

# School District of Turtle Lake

## Faculty Handbook

2025-2026



**“To foster a culture of excellence where every person belongs, learns, and succeeds.”**

*The School District of Turtle Lake does not discriminate on the basis of sex, race, color, age, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*

## **Turtle Lake School District Faculty Handbook**

**Academic Eligibility** – All athletics and activities are regulated by the Turtle Lake Activities Code. You are responsible for reviewing these policies.

**Attendance** – Every teacher shall take and keep records of hourly attendance of all pupils under their charge. Please submit attendance electronically each period of the day. Tardies and absences should be recorded. If there is an unexcused tardy, mark the student tardy and call the office so they can mark it as unexcused.

**Certification** – A copy of your teaching certificate must be on file in the district office prior to the start of the school year.

**Child Neglect / Abuse** – Teachers are reminded of their obligation to report cases of neglect or abuse to the proper authorities. If there appears to be a health problem, or if evidence of an incident arises, do not hesitate to refer the student to the counselor or to the administration.

**Classroom Policies / Procedures** – Teachers are to provide a classroom policies/procedures list within the first week of school to the principal. All students should receive a copy and details covered by the teacher.

**Complaints** – Questions or complaints can be addressed with administration. Set up a meeting time by email, talking to administration or setting up an appointment with the administration secretary. **Don't participate in negative conversations.** When we complain it tends to spill over into our classrooms and into the community. Be part of the solution, not part of the pollution.

**Dress Code-** Teachers are expected to have professional dress during school hours. The only exception is Laker Pride Fridays where a donation to the backpack fund will allow for jeans and Laker apparel or Homecoming/Winter Carnival.

**Emergency Lesson Plans** – Each teacher is to create emergency lesson plans and notify the office of where these are kept in the classroom. These plans will be used in the event that a substitute teacher cannot locate your regular lesson plans or there is an emergency that would prevent you from creating lesson plans ahead of time. Those will be the red folders supplied to you at the beginning of each year by building principals.

**Film Guidelines** – Films should be shown that tie into the classroom curriculum. However, it may be allowed to provide an occasional film as a reward. All films should be age appropriate by the rating scale provided on films. Middle school classes should not show films that have a rating of PG-13 or above. High school classes should not show films that have ratings above PG-13.

**Fire Drills/Tornado Drills-** Teachers are expected to participate in all fire and tornado drills. This participation includes making certain that all **windows and doors are closed, the lights are off** and all students are safely evacuated from the building for fire drills and in the appropriate location for tornado drills. Tornado drills should follow the diagram as listed to ensure your student's safety during an actual storm. Be sure to instruct students as to proper evacuation routes during these drills. Treat each drill as an emergency. Stay with your students until a physical signal to return to the classroom is given. Tornado drills will use an all clear signal over the PA system. Fire drills will use a personal signal to re-enter the building.

**Fund-Raising by Organizations and Clubs** – All sales by any organization or club must have prior approval. Submit the appropriate application to the principal. Sales will be coordinated so that more than one sale is not occurring at the same time.

**Instructional Materials** - Instructors are responsible for screening a movie/video for content and language prior to its display to students in order to ensure that the movie/video connects with the curriculum and is age-appropriate. Teachers will list their planned movies on the beginning of the year syllabus. Parents will then have the option of opting their child out of any movie and an alternative assignment will be assigned. Teachers will be able to show movies or videos not on the planned list with consideration to the students that have opted out of planned movies or videos.

**Lesson Plans** – Lesson plans should include the objective, activity, and assessments. Lesson plans should be posted on your Google classroom website by the Monday of that school week.

**Meetings –**

**Staff Meetings-** Administration may call informal meetings for information on timely topics or staff concerns. Teachers who teach multiple areas may attend the primary area they teach. Attendance at staff meetings is mandatory.

**Class/Activity Meetings-** Class and activity meetings may be held during Mentor, RTI, or Resource period. Please schedule the meetings with the principal and office secretary.

**School Board Meetings-** Regular board meetings are held on the second Wednesday of each month at 5:00 PM in the IMC. Extra meeting times will be posted. Board agenda can be found on the school website under the District/Board of Education page.

**Parent Teacher Conferences-** Parent teacher conferences are scheduled throughout the year. These are scheduled to provide information for students and parents on the progress of the student before they receive a failing grade.

**Support Tickets-** If you are needing any custodial support, please fill out a support ticket at [support@turtlelake.k12.wi.us](mailto:support@turtlelake.k12.wi.us). If you need technology support, please fill out a support ticket at [tech@turtlelake.k12.wi.us](mailto:tech@turtlelake.k12.wi.us). It will then be given to the appropriate staff to be finished in a timely manner.

