
North Lake School Student/Parent Handbook 2018-2019

“EXPRESS YOURSELF”



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

September 2018



Dear North Lake Families,

On behalf of the Board of Education and our school staff, we welcome you to the North Lake School District. We are extremely excited to start the 2018-19 school year together. The purpose of this handbook is to give you (our parents and students) a clear, consistent reference guide to our basic procedures and policies at North Lake School.

The 2018-19 school theme is "*EXPRESS YOURSELF.*" We will focus on the core value of **Creativity**: *We connect students to their course content and provide opportunities to express ourselves through our work and activities.* The PBC is sponsoring an all-school mosaic mural in the commons to celebrate this theme. Carrie O'Malley, artist in residence, will join our school family the week of October 15-19 to work on this amazing project. I want to thank the PBC for the continued support of the arts at North Lake School.

North Lake School was a busy place this summer as we hosted over 550 summer school students and continued facility maintenance. Kudos to our custodial team led by Karl Ashenfelter, Laurie Doleschy, and Staci Cull. I am very proud of the appearance and cleanliness of our school building.

Improving school safety is a statewide initiative. The top priorities for school districts are locked classroom doors and shatterproof film on entry way glass. North Lake School received a state grant this June and will be adding shatterproof film on Doors A, C, D, F, G and L. School safety is a district priority, and I am working closely with the Waukesha County Sheriff's Department to protect our physical building and our school community. As a staff, we continue to refine our school safety plan and procedures. I will keep families updated regarding our school security throughout the school year.

Please note that our OPEN HOUSE (previously held in September) will be on August 27th, from 5:00 to 7:00 p.m. this year. Teachers and parents liked the idea of a meet and greet before the school year starts. This evening will be a nice opportunity to meet your child's teacher and see the classrooms. In our lower school (grades K-4), the format will be an open house. In the upper school (grades 5-8), there will be a short parent presentation at 6:00 p.m. The 5-6 team will meet in room 201 and the 7-8 team will meet in the library. The PBC will also host an ice cream social in the commons.

Please take the time to review this handbook as well as the Activities Handbook if your child is participating in extra-curricular activities this year. The information is important for the success of your child's overall educational experience. **After reading and discussing the 2018-19 Student/Parent Handbook, please sign and return the attached contract to the office by Friday, September 14th.**

Thank you and I look forward to serving you and your family. Please feel free to contact your child's teacher, the school office, or me with any questions or concerns throughout the year. Finally, our school website and yellow calendar are great resources to assist you with additional information.

Sincerely,

Mrs. Liesl R. Ackley
Superintendent

North Lake School Telephone Directory
966-2033 Direct Line
966-9792 Message Center

Lake Country Kindergarten

Mrs. Candy Buglass (4K)	101
Mrs. Anne Watkins (3K)	120

Kindergarten

Miss Jennifer Restock	103
Mrs. Ashley Tarkowski (Athletic Director)	105

1st Grade

Mrs. Jennifer Flannery	104
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2nd Grade

Mrs. Pam Brittnacher	111
Mrs. Kelly Buchholz	109

Grades 3-4

Mr. Bruce Budde	3-4 Math & Science	124
Mr. Yancy Byrne	3-4 Math & Science	127
Mrs. Terri Hansen	3-4 Literacy & Social Studies	122
Mrs. Melissa Ruck	3-4 Literacy & Social Studies	125

Grades 5-6

Mr. Curt Kaczor	5-6 Science	202 & 203 (Lab)
Mr. Mike Ray	5-6 Math	201
Mrs. Donna Andorfer	5-6 Social Studies	222
Mrs. Jackie Loescher	5-6 Literacy	209

Grades 7-8

Mrs. Kelly Cottrell	7-8 Science / STEM	243 & 245
Mrs. Debra Cull	7-8 Literacy	241
Mrs. Mary Goll	7-8 Math / Robotics	246 & 247
Mrs. Janelle Osowski	7-8 Social Studies / GT	242
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Mrs. Carrie Begalke - Speech & Language	115
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SCHOOL BOARD MEMBERS

Sue Schultz, President	Debra Schaber, Vice-President	
Marty Iverson, Clerk	Bob Gatchel, Treasurer	John Marcheck, Member

North Lake School Vision:

North Lake School will continually adapt to provide our school community with the skills and strategies needed to grow and succeed in all aspects of life as confident, motivated, life-long learners.

Our Mission:

It is the mission of North Lake School to help our students and school community to reach their potential and become their best. We are committed to develop and grow their passion for a life full of learning, sharing, and exploration. Through strong relationships, rigorous academic and behavior standards, relevant and application-based coursework, and high expectations for all stakeholders, we will work together to achieve excellence.

Our Core Values:

Every day at North Lake School, we TEACH, MODEL and EXPECT the 7 C's:

Character:

We model our character through integrity, mutual respect, good conduct, positive attitudes, caring and kindness.

Critical Thinking:

We continually develop and challenge our capacity to think, reason, solve problems, and adapt to an ever-changing world.

Communication:

We consistently and effectively communicate with students, with parents, and with our staff.

Collaboration:

We understand education is a partnership between educators, parents, students, and the community, and will share the responsibility to ensure growth and success.

Creativity:

We connect students to their course content and provide opportunities to express ourselves through our work and activities.

Confidence:

We are not afraid of failure because we learn from it. We will accomplish our goals because of our ability to persevere.

Change:

We are able to adapt to the constant change in both education and life in general, because we expect it, and will work in partnership to overcome any and all obstacles and adversity together.

