

# North Lake School Student/Parent Handbook 2024-2025

## "Confidence"



North Lake School District  
P.O. Box 188, N75 W31283 Hwy V V  
North Lake, WI 53064  
[www.northlakeschool.org](http://www.northlakeschool.org)  
Phone: 262-966-2033  
Fax: 262-966-3710

*The North Lake School District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32 , Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working sponsored meetings or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.*

**Dear North Lake Families,**



I look forward to welcoming everyone back for the 2024-2025 school year. On behalf of the North Lake School Board, I thank you for your trust and support of the North Lake School staff. North Lake School was ranked #1 in the state, and we will continue to provide the high-quality education that our North Lake School Community expects. I am honored to serve as your leader for my 10th year and am here to ensure a positive school year for your child.

### **2024-2025 SCHOOL CORE VALUE & THEME**

The 2024-2025 school year core value is: **"CONFIDENCE"**. *"We are not afraid of failure because we learn from it. We will accomplish our goals because of our ability to persevere."*

The school theme which expresses the core value in child friendly terms is: **"FORWARD."** The North Lake School District is moving forward with the financial confidence of a successful referendum and a historical celebration of its 110th birthday!

### **NEW 2024-2025 SKYWARD ONLINE REGISTRATION INSTRUCTIONS**

New this year is the Skyward Online Registration! **You will NOT be receiving a registration packet in the mail.** Everything you need to register is included in this email and Skyward. To complete the online registration, you must have access to a computer and printer, not a cell phone. **The online registration window begins Monday, July 29th and will close Monday, August 12th.**

Parents/Guardians **MUST** login to Skyward to access the Student Registration tile in the Family Access Portal for each student in the family. Follow all of the instructions located within the Skyward Online Registration. After your registration is complete, you may pay online (similar to lunch payments) or bring a separate check or cash on Registration Day to avoid online service fees.

### **8/21/2024 REGISTRATION DAY with OPEN HOUSE & COMMUNITY EVENT**

The NLS office will be ready to greet you in the MPR for Registration Day on **Wednesday, August 21st** from **3:00 - 6:00 p.m.** There will also be an Open House with teaching staff in classrooms. The Open House is a nice opportunity for students to meet their teachers and store school supplies in lockers.

This year's Community Event will be the Center Oak 4-H Club sponsored **PETTING ZOO!** Look for the fun in the school's front yard (east of Door A).



### **In-Person Registration Day To-Do List:**

- Student pictures will be taken at registration and orders may be placed online through Empire Photography ([CLICK HERE FOR EMPIRE PHOTOGRAPHY LINK](#)).
- Bring required registration forms, Student/Parent Handbook Contract and Registration Fee form, and any additional forms such as medication authorization, physicals, etc. which are contained within the Skyward Online Registration and must be printed out, completed, and returned on Registration Day.
- Remember to bring any necessary student medications and forms when speaking with the health room attendant.
- Please note that 4K registration is handled through Lake Country Kindergarten.
- You will receive your child's homeroom, bus route information, and extracurricular sign-ups. You may also purchase hot lunches for the school year (a separate check from the fees or submit online).
- We will register new families with our visitor management system: Raptor. Parents, you will need your driver's license at registration for Raptor.

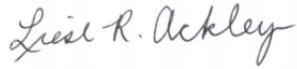
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## FESTIVE FIRST DAY OF SCHOOL KICK-OFF

The first day of school is Tuesday, September 3rd. We will meet as a Great K-8 in the Big Gym at 7:30 a.m. to kick off the new year with style. Students will sit in the bleachers with their homeroom teachers. Parents are welcome to attend and may be seated in the blue chairs on the gym floor. The Kick-Off will last approximately 20 minutes.

In closing, this 2024-2025 Student/Parent Handbook is a clear, consistent resource for the basic policies and procedures at North Lake School. As always, please do not hesitate to contact the office for additional information or follow up questions.

Sincerely,

A handwritten signature in cursive script that reads "Liesl R. Ackley".