**Lunch Schedule 2025-2026**

| <b>Grade</b> | <b>Lunch</b> | <b>Recess</b> |
|--------------|--------------|---------------|
| 4K           | 11:00-11:30  | x             |
| K            | 11:05-11:25  | 11:25-11:55   |
| 1            | 11:10-11:30  | 11:30-12:00   |
| 2            | 11:15-11:35  | 11:35-12:05   |
| 5            | 11:20-11:40  | 10:45-11:15   |
| 4            | 11:25-11:45  | 10:50-11:20   |
| 3            | 11:30-11:50  | 10:55-11:25   |
| MS           | 11:55-12:25  |               |
| HS           | 12:13-12:43  |               |

# **HS/MS Bell Schedule**

**2025-2026**

**8:10 - 8:55 - Period 1**

**8:58 - 9:40 - Period 2**

**9:43 - 10:25 - Period 3**

**10:28 - 11:10 - Period 4**

**11:13 - 11:55 - Period 5**

**11:55 - 12:25 - MS Lunch**

**11:58 - 12:10 - HS Mentor**

**12:10 - 12:40 - HS Lunch**

**12:28 - 12:40 - MS Mentor**

**12:43 - 1:13 - MS/HS RTI**

**1:16 - 1:58 - Period 6**

**2:01 - 2:43 - Period 7**

**2:46 - 3:28 - Period 8**

## **CLASS ADVISORS**

| <b>Grade</b>          | <b>Advisors</b>                     |
|-----------------------|-------------------------------------|
| 6 <sup>th</sup> grade | Wester-Hietala, O'Shea Dorn, Molls  |
| 7 <sup>th</sup> grade | Ramm, Johnson, Connolly             |
| 8 <sup>th</sup> grade | Korish, Bergmann, Bygd              |
| Freshman              | Hubert, Gehring, Alexander          |
| Sophomore             | Pabst, H. Plooy, G. Plooy, Newville |
| Junior                | Kahl, Timmers, Leopold              |
| Senior                | Schradle-Mau, Stellan               |

Class advisor responsibilities:

- Attend all class meetings.
- See that all meetings are conducted in an orderly and businesslike manner and according to parliamentary rules.
- Provide practical advice for the group. If you know that the action being proposed is undesirable or contrary to school policies, don't waste time by allowing the plans to continue.
- Supervise all group activities. The class and/or club cannot hold activities unless the advisors are willing to supervise.
- See that the finances of groups are handled in a business-like manner and that accurate records are kept.
- At the activities sponsored by your group:
  - o Be at school at least ½ hour before the scheduled start of the activity to open the building.
  - o Check and make sure that details such as change, tickets, ticket sellers, concessions, cleanup crew, etc. are taken care of.
  - o Be on duty at all times during the activity.
  - o See that students conduct themselves properly at all times.
- Do not dismiss class or club meetings early without advising the Principal first.
- Please check all programs and plans with the Principal before proceeding with your organization.
- Failure to discuss policies often leads to needless misunderstanding and conflicts. This is especially true with regard to use of the building after school and at night. Whenever you are going to use the building at night for any group, you are to first check in the office. You are requested to comply with this suggestion.

## **Classroom Management Philosophy**

Classroom management is different from discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, line up, etc. Procedures must be taught and then rehearsed over and over again until the students do them automatically. When this happens, you have a routine and an effective classroom.

Think about how children learn. Will telling them a procedure one time allow them the opportunity to learn it? That will work for some, but not for all. Your procedures should be visible in the classroom. List step by step instructions so that the students can learn exactly what you expect of them.

Behavior Expectations for Common Space – There are also behavior expectations for bathrooms, hallways, playground, cafeteria, etc. All staff must have the students follow these expectations. All staff must teach the students what those expectations are.

Discipline Plan – Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned into the office. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted the parents, informing them of any behavior concerns.

From the beginning, know what you are going to do every minute of the day, quarter, semester and year, and do it! Students must show respect and you must expect it back from them. The key to maintaining classroom control is respect. BE CONSISTENT!

Discipline is everyone's job at Turtle Lake School. Minor discipline cases are best handled by the teacher. If trivial items are referred to the principal, his effectiveness for problems of a more serious nature will be lessened and children soon become aware of the ineffectiveness of the classroom teacher. If there is an extreme behavior or constant behavior issues where a child needs to be removed from the classroom, call the principal for assistance. Students are not to be "Kicked out" of the classroom. Situations of this sort should be discussed with the principal and then a course of action will be set up.

All adults in the building should show respect for all students. Fairness should be practiced – do not play favorites. Children should be taught and shown how to take responsibility for the choices they make. One of the biggest mistakes a teacher can make is getting into a power struggle with a student. Do Not Engage! Simply state what it is you want the child to do and walk away. After a fair amount of time, go back to the student and repeat your expectation. If it is possible to give a choice, do that. That will help the student maintain some form of control over the situation. "I need you to work on your spelling." "I can see you are still not working on your spelling. You can choose to work on it now, or at recess. It is your choice."

Throughout this entire process, parent communication is a must! No discipline form should come to the office without first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Remember, every time you send a student to the principal; it could lessen your effectiveness in the student's eyes.

Consequences should be appropriate to the infraction and should support our philosophy of discipline. We want children to learn from their mistakes as opposed to punishment.