Communication

In a school community there is nothing more important than clear communication and understanding. Perception is reality for everyone. We ask that if there are any misunderstandings in the classroom, or with anything pertaining to our school, that you please seek to understand before it is discussed in the community. Every year there are misperceptions and rumors shared that lead to misunderstandings and hard feelings. Our goal is to minimize these issues, but we need your help. If you have a problem with any school-related issues, we ask that you go directly to the source. If it is classroom issues or homework related, talk to the teacher. If it is school policy or organizational issues, please talk to administration. **We can guarantee that your friend or neighbor will most likely not be able to solve your school issues, so please come to us first and we will try our best to meet your needs.** All of our teaching and office staff have open door policies, and we ask that you use them. If we don't know there is an issue, we can't help you. Please help us help you and your children. By working together, we will accomplish great things!



The Wave is our twice-monthly school newsletter that is sent via e-mail to all people who request it. We will also send paper copies with your child from school on Fridays if you would like one. If you do not receive *The Wave*, contact Ms. Rosine in the office to get added to our list-serve or paper copy groups. Twice a month, *The Wave*, will provide you with a

message from the superintendent, a list of upcoming events, along with other important school news and updates. *The Wave* is always easily accessed on our school website as well. You can also get archived editions on our website. **Keep plugged into this great communication device!**

Community Bulletin Board: Please refer to the Community Bulletin Board located on our school website for information on community programs and offerings.



School Calendar: Each year we put out a school calendar of events at registration and have it posted on our website. We ask that you add our school concerts and other big activities to your personal calendars right away in the fall. We understand how busy everyone gets, and it is our goal to get as much important information out to you as soon as possible with regard to school activities.

A point of emphasis this year will be getting timely information out to students and families, and then expecting deadlines to be met. *Field trip permission slips, activity contracts and sign-ups, and other time-related material deadlines will be followed again this year.* **Please encourage your children to bring home their sheets and get them back signed on time.** Thank you for helping us out with this issue.

The School Day

Kindergarten through 4th grade students begin walking to their classes after our 7:30 a.m. morning announcements in the multi-purpose room. Fifth through 8th grade students report directly to their homerooms at 7:25 a.m. Students begin walking to the buses with their teachers at 2:35 p.m. Buses leave the school grounds by 2:40 p.m.

Class periods and daily schedules vary by grade level. Your child's homeroom teacher will provide class schedule information.

Lunch Periods

Grades 5-8	11:10-11:30	Lunch	11:30-11:40	Recess
Grades 3-4	11:40-12:05	Lunch	12:05-12:35	Recess
Grades K-2	11:45-12:15	Lunch	12:15-12:45	Recess



Specials

K-4: Art, General Music, PE/Health, Guidance

5-6: Art, Band or Choir, PE/Health, Guidance, World Language (6th grade only)

Electives

7-8: PE/Health (required), Art, Band, Choir, Music Technology, STEM classes, Spanish

- **School performance is in many ways linked to school attendance, and we expect children to arrive to school on time and prepared each day.**

Attendance Policy: Good student attendance and punctuality is an expectation and reflects a high degree of self discipline and responsibility. Cooperation is encouraged on the part of the students and their parents. Attendance is one of the key factors in maintaining and improving achievement levels in all subjects and maintaining quality student-teacher contact. Every absence tends to decrease the efficiency of this total school process. The State of Wisconsin Compulsory School Attendance Law requires students to be in attendance until age 18 unless they have graduated. For the above reasons, North Lake School encourages all concerned groups in the district to share the responsibility of promoting good attendance. Each student and his/her parents/guardian and school personnel share the responsibility for student attendance to:

- Ensure that an effective educational program can be carried out
- Encourage good attendance
- Keep the lines of communication between parents and school open
- Involve all of those who have responsibility for student attendance – student, parent and staff
- Inform students and parents that classroom activities cannot be duplicated and students (may not receive) (cannot expect) equal instruction for make-up work

Excused Absences: It is the responsibility of the school administrator per state law to decide whether an absence is acceptable (excused) or not acceptable (truant) based on the following:

- Personal illness/injury or family emergency
- Death in the immediate family

- C. Attendance at a funeral of someone outside of immediate family, if parent deems it necessary
- D. Medical and dental appointments. These should be approved in advance, if possible, and planned so they do not interfere with classes
- E. Religious holidays
- F. Emergencies and extenuating circumstances as approved by the administrator or designee
- G. Pre-arranged absences; (count towards the 10 days "all or part of" that a student may be excused)
- H. School-related absences:
 1. academic contests
 2. field trips
 3. special school testing
 4. special school programs and in-house field trips
 5. athletic

On or before the accumulation of ten (10) absences (excused or unexcused) in a class during the course of a semester, parents may expect contact by the teacher or administrator. School related absences will not count toward the ten. Doctor's notes (dental and orthodontic) excusing an absence will also not count toward the ten days.

State Statute 118.15(3)(C) states that parents may excuse their child from school for no more than 10 days (all or part of) in a school year. After ten times of being excused, a medical excuse may be required to excuse the absence or the absence may be treated as unexcused. Additional consequences may result.

Unexcused Absences: An unexcused absence is absence from school for all day or for any single portion of the day, but does NOT fall within the guidelines of excused absences.

- If a child is not going to attend school due to illness or other family business, it is **expected that parents call school** (966-2033) to report their child's absence. If we do not receive a phone call by 8:30 a.m., you can expect a phone call from the office to follow up on the absence.
- Students who arrive at school after 7:30 a.m. are required to report directly to the main office to sign in. A tardy pass will be given. Please note that in grades 5-8, excessive tardies may result in an after-school detention as determined by administration.
- If your child is absent without an acceptable excuse for part or all of five (5) or more days or parts of days on which school is held during a semester, he/she shall be determined to be habitually truant. The school district shall then take such steps to end the truancy as are necessary according to the law. At the end of each quarter, letters will be sent to families that fall into the above category.
- If a student has to leave during the day, a parent permission slip is required. The parent or parent designee must sign the student out at the main office before leaving the building. (See policy # 6005 Student Dismissal Precautions.)