Dr. Liesl R. Ackley  
Superintendent & Principal



# North Lake School District

## 2024-2025 School Calendar

DATES TO REMEMBER	
<i>(subject to change)</i>	
August 21	NLS Registration & Open House 3:00-6:30 p.m.
	Teacher Floating Workdays (4)
August 26-29	Teacher Inservice Days (4)
September 3	First Day of School
October 24	Conferences 8:00 a.m. - 4:00 p.m./Non-Student Day
November 1	End of 1st Quarter (42 Days)
January 17	End of 2nd Quarter (42 Days)
February 20 (1/2 Day AM)	11:30 a.m. Dismissal - 12:00-8:00 p.m. Conferences
March 21	End of 3rd Quarter (43 Days)
June 4	8th Grade Graduation - 5:30 p.m.
June 6	Last Day of School - End of 4th Quarter (47 Days)
June 9	Teacher Workday

NO SCHOOL FOR STUDENTS	
October 24	Conferences 8:00 a.m. - 4:30 p.m./Non-Student Day
October 25	Non-Student Day / Teacher Inservice
November 25-29	No School - Thanksgiving Recess
December 23 - January 1	No School - Winter Break
January 20	Non-Student Day / Teacher Inservice
February 20 (1/2 Day AM)	11:30 a.m. Dismissal - 12:00-8:00 p.m. Conferences
February 21	No School - Midwinter Break
March 24-28	No School - Spring Break
April 18-21	No School - Easter Break
May 26	No School - Memorial Day

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School Board Approved: 1-17-2024

## North Lake School District

Phone: 262.966.2033 | Fax: 262.966.3710

[www.northlakeschool.org](http://www.northlakeschool.org)

### SCHOOL BOARD MEMBERS

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

# North Lake School Telephone Directory 2024-2025

(revised 7-23-24)

262-966-2033 Direct Line

262-966-9792 Message Center

Emails: Type the email prefix followed by @northlakeschool.org

Staff Members	Ext.	Email Prefix
<b>Lake Country Kindergarten</b>		
Patti Dibb – LCK Before & After Care	118	
Kari Graziano, LCK Director	121	grakar
Mallory Hazelwood – 3K Aide	120	
Andrea Keane - 4K	101	keaand
Kelsea Tajnai - 3K	120	
LCK Office	121	
<b>5K Kindergarten</b>		
Sami Giesie	105	geisam
Kayla Orendorff	103	orekay
<b>1<sup>st</sup> Grade</b>		
Jennifer Toczyski	104	tocjen
Ashley Tarkowski	106	tarash
<b>2<sup>nd</sup> Grade</b>		
Pam Brittnacher	111	bripam
Mike Ray	109	raymik
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Grade</b>		
Bruce Budde - 3 <sup>rd</sup> Math & Science	124	budbru
Yancy Byrne - 4 <sup>th</sup> Math & Science	127	byryan
Jennifer Flannery - 4 <sup>th</sup> Literacy & Social Studies	125	flajen
Lanette Kudis - 3 <sup>rd</sup> Literacy & Social Studies	122	kudlan
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade</b>		
Donna Andorfer - Social Studies	222	anddon
Curt Kaczor - Science	202/203	kaccur
Tracy Richman - Math	224	rictra
Melissa Ruck - Literacy	209	rucmel
<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>		
Tim Gliniecki - Spanish	211	glitim
Lauren Mays - Literacy & Write	241	maulau
Dave McConville - Science/Design & Modeling	243	mccdav
Maureen Minor - Social Studies/Robotics	242	minmaur
Carey Wagner - Math/Transitions	246	wagcar
Robotics	247	
STEM Lab	245	
Health Classroom	244	