## 2025-2026 Fees

### Substitute Teacher Pay

|               |   |
|---------------|---|
| Teacher       | \$140.00 Full Day<br>\$70.00 Half Day                     |
| Support Staff | Position Starting Wage<br>*Plus Free Breakfast and Lunch* |

The District will reimburse the cost for CESA  
11 substitute training when ten days of subbing  
are completed in the district the following six  
month of school

### Summer School Teacher

\$32.00/hour

### Breakfast/Lunch Prices

|                 |             |
|-----------------|-------------|
| Breakfast: 4K-5 | \$1.40/meal |
| 6-12            | \$1.50/meal |
| Adult           | \$2.92/meal |
| Reduced         | \$0.30/meal |

**\*Free Breakfast for PK-12 in 2025-26\***

|             |             |
|-------------|-------------|
| Lunch: 4K-5 | \$2.50/meal |
| 6-12        | \$2.60/meal |
| Adult       | \$4.65/meal |

|              |             |
|--------------|-------------|
| Reduced      | \$0.40/meal |
| Extra Entree | \$1.75      |
| Dessert      | \$1.25      |

### Milk

Extra Milk - \$0.40  
4K-5 Milk Break Money: \$60.00/year  
\$30.00/semester

### Lifeguard Pay

\$18.00/hour during school hours  
  
\$18.00/hour during non-school hours  
(Minimum of \$18.00)

### Mileage

IRS Allowable rate

### Student Travel

Meals: Breakfast - \$7.00  
Lunch - \$8.00  
Dinner - \$10.00

### Student Fees

Athletic Activity Fee - \$25.00/Sport

### Fitness Center Membership

Individual \$30/month; Senior(62+) \$25/month;  
Family \$50/month

### Athletic Passes

\$35/couple or \$25/single

Senior Pass 62+ Free

**Laminating:** \$.25/inch

**Faxes:** \$0.25/page sent

\$0.15/page received

### **Copies**

Color: \$.25/copy 1-side, \$.50/copy 2-side

B/W: \$0.05/copy 1-side, \$0.10/copy 2-side

## **Behavior Expectations**

In order to ensure “Success for Every Student,” the School District of Turtle Lake will establish a safe, caring environment which fosters a culture that is highly collaborative and enables everyone to engage in ongoing learning. The School District of Turtle Lake dedicates itself to meaningful teaching and learning experiences. Such a culture maximizes learning, builds mutual respect among all members of the Turtle Lake community, and supports high levels of collaboration.

We believe that our goal to promote a safe and caring environment will be reached by teaching all students the difference between appropriate and inappropriate behaviors. The goal of this system is not to punish students, rather, to have them think about their behavior and how it affects them and others and to learn from the experience. Our district supports three major expectations for **all students**:

### **Be Respectful - Be Responsible - Be Safe**

Violations of expectations are divided into two areas. Teacher/Staff (Minor) Managed- Administration (Major) Managed.

| <b><u>MINOR</u></b>   | <b><u>MAJOR</u></b>  |
|---|--|
| <b><u>Inappropriate Language:</u></b> Disruptive language not suited for school use   | <b><u>Profanity:</u></b> Use of obscene or foul language including swearing and slurs towards others   |
| <b><u>Inappropriate Touching:</u></b> Not keeping hands, feet, etc. to oneself  | <b><u>Physical Aggression:</u></b> Intentional use of force against another including inappropriate contact and throwing objects for the purpose of causing harm                                   |
| <b><u>Noncompliant:</u></b> Not following directions as they are intended   | <b><u>PDA:</u></b> More than just holding hands  |
| <b><u>Disruption:</u></b> A disorderly outburst causing interruption.   | <b><u>Defiance:</u></b> Intentionally ignoring a staff delivered directive or knowingly breaking a school rule after being redirected  |
| <b><u>Technology/Misuse:</u></b> Not handling technology in a protective way or as it is intended or allowed to be used                                       | <b><u>Harassment:</u></b> Verbal or cyber-related behavior intended to disturb, upset, embarrass, or harm someone else   |
| <b><u>Dress Code:</u></b> Dress appropriately for learning, wearing clothing or accessories with inappropriate slogans, wearing heavy coats during school day | <b><u>Bullying:</u></b> Extreme or repeated verbal behavior, cyber-behavior, or any physical behavior set forth to intimidate a person to make them do something or make them feel uncomfortable   |
| <b><u>Unexcused Tardy:</u></b> Arriving to school after morning bell without an acceptable excuse (Up to three per class)                                     | <b><u>Technology/Cell Phones:</u></b> Viewing inappropriate websites; cell phones and electronics must be turned off and stored in class. No photos or videos taken in the restroom or locker room |
| <b><u>Lying:</u></b> Deliberate act of hiding or changing the truth   | <b><u>Attendance/Truancy:</u></b> Skipping class, leaving school grounds without permission. Five or more unexcused absences per semester or 16 total absences throughout the year                 |
| <b><u>Cheating:</u></b> Copying answers from someone else or using resources for answers when not approved by a staff member on assignments                   | <b><u>Vandalism:</u></b> Intentional and malicious destruction of the property of others causing financial loss  |
| <b><u>Unsafe Behavior:</u></b> Activity that could be harmful to oneself or others  | <b><u>Stealing:</u></b> Intentional taking of another person's property without that person's permission   |
| <b><u>Facilities Misuse:</u></b> Leaving a mess on school grounds, misuse of school property  | <b><u>Weapons:</u></b> Possession of a knife, gun, ammunition or anything associated with causing harm towards another person  |