Food Service

School Lunch Program

North Lake School has a self-operational lunch program. We are proud to offer a delicious, balanced, healthy school lunch program. Monthly menus will be posted on our school website. The students will receive the choice of two hot entrees daily, a sandwich bar, and a fresh salad bar consisting of fresh fruit and vegetables. The cost per individual lunch is **\$3.00 for all students and \$4.00 for adults.**

Our lunch procedures are based on a computerized program. This program allows you to make credit card lunch purchases from home and track your children's lunch account online. Students will receive a pin number and an ID card that can be scanned or entered before they walk through the lunch line. Online purchases are encouraged, but lunches can be purchased using cash on a day-to-day basis or you can add to the lunch account by bringing in money and turning it in to the office. We will credit your account the afternoon of the day we receive your money. We encourage parents to join their children for lunch, but please call ahead (before 10:00 a.m.) so our kitchen will have time to prepare your lunch for you.

Allergies

We have two tables in the lunchroom that are designated peanut free. Any child who has a peanut allergy should feel safe to eat at these tables with any friends who do not have a lunch containing peanuts or items manufactured with peanut derivatives in them.

Milk



Milk, to accompany lunch, is available for all students in grades K-8. Students in grades K-5 may also receive milk for their morning snack break. There is no charge for student milk for the 2018-2019 school year. Order forms are available at Registration Day and in the main office. The free milk is to be consumed during classroom snack and lunch. **We do not offer our free milk program for kids staying after school for practices or other activities.**

North Lake School participates in the Federal Special Milk Program. In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, DC 20250.

School Wellness

Our school wellness policy requires all snacks and birthday treats to be of a healthy nature. Please send in fruit, veggies, frozen yogurt, meat jerky, 100-calorie snack packs, healthy muffins, or other snacks or treats that are not high in sugars and fats. **We have a number of children with food allergies and ask that snacks to be eaten in the classroom not contain peanuts.** All staff will be reviewing all of these important snack and lunch details with regard to health and safety in the classroom. Further, keep in mind all treats must be nut free for school-wide events as well. Please work with our PBC and head cook for guidelines and kitchen-use procedures. If you have questions about our policies or these procedures, please feel free to call the office.

Relationships and Rules

Student Discipline Plan

Our procedures for student discipline are in place to promote positive change if problems occur. Staff and students will work together to deal with a conflict as soon as possible. We will communicate with families when necessary and desire to work as a team to best help your child when trouble arises.

Behavior expectations vary by grade level at North Lake School and are developmentally appropriate for our student body. If disruptive behaviors arise, we follow a continuum of interventions. In our kindergarten through 4th grade setting, we use a visual clip system and transition to a card system in grades 5 and 6. Grade level teacher teams provide an explanation of the interventions and consequences built into these systems.

In our 7-8 middle school setting, written behavior referrals are issued by staff members if needed. The behavior referrals are cumulative and tied to our athletic code of conduct. Home-room teachers can provide further clarification about the issuance of a referral.

General middle school guidelines may vary by circumstance and are stated as follows:

- Three behavioral referrals result in a detention with middle school staff
- Three detentions result in an in or out-of-school suspension with school administration
- Multiple in or out-of-school suspensions result in further consequences

Further consequences beyond those outlined here are administered on an individual basis and involve a team approach. It is our desire to help your child become responsible and proactive. We will work with him/her to achieve this goal. Thank you for your support of our staff in this process.



Student Conduct and Personal Responsibilities:

Harassment and Bullying will not be tolerated at North Lake School by anyone! We will be working together all year to develop positive relationships in our learning environment for all of our learning community. Please discuss the following definitions with your child at home so they are well versed with the following terms.

Harassment and Bullying are defined as the physical or verbal conduct that has the purpose of creating an intimidating, hostile, or offensive working or learning environment. Examples of harassment and bullying include, but are not limited to: hurting someone by hitting, kicking, tripping, pushing and so on, stealing or damaging another person's things, ganging up on someone, teasing someone in a hurtful way, using put downs, such as insulting someone's race or making fun of someone for being a girl or boy, touching or showing private body parts, spreading rumors about someone, and/or leaving someone out on purpose, or trying to get other kids not to play or sit with someone.

Cyber bullying will also not be tolerated. Cyber bullying is the misuse of any technology to harass, tease, intimidate, threaten, or terrorize another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including Facebook, Twitter, Snap Chat, Instagram, blogs, etc.

All cyber bullying cases that are shared with any school personnel will be investigated fully by the school and potentially law enforcement. In the event that the bullying did not take place from a school-based computer, but created an offensive or unsafe working or learning environment for any of our staff or students in the school, we will follow our board approved discipline policies for harassment.

Reporting Harassment and Bullying Incidents:

To help us effectively communicate in these unfortunate situations, we have posted a **Harassment – Bullying Reporting Form** on our school website page at www.northlakeschool.org. Click on Communications, Forms & Links to access it. Students and parents should fill out a copy of this form and send it to our school or guidance office ASAP if any of the above incidents occur to any of your family members. We also would like to have printed copies of any cyber bullying incidents to assist us in the processing of the situation.

Dress Code:

Students are expected to refrain from wearing any clothing to school that could possibly cause a classroom distraction or disruption. Examples of such clothing items would include:

- Clothing that contains advertisements, pictures, drawings, or text for alcohol, tobacco, or other drug-related materials
- Clothing that contains crude, obscene, or offensive pictures, drawings, or text
- Clothing that allows undergarments to show through (e.g. spaghetti straps or tight leggings)
- Clothing that allows any portion of the mid-body to be exposed
- Hats/caps are not to be worn in the school building except on designated days
- Other items worn on a person that may also be distracting (jewelry, hairstyle, makeup, face paint, etc.) are not appropriate except on designated days
- No short shorts or short skirts (mid-thigh or longer is appropriate)
- No Spandex shorts are allowed

Students who violate the dress code will be required to wear a “cover-up” outfit or have a parent bring different clothes to wear. Students will not be allowed to be in their regular classes until the dress code problem is corrected.

