a.** Teachers are required to emphasize the importance and necessity of good attendance.
- b.** Teachers shall allow students to make up class work and examinations missed during an excused or unexcused absence in accordance with Board policy, and shall not deny credit in a course solely because of the student's unexcused absences. Teachers are permitted to establish reasonable deadlines for the completion of make-up work.
- c.** Teachers are required by law to take daily attendance in their classes and to maintain a record of student absences.

4. School Attendance Officer Responsibilities

School attendance officers have responsibility for all matters relating to school attendance and truancy and have all of the powers and duties specified in state law. For example, each school attendance officer shall:

- a.** Determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy.
- b.** Receive, review and act on requests for and notifications of pre-planned, parentexcused absences.
- c.** Receive and, after consulting with appropriate school personnel to determine the district's response, respond in writing to requests from students or their parents or guardians for program or curriculum modifications.
- d.** Upon the request of a teacher, assist teachers and students with excused or unexcused absences in formulating a plan for the completion of make-up work. The attendance officer may also assign students with unexcused absences to a period of detention or a supervised directed study program for the purpose of making up class work and tests/examinations missed during an unexcused absence.
- e.** In the event of a challenge to or possible error in a student's attendance records, evaluate the totality of circumstances and determine whether a student's official attendance records should ultimately reflect that the student was attending, tardy, or absent with or without an acceptable excuse. The reason for any discretionary changes to a student's existing official attendance record shall be sufficiently documented.
- f.** Notify, or cause a designee to notify on his/her behalf, the parent or guardian of a student who has been truant of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse. Subject to Section B of these procedures regarding tardiness, "truancy" means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal and excusable cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence. The attendance officer shall first attempt to notify the parent/guardian by personal contact, by telephone call, or, except when the parent or guardian has refused to receive electronic communication, by an electronic communication. If the attempt to give notice by one or more of these methods is not successful, the attendance officer shall send written notice of the child's truancy by 1st Class mail. The attendance officer shall maintain a record of such notice, including documenting (1) any such

notice that is given in person or by telephone, or (2) if applicable, the unsuccessful attempt to give notice that caused the attendance officer to use 1st Class mail.

g. Notify the parent or guardian of a student who is a habitual truant by registered, certified or 1st Class mail when the student initially becomes a habitual truant. Subject to Section B of these procedures regarding tardiness, "habitual truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. The notice shall include the following:

- (1)** A statement of the parent's or guardian's responsibility under state law to cause the student to attend school regularly.
- (2)** A statement that the parent or guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk.
- (3)** A request that the parent or guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent or guardian should meet; a date, time and place for the meeting; and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five (5) school days after the date that the habitual truancy notice has been sent to the student's parent or guardian. However, with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.
- (4)** A statement of the penalties that may be imposed under state law on the parent or guardian if he/she fails to cause the student to attend school regularly.

h. After a notice of habitual truancy has been issued to the student's parent or guardian in any school year, notify the parent or guardian of any further unexcused absences as provided in the District's truancy management plan.

B. Tardiness as it Relates to Absences and Truancy

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student's learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of personal responsibility.

Accordingly, if a student accumulates more than 3 tardy notations in his/her attendance record during the quarter, the school attendance officer or a designee will attempt to meet with the student to evaluate the reasons for the tardiness, to consider any available strategies the student can use to avoid future tardiness, and to establish progressive consequences. Following such a meeting (or attempt to hold a meeting) that involves the student, tardiness during the remainder of the quarter that also involves an unexcused lack of the student's physical presence at school will be considered an instance of truancy under these procedures, but prior to such a meeting (or attempted meeting) such tardiness will not be considered truancy.

In grades K through 6, a student will be marked tardy (rather than absent) if he/she is not present at school and in his/her assigned classroom at the established start of the instructional day, but the student arrives

within 15 minutes of that time. Tardy students who initially arrive at school the normal arrival time for students on the day in question shall check in at the designated school attendance office before proceeding to their classroom or other assigned location.

Tardiness that was not caused by any of the reasons that qualify as an excused absence is considered unexcused, and any opportunities for make-up work shall be provided according to make-up work procedures that apply to unexcused absences. A student who arrives at school late because the student's school-provided transportation arrived late shall not be considered tardy and the student's non-attendance in the relevant class/activity shall be deemed excused in all respects.

C. Procedures Leading To Legal Referral

Prior to any proceedings being brought against a student for habitual truancy or against the student's parent or guardian for failing to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Documented the student's truanancies and notified the student's parent or guardian of the truanancies as required by law and these procedures.
2. Met with the child's parent or guardian to discuss the student's truancy and various options under the law, or attempted to meet with the parent or guardian and received no response or been refused.
 - a. This meeting may also be used to obtain parent consent for any evaluation(s) (e.g., special education) which the district has determined are necessary and which require the consent of the student's parent or guardian.
 - b. This meeting is not required if it is not held within 10 days of the District's initial notice to the parent or guardian that the student is a habitual truant (after the student's fifth unexcused absence during a school semester).
3. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy problem, and have considered any appropriate program or curriculum modifications.
 - a. The school attendance officer or designee should specifically review the compulsory attendance and truancy laws regarding curriculum modification options. The educational counseling may generally be conducted by school counselors, principals, or teachers.
 - b. If the student has a disability and either an individualized education program (IEP) or Section 504 plan, the relevant team shall be involved in any decisions affecting the student's curriculum, educational program, or placement.
4. Evaluated the student to determine whether learning problems may be the cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to overcome the learning problems. However, the student need not be further evaluated for learning problems as a prerequisite to a legal referral for truancy if tests administered within the previous year indicate that the student is performing at his/her grade level.
5. Conducted an evaluation to determine whether social problems may be the cause of the student's truancy, and, if so, taken appropriate action or made appropriate referrals. With respect to the evaluations identified in items C.4 and C.5 of these procedures:

- The evaluations should include at least a review of the student's records, communication with the student, the student's teacher(s), and the student's parent(s) or guardian(s). Additional steps, such as direct observations may also be considered.
- The evaluations should be conducted with the broad purpose of identifying any type of contributing cause to the student's truancy and are not limited to the question of whether the student may have a disability that, if confirmed, could qualify the student for special education or related services. However, if at any point there is a suspected disability under the Individuals with Disabilities Education Act (IDEA) or Section 504, school personnel shall refer the student to the appropriate disability-related evaluation process.
- If the truant student has already been identified as a student with a disability under the IDEA or under Section 504, then the evaluations shall involve the members of the student's IEP or Section 504 team, and the relevant plan should be reviewed and adjusted if the team concludes that it is necessary or appropriate.

The activities in items C.3., C.4., and C.5. of these procedures need not be carried out if the school attendance officer determines and is able to show that appropriate school personnel were unable to carry out one or more of the activities due to the student's absences from school.

School personnel shall properly document all of the above-identified activities that occur prior to or regarding any truancy-related legal proceedings that are brought against a student and/or a parent or guardian. That is, school personnel are expected to maintain documentation related to all notices (including those provided in person or via phone), meetings, evaluations, and referrals, as well as documentation related to any attempts to carry out the above identified activities that could not be completed due to a refusal, a lack of any response, the student's ongoing absences, etc. If the steps outlined above have been followed, a legal referral may be made in accordance with the District's and county truancy plan(s).

BICYCLES

Students may ride bicycles to school. Bicycles must be parked in the racks provided. Students are asked to use extreme caution when entering and leaving school grounds.

BOOKS LOST OR DAMAGED

Payment for books and other materials that are lost or damaged by students will be based on the cost of replacement.

CHAPERONES

Teachers may request chaperones for field trips when needed. In those instances, the classroom teacher will send out communication making the request and include the number of chaperones that are needed. Parents, or other responsible legal adults in a student's household, who wish to volunteer may submit their names for consideration. The teacher will select the needed number of chaperones from those volunteers. It is important to note that chaperones who accompany student groups have the expectation to assist educational staff and supervise students.

COMPUTER USE

Use of the school district computers is a privilege. Any changes and/or damages to equipment, peripherals, or software programs will be considered an act of vandalism and may result in fines, suspensions, and/or prosecution.

CO-CURRICULAR STANDARDS

Students will be expected to sign and follow a Co-Curricular Contract to participate in all activities.

DIRECTORY DATA

The School District designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent.

- The student's name.
- The student's grade in school.
- The student's participation in recognized activities and sports.
- The student's weight and height if a member of the athletic team.
- The student's dates of attendance.
- The student's photograph.
- The student's achievement and awards.
- The student's address and telephone number.

Within the first three weeks of each school year, the school district shall publish in the official district newspaper the above directory information list. For students enrolling after the notice is published, the list shall be given to the student's parents or the eligible student at the time and place of enrollment. After notification either from the publication or upon enrollment the parent or eligible student shall have two weeks to advise the school district in writing (a letter to the district administrator's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

FIRE DRILLS

Law requires fire drills at regular intervals during the school year, which is an important safety precaution. A fire evacuation plan is posted in each room. Teachers will review the plan with students and become familiar with it.

When the fire alarm sounds, students will immediately begin to evacuate the building, following the prescribed route. Running is not permitted. The first student to reach an outside door is to hold it open until all have left the building.

Students are to remain quiet during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. Periodically, other emergency evacuation drills will be conducted. Specific directions will be given then.

HARASSMENT (POLICY)

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 that 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, putdowns, 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 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 REFERENCES: Section 118.13 and 118.46 Wisconsin Statutes; P1 9, Wisconsin Administrative Code Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972

HOMEWORK

Some guidelines seem appropriate to assure consistency in the assignment of homework. First, it is important to define what homework is and to identify the purpose of homework.

Homework can be defined as work that a student did not have time to complete during the regular school day or as an assignment given to a student to be completed outside the regular school hours. Aside from completing work started during the school day, there are four main purposes for homework: practice, preparation, extension, or creativity.

Assignments involving practice help students' master specific skills. Preparation helps students gain the maximum benefit from future lessons by having them do background reading, collect material, etc. Extension assignments determine whether a student can transfer specific skills or concepts to new situations. Homework involving creativity requires students to integrate skills and concepts to produce original responses (e.g. book reports, essays)

One of the main values for assigning homework is to encourage and measure the development of self-discipline and independent work habits. In the elementary grades, the early stages of homework usually involve a lot of parent/child interaction as the student gradually moves toward independence. It is important for each family to determine the time and place for children to do homework. A regular nightly routine will eliminate ongoing conflict. Students should be expected to do some type of homework every night along with time for pleasure reading.