## Disciplinary Actions for Violations

| MINOR                           | MAJOR                            | SEVERE  |
|---------------------------------|----------------------------------|---|
| 1. Warning                      | 1. 1 day school suspension       | 1. Up to 5 days suspension and meeting with the board |
| 2. Lunch Detention              | 2. 2 days school suspension      | 2. Expulsion  |
| 3. Lunch Detention              | 3. 3 days school suspension      |   |
| 4. After-School Detention       | 4. 3 days school suspension      |   |
| 5. After-School Detention       | 5. Pre-Expulsion Meeting         |   |
| Follow Major Discipline Actions | Follow Severe Discipline Actions |   |

1. Violations will be carried through from grades 6-12.
2. Students choosing not to complete mandatory discipline will be considered insubordinate to the administration and will be disciplined at the discretion of the administrator.
3. Infractions that are more severe than this discipline policy warrants are at the discretion of the administration.
4. Additional infractions shall increase the penalty for the infraction incurred.
5. A student will not be allowed to participate in or attend any extracurricular activities until such time the discipline is made up. Suspended students are not allowed to attend any extracurricular activities on the day of suspension.
6. Penalties for infractions shall start over at the beginning of each year.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension according to Assembly Bill 252, Chapter 94.

## **Detention**

### **Middle/High School**

1. After- school detentions will be served from 3:30-4:00. The principal will assign detentions only after conferring with the student, teacher, and proper notification has been given to the parents or guardian of the infraction.
2. Parents are responsible for transporting students' home after detention.
3. Detentions will be served the first available date after the parent or guardian is informed of the infraction.
4. If a student does not serve a detention on their scheduled date, they will be ineligible for all extracurricular activities until the detention is served.
5. Students are responsible for bringing enough school work or reading material to keep him/her busy during the entire detention time.
6. If students do not have any school work to bring to detention they should bring a book to read. If the student doesn't bring school work or a book, one will be assigned by the supervisor.
7. Students will not be allowed to go to their locker during the detention period.

8. Any student who causes a disturbance during detention will be removed for the detention room and the detention will be reassigned.
9. Any student who is late or skips detention will be assigned a detention in addition to the one that was missed.
10. Students are not allowed to sleep or assume a sleeping position while in detention.
11. Cell phones, card playing, games, headphones, etc. are not allowed.
12. Students are not allowed to leave the detention room without a supervisor's permission.
13. Eating or drinking beverages, other than bottled water, is not allowed.

### **Elementary**

Elementary students that demonstrate inappropriate behaviors, or have missing work as defined by each grade, may serve elementary after school detention. Individual grades will define their criteria for missing work, procedures, policies, and expectations they will follow. These expectations will be shared with parents and students at the beginning of each school year.

1. Elementary after school will be held and supervised by the classroom teacher not to last longer than 30 minutes.
2. Parents will be notified a day in advance.
3. Parents are responsible for transporting students home.

Each class will also have a time available for students that need extra help with their work during recess or break times.

# EMPLOYEE EMERGENCY RESPONSE CHECKLIST

## Be Observant and Be Calm!

**When reporting an emergency – you will be asked:**

**What?** – Nature of the incident (Fire – Chemical Spill – Intruder – Bomb – Etc.)

**Where?** – Establish the exact incident location – conditions (heavy smoke – smells like chemical – flames – gun shots fired – etc.)

**Who?** – People involved with the incident (numbers and their condition – armed with what – number of intruders – etc.)

### Immediate Actions:

- **Account** for all students – GRAB YOUR EMERGENCY RESPONSE MANUAL (ERM) AND A PEN/PENCIL
- **Listen** for instructions – Have your Emergency Response Manual updated with student names.
- **Fire alarms** are to be used only when evacuation is essential. If fire alarms sound, use the regular evacuation procedures.

### Evacuation:

Grab your Emergency Response Manual/Class Roster and a pen/pencil.

- Exit the building using established exits unless instructed otherwise or your observation tells you otherwise – close windows and doors and shut off lights.
- Assemble your students safely away from the building in the designated areas unless instructed otherwise.
- Account for your students – TAKE ROLL – note any missing people (students and adults).
- Await further instructions.
- DO NOT re-enter the building until an administrator says it is safe to re-enter.
- DO NOT use or allow students to use private vehicles or leave your assigned area until released by an administrator.
- DO NOT use or allow students to use cell phones.

### Lockdown:

- **“Classroom Lockdown”**
  - Lockdown where instruction still goes on, but all students and staff stay in rooms. (ex). Medical emergency, locker search, etc.
    - Announcement: We are now in a classroom lockdown. Please remain in your classroom until you hear “all clear.” Ignore any bells during this lockdown. Phone calls are acceptable when looking for any students who may not have been in your room, i.e. Restroom.
- **“Inside Only Lockdown”**
  - Lockdown where students and staff can move freely in the building but may not go outside. (Ex). bear in the area, bank robbery, etc.

- Announcement: We are now in an inside lockdown. All staff and students should not leave the building for any reason. We are inside until you hear the “all clear.”
- Move students and staff into classrooms. Students should be seated on the floor along the wall by the door in most cases, away from windows if possible.
- Grab your Emergency Response Manual and a pen/pencil.
- Remain calm and move quickly.
- Know where your students are – bathroom, playground, pool, gym, IMC, etc. and notify the Principal if students are not with you.
- Do not use the intercom unless communication is pertinent to the emergency. Do not use telephones. The office will need these lines of communication - monitor email if possible.
- Students and staff should not use cell phones unless to call authorities or the command center. Information MUST be controlled.
- Do not leave your room until the all clear is sounded or you are instructed to do so by a messenger.
- Take notes of events as they unfold if possible – observation, descriptions, times, locations, conditions of other people, etc.