Use of School Phones

Students are to use school phones for emergencies and school business only. Students should not receive phone calls at school. If it is necessary for a student to receive a message, parents are to call the school office, and school personnel will relay the message. **Classroom and teacher phones are not available without adult permission.**

Two-Way Communication Devices

School boards are required by state law to annually provide each student enrolled in the school district with the information that the school prohibits the use or possession of electronic paging or two-way communication devices while on school premises.

If students bring cell phones to school, they bring the phones at their own risk. We understand that cell phones can provide great learning opportunities and access to the internet. ***There may be times where children are allowed in a classroom to use cell phones in a structured activity.*** If there is not a structured activity led by the teacher, cell phones must be turned off

and must be kept out of sight (in backpack or locker) during the school day. **If a student is caught using a cell phone without permission at school to talk, text, or play, it will be confiscated and given to the office.** A parent or guardian can pick it up after school or the next day.

Cell phones are allowed at school dances at North Lake for use before and after the dance to communicate with parents. No phones should be used during the dances for calls, text messaging, or pictures. Anyone caught using a phone during a dance may have it confiscated.

Disallowed Items

Students may not bring the following items to school: skateboards, cigarettes, alcohol, drugs/paraphernalia, guns or look a likes, ammunition for guns, knives, matches, lighters, laser pointers, squirt guns or other water toys. **Personal music devices such as i-Pods, MP3 players, and handheld gaming systems are allowed by our 5th through 8th grade students only to be used before or after school, on the bus, or for special occasions.** These items are brought to school at your own risk. Video games portraying violence, killing and gore are not permitted. Trading cards, other collectibles of value, and any distracting toys as determined by administration are discouraged from being brought to school.

Latex Balloons: No latex (rubber) balloons are allowed at North Lake School because of students with latex sensitivity and latex allergies. **Mylar balloons are allowed.**

Outdoor Wear:

Children should always dress appropriately for the weather conditions. Children should have proper weight coats, scarves, and mittens for cold weather, and boots for wet or snowy weather. **Please mark these and any other personal belongings that your child brings to school with his/her name.**



Student Lockers:

A locker is provided for all students. All students in grades 5-8 are recommended to bring a combination lock for their lockers. Combinations must be given to their homeroom teacher for reference if needed. We have gym lockers available in our locker rooms for physical education and after school sports and activities. We strongly recommend locking all clothes and belongings in these lockers during any after school event to keep things secure.

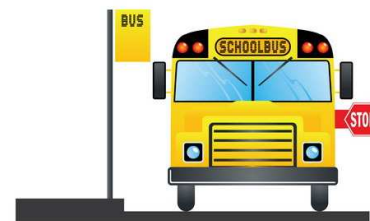
Students who wish to decorate the inside of their lockers should use magnets. No tape is allowed on the lockers! Each summer we clean every locker inside and out and this procedure significantly cuts down on hours of scrubbing tape residue from the locker surfaces.

Transportation

Bus Service

Bus service to and from school is provided to North Lake students by Dousman Transport. Students eligible to ride a bus will be assigned a route and will be transported to and from their designated bus stop. Buses drop off and pick up at Door G (athletic entrance).

During the first week of school all students will be made aware of the rules, regulations, and expectations for bus behavior. A bus seating arrangement may be developed. The superintendent will be notified in written form of any student(s) failing to maintain appropriate behavior.



Video cameras are installed and used on the buses to record any issues that may arise. The videos may be viewed by supervisory personnel at the bus company or by school officials. Videos may be used to assist in monitoring student conduct and randomly assessing maintenance of order. If no incidents are reported in a 10-day period, the video files are discarded.

Riding the school bus is a privilege and not a right. All student misconduct will be reported to the parents promptly and depending on the infraction, bus riding privileges may be suspended for one to ten days. Multiple infractions or severity of the situation may result in the removal from the bus for a semester or even the remainder of the school year. The goal of any consequence is to change behavior, and due to the safety issues associated with bus behavior, **misconduct will not be tolerated.**

Alternate Bus Routes:

Students are required to ride their assigned buses to and from school each day. If a special situation should arise that would require a child to take an alternate bus route to a friend's house or to an after school caregiver, this request must be turned into the office in writing with a parent signature on it the morning of or before the day the changed route is to occur. Due to attendance and ridership on some buses there may be capacity restrictions on some routes so signed approval from the office is mandatory for each situation. If there is a long term adjustment to a route, we ask that you work with the office and bus company to secure these accommodations in advance.

The Arrowhead District Transportation Cooperative is the administrative body regulating bus service between North Lake School and Dousman Transport. ADTC policy is available for review.

Morning Arrivals

Supervision begins at 7:00 a.m. in the multi-purpose room. Students must be supervised before school. If a child arrives before 7:00 a.m., prior arrangements must be made with a teacher or the office staff.

Bicycles

There are bicycle racks located at the north side of the building. All students are to park and lock their bikes in this area. Once at school, students are to park their bikes immediately. Students will not be allowed to retrieve their bikes from the racks until school buses have left the school in the afternoon. North Lake School accepts no responsibility or liability for bikes left in the bicycle racks after the regular school day. We encourage the use of a bike lock while the bike is parked in the bicycle rack in front of the school.

Cars

All student drop offs and pickups are to be done by the front doors (**A**) of the building by our north lot. No cars are permitted to use the back parking lot during the school day unless it is a special day (Grandparents Day, Veterans Day, Family Picnic Day, Election Day). If a child is being dropped off, we ask that you pull up to the front curb and allow the children to exit the passenger side only. If a parent is going to enter the building for any reason during morning drop-off time or afternoon pick-up time, we ask that you **do not park by the front curb**, but rather park in the lot and walk in so the traffic flow is not impeded. Thank you!