It is important for teachers to recognize that homework ought not to be used as a discipline measure, and that homework ought to be evaluated in some manner or used in a follow-up lesson.

When students are absent from school because of illness or family vacation, there may be extra work needed to catch up.

The elementary faculty will try to be sensitive to their student's evening classes and special events, which make time or homework unavailable. However, because of the large number of after-school activities, such as church groups, boy/girl scouts, sports, etc. it is nearly impossible to only assign homework on a non-activity night.

Your child is given time in class to work on much of their homework. However, if your child is spending more than the recommended time on homework in the evening, a conference with your child's teacher would be very appropriate.

HOT LUNCH PROGRAM

The food service program serves breakfast and lunch to students on a daily basis. The daily fee for breakfast and lunch, along with milk prices, will be published at the beginning of the school year. Student lunch accounts are expected to have a positive balance. When a student's account reaches a negative balance, notification will be given. The district maintains a "no charge policy" for negative balances where students may still eat a meal. Lunch funds may be added to a student's account only with a credit card online through Infinite Campus.

HOURS OF OPERATION SUGAR CAMP

Sugar Camp Elementary School consists of students in grades 4-yr-old kindergarten through sixth. Morning supervision begins at 7:45 am. Students should not be dropped off prior to 7:45 am, as there is no supervision. Classes start at 8:05 am and all students are expected to be in the classrooms, ready to begin. School ends at 3:30 pm. **For security reasons: Parents must check in the office and wear a visible visitor's pass in order to be in the hallways.** Students are expected to leave the building within 15 minutes after dismissal unless they are under the direction of an adult or at a supervised activity. Loitering after school hours will not be allowed. Office hours are 7:30 am - 4 pm.

HOURS OF OPERATION THREE LAKES

Three Lakes Elementary School consists of students in grades Early Childhood through sixth. The doors open at 8 am each day with classes starting at 8:10 am, and school ends at 3:15 pm. There is supervision starting at 7:45 am in the commons area if needed; parents should contact the office for instructions if students need to be in the building before 8 am. **For security reasons: Parents must check in the office and wear a visible visitor's pass in order to be in the hallways.** Students are expected to leave the building within 15 minutes after dismissal unless they are under the direction of an adult or at a supervised activity. Loitering after school hours will not be allowed. Office hours are 7:30 am - 4 pm.

ILLNESSES

Students becoming ill during the school day should let their instructor know so that the office can contact the parent/guardian/emergency contacts.

Students should remain home if they have a fever of 100.4°F or higher, vomiting, diarrhea, or any illness that prevents them from participating comfortably in school. Students with a fever or vomiting may return after being symptom-free for at least 24 hours without the use of fever-reducing or symptom-controlling medication. Students with contagious illnesses (such as strep throat, diarrhea, chickenpox, or other communicable diseases) should follow the exclusion and return-to-school recommendations of their healthcare provider and the local health department. School officials will follow guidance from the Oneida County Health Department and the Wisconsin Department of Health Services when determining exclusion and return-to-school requirements.

IMMUNIZATIONS

Students are required by law to keep current with their immunizations. A list of required immunizations will be distributed to all students who are behind schedule and to new students when registering.

INSTRUCTIONAL MEDIA CENTER

The IMC is open daily from 8 am to 3:15 pm. Books may be checked out for two weeks in grades 4-6, and one week in grades K-3. Children are encouraged to check books out on their own and/or with their classroom teacher.

LOCKERS (POLICY)

Student lockers are the property of the school district and are provided to students for the purpose of affording them a safe place to keep legitimate personal belongings as well as school property assigned to them for their educational use.

The school district does not provide students with lockers for illicit use in harboring pilfered or stolen property, harmful and /or illegal substances, objects considered to be dangerous to oneself or to others.

Being charged with the responsibility for the proper management and welfare of the student body, the Board of Education authorizes the school administration to inspect lockers if there is suspicion that the locker or lockers are being used for other than legitimate reasons as explained above. The administration may, but is not required to, obtain the student's permission if there is reasonable suspicion that the locker has illegal contents.

MATH ADVANCED PLACEMENT

CRITERIA FOR ADVANCED MATH PLACEMENT

What: As students progress through the Three Lakes and Sugar Camp mathematics program, some begin to acquire math concepts and processes more quickly than others. In some instances, the needs of these students can be met by accelerating their study of mathematics, allowing them to engage with more complex concepts sooner than students who might benefit from the traditional amount of time and instruction. After differentiation has been implemented, teachers, administrators, parents and students may decide that an advanced math placement may be appropriate. Prior to making the decision for advanced placement, parents should be aware of critical information as there are benefits and drawbacks of making the decision to accelerate.

Who/When: Students in 5th through 8th grade are eligible for consideration.

Where: Students may take the advanced level math class in the current classroom utilizing appropriate technology or they may be placed in the classroom where the advanced math is taught. This will be determined to best meet the needs of the student.

Why: The advanced math program is designed to meet the individual needs of the students in their current grade level as well as allowing students to engage in upper level math courses during their high school career.

How:

- The student regularly scores in the highest level on universal screener/Forward testing.
- Math grades must be an A from previous year.
- Course level math assessment must be completed.
- Students must demonstrate strong work habits and be highly motivated, with minimal late work. Students are expected to complete their level classroom work and work independently on ALEKS.
- Students must demonstrate the ability to work independently.
- Continual progress monitoring will ensure a successful placement.