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<b>Staff Members</b>	<b>Ext.</b>	<b>Email Prefix</b>
<b>Specialists</b>		
Karen Clauer - Physical Education / Health	135	clakar
Chad Edstrand - IT Director	300	edscha
Will Krieger - General Music & Choir	131	kriwil
Jill Lesch - School Counselor	210	lesjil
Candi Lyons - Art	207	lyocan
Nancy Meister - Director of Teaching & Learning/Gifted & Talented	134	meinan
Dave Richman - Lakers Manufacturing Experience	251	ricdav
<b>Special Education</b>		
Kelley Berlin - School Psychologist	114	berkel
Judy Grosch - Occupational Therapist	113	grojud
Shelly Hansen - Physical Therapist	113	hanshe
Caroline Holsen - Occupational Therapy Assistant	113	holcar
Cindy Lofy - Speech & Language	115	lofcin
Megan Schroeder - Physical Therapy Assistant	113	schmeg
Julie Westcott - Special Ed Teacher/Special Ed Director	114	wesjul
Mike Wood - Special Ed. Teacher	201	woomik
<b>Instructional Support</b>		
Allison Bickel	138	bicall
Wanda Casper	333	caswan
Gina Haase	107	haagin
Shelly Harmeyer	107	harshe
Danielle Herzog	201	herdan
Andy Wangerin	201	wanand
<b>Administration/Office</b>		
Liesl Ackley - Superintendent	153	acklie
Jennifer Sellhausen - Manager of Business Services	156	seljen
Janelle Osowski - District Secretary	151	osojan
Katie Daugs - Office Assistant/Health Room Aide	152	daukat
Beth Gatzow – School Nurse	152	gatbet
<b>Athletics</b>		
Ashley Tarkowski - Athletic Director	106	tarash
<b>Buildings &amp; Grounds</b>		
Karl Ashenfelter - Director of Buildings & Grounds	142	ashkar
Ralph Curtis - Evening Custodian	142	curral
Laurie Doleschy - Evening Custodian	142	dollau
Eric Stephens - Evening Custodian	142	steeri
<b>Extended Day Program</b>		
Nichole Wright - Supervisor & LCK 4K Aide	205	wrnic
Cindi Steffen	205	stecin
Sara Tetzlaff	205	tetsar
<b>Kitchen</b>		
Diane Cull – Head Cook	140	culdia
Judith Kosma – Assistant Cook	140	kosjud
<b>Library Main Desk</b>	133	
<b>Lower Maker Space</b>	129	
<b>Waukesha County Sheriff's Dept. Dispatch: 262-446-5070</b>		

# 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 among 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.



## **Academic Honesty**

All middle school work submitted for the purpose of course or class requirements must represent the efforts of the individual student. Students, parents, and faculty members are all important contributors to the upholding of academic integrity in our school. Any form of academic dishonesty is prohibited. Academic honesty includes, but is not limited to: plagiarism, copying, providing another student with answers, or giving/receiving assignments or tests from other students, or using technology shortcuts to provide answers including artificial intelligence tools. Middle school teaching staff will model and teach academic honesty in the classroom setting to uphold the North Lake School mission and core values.

## **Accommodation of Sincerely-Held Religious Beliefs**

If a parent indicates to the school board that either content or activities conflict with their religious beliefs or value system, the school will honor a written request for their child to be excused from particular class periods for specified reasons. (Board Policy 2270)

## **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.

## **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. If you have other allergies or health concerns, please contact the Heath Room Attendant. You will need to complete the Allergic Reaction Individualized Health Plan form to keep your child safe.

## **Animals at School**

Everyone enjoys a pet, and pets can be very educational. However, pets in school can be a distraction, and/or 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.

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with federal and state law and Board Policy 8390. Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

## **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 smartphones 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.**

## Attendance

**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 parent(s)/guardian and school personnel share the responsibility for student attendance to:

- A. Ensure that an effective educational program can be carried out
- B. Encourage good attendance
- C. Keep the lines of communication between parents and school open
- D. Involve all of those who have responsibility for student attendance – student, parent and staff
- E. 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:

- A. Personal illness/injury or family emergency
- B. 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 district administrator
- 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. athletics

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 any amount of absences, 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 an excused absence.

- If a child is not going to attend school due to illness or other family business, it is **expected that parents call school** (262-966-2033) 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 7:25 a.m. (grades 5-8) and 7:30 a.m. (grades K-4) 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.

