School District of Three Lakes - Regular Meeting

Wednesday, August 19, 2026 6:00 PM
Three Lakes School Auditorium
6930 West School Street
Three Lakes, WI 54562
www.threelakessd.k12.wi.us

"Teaching Students to Be Productive Citizens"

1. **OPENING OF MEETING**
   - A. Call to Order.
   - B. Pledge of Allegiance.
   - C. Administrator Report on the Agenda Posting and Notification of the Meeting to the Media.
   - D. Amendments and Approval of Agenda.
2. **ROUTINE APPROVALS**
   - A. Approve Minutes of the July 15, 2026 Meeting.
   - B. Approve Vouchers/Check Register for the Period of July 9, 2026 through August 12, 2026.
   - C. Consider Approval of Personnel Report.
3. **PUBLIC COMMENTS**
   - A. Hear Comments from Visitors Regarding Agenda Items.
4. **ADMINISTRATOR'S REPORT**
   - A. Building Project Update.
5. **NEW BUSINESS**
   - A. District Related Positive Happenings.
   - B. Student Voice.
   - C. September Meeting Date(s).
   - D. Consider Approval of the Football Cooperative Renewal Between Three Lakes School District and Phelps School District for the 2028-2029 and 2029-2030 School Years.
   - E. Consider Approval of Gate Receipt and Admissions Policy.
   - F. Consider Approval of Student Attendance Policies.
   - G. Consider Approval of School District of Three Lakes High School Graduation Requirements Policy.
   - H. Consider Approval of Meal Prices for 2026-2027 School Year.
   - I. Consider Approval of Health Insurance Provider Security Health Plan.
   - J. Town of Three Lakes Proposal Abandonment of West School Street.
   - K. WASB Correspondence/Updates.
6. **ADJOURNMENT**

A. Adjourn the Meeting.

School District of Three Lakes - Regular Meeting
Wednesday, July 15, 2026 6:00 PM
Three Lakes School Auditorium
6930 West School Street
Three Lakes, WI 54562

Board Members Present: Elisha Williams – Board President
Stacey Klein – Board Vice President
Josh Kral – Board Clerk
Mitch Ellis – Board Treasurer
Brian Fritz – Board Member

Others Present: Teri Maney, District Administrator; Justin Szews, Steve Gruszynski, Marc Busko, Principals; Kari Volk, Director of Student Services & Special Education; Caleb Kleinhans, Business Manager; Jennifer West, Communications Director; Nikki Maney, BOE/DA Administrative Assistant; Ann Ellis, Athletic Director; (0) visitors

1. **OPENING OF MEETING**

A. **Call to Order.**

President Williams called the regular meeting of the Three Lakes School Board to order at 6:00 p.m.

B. **Pledge of Allegiance.**

C. **Administrator Report on the Agenda Posting and Notification of the Meeting to the Media.**

Ms. Maney reported on the agenda posting and notification of the meeting to the media.

D. **Amendments and Approval of Agenda.**

Motion to approve the agenda as presented. This motion, made by Mitch Ellis and seconded by Josh Kral, Carried.

2. **ROUTINE APPROVALS**

A. **Approve Minutes of the June 17, 2026 Meeting.**

Motion to approve the minutes as presented. This motion, made by Stacey Klein and seconded by Mitch Ellis, Carried.

B. **Approve Vouchers/Check Register for the Period of June 11, 2026 through July 8, 2026.**

Motion to approve the checks dated June 11, 2026 through July 8, 2026 for accounts payable checks ****#252600326 - #252600377, regular checks #132439 - #132537, manual checks #6201 - #6226 and wire transfers #202500356 - #202500393 in the amount of $660,732.01 and ACH payroll checks ***#900048891 - #900049078 and regular payroll checks #59489 - #59492 in the amount of $247,577.77 for a total amount of $908,309.78. This motion, made by Mitch Ellis and seconded by Brian Fritz, Carried.

C. **Consider Approval of Personnel Report.**

There were no hirings, retirements or resignations for the month of July.

3. **PUBLIC COMMENTS**

A. **Hear Comments from Visitors Regarding Agenda Items.**

There were no public comments.

4. **ADMINISTRATOR'S REPORT**

A. **Building Project Update.**

Ms. Maney provided an update to the building project noting no major issues being reported by Nexus. She stated that there has been a lot of work happening on the outside of the building, including demolition of the asphalt in the elementary parking lot, installation of new sidewalks and storm drains, forms being poured for the concession stand, and the sprinkler system pipes laid in the athletic fields. At Sugar Camp, new duct work is being installed throughout the building, and work on the roof and new office addition continues. Coming up in Three Lakes, interior demolishing and abatement will continue as other projects can't happen until that is complete. Pitlik and Wick will continue working on the elementary parking lot. Ms. Maney added a reminder that the school and grounds are an active construction zone and anyone on site needs to be in PPE gear.

5. **NEW BUSINESS**

A. **District Related Positive Happenings.**

Staff shared district related positive happenings.

B. **August Meeting Date(s).**

The August regular meeting will be held on August 19, 2026. Due to the ongoing construction work and the boardroom being used for package delivery, the August regular meeting will be moved to the auditorium. The annual Board/Admin/Staff/Community retreat will be held on August. 14, 2026 in the auditorium and is scheduled from 8:00 am-12:00 pm.
Motion to move the location of the August regular meeting to the auditorium. This motion, made by Stacey Klein and seconded by Josh Kral, Carried.

C. **Final Enrollment Report for 2025-2026 School Year.**

Ms. Maney reviewed the 2025-2026 school year Final Enrollment Report showing a total enrollment number of 530 students.

D. **Spring Sports Report.**

Athletic Director, Ann Ellis, provided a recap of the spring sports season. Baseball finished their season with a 3-15 record with 4 players receiving all-conference recognition. Softball ended the year with a 14-7 record, tying with Florence for the conference and 6 girls receiving all-conference nominations. The girls' soccer program completed their season with a 7-9 record and was seeded 4th for the playoffs. Even though soccer is not part of a conference, coaching staff remarked that if they had been, they are confident that many of the girls would have received all-conference recognition. The track team had a strong season as the boys' team were conference champions and the girls' team finished in 2nd place. Two of the boys from the team went to the state level, with one breaking the school record in the discus. The golf team also had a very successful season, winning the conference for the first time in 18 years, and making an appearance at the state level for the first time in school history, where they placed 6th.

E. **Review of District Technology Surveys.**

Steve Gruszynski presented an overview of the district technology survey, explaining that it was sent to students, parents and staff, with topics covering: general beliefs about technology use, use of artificial technology, one-to-one efficacy (student devices), and Canvas LMS. He reviewed survey results on each topic from all participants. Discussion took place regarding the use of artificial intelligence by students and staff, and how teaching practices may have to be adapted to incorporate its use. Gruszynski shared future technology goals, including formation of a technology committee, more restrictive filtering on devices, reconsidering the issuance of one-to-one devices, and developing a district document that lays out how technology will be utilized as an instructional tool across all grade levels.

F. **Preliminary Review and Consider Approval for 2026-2027 Budget.**

Caleb Kleinhans presented the Board with a preliminary budget for the 2026-2027 school year, where he reviewed expenditure and revenue accounts in detail. He noted that the Security Health Plan renewal will have a significant impact on this year's budget as the increase in premium is predicted to add an additional $300,000 in health insurance costs to the District. Overall, the budget for Fund 10 is expecting

a deficit of just over $100,000. He noted that the referendum plan had originally projected a larger $250,000 deficit for this year.
Motion to approve preliminary budget for 2026-2027. This motion, made by Mitch Ellis and seconded by Brian Fritz, Carried.

G. **Identify and Consider Approval of Academic Standards for 2026-2027 School Year.**

Ms. Maney reviewed the academic standards for the 2026-2027 school year. The annual notices that will be posted on the website state that The School District of Three Lakes has adopted and implemented the Wisconsin Model Academic Standards for all subject areas. In addition, the District is in compliance with the Common Core State Standards for the subject areas of math, reading and language arts.
Motion to Approve Policy 313: Student Academic Standards and Policy 313 Exhibit: Annual Notice of Academic Standards. This motion, made by Josh Kral and seconded by Stacey Klein, Carried.

H. **Consider Approval of Student Transportation Policy.**

Ms. Maney reviewed the District's transportation policies, noting that what we are doing in practice is procedurally correct, but isn't reflected in policy. These policies delineate drop-off procedures, address student conduct on school buses, and ensure the District is in compliance with state law. Ms. Maney stated that as a District we are extremely accommodating to parent transportation requests. However, we now have other entities that have expectations that we supply transportation for them which we are not required to provide. These policies will allow the District the flexibility to deny requests for transportation to businesses or areas that are deemed to be unreasonable or hazardous.
Motion to approve: Policy 443.2: Student Conduct on School Buses; Policy 751: Student Transportation Services; Policy 751.5: Use of Alternative Vehicles to Transport Students; Policy 751.5 Rule: Authorization of Alternative Vehicles and Drivers to Transport Students; Policy 751.5 Exhibit 1: Alternative Driver Vehicle Authorization Checklist (Employee Driver Using a Privately-Owned Vehicle for Student Transportation); Policy 751.2 Exhibit 2: Alternative Driver Vehicle Authorization Checklist (Employee Driver Using a Vehicle Owned or Leased by the District for Student Transportation); Policy 751.5 Exhibit 3: Alternative Driver Vehicle Authorization Checklist (Volunteer Driver Using a Privately-Owned Vehicle for No Compensation) Policy 751.6: Transportation in Unusually Hazardous Areas. This motion, made by Brian Fritz and seconded by Stacey Klein, Carried.

I. **Consider Approval of Staff-Student Communication Policy.**

Ms. Maney presented Policy 528.1, noting that every school district in Wisconsin is required to adopt a policy on staff-student communications by September 2026. She noted that not only is this policy for the safety of our students, it also safeguards our staff and coaches as it delineates appropriate and inappropriate contact between students and staff.
Motion to Approve Policy 528.1: Staff-Student Communications. This motion, made by Stacey Klein and seconded by Mitch Ellis, Carried.

J. **Consider Approval of 2026-2027 State and Federal Parent and Student Annual Notice Requirements.**

Ms Maney reviewed state and federal annual notice requirements. These are updated every year and will be posted or published as required per statutes.
Motion to Approve 2026-2027 State and Federal Parent and Student Annual Notice Requirements including Policy 341.2: Education for Employment; Policy 342.6: Program and Curriculum Modifications for Individual Students; Policy 342.6 Rule: Procedures for Requesting Program or Curriculum Modifications for Individual Students; Policy 347: Student Records; Policy 347 Rule: Procedures for the Maintenance and Confidentiality of Student Records; Policy 347 Exhibit: Annual Student Records Notice; Policy 347.1: Student Directory Data; Policy 347.1 Exhibit: Student Directory Data Opt-Out Form; Policy 823.2 Exhibit: Parent/Guardian Annual Public Records Notice under s.118.07 (6)(b). This motion, made by Josh Kral and seconded by Stacey Klein, Carried.

K. **Consider Revision and Approval of the Elementary Handbook for the 2026-2027 School Year.**

Marc Busko reviewed the Three Lakes/Sugar Camp elementary handbook, noting minimal changes for the 2026-2027 school year. Changes to the illness guidelines were proposed. Mr. Busko pointed out that the practices are currently followed, but are not detailed in the handbook.
Motion to approve the elementary handbook for the 2026-2027 school year. This motion, made by Mitch Ellis and seconded by Stacey Klein, Carried.

L. **Consider Revision and Approval of the 7-12 Handbook for the 2026-2027 School Year.**

Justin Szews reviewed proposed changes and updates to the 7-12 handbook for the 2026-2027 school year. Mr. Szews suggested editing the tiebreaker paragraph in academic awards to remove the SAT as it is rarely taken by students, and to instead include attendance as a factor. He also proposed changes to the attendance and tardiness sections, removal of parent text messages to the office to report absences, an update to the credit summary to reflect the requirement of personal finance, and a revision to the cellphone section to match the District's current policy. Discussion was held regarding attendance, with the decision being made to put an agenda item on the August regular meeting to review the District's attendance policy. The attendance sections of both the 7-12 and elementary handbooks will be reviewed and re-submitted for approval in August after the District updates its attendance policy.
Motion to approve the 7-12 handbook for the 2026-2027 school year except for the portions pertaining to attendance. This motion, made by Brian Fritz and seconded by Stacey Klein, Carried.

M. **Consider Revision and Approval of the Co-Curricular Handbook for the 2026-2027 School Year.**

Justin Szews summarized changes to the co-curricular handbook which included updating the concussion protocol language and the addition of volleyball as a sport.
Motion to approve the co-curricular handbook for the 2026-2027 school year. This motion, made by Mitch Ellis and seconded by Josh Kral, Carried.

N. **WASB Correspondence/Updates.**

The WASB fall regional meeting date has been scheduled for Wednesday, October 7 at Norwoods Pines in Minocqua.

6. **ADJOURNMENT**

A. **Adjourn the Meeting.**

Motion to adjourn the meeting at 8:28 pm. This motion, made by Stacey Klein and seconded by Mitch Ellis, Carried.

_____
Board President

_____
Board Clerk

DRAFT

PERSONNEL REPORT
School Board-Regular Meeting
August 19, 2026

Hirings:
Paula Hase, Library Media Specialist
Steve Gruszynski, Junior Varsity Volleyball Coach

Resignations:
Lacey Ratliff, Paraprofessional
Vernon Gentele, Paraprofessional
Aimee Kevilus, Paraprofessional

Wisconsin Interscholastic Athletic Association

Cooperative Team Sponsorship Signatures

2027-28 & 2028-29 Co-op Application (except Football)

2028-29 & 2029-30 Co-op Application (Football Only)

*Gymnastics co-ops are due annually

By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

Applications submitted without all required signatures will be considered incomplete and not accepted.