PROGRESSION OF CLASSES WITH THIS PROGRAM**Path 1 (A traditional pathway of advanced math study could look like this)**

- Grade 7 — Math 8/Pre-Algebra
- Grade 8 — Algebra 1 in the HS classroom
- Grade 9 — Geometry
- Grade 10 — Algebra 2
- Grade 11 — Pre-Calculus (or other post Algebra 2 math)
- Grade 12 — Calculus (optional)

Path 2

- Grade 7 — Math 8 and Algebra 1
- Grade 8 — Geometry
- Grade 9 — Algebra 2
- Grade 10 — Pre-Calculus
- Grade 11 — Calculus OR college calculus via Start College Now
- Grade 12 — Optional college level math via start college now

ALEKS Program (Elementary Teacher)

- 6th Grade equivalent in ALEKS- “Middle School Math Course 1”
- 7th Grade equivalent in ALEKS- “Middle School Math Course 2” with increase Integer/Fractions units
- 8th Grade equivalent in ALEKS- “Middle School Math Course 3”

Requirements in ALEKS

- 6th Grade students will complete 90 percent of the “Middle school math course Level 1” (6th grade) in the first semester of their 6th grade year. They will then need to complete the “Middle School Math Course 2” the second semester of their 6th grade year. This class also needs to be completed to 90 percent and students must finish with a knowledge check at the 90 percent level.
- Students who wish to go further (into 8th grade) or start earlier (5th grade) will also follow this pattern of 90 percent completion and a 90 percent on their final knowledge check.

High School Credit

- Algebra taken in junior high does not count toward the three math credits required for high school graduation. It will count as a high school elective credit, which means students still have to take three math credits in high school.
- The goal of an advanced placement in math is to have the opportunity to take higher-level math courses, such as calculus, while still in high school. The accelerated pathway is not a way for you to complete your high school math credits early to open up your schedule for other classes. Instead, it is an opportunity for you to pursue your interest in math by challenging yourself with more advanced topics.

PHOTOGRAPHY/IMAGES

The district uses photographs of students to display positive activities and events that are happening at the school. These photos may be used in multiple formats that include public spaces, both paper and online. The district does not identify students in photos without parental permission. If a parent does not want a child's image used in photos or videos, contact the elementary office to obtain and complete an opt-out form.

PHYSICAL EDUCATION

A pair of non-marking gym shoes is required for gym class. A note from your parent or guardian must be presented to the physical education teacher if you cannot participate in a physical education class; a written excuse from a physician is required if you cannot participate for a week or more.

PROGRESS REPORTS/REPORT CARDS

Teachers will contact parents via telephone, email, etc. if a student's work is at the failing point or when the work is considerably below the level of expectation. Report cards will be sent home with students at the end of each quarter. Parents may check the grades of students in 3rd-6th grade three at any time through Infinite Campus. Automatic reporting via email is also available through Infinite Campus.

PUPIL INTERVIEWS (POLICY)

Individual pupils may not be interviewed by any person, except a certified employee of the Board of Education, without approval of the principal or administrator. The principal or administrator shall not grant such interviews unless he/she deems it essential to the welfare of the child, in the best interest of the district, or unless required to do so by court order. Police may interview students regarding matters concerning the school district, with the principal, administrator or their representative present. Parents/guardians will be contacted following a police interview. Police may interview students regarding matters that do not concern the school district, only with the permission of parents, and with the principal, administrator, or their representative present.

RECESS

It is assumed that if a child is well enough to attend school, the student is well enough to participate in recess. Students are expected to go outside for all recesses. Doctor excuses will be honored for students needing to stay in for medical reasons.

RETENTION

In grades K-6, the Three Lakes School District reserves the right to retain a student in a given grade if it feels it is in the best interest of the child. Notification of possible retention will be sent to the parent/guardian on or before the end of the third nine-week period. A parent/guardian who contests a decision that would pass or retain their son or daughter must follow the procedure outlined in board policy.

RETENTION CRITERIA PROCEDURE

Academic Performance

For Grades 4K through 2, one or more of the following criteria will be considered for retention:

- Fails to meet benchmarks in core subjects: Reading, Math, Language Arts

For Grade 3 to 4

- Promotion or retention from third grade to fourth grade is determined in compliance with State of Wisconsin law. Please see Three Lakes School District Policy 345.41 for specific promotion and retention criteria.

For Grades 4 through 6, one or more of the following criteria will be considered for retention:

- A grade point average less than 1.67 in core subjects: Reading, Math, Language Arts
- Score basic or below basic on Forward Exam in two or more subjects
- Assessment scores on district-wide assessments (i.e. aimswebPlus, Fastbridge, STAR, MAP, PALS, etc.) one year lower than current placement in school in two or more core subjects

Behavioral Performance

For grades 4K through 6, one or more of the following criteria will be considered for retention:

- Fails to show emotional growth and level, consistent with grade placement
- Fails to show social skills growth and level, consistent with current grade placement

Other Criteria

Modifications made, interventions, birth date, study skills, portfolio work, effort/attitude, IEP goals and reports from outside agencies, teacher/parent recommendation

Retention Committee

The Retention Committee will make recommendations/decisions regarding retention. Committee members will include the following: Principal, School Counselor, and current teacher(s). The Pupil Services Director and case manager(s) will be included for students with IEPs. Recommendations will be based on, but not limited to, the criteria regarding academic performance, behavioral performance and other criteria as defined in this document.