Walking

Students may walk to and from school with parent permission. To ensure safety, students who walk home or ride bikes will wait at the front of the building and will be dismissed after buses have departed. If your child is walking to the Town Hall Library after school, please inform the school office.

After-School Supervision

Students who are staying after school for an afternoon or evening event must be supervised or under the care of a staff member who is present. Arrangements must be made in advance for these situations with a staff member or the office.

Extended Day Program

North Lake School proudly offers a program of after school tutoring/care run by licensed teachers and staff. We offer a warm, friendly environment with a homework first emphasis. There are daily opportunities for exercise, fun, crafts and computer use. This program is available at the end of the day when school is in session and on certain days school is not in session/early release days.

Academics

Computer Network



Our computer network is the property of the North Lake School District. Students are to use the network for educational purposes only. North Lake School has the right to monitor student accounts as necessary to ensure smooth network operations and acceptable use. Students may use the internet with parent/guardian approval as supported by the North Lake School Acceptable Use Policy. **A signed permission slip must be on file in the school office each school year for your child to use the network.** Your child's homeroom teacher will also have a developmentally appropriate Acceptable Use Policy to be signed the first week of school.

Curriculum

North Lake School provides a balanced and standardized curriculum by grade level. We pride ourselves on high learning standards and adhere to the Common Core State Standards in English, Language Arts and Mathematics. If you have specific questions, please contact your child's teacher or Ms. Meister at 966-2033 ext. 134. The school curriculum is also well articulated on the school website at www.northlakeschool.org. The School Board approves the school district standards every August and modifications may be made per parent request.

Physical Education

Physical education classes are a regular component of each student's educational program. **Non-marking gym shoes are required for all students in kindergarten through 8th grade. Students in grades 6-8 are required to bring and wear clean clothing** appropriate to their physical education activities. If a student chooses to keep any clothing in the locker rooms overnight, it is strongly encouraged that the student brings a lock for their locker and locks it. We will not be held responsible for lost clothing left overnight in the locker rooms.



Homework

Homework is a necessary part of a student's education. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Students should expect some form of reading, writing, or study assignment on a regular basis.

Students in grades 3-8 are expected to keep updated daily assignment notebooks.

Teachers are available for clarification. Extension numbers for each class are listed in this handbook and in the school directory. We have a software program called Tyler SISK12 that will provide you online access to your child's grades. Middle school teachers provide an online homework calendar which can be accessed at the student tab on our school website.

Make-Up Policy: All missed work is expected to be made up. Individual teachers will provide a written document at the beginning of the school year/semester explaining expectations. If students are absent (excused or unexcused) for one to three days, they will have three school days to make up missed work. **In some cases, where students are involved in performances (speeches/presentations), group projects, or have a pattern of being absent on test dates, teachers may not honor the make-up policy unless the student makes arrangements in advance.** Absences, from 4-9 days, will have five school days available for making up work. Make-up timelines for absences exceeding ten days or extenuating circumstances will be determined through a teacher/student plan with administrative approval. Credit for make-up work may be reduced for those students who exceed the timelines. Students/Parents are responsible for making arrangements for all missed work.

If homework or assignments are requested for a student who is absent, that request should be made prior to 11:00 a.m. on the day you wish to receive them. When homework is requested prior to an extended student absence, the student may be provided with a specific list of assignments or may be given a more general assignment prior to leaving and then receive specific homework assignments upon returning. This is due to the fact that lessons may develop over the period of a week or more and assignments may change to meet the needs of the learners. **In grades 5-8, the online homeroom calendar and Google Classroom are good resources when away from school.**

Whenever possible, it is wise to give teachers advance notice of your travel plans. In some instances, the teacher may ask that your children complete certain activities or assignments while you are away. Generally, the teacher will ask that parents encourage “vacation learning” and then have students make up essential activities upon their return. It is difficult to give precise homework lists in advance of a trip because instruction activities and pacing may change due to daily circumstances. You may follow your teachers’ website or class page on our website for assignment updates as well if you have internet access. Teachers will assign reasonable deadlines for the make-up activities.

Report Cards

Report cards for students in grades 1-8 will be issued four times a year. Report cards will be sent home with students. Report card distribution dates for 2018-2019 are: November 9, 2018, January 25, April 5, and June 7, 2019.

Conferences

Conferences will be scheduled after the first nine-week period. The fall conference day will provide parents with an informal assessment of student progress. Second semester conferences will also be scheduled. This conference provides an opportunity for teachers to update parents regarding student progress and plans for the remainder of the school year. It is extremely important that all parents attend the parent conferences or schedule an individual conference with their child’s teacher(s). Parent-teacher conference dates for 2018-2019 are: October 24, 2018 and February 14, 2019, from 12:00 to 8:00pm.

Special Activities

Extra-Curricular Activities

All of the following activities are run outside of the regular school day. There is an activity user fee charged for these activities. Additional activities information, including student participation requirements, can be found in the North Lake School Activities Handbook. Please use Door G (athletic entrance) for these activities.

<u>Activity</u>	<u>Participant Grades</u>	<u>Season</u>
Girls Basketball	5-8	September 29-December 15
Boys Basketball	5-8	January 2 - March 9
Boys & Girls Volleyball	6-8	March 11 - May 12
Forensics	6-8	January - March
Boys & Girls Track Club	4-8	April - May

Although North Lake School does not sponsor the following athletic opportunities, we encourage our students to represent us proudly in the following community club and Arrowhead Middle School Athletic Conference teams and programs: soccer, cross country, girls’ field hockey, lacrosse, wrestling, swimming, gymnastics, golf, tennis, baseball, softball, and all other opportunities.

School Building Usage

The school building is available to clubs, youth groups, parent meetings, and community activities. An application for building use is available upon request in the school office or on the school website. Applications are accepted and scheduled as a first come, first served basis. There may be a usage fee assessed per board policy.