Co-op Application ID: 28546

(found on Cooperative Team Sponsorship form)

SCHOOL NAME: Three Lakes

SPORT: 8-man football

GIRLS/BOYS: boys

Board of Education or Governing Body President:

Signature: _____

Print Name: _____

District Administrator:

Signature: _____

Print Name: _____

Name of Conference: Northern Lakes

Signature from a person authorized to represent the conference affiliation of this co-op program; typically, a conference commissioner or the equivalent.

If, at the time of the signature, conference affiliation has yet to be determined for this cooperative agreement, signatures should be ascertained from the current affiliation of the involved schools. If a school(s) is currently unaffiliated/independent, no signature is required.

(Through the conference realignment application process, approval and opinion of all affected conferences and schools will be required.)

Commissioner Approval Signature: Terri Palubicki

Print Name: Terri Palubicki

08/06/2026

Cooperative Team Sponsorship

2028-29 & 2029-30

Renewing Expiring

Section 11 of Article VI - The Board of Control has authority to approve cooperative team sponsorship (one team in a given sport involving two or more member schools) under the following conditions:

1. The schools involved must be in the same geographical area.
2. The agreement for a cooperative team must specify two school years, but that agreement may be terminated by the Board of Control for documented extenuating circumstances.
3. New and renewal cooperative team applications must include:
   A. Approval of involved schools.
   B. Approval of involved board(s) of education or governing bodies.
   C. Approval of conference in which the cooperative team will participate.
   D. The program will adhere to a no-cut policy.
   Note: Board of Control and conference approval is not required for non-varsity cooperative teams.
4. Total enrollment of schools involved in a cooperative team will determine classification of competition in WIAA tournament series.
5. Requests for approval and to add a cooperative team into WIAA tournament competition must be received in the WIAA office by the following deadline dates to be included in the subsequent year's tournament program:
   Fall Sports - Oct 1 - Winter Sports - Feb 1 - Spring Sports - May 1

Co-op Application ID	28546
Lead School	Three Lakes
Sport	8Player Football
Gender	Boys
Select Season:	Fall
Expired Fall Co-op	Three Lakes/Phelps - Boys 8-Player Football

Our request for cooperative sponsorship is based on the following reasons:

Based on numbers

Number of students participating in each school involved:

School	2024-25	2025-26	2026-27	2027-28
Three Lakes	15	16	17	25
Phelps	0	2	1	1

Development of lead-up programs
Attempt to create interest in our own program
Attempt to solve existing problems in our own program
We have agreed to application of academic code in the co-op
We have agreed to application of athletic code in the co-op
Realization that incoming athletes may displace some of our school's student athlete from starting positions
Liability insurance coverage
Coaching salaries
Contest expenses
Uniform expenses
Transportation expenses
Emergency medical treatment
We have reviewed and considered the above items:

- Yes

The school districts involved in this cooperative program are sharing costs as follows:

pay per student

Book	WASB Policy Update
Section	Section 600: FISCAL MANAGEMENT
Title	Gate Receipts and Admissions
Code	653
Status	Draft Pending Board Approval
Adopted	July 17, 2013

Admission and Season Passes to Athletic Events (To all home events excluding tournaments)

Season pass is $35.00 per year for each adult, $50.00 per family, consisting of two adults and all children under 18 years of age.

Passes to all athletic events will be $5.00 per adult and FREE for non-district students.

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

Cross References	Former Policy 653 - Gate Receipts and Admissions

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;

© 2015 Wisconsin Association of School Boards, Inc.

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.

© 2015 Wisconsin Association of School Boards, Inc.

4. Participation in a Board-Approved Alternative Program.

   A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma in accordance with state law provisions.

5. High School Students Who Are No Longer Subject to Compulsory Attendance.

   For any student who is 18 years of age or older and no longer subject to compulsory attendance and truancy referral, the student will still be held to the distinctions between excused and unexcused absences. In addition, by state law, the District may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the student has been enrolled in an alternative education program.

6. High School Students Approved to Leave School Grounds During a Class Period.

   The Board authorizes the administration to establish a program that allows a senior (12th grade) student enrolled in the high school who has demonstrated a high level of maturity and personal responsibility to apply for school approval to leave the school premises if the student has two or more consecutive free periods. A student who is under the age of 18 must have parent or guardian permission to seek such approval.

7. Leaving School Grounds During a Student's Scheduled Lunch Period.

   With written parent or guardian permission and school approval, students in grade 12 may apply to regularly leave school on Wednesdays only during their scheduled lunch period without a separate written excuse/permission for each specific day and/or without being directly released to a responsible adult.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

The building principal shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The building principal may designate one or

© 2015 Wisconsin Association of School Boards, Inc.

more licensed staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

The District Administrator (or his/her administrative-level designee) and building principals shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

Teachers, students, and parents and guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

Legal References:

Wisconsin Statutes

Section 115.28(51)	[state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]
Section 115.997(5)(e)	[military compact on educational opportunity for military children]
Section 118.125(2)(cg)	[disclosing student attendance records to law enforcement agency]
Section 118.125(2)(ch)	[disclosing student attendance records to fire investigator]
Section 118.15	[compulsory school attendance]
Section 118.16	[school attendance enforcement]
Section 118.162	[truancy committee and plan]
Section 118.163	[municipal truancy and dropout ordinances]
Section 118.18	[teacher attendance reporting requirements]
Section 118.33(1)(b)	[high school graduation requirements]
Section 948.45	[contributing to truancy]

Cross References:

Former Policy 431 – Compulsory Student Attendance
Former Policy 6110 – Attendance

Adoption Date:

© 2015 Wisconsin Association of School Boards, Inc.

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.

© 2017 Wisconsin Association of School Boards, Inc.

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, parent-excused 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

© 2017 Wisconsin Association of School Boards, Inc.

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.

© 2017 Wisconsin Association of School Boards, Inc.

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.

In grades 7 through 12, a student will be marked tardy (rather than absent) if he/she is not at school or not otherwise present in his/her regularly assigned class/activity (or another school-approved location) at the start of each instructional period where attendance is taken, but the student arrives within 10 minutes of the beginning of the period. Tardy students who initially arrive at school after 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:

© 2017 Wisconsin Association of School Boards, Inc.

1. Documented the student's truancies and notified the student's parent or guardian of the truancies 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.

© 2017 Wisconsin Association of School Boards, Inc.

- 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).

Adoption Date:

© 2017 Wisconsin Association of School Boards, Inc.

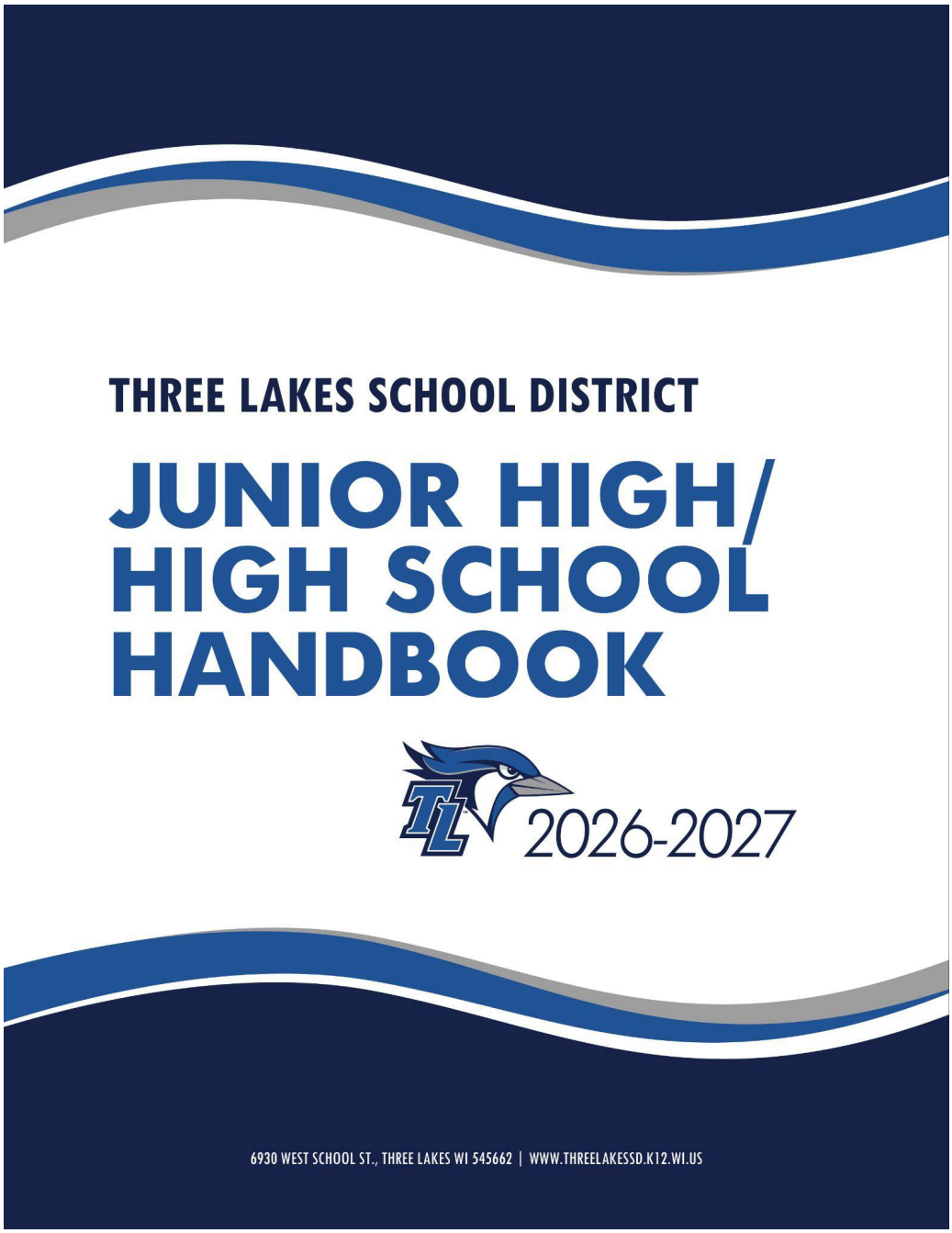
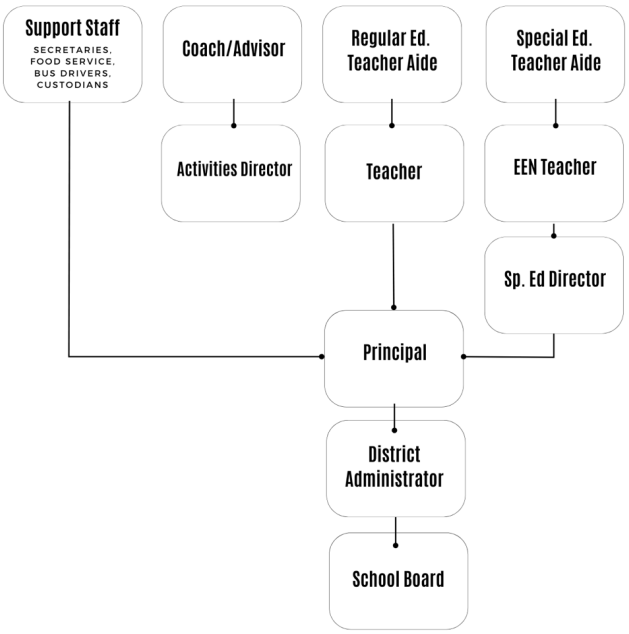

THREE LAKES SCHOOL DISTRICT
JUNIOR HIGH/
HIGH SCHOOL
HANDBOOK
2026-2027
6930 WEST SCHOOL ST., THREE LAKES WI 545662 | WWW.THREELAKESSD.K12.WI.US

TABLE OF CONTENTS

Educational Philosophy	2	Library (IMC)	27
Mission Statement	3	Lockers	28
Introduction	3	National Honor Society	28
Non-Discrimination Policy	3	Passes from Class	29
Academic Information	4	Photography Policy	29
Attendance	6	Progress Reports	30
Board of Education	9	Promotion/Retention	30
Building Hours	9	Report Cards	30
Bus Chaperoning	9	Schedule Changes	30
Bus Rules	10	School Medication Policy	31
Cafeteria Behavior	11	School Safety	31
Closed Campus	11	School Sponsored Activities	31
Co-Curricular Activities	11	Senior Class Responsibilities	32
Complaint Procedure	11	Spectator Busing	32
Classroom Code of Conduct	12	Student/Parent Signatures	32
Classroom Placement Procedures	14	Student Records	32
Conduct and Disciplinary Referrals	15	Student Vehicles	33
Controlled Substances	18	Student Visitation Policy	33
Disciplinary Action	18	Textbooks	34
Dress and Appearance	19	Use of Artificial Intelligence (AI)	34
Due Process	21	Use of Student Agenda	34
Emergency School Closing	21	Use/Possession of Alcoholic Beverages	35
Extended Instructional Programs	22	Use/Possession of Cell Phones	35
Fire Drills	23	Use of Technology Agreement	35
Food Service	23	Use or Possession of Tobacco Products	36
GPA and Class Rank	23	Use or Possession of Weapons	37
Grade Replacement Policy	24	Video Surveillance Equipment	37
Grading Policy	24	Visitors	37
Graduation Credit in Lieu of Phys Ed	25	Withdrawals	37
Graduation Requirements	25	Start College Now/Early College Credit	37
School Counselor	26	Special Education	38
Harassment/Bullying	26	School Board Members	39
Honor Roll	27	School Administration and Staff	39
Insurance	27	Instructional Staff	39

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

Students at Three Lakes School are ultimately responsible for the quality of the education they receive in preparation for graduation. In order for all students to have a well-rounded educational experience each individual student must contribute to their greatest capability. This is true whether we are referencing classroom participation or co-curricular activities. The Board of Education, faculty, staff and student body at Three Lakes School are all members of the educational team. The student body has the largest membership on that team; therefore, the level at which the students carry out their responsibilities will have the greatest overall impact on how the team performs. The faculty and staff are dedicated to providing an environment in which students can acquire the best possible educational experiences. They realize that students will have to draw upon their educational experience at Three Lakes Junior/Senior High School to meet their future professional and personal challenges. Whether or not Three Lakes Junior/Senior High School is a great school depends on whether you, the students, are able to accept your responsibilities and make your best contribution to your educational experience. This handbook contains the minimum requirements that are expected of each student at Three Lakes High School and furtherance of our goal to make this a great school. Please take the time to read this handbook and refer to it when necessary. Let us all accept our responsibility and make the commitment necessary to make this a great school.