SODA/MILK/JUICE

Parents are asked not to send soda with students for lunch. In keeping with healthy practices promoted in our lunch program, juice or milk is preferred.

School Counseling

The Counselor's major function is to offer counseling services that assist students in deriving the maximum benefit from their education. Each student is helped to pursue their own development as an individual and as a member of the Three Lakes school system. Counseling is available to all students who want professional assistance with educational, vocational or personal matters. The student will be directed to information that will help him/her in such matters as learning about vocations, educational requirements, and improving school performance. Counseling is most effective if students know that information discussed with the counselor is held in confidence. Records are kept only to aid the student. Information is not released without the student's personal consent. The only exception to this rule would be in the event of a threat to himself/herself or others. Students are encouraged to visit the counselor at their convenience. At the elementary levels, the school counselor delivers a universal curriculum in the classroom and also assists students in small group and individual settings.

STUDENT VISITORS

Any student who wishes to bring a visitor to the Three Lakes School District must comply with the following requirements:

- The student visitor must be enrolled as a student in grades K-12 in another district.
- Contact must be made between the visiting student's school district and an administrator in the Three Lakes School District to authorize the visit not less than two days before the date of the visit.
- Student visitors will receive authorization for no more than one day per school year and no student shall host more than one visitor on any school day.
- The host student shall be responsible for informing the visitor of all rules and policies to be followed while in our school. The visiting student must accompany the host to all their classes during the visit.
- The Principal/Attending Officer may deny the request for student visitation if, after conferring with the other district administration, it appears the visit would not be conducive to the learning environment of the district.

TELEPHONE CALLS

Students must have permission from their classroom teacher to go to the office to request use of the telephone for necessary parent phone calls.

VIDEO CAMERAS

Three Lakes School District utilizes video surveillance equipment in its facilities.

WEAPONS (POLICY)

No one shall possess, use, or store a weapon or look-alike weapon in or on school property, school vehicles, or at school-related activities. A dangerous weapon may include any object that, by the manner in which it is used or intended to be used, is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Ammunition and explosives are included within the weapons category. Exceptions include:

1. Weapons under control of law enforcement personnel.
2. Weapons properly registered and handled during community use of school facilities.
3. Theatrical props used in appropriate settings.
4. Starter pistols used in appropriate sporting events.
5. Items pre-approved by the building principal as part of a class, activity, or individual presentation under adult supervision. (Firearms together with ammunition will never be approved as part of a presentation.)

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement officials. Disciplinary measures may include immediate suspension and referral to the School Board for expulsion from school according to the Gun Free Schools Act.

SECTION 2: SCHOOL RULES

It is the responsibility of each student to be familiar with these rules and follow them in school, on school grounds, on school buses, and at school activities. Ignorance of these rules is not a valid reason for noncompliance.

SCHOOL CODE OF CONDUCT

The Three Lakes School District is committed to maintaining an educational atmosphere of excellence. The district recognizes and accepts its responsibility to be committed to the maintenance of a positive learning environment through its support of decisions made by administrators and teachers and establish adequate funding for the process and implementation of the Code of School Conduct.

The educational staff must use their training, experience, and authority to create safe schools and classes where effective learning is possible.

Students are expected to behave in a manner which does not interfere with effective teaching and student participation during daily learning activities. Students are expected to come to school ready, willing and prepared to learn. Students are expected to be responsible, to abide by all rules of behavior and accept the consequences for their actions.

It is the recognized responsibility of parents to be aware of their children's activities, performance and behavior in school. Parents must be involved and cooperate with school officials to address behaviors that interfere with the maintenance of a safe, productive, learning environment.

Student behavior that is dangerous, disruptive, and unruly, or interferes with the teacher's ability to teach effectively, will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board of Education policies, school rules, and municipal ordinances and state/federal laws and regulations. Removal from class under the Code does not prohibit the district from pursuing or implementing other disciplinary measures, including, but not limited to, detention, suspension, or expulsion, for the conduct for which the student was removed.

For the purposes of definition, a **teacher** means a person holding a license, or permit, issued by the state superintendent whose employment by the school district requires that he or she hold that license, or permit.

A **class** is a meeting of students in a learning situation under the supervision of a teacher.

A **teacher of a class** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class.

This School Code of Conduct applies to all students in grades 4K-6.

GENERAL SCHOOL RULES

- Students are expected to be ready and prepared for class.
- Keep hands and feet to yourself. Respect others and their property.
- Talking, sound effects, and other behaviors that prevent others from learning are not allowed.
- Running on sidewalks and through the school is not allowed.
- Don't litter – Be proud of YOUR school and help keep it neat and clean.
- Appropriate shoes and shirts MUST be worn at all times. Sandals will not be allowed for gym.
- Candy/gum is allowed only with teacher permission and not in the hallways or on the playground.
- No horseplay, rock throwing or dangerous play allowed on the school grounds. Use the equipment in a safe manner and in the way it was designed to be used.
- Quiet and orderly conduct is required when moving around the school.
- No inappropriate physical contact.
- Students are not to leave school grounds during the day for any reason unless a parent checks them out or they have written parental permission to leave.