### **Tornado:**

- Proceed with students to an interior hallway
- Everyone seated with head down and covered
- Stay away from windows

### **Intruder:**

- Question their reason to be in building
- Report to office
- Do not attempt to disarm
- Keep track of intruder

### **Outside Emergency:**

- Get everyone inside
- Report to office
- Do not threaten an intruder whether inside or outside
- Lock doors if possible

## **Immediate Response Procedures**

### **1. Initial Care & Assessment**

- If the injured person can be safely moved, escort them to the office.
- If the injured person cannot be moved, immediately notify the office staff.

### **2. Bleeding or Visible Injury**

- If bleeding is present:
  - Locate and access the nearest Stop the Bleed kit.
  - Put on gloves before providing aid.
  - Use gauze and other supplies from the kit as needed.
- Do not attempt to clean up blood or body fluids.

### **3. Emergency Services**

- Office staff and administration will determine if 911 should be called based on the severity of the injury.

### **4. Securing the Area**

- Notify the Administration and/or School Resource Officer (SRO) to assist in securing the scene and providing support.

## **Confidentiality & Privacy**

- Only staff members directly involved in the care of the injured person should be informed of the situation.
- Photos of the injured person or incident are strictly prohibited.
- Maintain professional discretion and confidentiality at all times.

## **Post-Incident Procedures**

### **1. Custodial Notification**

- Once the injured person has been safely removed, notify custodial staff for appropriate cleanup.
- Do not attempt to clean any blood or bodily fluids yourself.

### **2. Incident Reporting**

- The office staff will provide an incident report, which must be completed within 24 hours of the event.
- Student incidents should be submitted to Jill Quade.  
Staff incidents should be submitted to Jamie Hubbard.

### **3. Documentation**

- Office staff will complete a Health Office Visit record in Skyward.
- The school nurse or administrator will contact the student's parent/guardian by phone or email.

### **4. Debriefing**

- A debrief will be scheduled with the involved staff as needed.

## **Guidance for Completing an Incident Report**

- Date/Time Reported: Indicate when the administration was first notified.
- Witness Names: Use staff names and/or student initials only.
- Injured Person's Signature: Not required for students.
- Witness Signature: The Staff member completing the report signs.

### **Report Content Guidelines:**

- Be factual and objective; avoid assumptions or opinions.
- Include complete details: date, time, location, and individuals involved.
- Describe the sequence of events chronologically.
- List all witnesses and their contact information if available.
- Provide detailed descriptions of any injuries and treatments given.
- Submit the report as soon as possible after the incident.
- Use clear and concise language free of jargon.

These procedures will be reviewed annually and updated as needed.

All staff are expected to be familiar with and follow this protocol.

## **North Star Academy Referral Procedure**

To ensure the referral process works smoothly, participating districts agree to provide the following:

1. Teachers who feel there is a concern with a student who is at risk of not graduating with their class should contact the principal, counselor or special education director.
2. The counselor and special education director will meet with the principal to discuss circumstances that may qualify students for the North Star Academy.
3. A meeting will be scheduled with the parents if there is a need to enroll.
4. Students will then be referred to North Star Academy.

Eligibility Criteria adopted from the Wisconsin DPI to be considered “at-risk.”: At least freshman year in High School.

- |  |  |
|--|--|
| 1. Academic failure (D and F grades)                               | 9. Credit deficient  |
| 2. Family problems or family crisis                                | 10. Unengaged in current educational setting                     |
|  | 11. Prior interventions not successful                           |
| 3. Free/Reduced Lunch  | 12. Better reach his/her potential in an alternative environment |
| 4. Poor attendance/truancy   | 13. Delinquency  |
| 5. Social/emotional/medical issues                                 | 14. Behavior problems  |
| 6. Referred for but did not qualify for special education services | 15. AODA   |
| 7. Below average performance on assessments                        |  |
| 8. Poor peer relationships   |  |

## **Parent Contact Log**

Teacher \_\_\_\_\_

Quarter Ending \_\_\_\_\_

During a grading period a minimum of 3 contacts must be made with the parents for a child to receive a failing report card grade. Forms of contact can be: phone call, midterm, letter, conference, e-mail, or entry in assignment notebook. One contact must be a personal contact. This log should be turned into the office at the end of each quarter.

| <u>Student Name</u> | <u>Contact Form</u> | <u>Date - General Comment</u> |
|---------------------|---------------------|-------------------------------|
|---------------------|---------------------|-------------------------------|

1. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

2. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

3. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

| <u>Student Name</u> | <u>Contact Form</u> | <u>Date - General Comment</u> |
|---------------------|---------------------|-------------------------------|
|---------------------|---------------------|-------------------------------|

1. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

2. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

3. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

| <u>Student Name</u> | <u>Contact Form</u> | <u>Date - General Comment</u> |
|---------------------|---------------------|-------------------------------|
|---------------------|---------------------|-------------------------------|

1. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

2. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

3. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

| <u>Student Name</u> | <u>Contact Form</u> | <u>Date - General Comment</u> |
|---------------------|---------------------|-------------------------------|
|---------------------|---------------------|-------------------------------|

1. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

2. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

3. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

| <u>Student Name</u> | <u>Contact Form</u> | <u>Date - General Comment</u> |
|---------------------|---------------------|-------------------------------|
|---------------------|---------------------|-------------------------------|

1. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

2. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

3. \_\_ Email \_\_ Phone \_\_ PT Conf. \_\_ Informal

## **Purchasing**

### **Steps to purchase supplies, equipment, etc.**

1. Fill out a requisition in Skyward.
2. Turn athletic requisition form into Mrs. Schradle-Mau for approval and ordering of activities who puts it into Skyward
3. Do not process an order without a PO number.
4. Once it is approved by your supervisor, place the order.
5. When order comes in:
  - a. Match items with packing slip
  - b. If all items are present- sign and date and return packing slip to Mrs. Jamie Hubbard

## **Coaching Assignments**

| <b>Sport</b>     | <b>Level</b> | <b>Coach</b>         |
|------------------|--------------|----------------------|
| Volleyball       | V            | Janie Nyhus          |
|                  | JV           | Jill Quade           |
|                  | MS           | Roxanne Peterson     |
|                  | MS           | Kristen Pabst        |
| Football         | V            | Troy Wagner          |
|                  | Assistant    | Ben Kisling          |
|                  | Assistant    | Jonathan Chamberlain |
|                  | Assistant    | Keefe Tarman         |
|                  | MS           | Larry French         |
|                  | MS           | Cole Duffee          |
| Boys Basketball  | V            | Angie Wagner         |
|                  | JV           | Colin Hoffman        |
|                  | MS           | Steve Bergmann       |
|                  | MS           | Brian Stoll          |
| Girls Basketball | V            | Keefe Tarman         |
|                  | JV           | Jon Bussewitz        |
|                  | MS           | Steve Bergmann       |
|                  | MS           | Denise Fall          |
| Wrestling        | V            | Jonathan Chamberlain |
|                  | Assistant    | Ryan Shortess        |
|                  | MS           | Paul Schmitt         |
|                  | Assistant    | Bob Popenhagen       |



|                         |               |  |
|-------------------------|---------------|--|
| Track and Field         | V<br>MS<br>MS | Heidi Plooy<br>Kristen Pabst<br>Emma Gehring |
| Softball (Clayton-Host) | V<br>JV       | Scott Mateski<br>Neil Bygd                   |
| Baseball (Clayton Host) | V<br>JV       | Jon Bussewitz<br>Doug Kahl                   |
| Golf                    | V<br>JV       | Steve Bergmann<br>Derek Newville             |
| Cheer-Wrestling         | V             |  |
| Cheer- Basketball       | V             |  |
| Cheer- Football         | V             | Jessica Koehler                              |

### **Supervision Duties**

| <b><u>Week Of</u></b> | <b><u>K-4 PM Recess</u></b> |
|-----------------------|-----------------------------|
| 8/25/2025             | Levine/Jensen               |
| 9/2/2025              | Tinman/Getschel             |
| 9/8/2025              | Maxon/Glaubitz              |
| 9/15/2025             | Clymer/Olson                |
| 9/22/2025             | K.Bussewitz/Wright          |
| 9/29/2025             | Pabst/Warner                |
| 10/6/2025             | Levine/Jensen               |
| 10/13/2025            | Tinman/Getschel             |
| 10/20/2025            | Maxon/Glaubitz              |
| 10/27/2025            | Clymer/Olson                |
| 11/3/2025             | K.Bussewitz/Wright          |
| 11/10/2025            | Pabst/Warner                |
| 11/17/2025            | Levine/Jensen               |
| 12/1/2025             | Tinman/Getschel             |
| 12/8/2025             | Maxon/Glaubitz              |
| 12/15/2025            | Clymer/Olson                |
| 12/22/2025            | K.Bussewitz/Wright          |
| 1/5/2026              | Pabst/Warner                |

|           |                    |
|-----------|--------------------|
| 1/12/2026 | Levine/Jensen      |
| 1/12/2026 | Tinman/Getschel    |
| 1/19/2026 | Maxon/Glaubitz     |
| 1/26/2026 | Clymer/Olson       |
| 2/2/2026  | K.Bussewitz/Wright |
| 2/9/2026  | Pabst/Warner       |
| 2/16/2026 | Levine/Jensen      |
| 2/23/2026 | Tinman/Getschel    |
| 3/2/2026  | Maxon/Glaubitz     |
| 3/9/2026  | Clymer/Olson       |
| 3/16/2026 | K.Bussewitz/Wright |
| 3/23/2026 | Pabst/Warner       |
| 3/30/2026 | Levine/Jensen      |
| 4/6/2026  | Tinman/Getschel    |
| 4/13/2026 | Maxon/Glaubitz     |
| 4/20/2026 | Clymer/Olson       |
| 4/27/2026 | K.Bussewitz/Wright |
| 5/4/2026  | Pabst/Warner       |
| 5/11/2026 | Levine/Jensen      |
| 5/18/2026 | Tinman/Getschel    |
| 5/25/2026 | Maxon/Glaubitz     |

**HS/MS Supervision will be conducted by the paraprofessionals.**

#### **MIDDLE SCHOOL GYM -AM:**

Open the middle school/elementary gym at 7:45. The only students who are allowed in this gym before school are middle school students. After you open up the gym, go to the back room and get a couple of basketball and volleyballs out for the students to use. Your main responsibility is to watch the behavior of the students and make sure they are using the gym in a reasonable manner. At about 8:07 (somewhere around here) the students should put the basketballs or volleyballs away in the backroom. We close up the gym a couple minutes early so these students have enough time to still get to the first hour on time. Once everything is put away dismiss the students and lock up the gym.