NON-DISCRIMINATION POLICY

The School District of Three Lakes is committed to equal education opportunities for all students in the district. It is the policy of the School District of Three Lakes, pursuant to s.118.13, Wis. Stats., and PI9, that no person, on the basis of gender sex, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability shall be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). It shall be the responsibility of the District Administrator, serving as the designated employee, to examine existing policies and develop new policies where needed to ensure that the School District of Three Lakes does not discriminate pursuant to federal and state law. The District Administrator, as the designated employee, shall ensure that an employee is designated annually to receive complaints filed under s.118.13, Wis. Stats.,PI9, Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s.118.13, Wis. Stats. is completed every five years under PI9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually. The district encourages informal resolution of complaints under this Policy. A formal complaint resolution procedure is available; however, to address allegations of violations of the Policy in the School District of Three Lakes. Any questions concerning s.188.13, Wis. Stats., should be directed to: Teri Maney, District Administrator, School District of Three Lakes, 6930 West School Street, Three Lakes, WI 54562, (715) 546-3496.

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@threelakessd.k12.wi.us or Kari Volk, Special Education Director/Section 504 Coordinator, 6930 W. School Street, Three Lakes, WI 54562, (715) 546-3323, kvolk@threelakessd.k12.wi.us.

SCHOOL WEBSITE and INFINITE CAMPUS LINK: www.threelakessd.k12.wi.us

ACADEMIC INFORMATION

ACADEMIC ACHIEVEMENT AWARDS

The Academic Awards Program was implemented during the 1997-1998 school year to showcase the district's impressive pool of scholars. Academic points are assigned to each student throughout their academic career based on their semester grade point average. These points are then tallied up and the corresponding awards are given to our 9-11 students at the Fall Academic Banquet and our seniors at their Spring Graduation Ceremony. The award criteria are as follows: Semester GPAs will earn the designated point totals.

- 4.0 - 3.667 = 3 points
- 3.666 - 3.334 = 2 points
- 3.333 – 3.0 = 1 point

A student accumulation:

- 6 points will receive an academic letter.
- 12 points will add a bronze medal.
- 18 points will add a silver star.
- 24 points will receive an engraved plaque

ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

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

To be eligible for the scholarship, students must attend Three Lakes High School full time for at least three complete consecutive semesters immediately prior to the awarding of the scholarship.

In order to gain senior status, students must earn the minimum number of credits specified in Board policy. The Wisconsin Academic Excellence Higher Education Scholarship recipient must be a Wisconsin resident.

If two or more seniors have the same grade point average and are otherwise eligible to be designated a scholar, a committee of high school faculty members shall select the scholarship designee using district

policy and certify, in descending rank order, those remaining seniors with the same grade point average as alternate designees.

PROCEDURES FOR SELECTING THE ACADEMIC EXCELLENCE SCHOLARSHIP DESIGNEE, AND OTHER ACADEMIC AWARDS AND HONORS IN THE EVENT OF A TIE

If two or more seniors tie for the highest grade point average, a high school committee shall select the scholarship designee and certify, in descending rank order, those remaining seniors with the same grade point average as alternate designees. The committee shall consist of Principal, Counselor, and three (3) core instructional teachers. The committee shall determine the scholarship designee and alternate(s) in rank order. The committee shall apply the following criteria in noted order:

1. The student is a U.S. Citizen or alien lawfully admitted for permanent residence and a Wisconsin resident. Students must have registered with Selective Service (if applicable)
2. The student plans to attend an eligible Wisconsin college, technical college or university. (this applies to the WI Academic Excellence Scholarship only)
3. The student with the higher (highest) score on the American College Test (ACT), by the end of the seventh semester, shall be the district's scholarship designee. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the seventh semester, will be the designee.
4. If a tie still exists, the student who has earned the greater (greatest) number of credits shall be the district's scholarship designee. A student's total credits shall be based on all approved courses taken for high school credit. For students transferring to the district, the credit total shall be determined by the guidance counselor's review of their transcript from the previous school or educational program at the time of transfer.
5. If a tie still exists, the student with the better (best) attendance record over the first seven semesters of their high school career, will be the designee. (Medically documented absences, documented college visits, and absences due to administratively approved extenuating circumstances will not count against a student)
6. If a tie continues to exist, it shall be broken by a chance drawing of names by the Board of Education with the first name drawn being named the scholar and the remaining names drawn to prioritize the alternates. As per Chapter HEA 9.03 (6) Wisconsin Academic Excellence Scholarship. No scholarships shall be re-allocated after the Feb. 15 deadline. The school's nominees and alternates are final.

FACULTY PROCEDURES FOR SELECTING TECHNICAL EXCELLENCE SCHOLARSHIP DESIGNEE

A high school committee shall select the scholarship designee and certify, in rank order, those remaining seniors as alternate designees. The committee shall consist of Principal, Counselor, and (3) instructional teachers. The committee shall apply the following criteria in noted order:

1. The student is a U.S. Citizen or alien lawfully admitted for permanent residence and Wisconsin resident. Students must have registered with Selective Service (if applicable.
2. The student plans to attend an eligible Wisconsin Technical College within the Wisconsin Technical College System pursuing a technical career.
3. The student who has earned the greater (greatest) number of approved Career and Technical Education (CTE) credits shall be the scholarship designee. A student's total credits shall be based on

Commented [1]: Recommendation: add in this phrase to indicate that other ties may be broken with this procedure.
Rationale: Occasionally there are awards and honors (in addition to the academic excellence scholarship) where a tie breaker is needed; and this language aims to clarify that.

Commented [2]: Recommendation: Replace the "SAT" test results with an attendance component in the tie-breaker for academic excellence award(s)
Rationale: Students rarely take the SAT exam, so it is unlikely that we could use this for a comparison if #4 is needed..... and it is never a bad idea to promote/encourage better attendance habits

all approved courses taken for high school credit in which the student earns a semester grade of 2.0 or greater.

4. For students transferring to the district, the credit total shall be determined by the guidance counselor's review of their transcript from the previous school or educational program at the time of transfer.
5. Credit hours, in approved courses, in progress at the time of nomination shall be counted toward the number of credits the student has earned provided the student has a course grade of "C" or better at the time of the first progress report (February) of the second semester.
6. Grade Point Average (GPA) in approved CTE courses.
7. If a tie continues to exist, it shall be broken by a chance drawing of names in the presence of the superintendent, principal and Director of Guidance with the first name drawn being the TES and the remaining name drawn to prioritize the alternates.

Valedictorian and Salutatorian Awards

Calculations of grade point average(s) for valedictorian(s) and salutatorian(s) will be conducted by high school officials under supervision of the building administration. Weighted class rank is not a factor in the grade-point average calculation. Grade-point average for valedictorian(s) and salutatorian(s) recognition are calculated on grade point average and not on weighted grades and/or weighted class rank. Students graduating in (7) semesters or less are included as eligible candidates for the valedictorian and salutatorian awards. Calculation of grade point will follow the process timeline as outlined in policy. Students attending Three Lakes High School through a foreign exchange program for a period of less than three (3) semesters are not eligible for these awards. Students attending Three Lakes High School for less than three semesters after transferring from a DPI approved homeschooling program are not eligible for these awards. Valedictorian(s) and salutatorian(s) will be recognized at the graduation ceremony. No recognitions shall be re-allocated after the Feb. 15 deadline. The schools' nominees and alternates are final.

ATTENDANCE

Regular attendance is a responsibility that should be shared by the student, parents, and the school. In order to receive credit for course work, students must meet state and local attendance requirements. It is the student's responsibility to be in class regularly. Failure to do so may result in a lower grade or loss of credit. A continuous effort will be made by teachers, counselors, and the administration to keep parents informed of absences. Wisconsin law defines truancy as any absence of part or all of one or more days from school without an acceptable excuse. This includes skipping a class or classes even if the student does not leave the building. Notices are sent home as preliminary steps to resolve truancy problems. Notice may include a Simple Truancy Citation of $50 according to Oneida County Ordinance 10.16. Truancy referrals may also be made to the Oneida County Courthouse in situations where truancy is habitual .

Commented [3]: Recommendation: add clarification designating simple citations and habitual referrals Rationale: additional language clarifies that there is a difference between a truancy citation and a truancy court referral

Absences and Excuses

When a student is absent from school for all or part of the school day for any parent-excused reason(s) it is the parent/guardian's responsibility to notify* the school to excuse the absence. Students are allowed up to five (5)-all or part- days of non-medical parent excused absences per semester; not to exceed ten (10) per school year. Any absences exceeding the allowable limit will be coded as unexcused in the attendance record.

*Emails, written notes, or phone calls to the attendance line (715- 546- XXXX) are all acceptable means of notification

When a student is absent from school for all or part of the school day for any parent-excused reason(s) it is the parent/guardian's responsibility to notify* the school to excuse the absence. Students are allowed up to fifteen (15)-all or part- days of non-medical parent excused absences per school year. Any absences exceeding the allowable limit will be coded as unexcused in the attendance record.

*Emails, written notes, or phone calls to the attendance line (715- 546- XXXX) are all acceptable means of notification

When a student is absent from school for all or part of the school day for medical reasons (doctor, dentist, ortho, etc appt or visit), it is the parent/guardian's responsibility to notify the school (in advance when possible/practical) of the absence. When the student returns to school from a medical absence they are required to bring medical documentation (a simple note on the provider's letterhead, for example) from the provider so that the absence can be coded as Medical. If medical documentation is provided, the absence(s) do not count against a student's excused absence total.

When a student is attending a college visit or will miss two or more consecutive days of school due to pre-planned absences (family trips, vacations, etc.), an anticipated absence form is required. This form can be picked up in the office, completed by the student and parent(s) and submitted at least one (1) week prior to the anticipated absence(s).

Teachers will report absences every class period.

Any teacher having a student report for class tardy after having been marked absent shall make the appropriate changes on their attendance. Necessary investigation will be made to determine the legitimacy of absences. Students missing more than ten (10) minutes of a class period will be considered absent.

Each student who has been absent shall have a parent/guardian contact* the office with the reason for the absence or shall return to school and present a written (or emailed) excuse to the office from their parent or guardian, stating the date and reason for the absence. Students must present the written (or emailed) excuse upon return to school or the absence will be considered unexcused.

Commented [4]: Based off of discussion at the July Board meeting, the pink highlighted text is option "A "for the parent excused absence limit update

Commented [5]: Based off of discussion at the July Board meeting, the blue highlighted text is option "B" for the parent excused absence limit update

Commented [6]: Recommendation: add this language to communicate the number of absences allowed per each student and to provide information as to how the absences are excused. We also want to delineate a difference between anticipated absences (family trips, vacas, etc.) and day to day absences (ranging from an hour to a day)

Commented [7]: Recommendation: ...10 min of a class period without a valid excuse....
Rationale: This update will allow for attendance interventions to be applied when students are habitually/substantially late to class. Under the existing language, a student arriving at class 24 min late would receive "tardy" on their attendance record.

*For the purpose of excusing absences or granting permission for student(s) to leave school- phone calls to the school attendance line, emails, and written notes are all acceptable forms of contact. Text messages are not an acceptable form of contact for the purpose of excusing an absence from school.

Commented [8]: Recommendation: clarify/specify the types of communication parents can use to check their students out of school and excuse an absence.
Rationale: This update will reduce the possibility of false or impersonated text messages being utilized to check out of school.

The following reasons will be accepted for excused absences as allowed by state law and school district policy:

1. Observance of a religious holiday.
2. A showing that the child is not in the proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian of the child to obtain a written statement from a physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner living and residing in this state as proof of the physical and mental condition of the child. Such excuse shall be in writing and shall state the period of time for which it is valid, not to exceed thirty (30) days.
3. Non-emergency medical appointments.
4. A death in the immediate family.
5. An illness in the immediate family that requires the attendance of the student only during the period of time in which such attendance is required.
6. A court appearance or other legal procedure that requires the attendance of the student.
7. A quarantine as imposed by the public health officer.
8. Transportation delays are beyond the control of the student.
9. Inclement weather in situations when schools are not closed.
10. Other emergencies which prevent attendance which are generally defined as an act of God or other circumstances beyond the control of the student which prevents school attendance, at the discretion of the building principal. Students are excused to go on vacations with parents provided that discretion is used on the length of time the student is withdrawn from school, so as not to impede their progress. Families that find it necessary to withdraw their children from school for vacation that will last for more than two (2) days must obtain an anticipated absence request form from the office three (3) days prior to the event.
11. Other good causes, such as attendance at special events of educational value, as determined by administration. Students are encouraged to present notes to the office on absences that can be anticipated, and to contact their teachers regarding make-up work in advance whenever possible.

Students must check in at the office before leaving school and upon returning from an absence. Students absent with parental consent, but whose absence does not fall under the excuses listed above will be considered unexcused. Parents or guardians have the right to petition the administration to recognize excused absences not covered in this policy. All such requests must be made in writing and submitted to the principal in advance. Requests will only be granted if it can be established by administration that exceptional or extenuating circumstances exist.

Commented [9]: Recommendation: eliminate wording that refers to an "attendance committee"- and clarify the involvement of HS administration in this procedure
Rationale: there has not been an attendance committee involved in any way with attendance questions in the past five years, and none have been mentioned or referred to in discussions of past practices/procedures.
Therefore the handbook language is being suggested for an update to reflect current practices.