- Students are not to capture the image of a person with any device on school premises and/or use/share it without permission
- The cafeteria and buses have their own set of rules and regulations. Students are expected to follow them.

ALCOHOL AND CONTROLLED SUBSTANCES (DRUGS)

A student shall not possess, use, or be under the influence of alcohol or controlled substances (drugs), or prescription or non-prescription medication unless with written parental permission. (Medication must be kept in the office.)

AUDITORIUM BEHAVIOR

- No food or drink is allowed.
- Sit in your classroom/designated area.
- Keep feet off of other seats.
- Show respect for the Pledge of Allegiance, National Anthem, etc. by standing and remaining quiet.
- When the MC asks for attention, all movement and talking will stop immediately.
- Show respect to all guests, performers and fellow students.
- There will be no whistling, cat calls, etc., during the program.
- No one is to leave during an assembly, except for an emergency.
- Students will be dismissed by grade at the conclusion of the assembly.

BUS TRANSPORTATION RULES/CONSEQUENCES

The driver shall be responsible for safety, health, and discipline on their bus. All drivers shall report any misconduct to the building principal. The principal will notify the parents of the pupil regarding the discipline referral. They 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 their students, will require the parent to appear before the Board of Education before reinstatement of the bus privilege is authorized. During suspension periods, parents are responsible for transportation of their child.

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 himself/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 in route, unless the child is being turned over to law enforcement officers or a school administrator.

Bus drivers will enforce the following rules:

- 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.

- 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.
- When you must cross the 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.
- 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.
- The rear doors are not to be used except in an emergency.
- Rules regarding controlled substances apply to all school transportation.
- 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.
- When leaving the bus, remain seated until the bus comes to a complete stop.
- The bus driver shall not require, or allow any passenger to stand while the vehicle is in motion.
- Students are to remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
- The bus driver is responsible for controlling the bus riders. Students must obey bus driver assistants, or chaperones, promptly.
- Bus drivers are encouraged to assign students to their seats, filling the bus from front to rear.
- 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 or their designee. Once a student boards the bus in the morning, they are expected to stay on the bus all the way to school, and likewise on the way home from school.
- 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. This permission should be approved at least one day prior to the date of the request.
- Students shall follow all of the behavioral rules in the student handbook while on the bus.
- 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.

Consequences for misbehavior on the bus may include, but is not limited to the following:

- Letters of apology.
- Recess detentions.
- Conference between student and principal.
- Bus riding privileges are suspended from one to multiple days.
- Conference between student, parent, bus driver, principal, and Transportation Director.
- Referral to Three Lakes School District Board of Education for long-term suspension of riding privileges.

CAFETERIA BEHAVIOR

- Food is to be eaten, not thrown or abused. Do not take food from others against their will.
- Students are asked to stay seated at their table until excused by their teacher.

- Please use appropriate manners and a quiet voice in the cafeteria.
- Students are expected to clean up their area.
- Students are asked not to enter the doorway into the food line until the student in front of them has moved to the tray slide.
- Students are to discard all paper products and food waste and sort their silverware.
- No food should be taken from the cafeteria, unless approved by the teacher.

CARE OF SCHOOL AND OTHERS' PROPERTY

No student may steal, deface, damage, or destroy another person's property or public property. This includes all acts, which Wisconsin Statutes (laws) define as crimes.

CLASSROOM BEHAVIOR

Students are to follow the policies and procedures established by the individual teacher. Behavior that interferes with the opportunity for other students to learn will not be tolerated.

DANGEROUS STUDENT BEHAVIOR

Fighting, physical assaults, physical abuse, severe verbal intimidation, verbal abuse, or any dangerous behaviors are not allowed. This includes all acts, which Wisconsin Statutes (laws) define as crimes.

DANGEROUS WEAPONS

No one shall possess a dangerous weapon or look-alike weapon (gun, knife, razor, karate stick, or any other object by the manner in which it is used or intended to be used, is capable of inflicting bodily harm) on school premises.

DISCIPLINE INTERVENTION

Student discipline is tracked using school software to note tendencies and patterns of misbehavior. The action taken on an incident is based upon the severity of the incident and the individual's past history. Consistency and fairness are the most important aspects of dealing with student discipline. As a student begins to compile a large number of incidents, the discipline will become more severe. Parents/guardians are informed of discipline incidents that reach the principal's office.

Consequences for misbehavior may include, but are not limited to the following:

- Student conference with student and teacher and/or principal and student.
- Activity, recesses, and/or lunch detention.
- In-school suspension for part or all of a day with parent notification.
- Suspension for up to three days with parent notification.
- Parent conference with principal, student, parents, and appropriate school personnel.
- Referral to police.
- Conference with principal, student, parents, appropriate school personnel, and/or outside agencies.

- Suspension up to 15 days in accordance with State Statute.
- Recommendation for expulsion made to the Three Lakes School Board.
- Legal procedures as outlined by Wisconsin Statute 120.13 will be followed.

Parent involvement and cooperation are essential in any discipline situation. Three Lakes School District welcomes parents to school to meet with staff and discuss issues of concern.