#### **MIDDLE SCHOOL HALLWAY/COMMONS -AM:**

Make sure no students are in the middle school hallway before 8:00. All middle school students are to be either in the commons or the gym until that time. After the students are in the hallway, it is your responsibility to walk up and down the hallway watching their behavior and helping any students if they have questions. This is also a time to make

sure no cheating is taking place before school. You will also supervise the main entrance door for security purposes. Report any suspicious activity to the administration.

### **HIGH SCHOOL HALLWAY -AM:**

This duty consists of monitoring the breezeway door (#15) area until the bell rings. The supervisor needs to monitor the safety of the students and not allow any adults or guests in the building through that entrance. The supervisor will notify the office and administration if they have any concerns.

## **PLC Mission/Vision Statement**

### **Turtle Lake Elementary School: Together For Tomorrow**

#### **Mission**

It is the mission of Turtle Lake Elementary School to ensure high levels of learning for each student. Through mutual respect within the total school community, our children will grow and learn in a positive atmosphere where staff, students, parents, and the community together are enthusiastic about the teaching and learning process.

#### **Vision**

We believe that the most promising strategy for achieving the mission of our school is to develop our capacity to function as a professional learning community. We envision a school in which staff:

- Hold high expectations and a growth mindset for student learning - believe all students can and will learn
- Demonstrate a personal commitment to the academic success and general well-being of each student
- Work interdependently in collaborative teams. (collaborative teams that work interdependently toward common student achievement goals)
- To prepare students to become productive, responsible, ethical, creative, and compassionate members of society.
- Build caring relationships with our students, parents, and community to foster a culture of academic and social growth.

#### **Collective Commitments**

In order to achieve the shared vision of our school, Turtle Lake Elementary staff have made the following collective commitments:

1. Develop and use formative and summative assessment data of student learning to inform and improve instruction and to better meet the needs of individual students.
2. Initiate individual and small-group instructional programs to provide additional learning time for all students.

3. Provide parents with resources, strategies, and information to help students succeed.
4. Utilize a variety of best instructional practices to promote success for all students.
5. To hold ourselves accountable for our own actions, admit when we failed our own standards, and always strive to be our best selves
6. To welcome the community to our school to share their skills and knowledge.
7. Respect the values, uniqueness, and individual needs that all students bring to the classroom.

### **Schoolwide Goals**

1. To improve student achievement in language arts in each grade level as measured by performance on local, district, and state assessments.
2. To improve student achievement in math in each grade level as measured by performance on local, district, and state assessments.
3. To improve student achievement in specials (art, music, physical education) in each grade level as measured by performance on local and district assessments.
4. To teach students to be capable, compassionate people, and to empower them to become the best versions of themselves.

## **Turtle Lake Middle/High School**

**Our Mission:** To ensure all students achieve high levels of learning by providing the knowledge and tools necessary to be successful in all aspects of life after high school.

**Our Vision:** The policies, programs, and practices of the Turtle Lake Middle and High School reflect its commitment to helping all students learn at high levels.

### **As a Result of That Commitment:**

- The school is characterized by a collaborative culture in which educators take collective responsibility for helping all students learn at high levels.
- Students are provided a guaranteed and viable curriculum.
- Systems are in place to monitor student growth through the use of formative and summative assessments.
- The school has a strong partnership with parents and provides parents with the information they need to monitor and support learning.
- The school is committed to helping students become productive, responsible, ethical, and compassionate members of society.

### **Our Collective Commitments:**

- I will be a positive contributing member of the school community.
- I will teach the essential standards of our agreed-upon curriculum.
- I will use assessment data to improve my teaching practices and instruction.
- I will keep parents informed of the academic and social progress of their children.

- I will build relationships with students to support their future goals.

### **Our School Wide Goals:**

- Increase student achievement on local, state, and national high-stakes assessments for all students.
- Help all students to excel to their fullest potential academically, socially, and emotionally.
- Communicate with all stakeholders to support our students.