Make-up Work

Teachers are required to permit students to make up major exams for unexcused absences. Students with an absence due to a suspension shall be allowed the opportunity to take tests, quizzes and complete course work missed during the suspension period. These tests and quizzes are to be made up by the end of the day

in which they return to school. Teachers need not allow extra days for makeup work due to suspensions or unexcused absences. Students who have unexcused absences the day prior to an exam or quiz will be expected to take their exam/quiz at the regularly scheduled time. All students with excused absences will be given the opportunity to make up work missed accordance with the following guidelines:

1. It is the student's responsibility to contact the teachers to make arrangements for making up work missed due to an absence from school.
2. Students will be granted the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during the absence. In no event will a student be granted more than seven calendar days to make up work assigned during any one absence. Certain exceptions may be made for extended illness.
3. Examinations missed during an excused absence will be permitted to be taken at any time within the make-up time upon agreement with the teacher.
4. If students miss three or more consecutive school days due to vacations, or other prolonged anticipated absences we require students to use our Anticipated Absence Form. This ensures that there will be no unpleasant surprises with students' activities. academic grades and safeguards our students eligible for their extra-curricular.

Parents Responsibility

When a student is absent, the parents or guardians must provide an email or written note explaining the reason for the absence at the time the student returns to school, unless the school was notified (via phone, email or written note) by the parent in advance of the absence. In either case, the student must report to the office upon returning to school. Verification of the student's absence must include the dates of absence and the reason for the absence.

Commented [10]: Recommendation- add in emails as an option for providing parental notification of an excused absence
Rationale- updating language consistent with current practice; and reinforce the acceptable methods for contacting the office in regards to parent excused student absences

Student Responsibility

Students are required to attend all their scheduled classes and study halls unless they have an excuse from the building principal or the principal's agent. In the event of an absence, the student has the responsibility to contact their teachers to make arrangements for making up work missed during the absence.

School Responsibility

All children between the ages of six (6) and eighteen (18) years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session, until the end of the semester in which the child becomes eighteen years of age. (WI Stat. Section 118.15). Truancy shall be defined as any absence of part or all of one or more days from school without an acceptable excuse. The school building administration shall enforce school district attendance policies via the following means: Not later than the end of the second day after receiving a report of unexcused absence, contact the parent or guardian by personal service, mail, or telephone call, of which a written record is kept. Such a person shall be notified that the child is to return to school no later than the next day or a legal excuse is necessary. In the event of further truancy, meet or attempt to meet with the child's parents or guardian to discuss the truancy. The student may also be issued a Simple Truancy Citation ($50.00) as a preliminary measure to alleviate further truancy. Provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy; or have curriculum modifications considered as provided by law. Evaluate the child to determine whether

learning problems may be the cause of the child's truancy; and if so, placement of the child in the appropriate district program to overcome learning problems. Conduct the evaluation to determine whether social problems may be the cause of the child's truancy, and if so, have the appropriate action taken or make the appropriate referrals to overcome said problems. When a child has been absent fifteen (15) days inclusive as to days defined in WI Stat. Section 118.15 (3), for whatever reason, the child will be subjected to stricter guidelines.

Commented [11]: This phrase may need to change pending Board action in August

Tardiness

The bell tone will determine tardiness. Students not inside their classroom by the end of the bell tone will be considered tardy. Students arriving late to school are required to report to the school office, sign in, and receive a tardy slip. Students are to be marked tardy by their classroom teachers. Excessive tardiness will result in disciplinary action. If a teacher is responsible for the tardiness, they should provide the student with a note in their passbook indicating the tardiness as excused.

*Tardy designation applies to the first 10 minutes of any class period. If a student misses more than 10 min of any class period it is designated as an absence in their attendance record.

Commented [12]: Recommendation is to add this phrase in to communicate the point at which a "tardy" becomes an "absence".
Rationale: If a student chooses to "skip" class; and/or arrive to class substantially late; we want to record it as an unexcused absence- which allows us to engage attendance improvement interventions if needed. The ten minute mark is suggested as it is/was the time frame suggested by the consensus of the Oneida and Vilas County truancy task force.

Individual teachers will keep track of unexcused tardies for students. When a student receives a total of three (3) unexcused tardies in any given grading term, the teacher will submit a referral in Infinite Campus. Students who are referred for habitual tardiness to class will be subject to consequences such as lunch detention(s) and/or revocation of personal electronic device privileges.

Commented [13]: Recommendation is to add in clarification of what the consequence(s) will be for a tardy referral.
Rationale: The intent of including "revocation of personal electronic device privileges" is to reduce/eliminate the cell phone in the locker as a contributing factor to tardiness for students who spend too much time checking phones during passing time(s).

BOARD OF EDUCATION

The Board of Education meets on the third Wednesday of every month at 6:00 in the evening. The meetings are held in the Administrative Board Room. Any changes in board meeting place, date or time will be published.

BUILDING HOURS

Morning supervision begins at 8 a.m. and ends at 3:45 p.m. Any student or group of students remaining in the building after 3:45 p.m. must be supervised by a staff member. Parents who find it necessary to leave their students at the building prior to 8 a.m. must have their students remain in the commons/cafeteria area until 8 am.

- 7-12 office hours are 7 a.m. – 3:30 p.m. Classes begin at 8:10 a.m.
- Summer hours are 7 a.m. – 3 p.m.

BUS CHAPERONING

1. The chaperone and bus driver are in charge of the trip. Chaperones should consult the driver concerning expectancies while on the bus.
2. The chaperone's word is law; students are representatives of the School and are expected to obey instructions of chaperones without question.
3. The bus rules, as well as all school rules, apply to bus trips. Any students violating these rules will be reported for disciplinary action and/or the remainder of their trip may be suspended. In the

most serious cases, a student's parent/guardian may be contacted to come and pick them up immediately.

4. Attendance should be checked carefully before departure and return.
5. The chaperone should be seated in a central location on the bus.

BUS RULES

The driver shall be responsible for safety, health, and discipline on their bus. All drivers shall use discipline referral forms to report any misconduct to the building principal or the administrator. They 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, parent, and administrator. Continued misconduct, or misconduct that seriously jeopardizes the safety of 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 en route, unless the child is being turned over to law enforcement officers or a school administrator.

Bus drivers will be enforcing the following rules:

1. 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.
2. 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.
3. When you must cross in front of the bus, be sure to stay a safe distance away from the bus so that you are in the driver's visibility range.
4. 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.
5. The rear doors are not to be used except in an emergency.
6. There will be no tobacco products on the bus. 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.
7. When exiting a bus, remain seated until the bus comes to a complete stop.
8. The bus driver shall not require, or allow any passenger to stand while the vehicle is in motion.
9. Students are to remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
10. The bus driver is responsible for controlling the bus riders. Students must obey bus driver assistants, or chaperones, promptly and cheerfully.
11. Bus drivers are encouraged to assign students to their seats, filling the bus from front to rear.
12. 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.
13. 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.
14. Students shall follow all of the behavioral rules in the student handbook while on the bus.

15. 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.

CAFETERIA BEHAVIOR

The cafeteria, besides a lunchroom, is a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior that will keep the lunchroom pleasant and relaxed are:

1. Observe good dining room standards at the table.
2. Leave the table and surrounding area clean and orderly.
3. Put trash in the proper containers.
4. Do not leave the cafeteria while eating or carrying food. Both cold and hot lunches are to be eaten in the cafeteria.

If inappropriate lunch room behavior is observed students will be subject to consequences such as: cafeteria cleaning duties, lunch detentions, in-school suspensions, and loss of phone privileges.

CLOSED CAMPUS

No student is to leave the school grounds for any reason during school hours, without first reporting to the office and securing a written permission slip or email to school staff. An outside permission covers only the part of the day for which it is issued and the destination indicated on the slip. Absence beyond that part of the day must be reported to the parents and excused in the regular way. Students are to sign in and out in the front office and use only the main entrance. Seniors may be allowed to leave campus for lunch as per the approved senior open campus on Wednesdays with documented parent permission form submitted to school staff.

CO-CURRICULAR ACTIVITIES

Co-curricular activities include all athletics and other school opportunities that involve public performances (e.g.. Drama, Forensics, Solo/Ensemble, etc.). Other special opportunities include, but are not limited to: Student Council, Class Officer, National Honor Society, Prom Court, Homecoming Court, Hugh O'Brian Youth Leadership Conference, Badger Boys State, Badger Girls State, or others as may be created or approved by the Board of Education. Students selected for participation in these activities are to represent your school with high expectations of conduct as found in the Student Activity Handbook. Violations may result in loss of opportunity to participate or to be nominated. These policies are the responsibility of those respective departments and will be administered and enforced by them. Copies of these policies will be in the respective co-curricular handbook.

COMPLAINT PROCEDURE

The Board of Education has outlined the following steps to be taken in reference to a complaint regarding the District's Nondiscrimination Policy:

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, sub ch. V, Wis. Stats. Complaints under 20 USCs. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination 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 the Board has not provided written acknowledgment within 90 days of receipt of written complaints. Appeals should be addressed to: State Superintendent of Public Instruction, 125 South Webster, P. O. Box 7841, Madison, WI 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the: Office of Civil Rights, U.S. Dept. of Education, 300 South Wacher Drive, 8th Floor, Chicago, IL 60606

CLASSROOM CODE OF CONDUCT

The Three Lakes School District is committed to maintaining an educational atmosphere of excellence. The education staff, including teachers and administrators, must use their training, experience, and authority to create safe schools and classes where effective learning is possible. In the classroom 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. 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 Classroom Code of Conduct applies to all students in grades PreK-12.

Student Removal from Class

Removal of a student from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. A student may be removed from class for, but not limited to, the following reasons: dangerous, disruptive, damaging, or unruly behavior, behavior that violates expectations set forth in board of education policies and student handbooks, behavior that interferes with the ability of the teacher to teach effectively, or interferes with the ability of others to learn, and behavior which is inconsistent with class decorum. When a student is removed from class, the teacher shall send the student to the school principal, or their designee, and notify the school principal, or their designee, immediately of the reason for the removal. In addition, the teacher shall provide the building principal, or their designee, within 24 hours after the student's removal from the class, a written explanation for the reasons for the removal.

A. Behavior that violates the district's policy on suspension and expulsion. Policies regarding suspension and expulsion are set forth in the Board of Education policies and student handbooks. Decisions regarding suspension are made by the building principal. Recommendations for expulsion are made by the district administration. A teacher's decision to remove a student from class for behavior which violates the District's policies regarding suspension may but does not necessarily mean that the student will also be suspended or expelled.

B. Behavior that violates behavioral rules and expectations in the student handbook. The student handbook contains behavior expectations for students in their respective schools. These rules and expectations are explained and discussed with students at the beginning of each school year. This discussion shall now also include an explanation of our classroom code of conduct.

C. Behavior which is disruptive, dangerous, or unruly. Notwithstanding any inconsistent or contrary provision in the districts policies regarding suspension and expulsion, or in the student handbook, for the purposes of this code the following behavior by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly so as to warrant removal from class:

1. Inappropriate physical contact
2. Inappropriate verbal conduct
3. Behavior which may constitute sexual or other harassment
4. Repeated or extreme inappropriate verbal conduct likely to interrupt the educational environment
5. Throwing any object, particularly one likely to cause harm or damage
6. Inciting other students to act inappropriately or disobey the teacher, or school or class rules
7. Destroying the property of the school or another student
8. Loud, obnoxious or outrageous behavior

D. Behavior, which interferes with the ability of the teacher to teach effectively. Students are required to cooperate with their teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. Noncompliance may, in turn, distract others by either setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- Open defiance of the teacher, manifest in words, gestures or other overt behavior.
- Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
- Other behavior likely or intended to sabotage or undermine the instruction.

E. Behavior, which is inconsistent with the class decorum and the ability of others to learn. There may be grounds for removal for behavior, which though not necessarily violating the provisions of (A) through (D), is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activity.

CLASSROOM PLACEMENT PROCEDURES

This Code of Conduct distinguishes between two, essentially separate kinds of removal from class: short term, or temporary, removal, and long term removal. The building principal, or their designee, shall decide whether a student who has been removed from a class for violating the Classroom Code of Conduct is to be placed in either a long term or short term placement. When making placement decisions, the building principal, or their designee, shall consider the following factors: the interests of the other students in the class and the teacher, the reason(s) the student was removed from class, the type of placement options available to students in the district, the estimated length and time of class previously attended, and the relationship of the placement to any disciplinary action. The principal, or their designee, may consult with other appropriate school personnel, as he/she deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal, or their designee, to be in the best interest of the student involved or when required by law.

All placement decisions shall be made consistent with established Board of Education policies and in accordance with the state/federal laws and regulations. In ordinary circumstances and in practical terms, the teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building principal may exercise his or her discretion and return the student to class as provided for in WI Act 335, Section 1(3)(4): The school principal or his or her designee shall place the pupil in the class from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class and the teacher, the school principal or his her designee determines that readmission to the class is the best or only alternative.

A. Short Term Placement Procedures

In the majority of cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which he/she was removed. The building principal, or their designee, shall inform the student of the reason(s) for removal from class, and shall allow the student an opportunity to present his/her version of the situation. The building principal or their designee, shall then, after weighing the interest of the removed student, the other students in the class, and the teacher, determine if readmission to the class is the best or only alternative. In the event it is not deemed appropriate to return the student to regular class, the building principal or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

B. LONG TERM PLACEMENT PROCEDURES

A student warrants long term removal from class when his/her actions have been severe and serious and/or have been repeated violations of the Classroom Code of Conduct. Students who are removed long term from class will be placed in an alternative educational setting. This setting may include, but is not limited to, the following:

1. Another instructional setting
2. Another class or another appropriate place in the school
3. An alternative education program approved by the Board of Education. State law defines an alternative education program as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs, or

offered in place of regularly scheduled curricular programs. In any long term placement provided, the student must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such programs need not be in the precise academic subject of the student's former class. Long term removal is an administrative decision not subject to a formal right of appeal. However, the parent/guardian of the student, and or/the student, shall have the right to meet with the principal, or their designee. When possible, such a meeting shall take place within three (3) school days of request. At the meeting, the principal, or their designee, shall inform the parent/guardian and/or student, as fully as possible, regarding the basis for the removal, the alternatives considered, and the basis for the decision. Nothing in the Code shall prevent the building principal, or their designee, from implementing a removal to another class, placement or setting, prior to any meeting, over the objection of the parent/guardians or student.