Field Trips



Field trips are utilized to highlight units of study. Field trips are expected to be a direct outgrowth of a specific unit of study or class project, therefore, not all classes may be taking field trips. The field trips that are taken are treated as an educational adventure. Students generally will be asked to share in the cost of field trip activities and transportation.

A permission slip will be issued for any field trip by the teacher(s) organizing the trip. The permission slip must be signed by the parent/guardian and returned to school by the due date.

If a student is injured on a school field trip, the personal insurance of the family must cover all injuries. North Lake School does not provide insurance for these activities. In the event of a student injury, every attempt will be made to contact the parent/guardian. The student will be provided with immediate medical assistance if the parent/guardian cannot be reached.

Assemblies and Evening Programs

Assemblies, concerts, plays and other programs are a regularly scheduled part of the curriculum. They are designed to be educational and entertaining experiences. They also provide opportunities to learn formal audience behavior. Courtesy demands that students be attentive, respectful, and appreciative.

Parents and other guests should help model good audience behavior while attending evening programs and performances. As audience members, please do not leave during the middle of a performance because it is disruptive to both the performers and other audience members. We also request that all cell phones and smart phones be silenced during the programs. **Parents are responsible for their children's behavior. Children need to remain with their parents at all times during these events.**

Student Health Policies

Extra-Curricular Health Form:

Any student participating in extra-curricular sports must have a current extra-curricular medical form on file in the school office before any given season. Forms are good for two calendar years.

Statement of Health:

As part of our school board policies, all students newly enrolled in North Lake School, including incoming kindergartners, are required to have a “statement of health” provided by their physician. The extent of the examination is up to the individual parent. There is not a specific form for this purpose; rather, a brief statement signed by your doctor stating that your child is in good health will meet the requirement. If your child has had a physical exam within one year of enrolling in North Lake School, proof of this would also be acceptable. The “statement of health” will be kept on file in your child’s cumulative file in the school office.

Immunizations:

All students are required to meet the immunization requirements established by Wisconsin Statute 252.04. For the 2018-2019 school year the following are the minimum immunizations required by law for each age/grade level. Additional boosters of some vaccines may be medically recommended.

2018-2019 Immunization Requirements:

Age/Grade	Requirements
2 years through 4 years	4 DTP 3 Polio 1 MMR 3 Hepatitis B 1 Varicella
Grades K-5	4 DTP 4 Polio 2 MMR 3 Hepatitis B 2 Varicella
Grades 6-8	4 DTP 4 Polio 3 Hepatitis B 2 MMR 2 Varicella 1 Tdap

1. MMR vaccine must have been received on or after the first birthday.
2. For a child entering K, 5 DTP are recommended. However, a child who has received a 3rd or subsequent doses after the 4th birthday will meet the requirement.
3. If your child received the 3rd dose of Polio after the 4th birthday, further doses are not required.
4. Acceptable evidence for protection against chickenpox is either varicella vaccine or reliable confirmation (year) that your child has had chickenpox. Students 13 years of age or older without a prior history of chickenpox disease or prior history of varicella vaccine before 13 years of age require 2 doses of varicella vaccine.

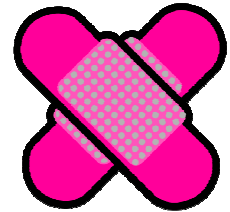
Student Medication Procedures:

1. Parents must complete a Medication Consent Form for any student requiring medication at school. No medication will be distributed without a completed Medication Consent Form. It is also beneficial for the school to know what medication is given at home. Please communicate this information with the health room as it is critical in an emergency situation.
2. All medication shall be supplied in a properly labeled, original container. You may not send loose pills in a bag. All medication will be kept in a secure location and maintained by the District Administrator or his/her designee. All medication shall be administered prior to its expiration date. No medication will be administered to a student that does not meet these criteria. There is a specific form for Epi-pens and inhalers. The health room will supply this information at registration.

3. The District Administrator or his/her designee shall only administer medication as directed by the Medication Consent Form. Administration of medication for unplanned, non-emergency situations will be conducted only with parent consent.
4. No student shall self-administer medication while at school. Exceptions will be made for students who have a prescribed inhaler for asthma per Wisconsin Statute 118.291. Students utilizing an inhaler per Wisconsin Statute 118.291 are exempt from items 3 and 5 of this policy.
5. The District Administrator or his/her designee shall maintain a written record of the dispensing of medication.
6. The District Administrator or his/her designee and school personnel shall refrain from diagnosing and recommending treatment of any health condition.
7. All medication must be dropped off and/or picked up by a parent. Students are not allowed to transport medication. All student medication must go home at the end of the school year.

Health Room and Medical Policies:

The health room is available to students who become ill or injured while at school. It is staffed by a health room attendant at all times. The North Lake School District Health Room Guidelines have been reviewed and approved by a licensed physician.



Students who become ill or who are injured are to report to their classroom teacher or supervisor and then to the health room. **If a student becomes ill at school, his/her parents/guardians, or person designated by the respective parents, will be notified and asked to pick up the student.** Parents/guardians or designees must come into the health room to pick up the student.

A student exhibiting the following symptoms should stay home or will be sent home from school with a designated adult:

- a. Vomiting
- b. Temperature of 100 degrees Fahrenheit or greater **(A student should be fever free for 24 hours before returning to school. Parents will be called to pick up their child if necessary.)**
- c. Diarrhea
- d. Symptoms of conjunctivitis (pink eye)
- e. Presence of head lice and/or nits (Refer to policy #4016 Head Lice)

Additionally, school personnel may request that a student be sent home from school for the day for other medical ailments.

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

Student Illness and Outdoor Recess:

Students who are well enough to attend school should be well enough to participate in outdoor recess. If a child is not well or has a physical condition causing them to stay inside for recess, a note signed from a parent and/or physician should be provided to the teacher and school office. During recess breaks, the classroom teacher will arrange for supervision of the child.