Open Enrollment Students: According to Policy 5200, habitual truancy may affect the student's continuation in the open enrollment program of the District. Please refer to Policy 5200 for more information about the District's attendance policy and definition of truancy.

### **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.

### **Bullying**

The District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. See Policy 5517.01 and Student Discipline Plan section in this handbook. The District Bullying Reporting form should be used to define the bullying issue and help determine the appropriate course of action.

### **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).

Open enrolled students may apply for Private Pay Transportation Services. Contact the school office for more information.

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.

**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.

## **CBD Products**

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at 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. 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.

## **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.**

## **Communication**

**The Wave** is our twice-monthly school newsletter that is sent via email to all North Lake School families. We will also send a paper copy with your child from school on Fridays if you would like one. If you do not receive *The Wave*, contact Mrs. Osowski 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!**

**Parents should refrain from texting their child during the school day. If there is a change in the family schedule, please contact the office directly. Class Dojo is a nice communication tool but keep in mind if a teacher is absent important communications will be missed.**

## **Community Bulletin Board**

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

## **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 (Board Policy 7540.03). **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.

## **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 2024-2025 are: **October 24, 2024 from 8:00 a.m. to 4 p.m. and February 20, 2025 from 12:00 to 8:00 p.m.**

## Conflict Resolution

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!

## 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 262-966-2033 ext. 134. The school curriculum is also well articulated on the school website at [www.northlakeschool.org](http://www.northlakeschool.org). The School Board approves the school district standards every August.

## Direct Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453)

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## Disallowed Items

Students may not bring the following items to school: skateboards, cigarettes, alcohol, drugs/paraphernalia, guns or look-alikes, ammunition for guns, knives, matches, lighters, laser pointers, squirt guns or other water toys. Personal music devices (including Bluetooth wireless earbuds) and handheld gaming systems are allowed by our 3rd through 8<sup>th</sup> grade students only to be used before or after school, on the bus, or for classroom instruction. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. 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.**

## 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, or head coverings 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
- Backpacks, purses, crossbody bags, etc. should be stored in a locker. These items should NOT be in hallways or classrooms.

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.

### **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.

### **Equitable Multi-Level Systems of Support (EMLSS)**

*Formerly known as Response to Intervention (RtI)*

Equitable Multi-Level Systems of Support (EMLSS) 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 EMLSS process and ask that you contact your child’s teacher to learn more.

### **Enrolling in the School**

Students generally enroll in the school district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that District’s open enrollment program.

Students that are new to North Lake School are required to enroll with their parents or legal guardian unless eighteen (18). When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the District certifying that the parent, his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Board Policy 5111.01)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03)

### **Equal Education Opportunity/Anti-Harassment**

It is the policy (Board Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

### **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 early release days. Keep in mind, the North Lake School District's policies and procedures apply to the Extended Day Program.

### **Extracurricular 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 Athletic & 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	October - December
Boys Basketball	5-8	January - March
Boys & Girls Volleyball	6-8	March - May
Forensics	6-8	January - March
Boys & Girls Track Club	4-8	April - May

### **Extracurricular Health Form**

**Any student participating in extracurricular sports must have a current extracurricular medical form on file in the school office before any given season.** Forms are good for two calendar years. The form is available on the school website.

### **Facility Usage**

The school building is available to clubs, youth groups, parent meetings, and community activities. An application for facility 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.***

### **GALS Institute**

The GALS Institute of Delafield, Wisconsin, a place for prevention and healing, is partnering with North Lake School to provide mental health services for families in the 2024-2025 school year. You can learn more about GALS on their website: <https://galsinstitute.com/>.

### **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 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.

For the 2024-2025 school year, the parenting class Love and Logic will be offered for interested parents. Please contact Mrs. Lesch for further information.

### **Harassment**

***See Student Discipline Plan***

### **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. The rationale for these procedures is to minimize large spread exposure and outbreak to the student population.