C. PARENT/GUARDIAN NOTIFICATION PROCEDURE

As soon as practical, but in any event within 24 hours of the removal, the teacher will initiate primary contact with the parent/guardian in regard to the incident which caused the student to be removed from their class. A written log or record of all attempts to contact the parent/guardian shall be kept. If the teacher keeps this record, it shall be provided to the building principal, or their designee, within twenty-four (24) hours of the student's removal from class. A student with a disability may be removed from the classroom in a manner consistent with a student without a disability; however, it is important to understand that a student's IEP must be taken into consideration when circumstances are designated within the IEP. Removal of a child with a disability from a class and/or a possible change in educational placement shall be made consistent with school district policy, school and books, and state and Federal laws and regulations concerning IDEA.

If the student who is removed from a class is also subject to disciplinary action (i.e. detention, suspension, etc.) for the particular classroom conduct, the student's parent/guardian shall also be notified of the disciplinary action by the building principal or designee.

CONDUCT AND DISCIPLINARY REFERRALS

CLASSROOM CONDUCT

Students should remember that teachers are here to help you learn and develop skills that will be useful to you all your life. Be respectful, cooperative, and willing to take part in class activities. Have respect for the rights of other students. It is important for each student to:

1. Spend class time seriously and have all necessary materials with you when you go to class. These include sharpened pencils, paper, books, pens, and any other assigned materials.
2. Be in your classroom and be quiet before the tardy bell rings.
3. Be honest in all your work.
4. Respect your classmates. Excessive displays of affection will not be tolerated. Physical touching, aside from holding hands, is disrespectful not only to your girlfriend or boyfriend, but to others who observe this conduct. Such disrespect for others will result in disciplinary action being taken.
5. Use quiet areas, including the Library/IMC, in the way they are intended to be used, QUIETLY.
6. Observe etiquette in the student cafeteria. This includes eating while seated, talking in a normal voice, and keeping your area clean.

7. Hazing of any type is prohibited. Violation of this school board order may result in expulsion from school.
8. Take good care of school equipment and property.
9. Know that use of tobacco products, or use or possession of alcohol, controlled substances, or drug paraphernalia is strictly prohibited.
10. Follow the rules of each teacher's class. Remember that it is always bad manners to talk, laugh, and sharpen pencils, etc. when the teacher or anyone else is talking.
11. Secure assignments and make-up work immediately following an absence. Ask the teachers for make-up work -don't wait for the teacher to remind you.
12. Remember the teacher is in charge of the class. They have authority that must be respected. The teacher's directions are to be followed.
13. Follow all safety rules and regulations.
14. Show respect by standing for the Pledge of Allegiance and National Anthem.

HALL CONDUCT

While classes are in session, students are not to be in halls without a Pass, they must walk at all times. Do not run in the halls. Remember good manners and consideration for others will ease traffic in crowded corridors.

AUDITORIUM CONDUCT

No food or drink is allowed in the auditorium.

1. Enter the auditorium quietly, orderly, and sit in your designated area or with your
1. class as directed by the teacher or principal.
2. Students are not to climb over seats or sit with feet on the other seats.
3. Show respect for guests, performers and students.
4. Show respect by standing for the Pledge of Allegiance and National Anthem.
5. Show respect by remaining quiet during performances. No one is to leave during an assembly except for an emergency. Students not complying with these rules may be asked to move or leave. This may result in prohibiting subsequent assembly attendance and may result in a disciplinary referral.

General Student Conduct

Generally speaking, students are expected to be responsible, young adults. Conduct that causes harm to others, damages student property or disrupts the orderly operation of school is not tolerated. Violations will be subject to school disciplinary action and/or referral to law enforcement. Examples of behaviors that are prohibited include, but are not limited to those below:

1. The use of smoking or chewing tobacco in the building or anywhere on school grounds. The possession of tobacco products by minors is prohibited.
2. The use of or the bringing of alcoholic beverages or any other illicit drugs on the campus. Previous use of alcoholic or other illicit drugs and arriving on the campus or attending a school event under the influence is prohibited.
3. Fighting. It is disruptive to the school and dangerous for the participants.
4. The use of inappropriate or offensive language or profanity, or obscene gestures.

5. Vandalism. The destruction of public or private property.
6. Creating false emergencies. Any individual who pulls a fire alarm or makes a threat which disrupts the school programs and/or endangers the health and welfare of all individuals in the building
7. The refusal to follow a reasonable directive of a teacher, administrator or a staff member will be considered insubordination.
8. The directives of a teacher, administration, or staff member shall be presumed reasonable, and; therefore, the students will be responsible for their actions.
    - **A.** Students who believe that staff members or other students have made an unreasonable request may see an administrator to discuss the issue or file a complaint.
    - **B.** Illegal Acts. The commission of acts that would be considered felonies or misdemeanors in the courts. A couple of examples would be stealing, extortion, and possession of firecrackers.
    - **C.** General harassment of certified and non-certified personnel or other students is prohibited. This includes secretaries and custodial personnel who do jobs essential to the operation of the school. They must be allowed to carry out their functions without interference.
    - **D.** The violation of closed campus policies established by the School Board.
    - **E.** Missiles. Throwing snowballs or other items.
    - **F.** Capturing the image of a person and/or using/sharing it without permission.
    - **G.** Other acts which disregard school rules and endanger the health, safety and property of others.

GENERAL DISCIPLINARY MEASURES

School personnel who assist with school disciplinary situations will take appropriate actions, including, but not limited to, the following:

1. Conferencing with the student and/or parent.
2. Notifying the parent/guardian.
3. Assigning detention time
4. Assigning duties (minor duties related to the misconduct).
5. Restitution.
6. In-School Suspension.
7. Out of School Suspension.
8. Referral to Law Enforcement (which may result in issuing of a citation)
9. Pre-Expulsion Agreement.
10. Expulsion.

CONTROLLED SUBSTANCES

Students using, preparing, selling, giving away, dispensing, or possessing a controlled substance, under the influence of a controlled substance, or drug paraphernalia (as defined by Section 961.49 of the Wisconsin Statutes) on school property and other areas under school jurisdiction, will be immediately suspended from school, referred to the local or county law enforcement officials, and referred to the School Board for expulsion. **Areas under school jurisdiction include:** All school property; inside of buildings, on school grounds including athletic fields and parking lots (road between high school and parking lot included), on school buses, and at all school functions on or off the school campus in which a group or individual is involved as a participant or spectator. Evidence of the use, preparing, selling, giving away, dispensing, or possessing a controlled substance, or being under the influence of a controlled substance is sufficient reason to be denied permission to attend classes or school sponsored events, and will result in detention pending notification of parents and the authorities. In addition to penalties, we strongly believe in honestly admitting if a student has a problem in this area. To meet our responsibility, we have established a Drug and Alcohol program. Ask your teacher if you want to know more. Possession and/or use of controlled substances without a prescription is prohibited.

CREDIT FOR CLASSES

Students must earn credit in grades 9-12 (PI 18.03, Admin. Code) to be granted a high school diploma. The Three Lakes School District will allow the accumulation of high school credits prior to the entry of ninth grade, a student however must still take 4 credits English, 3 credits Social Studies, 3 credits Science, 3 credits Mathematics, and 1.5 credits (3 classes) Physical Education in grades 9-12 to meet the State requirements. (Course credit will count as elective credit for graduation purposes only not in lieu of mandated requirements). See page 31 for District requirements.

DEFINITIONS & PROCEDURES OF DISCIPLINARY ACTION

Intervention is any procedure to encourage early involvement of parents/ guardians and school staff for detecting behavioral problems in the early stages and attempts to improve that behavior. School staff (including teachers, counselors, psychologist, aides, principal and administrator) will deal with all inappropriate behavior in its earliest stages, whenever possible. The early detection, through close observation and immediate and fair consequences, are effective deterrents in dealing with inappropriate behavior. School staff will use methods to encourage early parent/guardian involvement that may include the following progression:

1. Communication (phone or email) with parents/guardians, from the teacher or educational support staff.
2. Communication (phone or email) with parents/guardians, from the principal or administration.
3. Arranging parent/guardian meetings with teacher(s), and other necessary school staff between the hours of 8:00 a.m. and 3:45 p.m.
4. Reasons for digital communication which may include:
    i. Behavior referral notices via the school's student information system
    ii. Notification of discipline incident resolution (detention, suspension, other consequences as determined, pre-expulsion, or expulsion) via the school's student information system

DETENTION

Detention will consist of supervised time spent during lunch period with a teacher or school staff member. Detentions will be assigned by administrators. Individual teachers will distribute class rules at the beginning of the year. They shall include reasons for receiving detentions.

Parents will be notified as soon as practical when the detention will take place. The teacher or administrator assigning the detention will contact the parent personally.

IN-SCHOOL SUSPENSION

In-school suspension is the removal of a student from class to be placed in a supervised suspension room on the school premises. Parents will be notified. A suspension whether in-school or out-of-school, ½ day or all day carries with it NO extra-curricular activities for that time frame. No practices, games, field trips, school club meetings, outings or attendance at co-curricular events.

Suspension

Suspension is a short-term exclusion of the student from school during which the school is relieved of custody of the student. Procedures for suspension are governed by Wis. Stat. Section 120.13. Any student about to be suspended shall be allowed an opportunity to explain their side of the story before a suspension is invoked. The principal and/or administrator will require a parent/guardian conference, preferably with a student present, before the student returns to school. This policy is applicable to all students including handicap students; however, in the case of a handicapped student, the procedural requirements of PL 94-142 and Chapter 115, WI Stat., shall be followed.

Expulsion

Expulsion is an action taken by a school board to prohibit an enrolled pupil from further attendance. Procedures for expulsion are governed by WI Stat., Section 120.13.

This policy is applicable to all students including handicap students; however, in the case of a handicap student, the procedural requirements of PL 94-142 and Chapter 115, Wis. Stat. shall be followed. When considering the expulsion of any non-handicapped student, if there is any reason to believe the student has a handicapping condition that may have affected their behavior, before any further action is taken, the student will be referred for evaluation.

School Support Staff

1. Guidance Counselor
2. School Psychologist
3. Special Education Staff

DRESS AND APPEARANCE

Experience has demonstrated that pride and concern with one's own appearance fosters a positive educational climate. Therefore, to maintain a proper student and teacher relationship and an atmosphere conducive to learning, students are asked to exercise good judgment regarding manner of dress and grooming. We will not allow any student to dress in a manner that is unsafe, unhealthy, or disruptive to the

educational environment. Students are to dress in a manner that maintains good decorum and a favorable academic atmosphere. Therefore,

1. Shoes must be worn at all times.
2. Clothes must be clean.
3. Hats, jackets or winter coats may not be worn unless heating is not working. This is to be determined by the classroom teacher or administrator.
4. Students and parents are to be aware of clothing that is inappropriate or disrupts the learning process and educational program. This includes but is not limited to:
    - **A.** Revealing clothing or tape covering otherwise inappropriate words or pictures.
    - **B.** Clothing that displays symbols or phrases that may disrupt the learning environment, depicts or implies profanity, vulgarity or explicit sexual content or innuendo.
    - **C.** Clothing advertising or depicting alcoholic beverages, drugs, tobacco products, or controlled substances
    - **D.** Shirts exposing undergarment straps, open backs or cleavage.
    - **E.** Students must not expose bare midriff.
    - **F.** Skirts or shorts need to be an appropriate length (mid-thigh).
    - **G.** Shirts with thin or no straps may only be worn with a cover shirt.
    - **H.** Bib overalls and/or suspenders are to be worn appropriately.
    - **I.** Pants must be worn appropriately so undergarments are not exposed.
    - **J.** Hats or other headwear that can be used to hide the face or cause a distraction to the learning environment are not to be worn or carried by students inside the school building from 8:10am-3:12pm. In specific examples (i.e. outdoor physical education classes or welding classes) where headwear is permissible, hats must be stored in the appropriate locker. A violation of the hat rule results in confiscation of the hat, and the student can pick up the hat in the office at the end of the school day after the first offense. If there are further violations, the hat remains in the office until a parent/guardian picks up the hat in the office after school.

Teachers are to make observations within hallways and classrooms for inappropriate dress and will collaborate with colleagues and/or administration to appropriately address dress code violations. Students who choose to be noncompliant with initial staff prompt(s) will be referred to administrative staff for consequences. These referrals will be documented in Infinite Campus and accumulated incidents may result in progressive disciplinary action if the situation becomes a repeated refusal to follow school rules.

Consequences will include:

- **A.** Shorts, skirts, or torn pants that reveal undergarments – students will be sent home to change. Successive incidents will include suspension which is considered an unexcused absence.
- **B.** Shirts with explicit profanity – students will be sent home/suspended.
- **C.** Revealing shirts, shirts depicting alcoholic beverage, controlled substance or tobacco products- students will be given a shirt in the office and the inappropriate clothing will be held until the loaned shirt/pant is returned. Not returning the loaned shirt will result in the student being charged the cost of the shirt.

There has also been some concern with jewelry and earrings. There may be times when for safety purposes, students will be required to remove their jewelry. This will typically be an issue in the physical education classes as determined by the teacher.

Appearance for Senior Graduation

All students who choose to participate in the Three Lakes High School graduation ceremony are required to wear a cap and gown. Neither the cap nor gown shall be decorated with slogans, personal items and/or symbols unless they are approved in advance by administration. The graduation ceremony is a solemn time for students to be recognized for their accomplishments; it is not a venue designed for students to express themselves. Therefore, all students are to wear clothing that meets the Three Lakes High School dress code. The dress code is found in the student handbook under "Dress and Appearance." Students failing to meet this standard will not be allowed to participate in the graduation ceremony.