DISCIPLINE PROCEDURES

The teacher or the adult in charge handles the majority of student discipline at the classroom level. The principal handles continual misbehavior or an incident that requires immediate attention. Student discipline handled by the principal falls into two basic categories:

- A referral from an adult staff member who has already attempted some type of intervention to correct the misbehavior. These include classroom consequences and parental contact.
- A referral that requires immediate attention or is of a major issue. These include, but are not limited to, fighting, chemical abuse issues, weapons, total defiance, and complete class disruption.

DISTRIBUTING/DISPLAYING MATERIALS

Permission of the school administrator(s) is required before students may distribute or display material from sources outside of the school. Teachers/advisors may approve in-school material for display.

DRESS CODE

Responsibility for the personal appearance of students enrolled at Three Lakes and Sugar Camp Elementary Schools shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however, affect the health and safety of students or disrupt the learning process within the classroom or school.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- During the school day, caps/hats, bandanas, head coverings and jackets shall be taken off and placed in the students' lockers after entering the building. No shoes with rollerblades are allowed.
- No student shall be permitted to wear any clothing or accessories that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs. Students wearing inappropriate shirts/pants, etc. will change into "clean" shirts/pants, etc. available in the office. Their inappropriate clothing will be kept and returned to the parent.
- Clothing that disrupts the learning process within the classroom or school will not be allowed. (torn and/or revealing clothing - no spaghetti-strapped tops or dresses, shorty-tops, etc.)
- Exceptions may be granted by the administration for medical and/or religious reasons.

ELECTRONIC DEVICES

Using and/or possessing audio players, electronic paging devices, handheld video games, laser pointers, or two-way electronic telecommunication devices, cell phones, etc., is prohibited unless approved by classroom teachers for use in their classrooms. (Further exceptions may be given for the use or possession of such devices by a student if it is determined that the device is used or possessed for medical, school, educational, vocational or other legitimate use.) Cell phones that are carried to school must remain off and in lockers while school is in session. Audio listening devices may be used on school buses with headphones if approved by the bus driver, provided they are stored in school lockers during school hours.

NUISANCE ITEMS

Students shall not bring to school articles that interfere with the educational process (hazardous items, squirt guns, toys, etc.).

FALSE FIRE ALARMS OR THREATS

Students will not set off false fire alarms, make false threats, or false 911 calls.

GAMBLING

Students are not permitted to gamble in school or at any school sponsored/supervised activity.

HALLS

Never run in the halls. Keep to the right and keep your hands to yourself. Proceed directly to your destination. Loud, boisterous conduct is out of place in the halls at all times.

HANDS-OFF POLICY

Students should refrain from displays of affection since they are not appropriate at school.

LANGUAGE

Written or spoken profanity, obscene language, obscene gestures, and harassment are not permitted (see School Board policy on harassment).

LEWD AND LASCIVIOUS BEHAVIOR

State law prohibits certain parts of the human body to be exposed to the public eye. At all times, students shall remain fully clothed in the proper attire for the activity in which they are involved. Students will not be allowed to wear shirts that expose the navel area or spaghetti-strapped tank tops.

MAKE-UP

We discourage the use of makeup and anything excessive will be brought to the student and parent's attention.

PLAYGROUND RULES

- For the safety of all children, students must remain in areas designated for their age level.
- Students will be courteous, and use appropriate language and gestures at all times.
- Students will not throw any objects that could injure others such as sand, rocks, snow, ice, etc.
- There will be no tackling or pushing games allowed.
- Students are expected to use the equipment in the manner for which it was made.
- Students will not hang on basketball hoops.
- Students will not use hard balls.
- Use slides safely, sliding on your posterior, no walking up or down the slide.
- After recess, students will return to their classroom by following the designated route.
- Students will dress appropriately for the weather. In winter, all students must wear hats, coats, gloves/mittens, boots, and snow pants.
- The supervisor will determine inside recess based on administration-established weather parameters and playground conditions.
- For safety reasons, students should not tunnel in the snow.
- Students should not play on the ice or icy equipment. Students must have ice skates to skate on the ice skating rink.

PYROTECHNIC (FIRE) DEVICES

Students may not possess or use any pyrotechnic devices (firecrackers, sparklers, smoke bombs, matches, cigarette lighters, etc.) or look-alike devices, or ignite a fire within a school building or on school property.

REFUSAL TO OBEY OR DEFIANCE OF SCHOOL PERSONNEL

Courteous behavior is required of all students. Defiance of (refusal to obey) school personnel is not permitted. Students must stop and identify themselves upon the request of any staff member. Every student is expected to comply with reasonable direction or request of a staff member.

TOBACCO

School policy and state law prohibits minors from purchasing, being in possession of, and/or using tobacco products, vaping devices, vaping juice/oil, and/or electronic cigarettes. Look-alike products are not allowed at school. Those who violate this rule must surrender these items to the proper school authorities.

USE OF TECHNOLOGY AGREEMENT

The availability of technology in the school district relies upon the proper conduct of users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using technology. First, it is important to note that school district employees are responsible for supervising students who use technology. To assist with this responsibility, the school

district provides an internet screening service so students are generally not able to access inappropriate sites.

Guidelines for Use of Technology

Appropriate use. The use of school computers must be consistent with the educational objectives of the School District of Three Lakes. Accessing or transmitting materials that are obscene or sexually explicit is prohibited. If a student happens upon an area that is pornographic in nature (either language or graphics) the student must immediately log out of that area. Use of chat rooms is generally not consistent with our district's objectives, and therefore is not allowed without teacher permission. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable. Any user who receives unwelcome communications should immediately bring them to the attention of a teacher.