- a. Vomiting/Diarrhea (as a general rule a student is contagious for 24 hours after they vomit/diarrhea and should be vomit/diarrhea free for 24 hours before returning to school)
- b. Temperature of 100.3 degrees Fahrenheit or greater (as a general rule, a student should be fever free for 24 hours without the use of medication to reduce fevers before returning to school. Parents will be called to pick up their child if necessary.)
- c. North Lake School follows the Waukesha County Health Department guidelines in terms of COVID-19 diagnosis or exposure. These guidelines may be found on our website.
- d. Conjunctivitis "Pink Eye" (as a general rule a student with symptoms of pink eye should not return to school until medical eye drops have been used for 24 hours.)
- e. Presence of head lice and/or nits (Refer to Board Policy 8451 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.

### **Home Language Survey**

The Wisconsin Home Language Survey is given to all students enrolling in Wisconsin schools. Parents will complete the form during the registration process. The information on this form helps the District to identify who may need help to develop the English language skills necessary for success in school. Language testing may be necessary to determine if language supports are needed for your child. The answers on the form will not be used for determining legal status or for immigration purposes. If your child is identified for English Language services, you may decline some or all of the services offered to your child. Language programming and supports will be compliant with Board Policy 2260.02.

### **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 all grades are expected to keep updated daily assignment notebooks** although the format may vary by grade. Grades 3-8 will receive their assignment notebooks the first day of school in their homerooms (K-2 assignment folder, 3-4 assignment notebook, 5-6 assignment notebook, 7-8 assignment notebook). Teachers are available for clarification. Extension numbers for each class are listed in this handbook and in the school directory. We have a student software program called Skyward 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.

The NEST: The NEST stands for Needed Education Study Time and is utilized in 7<sup>th</sup> and 8<sup>th</sup> grade. Students receive a pass to attend The NEST when daily work is not turned in on the due date. The NEST transpires during the recess period. For every 6 times a student is sent to The NEST within a month, a behavioral referral will be issued. The purpose of The NEST is to support student work completion and academic success.

Make-Up Work Guidelines: 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, they will have a reasonable time frame 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 make exceptions or alternate arrangements. Make-up timelines for extended absences or extenuating circumstances will be determined through a teacher/student plan with administrative input. Students/Parents are responsible for making arrangements for all missed work and it is best practice to communicate absences early and often.

***If homework or assignments are requested for a student who is absent, that request should be made early on the day you wish to receive them.*** It is not always possible for teachers to prepare missed work for an absent student because they are teaching present pupils. 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 advisable 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 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 teacher's 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. We want to work together to ensure seamless instruction for your child.

All students are required to meet the immunization requirements established by Wisconsin Statute 252.04. For the 2024-2025 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.

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

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.

### Inclement Weather Bulletins

We are proud to continue our status as a Community WeatherBug Station. You have access to our Online Weather Center (OWC) and can download the WeatherBug mobile app. Look for us on the Fox6 News!

Severe weather bulletins concerning our school are issued over local radio and TV stations (WTMJ, WISN, WOKY, WMIL, WTKM). 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 School Messenger telephone broadcast will be sent out to all parents in the event of a school closing.

## 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 need 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, intellectual, 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. Julie Westcott, Special Education Director, at 262-966-2033.

## Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the health room. The health room attendant will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340). Please see the school website for additional policies and procedures in place during a pandemic.

## Lost and Found

Lost and found racks 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.**

## 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 made to order salads. The cost per individual lunch is **\$3.25 for all students and \$4.25 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 into 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.

## 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 2024-2025 school year. 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 accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

### **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.**

### **Parking Lot Safety**

Please adhere to the Parking Lot Rules to keep our school children safe.

- SLOW DOWN as children are present
- Highway VV is EXIT ONLY – Enter the parking lot via Park Road
- STAND on the sidewalk to greet your child
- WALK with your child to your parked vehicle
- Students will meet parents in the carline in the CONE ZONE

### **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 counselor.

### **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.

### **Report Cards**

Report cards for students in grades 5K-8 will be issued four times a year. Report cards will be available for parents/students to view in Skyward after the end of each quarter.