DUE PROCESS

"Due Process" is a procedure that the courts of law recognize as a necessary part of any rules and regulations. Due process, furthermore, recognizes the rights of the individual, since it outlines their recourse in the event they feel a wrong decision has been made. The due process steps outlined hereafter constitute the procedure for a student and parent or guardian to follow in appealing administrative decisions relating to eligibility or discipline. It should be understood that students and parents/guardians are expected to follow the "Due Process" steps in the event legal action should be initiated at some later date. The due process steps are as follows:

1. After a ruling resulting in suspension or ineligibility has been made, a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within fourteen (14) days from the first day the suspension takes effect.
2. The principal within three (3) days of receipt of such written appeal shall formalize a decision in writing and send a letter by registered mail to the parents, outlining the specific details relating to **(a)** the violation or infraction, **(b)** the date of violation or infraction, **(c)** the period of suspension or ineligibility, and **(d)** any other pertinent information.
3. After an appeal has been received, and the school's formal reply is mailed to the parents, a date for a hearing will be established by the principal.

This date will be no later than seven (7) days after receipt of the written appeal of the student and his/her parents. Present at the hearing, in addition to the principal and district administrator of the school, will be the student and his/her parents.

The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the student and his/her parents.

EMERGENCY SCHOOL CLOSING

Oftentimes the school administration is faced with the decision regarding the closing of our schools because of inclement weather or emergency situations. Opinions differ widely on whether schools should close or remain open. The decision will be made by the school district administrator after consulting weather reports, highway and police officials, principals, bus operators, and other personnel. Parents can

be assured that the safety of children is our prime consideration. The operation of our schools is an expensive matter. We consider daily attendance and operation to be very important.

In cases when schools operate for those who are able to attend, the parents will have to decide if pupils are to attend school or stay home and whether they should or should not ride the bus. We ask parents to make this determination because we do not want them to believe that the school officials are forcing attendance under questionable weather conditions. Experience has shown that if schools are closed too quickly the schools are besieged with calls on stormy days when travel is not hazardous. Schools are required by state laws and regulations to operate a certain number of days each year. Required school days which are lost due to the closing of school for weather conditions, must be made up. It is difficult to make up time adding to the end of the school year as commitments have been made for graduation, vacation plans, and many teachers have summer school schedules to meet. There are times when a determination to close school appears to be faulty. There may be an occasion when weather clears after a decision to close school has been made or it becomes stormier after deciding to operate school. Once a decision is made, it must necessarily be final even though in some cases it proves to be faulty.

We remind parents the final decision on sending children to school during stormy weather is theirs, and we hope they will exercise their responsibility. If schools are closed, you will receive notifications via phone, and/or email, and/or text from the District's messaging system. Local media outlets are also notified of school closings.

Buses may be running behind schedule. We request that parents/ students do not call the school administrator on stormy mornings, (except in the case of urgent calls), as our telephone lines must be free for conferences and for contacting radio and television stations. We will do our best to use sound judgment regarding the safety of our pupils, and we ask for your cooperation and understanding.

EXTENDED INSTRUCTIONAL PROGRAMS

High school level extension and/or correspondence courses may be taken for high school credit if recommended by the principal and/or guidance counselor and approved by the administrator. All correspondence course exams must be proctored at school by making arrangements with the guidance counselor.

If a student/parent chooses to take a course as an alternative to a course taught in the district, the student/parents will pay for the course or comparable cost for such course. Schedule conflicts or special circumstances may be considered as justification for taking an Extended Instruction Course without a fee. In accordance with other district policies, a student has two weeks from course enrollment to withdraw from the course If a student withdraws from the course after the initial two-week period they will receive a F for the course as the semester grade. This would impact co-curricular eligibility. All grades in extended instructional courses will be used in determining co-curricular eligibility.

Guidelines for Online Classes:

1. The student is in danger of not graduating due to credit deficiencies.
2. The student has been referred by a teacher.
3. A student who transfers into the district mid-term or who is credit deficient.
4. A corresponding lab class must be taken at school prior to taking an online class or the transcript will reflect "Non-Lab."

5. A student who has a medical condition (physical health, mental health, etc.) may be considered for on-line courses if documentation is provided supporting the need by an appropriate licensed medical provider.
6. Extenuating circumstance applications may be determined by a team including curricular area teacher, guidance counselor and administrator. If any of the above criteria apply- an application, including rationale for request and completion date (1 semester for each 0.5 credit), must be submitted to the office for consideration/approval.

FIRE DRILLS

Signal - Fire drills are held monthly throughout the year and will be initiated via a PA announcement followed by the fire alarm and strobe.

Correct Procedure - Students must leave the classroom and building as quickly and orderly as possible. Teachers are to see that all doors and windows are closed and be sure that all students are out of the room before they leave. Students are to proceed in a double line from the classroom to the exit stated in the fire exit regulations that are posted in each room. Once outside, students are to move away from the building and out toward the street. There they should remain quiet and observe good behavior.

Re-entry - The all clear signal given via PA announcement will signal students and staff to return to their rooms.

FOOD SERVICE

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. Lunch money may be deposited on a student's account with a credit card in Infinite Campus. When a student's account reaches a negative balance, notification will be given.

GPA/CLASS RANK

Grade points will be added for all classes and this total will be divided by the number of credits taken. (The following example assumes no grade changes per semester.)

English	A: 4.00 x 1.0 = 4.00
History	A: 4.00 x 1.0 = 4.00
Art	A: 4.00 x 1.0 = 4.00
Math	A: 4.00 x 1.0 = 4.00
Science	B: 3.00 x 1.0 = 3.00
Phy. Ed	B: 3.00 x 0.5 = 1.50
Health	B: 3.00 x 0.5 = 1.50
	22.00 22÷6 = 3.67

Cumulative grade point averages of all classes are computed at the end of the second, fourth, sixth, seventh (only for Seniors), and eighth semesters as follows:

Letter Grade	Grade Points/Credit
A	4.000
A	3.667
B+	3.333
B	3.000 Good
B-	2.667
C+	2.333
C	2.000 Fair
C-	1.667
D+	1.333
D	1.000 Poor
D-	0.667
F	0.000 Fail

- Cumulative grade point average is recorded on the student's permanent record card and used to determine class rank.
- Graduation rank in class is based upon seven semesters for Valedictorian(s) and Salutatorian(s), and the top 10 students recognized for academic excellence. (Figured to the 3rd decimal.) Selection process for awards is determined by procedures outlined in district policy.

GRADE REPLACEMENT POLICY

The School District of Three Lakes shall permit all enrolled full-time high school students the opportunity to retake a course that the student has already taken in order to improve their grade. Students shall be required to retake courses that were failed, or their equivalent, when those courses are graduation requirements.

Students retaking a course to improve a grade for a course that they have already taken shall receive the higher of the two grades on their transcript. All students electing to retake a course must complete a Grade Replacement Request Form to have on file in the 7-12 office. These forms are available from the guidance counselor.

GRADING POLICY

Incompletes A student must complete the assigned work as expected by each classroom teacher. Exceptions will be made for excused absences as worked out with the instructor, according to the make-up schedule herein. Work still incomplete at the end of the grading period may result in a mark of incomplete on the report card.

If students fail to submit incomplete work within two weeks of the handing out of report cards, the student's grade will be computed based on the current data in the gradebook and the corresponding grade will be reported to the office by the teacher. Seniors must complete coursework for classes required to graduate by the end of the school day on their last day of classes or earlier if required by the individual

instructor. Failure to complete course work for classes needed to graduate may result in that student not participating in the ceremony.

GRADUATION CREDIT IN LIEU OF PHYSICAL EDUCATION

A student who participated in and finished a high school sponsored sport activity in good standing may complete an additional 1.0 credits beyond graduation requirements in English, Social Studies, Mathematics, Science, or Health Education in lieu of 1 class of the 3 required classes in physical education to fulfill graduation requirements. The student must earn, at minimum, a participation certificate in the high school sponsored sport activity and complete the season without a co-curricular code infraction. The student must also earn 1.0 credit in English, Social Studies, Mathematics, Science, or Health Education beyond graduation requirement.

GRADUATION REQUIREMENTS

The High School curriculum is designed to develop the student in the formal instructional fields as well as in the areas of aesthetic values such as literature, music and art. The curriculum is also designed to provide the student with opportunities to ascertain their own strengths and weaknesses, capacities, and limitations, and expose them to the satisfaction of achieving personal goals. Detailed copies of curriculum offerings are available in the administrator's, principal's and guidance counselor's office. All students must take the equivalent of 6 credits or more for the year. Physical Education and Health, meet every other day. If a student has attended Three Lakes High School for at least two years, has attained nine (9) or more credits, and provides evidence of satisfactory completion of the High School Equivalency Diploma (H.S.E.D.) or the General Education Development Test (G.E.D.), the Board of Education may consider issuance of a High School diploma. This diploma would be issued:

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

The Board of Education may consider certain exceptions: Senior students must meet all obligations to the school district, including financial, to the satisfaction of the administration, before receiving a diploma or taking part in graduation exercises.

Courses	**Credit Requirements**
Child & Parenting	0.5 credits
English	4.0 credit
Health	0.5 credits
Mathematics	3.0 credits
Personal Finance	0.5 credits
Physical Education	1.5 credits (3 classes)
Science	3.0 credit
Social Studies	3.0 credits
Total Required	**16.0 credits**

Commented [14]: Recommendation: Include Personal Finance (.5 credit) in the list of required courses for graduation.
Rationale: Personal Finance; per Board policy- is now a required course.

The number of credits required for graduation is twenty-four and one-half (24.5).

Commented [15]: Updated language to stay consistent with Board policy.

Courses taken in eighth grade that exceed the mandated requirement set by the Department of Public Instruction will count toward District requirements. With the required credits totaling 16, students are to take a minimum of elective credits during their high school years to meet graduation criteria.

Also required are 40 hours Community Service hours.

SCHOOL COUNSELOR

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 them 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.

HARASSMENT/BULLYING

Three Lakes School District supports an educational environment that is free of harassment, bullying or intimidation of any form. It is therefore the policy of the district that neither students nor employees will be allowed to engage in any form of harassment, bullying or intimidation toward any person. Harassment, bullying or intimidation can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following: aggressive or hostile behavior that is intentional that involves an imbalance of power between the bully and the bullied, and is typically repeated over time: physical or verbal assaults; non-verbal or emotional threats or intimidation; social exclusion and isolation; extortion; the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages; teasing, put-downs, name-calling cruel rumors, false accusations, and hazing; victimization that is not necessarily a result of or part of an ongoing conflict; physical or mental abuse; racial insults, ethnic slurs, religious slurs; unwelcome sexual advances or touching sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient, or cause the recipient discomfort, humiliation or interfere with the recipient's academic performance.

It is the responsibility of administrators' staff members, and all students to ensure that these prohibited activities do not occur and are reported to an administrator. Any person who believes that he/she has been the subject of prohibited harassment/bullying shall report the matter to the principal in accordance with established complaint procedures for harassment/ bullying. There shall be no retaliation against persons who file complaints 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 REFERENCE: Section 118.13 and 118..46 Wisconsin Statutes PI9, Wisconsin Administrative Code Title VI of the Civil Rights Act of 1964 Title IX of the Education Amendments of 1972

HONOR ROLL

An F or I excludes the student from the Honor Roll, regardless of the number of points or grade point average.

1. Only full-time students, with a full time course load at the Three Lakes School District will be eligible for the Honor Roll.
2. A full-time High School student is one that is taking a class load of 6 credits or more for the year. A full-time Junior High student is one that is taking a class load equivalent of 5.5 credits or more for the year.
3. Quarter grades from all classes will be figured in the Honor Roll.
4. Dual credit students are excluded from Honor Roll for 1st and 3rd quarter unless they have a full time TLHS schedule .
5. There will be two classifications on the Honor Roll: High Honors, 3.667-4.000; Honors, 3.000-3.666

INSURANCE

The school carries a student accident policy that provides for necessary medical, dental, or hospital expenses resulting directly from accidental bodily injury sustained while:

1. Attending school during the hours and days when school is in session; or,
2. Representing the school in a scheduled activity as a participant or spectator when the group is under the direction, control, and supervision of the school, or other properly designated individual; or,
3. Practicing or competing in any WIAA approved interscholastic sport sponsored by the school. The student accident insurance is a supplemental coverage plan. When a student is injured, or has an accident, the student should report the accident immediately to the supervising teacher and the activities office. This must be reported regardless of whether or not the student feels that the injury will need further attention. Failure to do so may result in a loss of benefits. Upon reporting the injury, a claim form will be delivered to the student's parents for use regarding that injury. In order to determine benefits, parents must first file a claim with their insurance company.

The parent's insurance company is a primary carrier and the insurance through the school is supplemental coverage. Therefore, the school's insurance will only be applied to that portion not covered by the parent's insurance.

LIBRARY (IMC)

The library (IMC) is open daily during regular school hours. Students planning to come to the library (IMC) during a study hall should report to that study hall at the beginning of the period. After roll is taken, the student will be dismissed to the library (IMC). Students who wish to use the library (IMC) during study halls, or other class periods, must present a pass from their teacher for that period. Admittance to the library

(IMC) will be by pass only. Students will not be dismissed from regular scheduled classes for recreational reading. They may use the library (IMC) during class time only when a research assignment and pass are given.

Fines are charged for overdue materials. Therefore, be sure to discuss the due dates with the librarian or the library (IMC) aide. The replacement cost is charged for any material damaged or lost. Students with outstanding fines, or problems with their behavior in the library (IMC), will lose their library privileges until such problems have been rectified.