### **Turtle Lake Grading Scale**

| <b>Grade Mark</b> | <b>Percentage</b> |            |
|-------------------|-------------------|------------|
| <b>Grade Mark</b> | <b>High</b>       | <b>Low</b> |
| A+                | 100.00            | 96.50      |
| A                 | 96.49             | 92.50      |
| A-                | 92.49             | 89.50      |
| B+                | 89.49             | 86.50      |
| B                 | 86.49             | 82.50      |
| B-                | 82.49             | 79.50      |
| C+                | 79.49             | 76.50      |
| C                 | 76.49             | 72.50      |
| C-                | 72.49             | 69.50      |
| D+                | 69.49             | 66.50      |
| D                 | 66.49             | 62.50      |
| D-                | 62.49             | 59.50      |
| F                 | 59.49             | 0.00       |

### **School District of Turtle Lake Support Staff 2025-26**

**Bookkeeper:** Mrs. Jamie Hubbard

**Administrative Assistant:** Mrs. Bridget Bader

**Co-Head Custodians:** Mr. Corey Daniels (715-641-0657), Mrs. Tina Becker (715-296-8086)

**Custodians:** Mr. Ben Machimity, Mrs. Susan Stuivenga, Mrs. Amy Graunke

**Office Secretary:** Mrs. Jill Quade

**School Nurse:** Mrs. Kaley Mateski

**School Resource Officer:** Mr. Cory Knutson

**Paraprofessionals:** Mrs. Melissa Henck, Mrs. Candace Hassel, Mrs. April Shortess, Mrs. Cassie Johnson, Mrs. Amy Mikolon, Ms. Colette Becker, Mrs. Ashley Schmitt, Ms. Adelle Braman, Mrs. Laura Lee, Mrs. Megan Dachel, Mrs. Tiffany Lippold

**Technology Support:** Jason Zappa

**Transportation Coordinator:** Virginia Knutson 715-986-2888

**Food Service:** Mrs. Melanie Davis

**Miscellaneous #'s:** Outside Line-dial 8

Offices: 715-986-4470

Fax: 715-986-2444

Emergency 911

Turtle Lake Police: 715-986-2942

Cumberland Ambulance: 715-822-2741

Polk County Sheriff: 715-485-3131

Barron Ambulance: 715-537-3186

Barron County Sheriff: 715-537-3106

All Call: 70# 71#-MS/HS; 73#-ELE

### **Policies:**

A complete list of policies, job descriptions and administrative guidelines can be found at <https://go.boarddocs.com/wi/tur/Board.nsf/Public>.

#### **2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one (1) or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with competitive extra-curricular activities/athletics, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one (1) of the four (4) criteria stated above.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Nondistrict-sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however, will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;

- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District including, but not limited to, facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must not have received a failing grade in any course prior to the semester in which s/he wishes to participate.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

## **5517.01 - BULLYING**

### **5517.01 - BULLYING**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; and in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

#### **Definitions**

##### **"Bullying"**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and pose as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or weblog;
2. sending e-mails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Complaint Procedures**

Any student who believes they have been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President, in which case the complaint shall be filed with the Board Vice President or District Administrator depending on the complainant's preference, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.



All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-Harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one (1) or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

#### **Retaliation/False Reports**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be

considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians, and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **7510 - EMPLOYEE USE OF FACILITIES**

Employees wishing to use school facilities at night or on weekends must secure the approval of the Principal. The office will notify the custodial staff of such approval so that they will know who has proper authorization to be present in the building. Other than custodial staff, no employees shall be in the building after 10:00 P.M.

## **5730 - EQUAL ACCESS FOR NONDISTRICT-SPONSORED STUDENT CLUBS AND ACTIVITIES**

The Board of Education will generally not permit the use of school facilities by non district-sponsored student clubs and activities or District- sponsored, extra-curricular clubs and activities during instructional hours, unless the activity will not interfere with instructional time for participating students. During non instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for Nondistrict-Sponsored student clubs and activities to meet on school premises shall be made to the Building Principal who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the District will promote, or lead;
- D. the meeting does not unduly disrupt the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not be required to participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

Adults or community organizations who wish to sponsor a meeting or activity for students shall follow the procedure established in Policy 7510 – Use of District Facilities to request permission to use the District's facilities for such a meeting or activity. Adults who make such a request shall be required to provide a general description of the purpose of the meeting or activity, and participation in such a meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

Furthermore, conducting such a meeting or activity during the school day may be permitted, provided it occurs during non-instructional time and parental permission is granted for any student wishing to participate.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well- being of students and staff members.

### **6423 - USE OF CREDIT CARDS AND PURCHASING CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards. Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards.

The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

The Board of Education recognizes that bank credit cards ("purchasing cards") offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing minor goods and services with a value of less than \$1,000. Board employees authorized by the Bookkeeper may use purchasing cards only for school-related purposes in accordance with this policy and any related administrative guidelines. Purchasing cards shall not be used to circumvent the general purchasing procedures required by law and Board policy.

All approved cardholders must agree to abide by purchasing card procedures and regulations set forth in this policy and related administrative guidelines. All transactions must be made by the individual to whom the card is issued. To combat potential fraud, any employee that is issued a purchasing card must review all statements received within a reasonable period of time after receipt to assure that all purchases are ones that the employee made.

Purchasing card providers shall be provided no individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.

The Bookkeeper shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy.

Cardholders must use common sense and good judgment when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the purchasing card. Cardholders will immediately surrender their cards upon request of the District Administrator for administrative reasons, and shall surrender their cards upon separation from employment.

The purchasing card may never be used for alcohol, personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flier miles, or any other affinity program reward permitted under any circumstances.

*The School District of Turtle Lake does not discriminate on the basis of sex, race, color, age, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*