In the case of a concussion, please provide a medical release from your child's physician indicating the child's level of participation in school activities.

Student Services

Guidance Services

Guidance services are available to all students at North Lake School either through group experience or individual conferences. Guidance services consist of three main functions: counseling, coordination, and consultation. These services are offered to parents, students, and staff. *Counseling* is concerned with the interpersonal relationships and academic adjustment. The counselor is your child's "advocate at school" to help make wise and intelligent decisions regarding various problems your child may encounter. *Coordination* with regard to placement and academic and social activities is part of the counselor's role. *Consultation* with the parents and staff members helps to make your child's school experience an extension of his/her home training and provides a liaison between home and school.

Exceptional Education Services

At North Lake School we provide speech and language therapy, physical and occupational therapy, special education, and early childhood education. Our district has full and part-time employees who share in providing our children and families these programs.

Response to Intervention (Rtl)

Rtl is grounded in the belief that ALL students can learn and achieve high standards when provided with effective teaching, research-based instruction, and access to a standards-based curriculum. A comprehensive system of tiered interventions – gifted and remedial – is provided by our school and addresses the full range of students' academic and behavioral needs. We are here to support your child in the Rtl process and ask that you contact your child's teacher to learn more.

Positive Behavioral Intervention and Support (PBIS)

Positive Behavioral Intervention and Support is a systemic approach to promote proactive, school-wide behavior. It is based on strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. North Lake School's PBIS Committee is building on existing strengths, complementing, and organizing current programming/strategies within our school population. Your child's homeroom teacher will share specifics for each grade level related to PBIS activities and incentives. The WAVE WAY (Behavior Expectation Matrix) is posted through our building and also available on our school website. The WAVE WAY reinforces existing NLS school rules: Be Respectful, Be Responsible, and Be Safe. If you have further questions regarding PBIS at North Lake School, please contact our school psychologist and/or guidance counselor.

Individuals with Disabilities in Education Act

Individuals with Disabilities in Education Act mandates that all children with possible exceptional education needs, birth through age 21, are located, identified, screened, and where necessary under Individuals with Disabilities in Education Act, are referred for multi-disciplinary team evaluation and individualized programming. The State of Wisconsin and local school districts are attempting to locate all children who may be in need of exceptional education services. We are looking for:

1. Young children who may have difficulty sitting, walking, seeing or hearing
2. School-age children who are not receiving educational services due to severe physical, emotional, mental or learning problems
3. Those young people to age 21 who have not graduated from high school and desire further exceptional education services

If you are aware of any such child, please contact Mrs. Liesl R. Ackley, North Lake School Superintendent, at 262-966-2033.

Annual Notice of Special Education Referral and Evaluation Procedures

Upon request, the North Lake School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the 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 refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Mrs. Liesl R. Ackley, Director of Special Education, North Lake School District, at 262-966-2033 or by writing her at P.O. Box 188, North Lake, WI 53064.

School Board

School board meetings are open meetings. Community members are welcome and encouraged to attend. Regular school board meetings are scheduled the third Wednesday of every month. On occasion it is necessary to change a meeting date or schedule a special meeting. These changes will be posted at school, the Merton Town Hall, and the Village of Chenequa Town Hall. Agendas for all meetings are also posted at these locations.

Parent Booster Committee

The Parent Booster Committee (PBC) is a board-sponsored committee inviting parents to join together to help our school in many ways. This vital team organizes monthly school activities and fundraisers to support the children and educational process of our school. They meet monthly to update progress and plan for upcoming events. This is an open committee designed to provide opportunities for all of our parents to become involved in the enrichment process of our organization. We are looking for all parents to share their ideas, time, talents and treasures through this committee.



Miscellaneous Topics

Volunteers and Chaperones

We could not be successful in a school without great volunteers in our classrooms and chaperones on our field trips. To ensure that we communicate effectively to the expectations of all volunteers and chaperones, either our teachers or administration will meet with all individuals to review expectations, policy and procedures involving confidentiality, health topics, and how to effectively work with a wide variety of children before they will be permitted to participate. **For safety and security purposes, we also perform background checks on all individuals who work with our children in the school.** The PBC is a good resource for information on getting involved in our school. Contact Mrs. Becky Dorow, PBC President, at 262-966-2033 ext. 118.

School Visitors

School visitors are always welcome at North Lake School. All visitors **MUST** first report to the front office, sign in, and receive a visitor's badge before visiting a classroom, teacher or student. **Our staff members are asked to redirect all visitors back to the office who are not wearing an identification badge.**

Safety & Security

The North Lake School staff is committed to keeping our students safe. We are working on being prepared and confident in any situation. We believe in community partnerships with the Waukesha County Sheriff's Department, Merton Community Fire Department, and other community organizations. On a monthly basis we practice fire and lockdown drills. On an annual basis we practice tornado/severe weather and evacuation drills. In the case of an all-school evacuation, Saint Teresa of Calcutta's Parish Center is our reunification point. In the event of an extreme situation, we would bus students from Saint Teresa of Calcutta to Arrowhead High School. **Communication is critical in any emergency situation and North Lake School will use our SchoolMessenger broadcast system, email, and website to let families know what is going on.** Finally, our facility adheres to the state guidelines for school safety, and we encourage you to contact administration with any questions or concerns.

Animals at School

Everyone enjoys a pet, and pets can be very educational. However, pets in school can be a distraction, and/or a safety risk for those who are allergic. Students are not to bring pets to school unless they have made special arrangements with their teacher. In most circumstances, parents will be requested to bring the pet and take it home when it has served its useful purpose in the classroom. For safety and courtesy reasons, please notify the office before bringing a pet into the school building.

Classroom Celebrations

It is the joint decision of each grade level section (K-2, 3-4, 5-6, 7-8) to establish a plan for classroom parties. Parents will be notified of these plans in advance.