LOCKERS

The school provides lockers for safe and secure storage of school materials, personally owned items, and sports equipment. Backpacks, purses, equipment bags, and any type of baggage or luggage are not allowed in classrooms or hallways during the school day. These items should be securely stored in lockers (regular lockers, PE lockers, or team room lockers).

The school board retains ownership and possessory control of all student lockers that are furnished to each student upon entering school The district reserves the right to conduct individual locker searches at any time. Locker searches may be conducted by members of the administrative team. You are expected to keep lockers clean and neat.

When you occupy a locker anywhere in the building, it is understood that you assume all responsibility for the contents thereof. The school board will not be liable for any losses that you may incur. Do not tell anyone your combination. Do not share your locker with another student, unless that person has been assigned to your locker. Do not leave your locker unlocked. For lost or damaged locks, the charge is $9 for a replacement lock.

NATIONAL HONOR SOCIETY

In an attempt to create a fair and equitable selection system for the National Honor Society in Three Lakes High School, the following objective selection system will be implemented. This system shall be reviewed each year by the faculty council.

1. Scholarship shall be determined by achieving a 3.5 or better overall grade point average for four semesters concluding at the end of the Sophomore year.
2. Leadership, Service, and Character shall be determined by the faculty using ratings of “does qualify” or “does not qualify”. Teachers will rate those students they feel qualified to evaluate. (Not necessarily all of them.)
3. The “cut-off point” for selection and the number of evaluations required for selection will be determined by a faculty council.
4. No minimum or maximum number of members are required.
5. The following guideline words may be followed when rating students:
   a.) “does qualify”: Outstanding, exceptional, creative, superior, receptive, productive and constructive.
   b.) “does not qualify”: Average, positive, cooperative but passive, weak, negative, and non-productive.

6. Leadership indicates: Leading classroom discussions and organizing projects, leading in promoting school activities, holding school office or positions of responsibility, exemplifying positive qualities and attitudes.
7. Service indicates: A willingness to render service to the school and community when called upon, willingness to do committee or staff work, readiness to assist visitors, teachers and fellow students.
8. Character indicates: Being honest and reliable, cooperating with school regulations, meeting responsibilities promptly, showing concern and respect for others. (Character is not to be judged on minor or isolated incidents. None of us is perfect.)
9. A student will be judged upon their composite rating derived by totaling their individual ratings and dividing by the number of teacher evaluations. The totals are then averaged for leadership, services, and character. Qualifications for potential candidates for the National Honor Society will encompass the student's history at Three Lakes High School. Students should keep in mind that the areas of leadership, service and character apply to their high school years in Three Lakes. Members form a select group of people.
10. Goals should be set early for students wishing to be members. National Honor Society members have the same expectations as found in the Activity Handbook.
11. Violations will result in a disciplinary situation being brought before the Faculty Council as per the national guidelines.

PASSES FROM CLASS

1. Students will not be permitted in the halls during class time without their student agenda with a signed hall passport or a written pass.
2. Students requesting to leave a class to go to another teacher's room must present a written pass from the requesting teacher to their scheduled teacher at the beginning of the class period. The decision to approve the pass or deny the pass will then be made by the teacher of the regularly scheduled class.
3. Students who are listed on the Progress Report List with a failing or near failing mark in a class may not be excused from that class under any circumstances.
4. Students who wish to use the Library (IMC) must have a written pass from a staff person.
5. Students who are in Guided Study Hall may not leave the Study Hall to use the Library (IMC) without a pass from a teacher.
6. Students who are in Guided Study Hall will not be excused from Study Hall to go to another teacher's classroom, unless they have a written request from the teacher of a class in which they are currently deficient

PHOTOGRAPH POLICY

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. Parents should notify the district if they do not want their students' included in photographs displayed online, in print, or the media.

PROGRESS REPORTS

Three (3) and six (6) week progress reports will be available to all students and parents/guardians in Infinite Campus or via printed or digital copy upon request.

PROMOTION/RETENTION

JUNIOR HIGH RETENTION

- If a student fails first semester, but passes second semester with a C- or better, they pass the course for the school year and do not retake first semester.
- If a student fails the first semester, and gets less than a C- second semester, they will retake the entire course the following year. Online Course will not be an option.
- If a student passes first semester, but fails second semester, they retake the second semester of that class the following year. Online courses will not be an option as a first case scenario.
- If a student has to repeat two entire core classes they will repeat that grade.

HIGH SCHOOL RETENTION

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

Class status is determined according to school board policy.

Class	**Credits**
Freshman	0.00-3.00
Sophomore	3.01-9.00
Junior	9.01-15.00
Senior	15.01-or more

REPORT CARDS

Report cards are issued within one week following the close of each quarter. Final report cards are available in Infinite Campus one week after school ends. Report cards will be printed and/or mailed upon request.

SCHEDULE CHANGES

It is expected that all students' schedule changes will have been made prior to the beginning of the school year. In certain, extenuating circumstances, student initiated schedule changes will be made during the first two weeks of the first semester and during the first week of the second semester. The schedule changes must have parental approval. However, students will not be enrolled in classes that are at or over capacity. Exceptions to timelines may be made due to unresolved conflicts, apparent miss- scheduling relative to ability, administrative request, or due to prolonged illness or lengthy disability. When a student drops a course after these time limits, a grade of "F" will be recorded. If no approved course is available, the student will be assigned to a study hall. Dropping courses so that full-time student status is jeopardized may impact participation in co-curricular activities. To prevent a failing grade being placed on a transcript due to dropping a class, students may be able to transfer to online coursework offered through our Alternative Education Coordinator in collaboration with the classroom teacher and school counselor.

SCHOOL MEDICATION POLICY

Pupils requiring medication at school shall be identified by parents to the administration. The administrator, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable pupil from assuming the responsibility themselves, with the approval of parents and physician. After identification of the pupil, the school nurse, or properly appointed representative for the school, shall make a parental contact to identify the type, dosage and purpose of said medication. Written statements shall be required of:

- The parents who shall request and authorize the designated school personnel to give medication and the dosage prescribed by the physician;
- If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication, permission should be obtained from the parents to contact the physician directly; and
- If the student is a minor, while at school, school sponsored activity, or under supervision of a school authority, an asthmatic student may possess and use a metered dose inhaler or dry powder inhaler. The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle or medication to the school authorities. The prescribed medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and the dosage to be given. Taking the medication shall be supervised by the school nurse or other designated personnel at a time confirming with the indicated schedule.

SCHOOL SAFETY

Accidents are undesirable, unplanned occurrences, which can be prevented, and which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, and even death. We must all take every reasonable precaution for the safety of students, employees, visitors, patrons, and all others in the school district. Therefore, in addition to the rules stated in this handbook, we ask that our students follow classroom rules set up by individual teachers and also rules that may be posted in specific areas such as technology education and the science labs. Students having questions or concerns regarding safety should contact the Principal or District Administrator immediately.

SCHOOL SPONSORED ACTIVITIES

School sponsored activities are considered to be a part of the total educational program. Therefore, the following rules, regulations, and policies are to be complied with:

1. All school sponsored student activities must be supervised by members of the teaching staff, or an approved chaperone.
2. Students are not permitted to use the school building outside of regular school hours, unless they are under the direct supervision of a teacher, or an approved chaperone.
3. High school dances shall be chaperoned by at least two (2) faculty members.
4. Closing times for dances shall be: Regular dances-11 p.m.; Prom -12 p.m.; Junior High dances-10 p.m. High school dances, with the exception of Prom and Homecoming, are intended for students enrolled in our high school. (Alumni may attend the Prom and Homecoming dances).

5. Three Lakes High School students may bring a guest to any dance. However, the dance "guest list" needs to be completed at least one week prior to the dance and approval received from the principal or administrator.
6. Parents are always welcome.
7. Elementary and Junior High school students are not permitted to attend any high school dances.
8. High School students will not be permitted to attend any Junior High School dances.
9. Junior High dances shall be restricted to those students enrolled in our junior high school. Parents are always welcome.
10. Students leaving the building during a dance will not be allowed to return.
11. Students who arrive to attend a school activity and appear to be under the influence of a controlled substance will be detained pending notification of parents and the authorities.

SENIOR CLASS RESPONSIBILITIES

The seniors pay for several items just prior to the time of graduation. They pay for their graduation announcements, caps, gowns, tassels, and flowers. Seniors should check with their class advisors regarding these specific items.

SPECTATOR BUSING

Team buses are to be used for the team only, unless permission is granted through the activities office. Separate buses may be provided for spectators (students and adults). Anyone riding a spectator bus will be expected to follow not only the district's busing rules, but other rules outlined in the student handbook.

This includes rules regarding the use of tobacco products or possession or use of alcohol and controlled substances.

STUDENT / PARENT SIGNATURES

Use of Technology Agreement/Student Handbook Acknowledgment Registration/Demographics Page. These are all considered as part of our required registration process. If these are not completed during the first two weeks of school the privileges of field trips, extra-curricular events, all sports and computer use will be rescinded until the forms are complete.

STUDENT RECORDS

The records of the School District of Three Lakes shall be retained and preserved by the official legal custodian as required by all applicable laws and in accordance with the WI Records Retention Schedule for School Districts. No records shall be destroyed without the prior written approval of the custodian. No records of the School District of Three Lakes shall be destroyed after the receipt of a request for such record, until after the request is granted, or until any dispute concerning the request has been completely and finally resolved. The School District of Three Lakes designates the following personally identifiable information contained in a student's education records 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 an athletic team.
- The student's dates of attendance.
- The student's photograph.
- The student's achievements 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 enrolled 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. At the end of the two-week period, each student's records will be appropriately marked by the principal's secretary to indicate the items the District will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent of the eligible student. In accordance with the Federal Mandate, Section 444(a) (5) (B) of the General Educational Provisions Act, each local educational agency receiving assistance under this Act shall provide, on request by military recruiters or an institution of higher education, access to secondary students names, addresses, and telephone numbers.

If you move out of the Three Lakes School District to another school district, your child's school records will be forwarded to the new school system within five days of notification. In the event you contemplate any future need for your records, we urge that you and your parent or guardian, if you are minor, request a copy of your records for your own use and that you keep them in a safe place, as such records will not be available through the school after the time designated in the WI Records Retention Schedule for School Districts. If you have questions regarding the WI Records Retention Schedule for School Districts, please contact the District Administrator's Office.

STUDENT VEHICLES

Students who drive to school must park in the designated third and fourth rows of the school parking lot and park in an organized manner. Students are not to operate, or sit in their vehicles during school hours, unless they have permission from the principal or their designee. The parking lot is also off limits during school hours without permission from the principal/office. Exceeding the speed limit, reckless driving, or loitering in cars will result in the loss of parking privileges, and in appropriate cases, a report to the local and/or county law enforcement.

STUDENT VISITATION POLICY

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

1. The student visitor must be enrolled as a student in Grades K-12 in another school district.
2. An administrator in the visiting student's school district must be contacted by the school attendance officer and/or building principal in the School District of Three Lakes to authorize the visit. The request should be made not less than 2 days prior to the date of the visit.

3. Student visitors will receive authorization for not more than a one-day visit per school year, and no student shall host more than one visitor on any school day.
4. The host student shall be responsible for informing their visitor of the rules and policies to be followed, both in and out of the classroom, while on the Three Lakes campus. In addition, the visiting student shall accompany their host to all of their host's classes for the visit duration.
5. The school attendance officer and/or building principal may deny the request for student visitation if, after conferring with the other district's administration, it appears that the visit would not be conducive to the learning atmosphere of the district. Any student in the Three Lakes School District wishing to visit another school district must comply with the procedures listed above. No student will be allowed more than one visitation day to another school district per year.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year. Care of books is the student's responsibility, and books are to be returned to the teacher at the conclusion of or withdrawal from a course. A fine will be levied for lost or damaged books.

USE OF ARTIFICIAL INTELLIGENCE (AI)

Students are responsible for generating their own content following the guidance and expectations of the faculty. As permitted by their teacher, students may use AI tools to complement their learning and enhance creativity, while maintaining academic integrity by not representing AI-generated content as their own work and describing how they used AI in completing their own work. They should follow the established guidelines of their teacher for citing AI sources, such as using APA format, and respect privacy and intellectual property when utilizing AI tools. By doing so, they can effectively leverage AI to support their learning in an ethical and responsible manner.

Violation of the aforementioned AI guidelines is a form of academic misconduct; and will result in:
1st offense - Forfeiture of grade on the assignment, teacher conference, and parent/guardian contact
2nd offense - Forfeiture of grade on the assignment, teacher conference, and parent/teacher conference
3rd offense - Forfeiture of grade on the assignment, and an administrator conference with applicable disciplinary action taken

USE OF STUDENT AGENDA

Your student agenda is designed to help you manage your time and plan ahead. This will also aid you in developing good academic organizational skills and improve achievement. Students will be expected to record assignments in their agenda on a daily basis. This will allow parents to better monitor their student's education. The agenda may also be used as a means of relaying messages from school to home so we encourage parents to regularly view their student's agendas.

Proper use of the agenda as a tool for organization will alleviate problems and make the school year more successful. The school district will provide the initial agenda. This agenda is to remain intact throughout the school year. Agendas with pages or hand- books torn out will be taken away and a new one will need to be purchased. Also, if the agenda is lost or destroyed, the student will be responsible for purchasing a new agenda. The cost is $5.00.

USE OR POSSESSION OF ALCOHOLIC BEVERAGES

Drinking or possession of alcoholic beverages by students on school property or at any school function under supervision of school authority, whether it is on or off school campus, is forbidden. No student who has had an alcoholic beverage to drink may come to any function of the school. Evidence of consumption of alcoholic beverages is sufficient reason to be denied permission to attend classes or school sponsored events. Students may also be detained pending notification of parents and law enforcement authorities. The consequences for such action starts with a three day suspension from school, a student and parent meeting with a committee made up of the principal and administrator prior to re-admittance. Subsequent offenses will result in an automatic referral to the School Board for expulsion.