Transmission of materials. Transmission of any material in violation of a U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.

Avoid offensive or inflammatory speech. Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network by other users.

Taking responsibility for one's messages. Anonymity is not allowed on the network. Individuals must take responsibility for their actions and works on an education network. All e-mail and messages must be signed with the student's full name. Impersonation is not permitted; pseudonyms are not allowed. However, for their own safety, users should NOT send any photos, personal addresses, or phone numbers without first checking with their parents/teachers. Users will never agree to get together with someone they "meet" online without first checking with their parents/teacher.

Adhering to the rules of copyright. All communications and information accessible via the network should be assumed to be private property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, authors' permission may need to be obtained before materials may be used.

E-mail restrictions. Students needing access to email at school must correspond through either a school provided and monitored email account or a classroom teacher's account. Use of non-school provided email is prohibited without administrative approval.

Authorized Downloads. Students are only allowed to download materials needed for their classes. No .exe or .zip files should be downloaded without teacher/administrator permission. (This applies to games, music, and video files, too.)

Unauthorized Access. Attempts to gain unauthorized access to system programs or computer equipment are prohibited.

Theft/Vandalism. Theft or vandalism to school technology equipment, data, software, or systems is prohibited. Penalties for noncompliance:

1. Restriction or revocation of privileges; restitution for damages
2. Suspension or expulsion under 120.13 (1) (b) and (C) Wis. Stat
3. Criminal sanctions under #947.0125, Wis. Stat. for threatening, intimidating, abusive or harassing messages sent to another electronic mail or other computerized communication system.

SECTION 3: SPECIAL EDUCATION REFERRAL PROCESS

The school district must locate, identify and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting: Director of Special Education, Three Lakes School District, 6930 West School Street, Three Lakes, WI 54562.

The district conducts monthly child find screenings for children ages 3 years, 0 months to 5 years, 11 months. Child find screenings are comprehensive in nature and address several domains of development, including language/communication, cognition and general knowledge, motor development, and problem solving. The screening results are reviewed with parents and recommendations are given for next steps, along with suggestions for follow-up activities. Parents learn about community services available to them through conversations with the school staff conducting the screening. The information from the screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. To schedule a screening, parents should contact the Three Lakes Elementary office at 715-546-3323 (for children ages 3-5 who are a TLSD resident, but not enrolled).

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parents that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the Three Lakes School District may be sent to the Director of Special Education at the school district address mentioned above.

School District of Three Lakes 2026-2027

SCHOOL BOARD MEMBERS

Elisha Williams	President
Stacey Klein	Vice President
Josh Kral	Clerk
Mitch Ellis	Treasurer
Brian Fritz	Member

SCHOOL ADMINISTRATION AND STAFF

Teri Maney	District Administrator
Nikki Maney	DA/BOE Administrative Assistant/District SIS Data Specialist
Steve Gruszynski	Sugar Camp Elementary Principal & Director of Curriculum/Technology
Marc Busko	Three Lakes 4K-8 Principal
Justin Szews	Three Lakes High School Principal
Kari Volk	School Psychologist & Director of Special Education/Pupil Services
Jen West	Communications Director
Caleb Kleinhans	School Business Manager
Michele Brown	Financial Assistant – Business Office
Angie Schulz	Administrative Assistant – Sugar Camp Elementary
Katie Pitlik	Administrative Assistant – Three Lakes Elementary
Shannon Votis	Administrative Assistant – Business Office
Ann Ellis	Administrative Assistant – High School Office
Lisa Wales	Administrative Assistant – School Counselor & 6-12 Activities

INSTRUCTIONAL STAFF

4K	Melinda Statz (TL)	Katy Rose (SC)
Kindergarten	Jaime Bock (TL)	Julie Stefonik (SC)
First	Katie Diorio (TL)	Kaylee McRae (SC)
Second	Jessica Kirby (TL)	Susan Schmidt (SC)
Third	Kyleigh Strzok & Michole Hegeman (TL)	Eric Strzok (SC)
Fourth	Elizabeth Running (TL)	Marcus Kral (SC)
Fifth	Jeff Waltz (TL)	Kara Miller (SC)
Sixth	Staci Volkmann (TL)	Katie Bauknecht (SC)
School Counselor	Cristin Opall (TL/SC)	
Art	Erin Wallschlaeger (TL/SC)	
Physical Education	Zoe Quade (TL/SC)	
Music	Jessica Westfall (TL/SC)	
Band/Music	Justin Lindgren (TL/SC)	
Speech and Language	Kellie Wedig (TL/SC)	
SLP/EC/DHH	Maddie Volkmann (TL)	
SPED/Cross Cat.	Nicole Lewis (TL)	Eric Lane (SC)
Reading Specialist	Amy Johnson (TL/SC)	
Interventionist	Dianna Blicharz (TL)	Patty Adams (SC)

Handbook Acknowledgment



NOTE: This acknowledgement must be returned to the principal's office within one week of the start of school. Failure to do so may result in loss of co-curricular and computer privileges and a discipline notice.

We, the undersigned, have read and understand the contents of the Student Handbook.

Student _____ Grade _____

Parent/Guardian _____ Date _____