Birthday party invitations are private practices and should not be passed out at school unless the entire grade or class is being invited.

To support our school wellness policy, we ask that birthday treats are of a healthy nature (fruit, vegetables, or a non-food item such as pencils, stickers, etc.).

Dances for 7th and 8th Grade Students

Throughout the school year, dances will be held at some of the K-8 Arrowhead area school districts. The dances are only for students who reside in the Arrowhead area. Students must have their school identification cards or a pass from the principal to be admitted into each dance.

While attending each dance, students are expected to behave in a responsible manner before, during, and after each dance. A student whose behavior warrants removal from the dance will have their identification card confiscated by a dance official. If an ID card is taken from the student at a dance, that child will not be permitted to attend a dance for the remainder of the school year. Parents are expected to be on time or arrange for punctual transportation for their child after every dance. Dance times are from 7:00 to 9:00 p.m.

Drug-Free Workplace

North Lake School District, in accordance with the “Drug-Free Workplace Act,” guarantees the workplace and activities therein are conducted in a drug-free environment.

Inclement Weather Bulletins

We are proud to announce our new status as a Community WeatherBug Station. You have access to our Online Weather Center (OWC) and can download the WeatherBug mobile app.



Severe weather bulletins concerning our school are issued over local radio and TV stations (WEMP, WTMJ, WISN, WOKY, WMIL, WTKM, WTTN, WISN). They are usually announced beginning at 6:00 a.m. or during the day, when appropriate. The announcements will state whether school will be canceled or whether there will be a two hour delayed start. When bus service is canceled for public school children, bus service is also canceled for exceptional education, private, and parochial schools. **When school is canceled due to inclement weather, the announcement will be made as the Arrowhead School District.** A SchoolMessenger telephone broadcast will be sent out to all parents in the event of a school closing.

Lost and Found

Lost and found bins are located in the commons. Encourage your children to check the lost and found first when anything is missing. **The contents of the lost and found will be removed and donated to a local shelter or Goodwill at the close of each quarter.**

Student and Activity Fees

The student fee for the 2018-2019 school year will be \$75.00 per student. The student fee will help to offset the costs of consumable items such as student workbooks, project materials, and student periodicals. A \$75.00 activity user fee will also be charged for each extra-curricular sport/activity that a student participates in. The activity fee will help to pay for coaches, referees, and other materials needed to support the activity.

School District Policies/Notices

The North Lake School Board has developed and approved policies on a range of topics toward the goal of ensuring a safe, orderly, and productive environment for the students, staff, parents, and school community. Copies of all policies are on file in the school office.

Annually we are required by law as a public school district to notify our school community of our educational opportunities, procedures and programming. All district annual notices have been distributed to families, are available in the school office, and are posted on the school district website. These notices include:

- Annual Notice of Special Education Referral and Evaluation Procedures
- Education for Employment Program (Academic & Career Planning Services)
- Educational Options
- Federal Special Milk Program
- Homeless Children
- Human Growth & Development Instruction
- Individuals with Disabilities in Education Act
- Interrogations & Searches – Policy #6016
- Meningococcal Disease Information
- North Lake School District Annual Asbestos Notification 2018-19
- Pupil Nondiscrimination – Policy #6026
- Pupil Records & Directory Data
- School District Performance Report
- Special Needs Scholarship Program
- Student Attendance – Policy #6002
- Student Bullying – Policy #6033
- Student Privacy

NORTH LAKE SCHOOL CALENDAR 2018 - 2019

August				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
▲	▲	▲	▲	31

September				
M	T	W	TH	F
●	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	■	▲	●
29	30	31		

November				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	●	●	●
26	27	28	29	30

December				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
●	●	●	●	●
●				

January				
M	T	W	TH	F
	●	2	3	4
7	8	9	10	11
14	15	16	17	▲
21	22	23	24	25
28	29	30	31	

AUGUST	
22	Registration Day 3:00-7:00 pm
27	Teacher Meet & Greet with Ice Cream Social 5-7 pm Floating Workdays (3) Teacher Inservice Days (4)
SEPTEMBER	
3	Labor Day
4	First Day of School
OCTOBER	
24	11:30 Dismissal; 12-8 Conferences
25	Non-Student Day
26	No School-Vacation
NOVEMBER	
2	End of 1st Q = 42 Days
21, 22, 23	No School-Thanksgiving Recess
DECEMBER	
24-Jan. 01	No School-Winter Break
JANUARY	
17	End of 2nd Q = 44 Days
18	Non-Student Day
FEBRUARY	
14	11:30 Dismissal; 12-8 Conferences
15	No School
18	Non-Student Day
MARCH	
22	End of 3rd Q = 43 Days
25-29	No School-Spring Break
APRIL 19, 22	No School-Easter Break
MAY 27	No School-Memorial Day
JUNE	
5	8th Grade Graduation
7	Last Day of School
	End of 4th Q = 47 Days
10	Teacher Workday

1st Q 42 Days
 2nd Q 44 Days
 3rd Q 43 Days
 4th Q 47 Days
 176

February				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	■	●
▲	19	20	21	22
25	26	27	28	

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
●	●	●	●	●

April				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	●
●	23	24	25	26
29	30			

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
●	28	29	30	31

June				
M	T	W	TH	F
3	4	5	6	7
▲	11	12	13	14
17	18	19	20	21
24	25	26	27	28

▲ - No School for Students
(Staff Report)
 ● - No School - Vacation
 ■ - Early Release 11:30 am

Approved 12-20-17

“Express Yourself”



Student/Parent Handbook Contract

We have read, understand, and agree to abide by all policies and procedures outlined in the 2018-19 North Lake Student/Parent Handbook. We will do everything possible to support the mission and goals of North Lake School.

Please sign, date and return this contract to the school office by **Friday, September 14, 2018.**

Student Signature

Student Signature

Student Signature

Student Signature

Parent Signature/Date