USE OR POSSESSION OF CELL PHONES
AND NON-SCHOOL-ISSUED ELECTRONIC COMMUNICATION DEVICES

Cell phones and non-school-issued digital communication devices* are permitted in the school building with the exception of classrooms, restrooms, locker rooms and guided study halls.

Cell phones and non-school-issued digital communication devices may be possessed and used before school, after school, during passing times, during lunch, and in honors study hall (per the guidelines set forth by the honors study hall supervisor). Cell phones and digital communication devices cannot be possessed during class time. Students who do not follow these guidelines will have devices confiscated by the supervising staff member and may receive discipline referrals. On the first offense of this policy, the student can pick up the device in the office at the end of the school day. If there are further violations, the device will remain in the office until a parent/guardian can pick up the device in the office. Further violations will result in progressive disciplinary consequences.

* Exceptions will be made for devices documented necessary for medical reasons, or administratively approved extenuating circumstances.

Commented [16]: Recommendation: add this phrase in to reflect consistency with the recently Board approved and state statute compliant policy.
Rationale: there may be circumstance where possession of a device is warranted where the student does not have a medical document

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 logout 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 work 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, & video files).

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 non-compliance:

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 #118.46, Wis. Stat. for threatening, intimidating, abusive or harassing messages sent to another electronic mail or other computerized communication system.

USE OR POSSESSION OF TOBACCO PRODUCTS

Use or possession of tobacco products, vaping devices, vaping juice/oil, and/or electronic cigarette/ tobacco products in all vehicles on school property, or under the supervision of school authorities, and on premises owned, rented by, or under the supervision of school authorities is prohibited. This applies to any type of school function, whether it is on or off the school campus. Use or possession of tobacco products is against the law and the consequences for using or possessing tobacco products on school grounds is as follows:

**All Offenses will include a referral to law enforcement*

- **First Offense:** A one-day suspension from school with a parent conference required before re-admittance.
- **Second Offense:** A three-day suspension from school and a parent conference with a committee made up of the principal and administrator.
- **Third offense:** A referral to the School Board for expulsion.

USE OR POSSESSION OF WEAPONS

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, which is defined in state statutes, or a look-alike weapon may include any object which, 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.

VIDEO SURVEILLANCE EQUIPMENT

Three Lakes School District utilizes video surveillance equipment on the facilities.

VISITORS

We welcome and encourage parents/guardians to visit the school. Classroom visitations are also possible though we appreciate advance notice. This may be arranged through direct contact with the teacher or the office will make the arrangements. Anyone visiting the school for any reason is requested to first report to the office to pick up a Visitor's Pass. If it is necessary to speak to a teacher or a student, the office will make the necessary arrangements.

WITHDRAWALS

Students withdrawing or transferring from Three Lakes School District should report to the counselor/office to secure the necessary forms.

START COLLEGE NOW OR EARLY COLLEGE CREDIT

The Start College Now program allows all public high school juniors and seniors who meet certain requirements to take a postsecondary course at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. The program opens the door to learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation. This program is available to TLHS juniors and seniors in good academic standing. Applications for this program are submitted to the school counselor and reviewed and considered for approval by administration. More information is shared with students at appropriate times during the school year for this program. Please remember that in Start College Now the students are excluded from taking part in the Honor Roll.

SPECIAL EDUCATION

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 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 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 the Director of Special Education, Three Lakes School District. Call 715/546-3323 or write 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 school (for children ages 3-5 who are a Three Lakes School District resident, but not enrolled). Screenings are conducted within the course of the school day for 4K and Kindergarten students who are currently enrolled in the Three Lakes School District.

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 in which the child resides. Before referring the child, the person making the referral must inform the parents that the referral will be made. The referral must be in writing and include the reason why the person believes the child has a disability. Others who reasonably believe a child has a disability may also refer the child to the school in which the child resides. A referral of a child residing in the Three Lakes District may be sent to the Special Education Director at the school address above.

School District of Three Lakes 2026-2027

SCHOOL BOARD MEMBERS

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

SCHOOL ADMINISTRATION AND STAFF

Teri Maney	District Administrator
Justin Szews	High School Principal
Marc Busko	4K-8 Principal
Kari Volk	SPED& Student Services Director/School. Psych
Ryan Bock	School Counselor
Steve Gruszynski	Sugar Camp Principal/Director of Technology
Caleb Kleinhans	School Business Manager
Ann Ellis	Activities Director/7-12 Office Admin. Assistant
Jen West	Communications Coordinator
Michele Brown	Business Office Assistant
Nikki Maney	Board of Education/DA Admin. Assistant
Shannon Votis	Business Office Admin. Assistant
Lisa Wales	7-12 Guidance/Athletic Admin. Assistant
Katie Pitlik	Special Education/Three Lakes Elem. Admin. Assistant
Angie Schulz	Sugar Camp Elem. Admin. Assistant

INSTRUCTIONAL STAFF

Cindy DeHaan	SPED 7-9 (Cross Cat.)	Justin Lindgren	Instrumental Music
David Ditzler	Math	Todd Riha	7th Grade English/Science
Gretchen Dobbins	Math	Erin Marvin	Social Studies
Hannah Rietz	8th Grade English/Science	Ashlee Peters	English
Ameris Grapa	7-12 Art	Wendy Plehn	Family/Consumer, Health
Rae Teichmiller	Academic Support	Jason Stebbeds	Physical Education
Michelle Gunderson	SPED 9-12 (Cross Cat.)	Adam Utzinger	Business Education
Heather Hermanson	Social Studies	Brad Volkmann	Technology Education
Amy Hibbard	8th Grade Math/Social St.	Al Votis	Science
Maureen Hicks	7th Grade Math/Social St.	Jessica Westfall	Vocal Music
Nathan Koch	Science/Tech. Education	Tyler Wiegman	English

HANDBOOK ACKNOWLEDGEMENT

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_____

FEEDBACK

In order for us to maintain our quality educational programs here in Three Lakes, we welcome your feedback regarding this Student/Parent Handbook. Please offer your comments, concerns, or suggestions to clarify or improve our handbook.

HIGH SCHOOL GRADUATION REQUIREMENTS

Policy 345.6

The School Board awards diplomas to recognize those students who have met District-established requirements for high school graduation as set forth in this policy. The District Administrator and High School Principal(s) shall be responsible for the general supervision and management of the graduation of students under this policy. The District's general student nondiscrimination policy applies in all respects to the methods, practices, and materials used for determining the graduation status of students.

A. Attendance/Participation Requirements

One requirement of high school graduation is that the high school student, throughout his/her enrollment in the District, must have been enrolled in a class or participated in an activity approved by the Board during each class period of each school day, or enrolled in an alternative education program approved by the District. The only exceptions to this enrollment and participation requirement are those authorized under state law and approved by the District for the individual student.

Four years of high school attendance is generally required for high school graduation. Early graduation may be permitted, but only if the student has attended a high school (or an equivalent educational program) for a total period of at least three full regular school years from the date the student first attends a high school program on a full-time basis and met all other applicable graduation requirements.

A student who has attended a high school program (or an equivalent educational program) for the equivalent of four regular school terms (i.e., the equivalent of completing grades 9 through 12) and who has satisfied all other requirements to receive a regular high school diploma does not have the option to unilaterally choose to defer his/her high school graduation date and continue to attend high school.

The District also requires a meaningful period of enrollment in the District and attendance in a District school or program in order to earn a District high school diploma. The minimum period of attendance shall generally include the full semester immediately preceding the student's graduation, during which period the student earned high school credit. An exception to this minimum period may be granted by the District Administrator in extraordinary circumstances where the District Administrator determines that (1) the reason the student did not meet the requirement was reasonably beyond the control of the student and, if under the age of 18, the student's parent or guardian; and (2) instructional staff are able to make a sufficient assessment of the student's academic performance.

B. Course Credit Requirements

The District has established standard credit requirements for high school graduation. All required credits must be earned by completing the course with a minimum passing grade while the student is enrolled in the high school grades except that (1) the District offers a health education curriculum to students prior to 9th grade that, if completed, satisfies the .5 credit requirement in health education; and (2) the District offers qualifying students who are in 8th grade additional opportunities to take certain courses for credit toward high school

© 2024 Wisconsin Association of School Boards, Inc.

graduation to the extent further specified in established procedures accompanying this policy.

1. Standard Credit Requirements for Students Granted a Diploma:

   - English/Writing Composition 4 credits
   - Social Studies: 3 credits
     - American Studies – 1 credit; Psychology - .5 credit; Economics - .5 credit American Government - 1 credit
   - Math 3 credits
   - Science 3 credits
   - Physical Education 1.5 credits
   - Health Education .5 credit
   - Child Development I .5 credit
   - Personal Financial Literacy .5 credit
   - Additional Approved Elective Credits Required for Graduation (no specific subject area) 8.5 credits

2. The minimum passing grade required for the awarding of credit for each course constitutes a recommendation of instructional staff with regard to the student's academic performance and eligibility for graduation.

3. Credit for a course of study that a student successfully completes outside of the District may be granted credit toward high school graduation as a transfer credit. The administration shall apply established procedures to the granting of all transfer credits that a student seeks to apply toward his/her high school graduation requirements.

4. Certain courses may satisfy one of the state-mandated credit requirements under an equivalency standard. Where the District approves and offers a course under a credit equivalency standard, a student may be eligible to take the course to satisfy a state-mandated credit requirement. It is the responsibility of the student to verify that he/she will be eligible to receive the specified equivalency credit toward a state-mandated credit requirement.

5. With District approval and if the student satisfies all requirements as set forth in a related policy, a student who has participated in a District-approved organized physical activity may substitute an additional one-half credit in lieu of one-half credit of the 1.5 required credits in physical education.

C. Civics Test Requirement

In order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. For students with disabilities who have an individualized education program (IEP), this requirement shall be modified or waived to the extent provided by the student's IEP and/or by applicable law.

© 2024 Wisconsin Association of School Boards, Inc.

D. Other District-Established Graduation Requirements

1. Students are required to complete 40 hours of community service.

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

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

E. Alternative Education Programs and Other Accommodations for Students with Exceptional Educational Interests, Needs or Requirements

Any high school student who has satisfied each of the graduation requirements defined above shall be awarded a diploma signifying his/her graduation from high school. In addition, the District provides other routes to high school graduation, including the following:

1. A student with a disability who has not otherwise satisfied the District's high school graduation requirements shall earn his/her high school diploma if the student meets the requirements established through the student's IEP, including goals and objectives that the IEP team has determined represent a demonstration of academic proficiency that is at least equivalent to the proficiency the student would have attained if the student had satisfied the applicable minimum credit accumulation requirements defined in state law.

2. The District provides one or more Board-approved alternative education programs for high school students that provide an opportunity for the student to become eligible for high school graduation. In order to receive a District-issued high school diploma through an alternative education program, the District Administrator, High School Principal or designated program administrator must determine, in consultation with instructors who are familiar with the student's work and progress, that the student has successfully completed the program and demonstrated a level of proficiency in the subjects for which credit is required under the state's minimum graduation requirements that is equivalent to the proficiency the student would have attained if he/she had satisfied the applicable minimum credit requirements defined in state law.

3. For students with exceptional needs, interests or requirements not otherwise addressed in this section, the District may also approve, on an individualized basis, a curriculum or program modification for a high school student that provides an opportunity for the student to become eligible for high school graduation.

4. In the event that a qualified veteran, as determined under state law, requests the Board to award a high school diploma, the request shall be filed with the District Administrator and brought to the Board for review and approval.

© 2024 Wisconsin Association of School Boards, Inc.

Legal References:

Wisconsin Statutes

Section 38.12(14)	[attendance at technical college courses]
Section 115.28(7)(e)1	[alternative education program definition]
Section 115.915	[accommodations for school-age parents]
Section 115.997(7)	[on-time graduation of children of military families; waiver and other requirements]
Section 118.13	[student nondiscrimination]
Section 118.15	[compulsory attendance; programs for at-risk students and program/curricular modifications]
Section 118.35	[gifted and talented students]
Section 118.52	[part-time open enrollment]
Section 118.55	[early college credit program]
Section 118.153	[children at risk of not graduating from high school]
Section 118.33(1)	[high school graduation standards, including requirements and local options]
Section 118.33(1)(f)1	[required periodic review and revision of graduation requirement policy]
Section 118.33(1m)(a)	[high school graduation; civics test requirement]
Section 120.12(17)	[school board duty; payment of tuition for University of Wisconsin system courses taken by students for high school credit under certain conditions]
Section 120.13(37)	[awarding high school diplomas to veterans]
Section 121.02(1)(p)	[school district standards; graduation standards]
Chapter 115, Subchapter V	[children with disabilities]

Wisconsin Administrative Code

PI 18	[high school graduation standards]
PI 25	[children at risk plans and programs]

Cross References:

Former Policy 3231, 3234 – Graduation Requirements
Former Policy 345.6 – High School Graduation Requirements

Adoption Date:

© 2024 Wisconsin Association of School Boards, Inc.

2026-2027 Proposed Lunch/Breakfast Price

Current and Proposed Prices:

	2025-2026 Actual		2026-2027 Proposed	
	Lunch	**Breakfast**	**Lunch**	**Breakfast**
4K-6	$ 3.25	$ 1.70	$ 3.35	$ 1.80
7-12	$ 3.50	$ 1.95	$ 3.60	$ 2.05

A la carte	**New**	**Old**
Fruit	$ 1.00	$ 0.75
Vegetable	$ 1.00	$ 0.75
Milk	$ 0.75	$ 0.50
Snack Milk (WSDMP)	$ 0.50	$ 0.50
Juice	$ 1.00	$ 0.75
Lunch Entre Only	$ 3.25	$ 1.25
Lunch Entre Extra	$ 2.00	$ 1.25
Breakfest Entre Only	$ 2.50	$ 1.25
Breakfast Entre Extra	$ 2.00	$ 1.25
Adult Lunch	$ 5.00	$ 4.90
Adult Breakfast	$ 2.91	$ 2.81