## **Response to Intervention (RtI)** *See Equitable Multi-Level Systems Support (EMLSS)*

### **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 School Messenger broadcast system, email, and website to keep families informed.** Finally, our facility adheres to the state guidelines for school safety, and we encourage you to contact administration with any questions or concerns.

### **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.

### **School Calendar**

Each year, we put out a yellow school calendar of events at registration and post it on our website under printable calendar.

### **School Day**

The doors open at 7:00 a.m. with supervision in the Multi-Purpose Room (MPR) until 7:20 a.m. Supervision in the MPR is for all K-4 students and 5-8 students arriving by car. 5-8 students arriving by bus will go to the library or proceed directly to their classrooms. Library dismissal is 7:20 a.m. and MPR dismissal is 7:20 a.m. (5-8) and 7:25 a.m. (K-4). The dismissal window for all students is 2:25-2:30 p.m. and buses leave the school grounds at approximately 2:35 p.m.

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

### **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. Board policies are posted on the school website.

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 are also posted on the school district website.

### **School Supplies**

The School Supply list is published in July and is published on the school website.

### **School Visitors**

The North Lake School District is using the Raptor Visitor Management system to maintain a high level of safety and security for our school building. All visitors **MUST** first report to the front office and receive a visitor's badge before visiting a classroom, teacher, or student.

## **School Wellness**

Our school wellness policy encourages all snacks, birthday treats, and beverages to be of a healthy nature. Water bottles may be brought to school to fill with water only! Water will be available for all at school. Our health classes use the state approved My Plate model. **We have a number of children with food allergies and ask that snacks to be eaten in the classroom not contain peanuts.**

## **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. At North Lake School, we provide speech and language therapy, physical and occupational therapy, special education, and early childhood education for students qualifying for 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. Julie Westcott, Special Education Director, North Lake School District, at 262-966-2033 or by writing her at P.O. Box 188, North Lake, WI 53064.

### **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.

### **Student Accidents/Illness/Concussion**

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of First Aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340)

### **Student and Activity Fees**

The student fee for the 2023-2024 school year will be \$125.00 per student. The student fee will help to offset the costs of consumable items such as student workbooks, project materials, and student periodicals. A \$125.00 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.

## **Student Assessment**

To measure student progress, students will be tested in accordance with state standards and District policy. (Board Policy 2623)

## **Student Code of Conduct**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. (Board Policy 5500)

## **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 resolve 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. Mrs. Jill Lesch, school counselor, is your best resource when issues arise and it is encouraged that you work with her as a first step in the problem-solving process.

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 4<sup>th</sup> 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. Behavior referrals may be issued beginning in 6<sup>th</sup> grade and recorded in Skyward.

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. Homeroom 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. Detentions are held Mondays after school.
- 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.

### REST – Restorative Recess for Grades 7 & 8:

REST is a program for students who need to review the expectations at North Lake School. During REST, the school counselor focuses on character traits and appropriate school behaviors. Students will attend the REST sessions during their lunch recess. REST guidelines will be shared with you via the 7<sup>th</sup> and 8<sup>th</sup> grade homeroom teachers.

### Bullying Definition:

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

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01)

#### Reporting Bullying Incidents:

To help us effectively communicate in these unfortunate situations, we have posted a **Bullying Reporting Form** on our school website page at [www.northlakeschool.org](http://www.northlakeschool.org). Click on Parents/Important Resources to access the form. 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.

#### Student Harassment:

It is the District policy to maintain an educational environment that is free from all forms of harassment. See Policy 5517.

### **Student Due Process Rights**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure that appropriate due process is provided to a student, the Board established guidelines in Board Policy 5611.

### **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 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.

According to Board Policy 5771, lockers, desks, and storage areas used by the students are school property under the control of the School District. These areas are subject to random searches.



## **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.
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.

## **Student Records**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents, and the District with respect to student records are governed by State and Federal law (Board Policy 8330). Parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act – FERPA) and Protection of Pupil Rights Amendment have been violated.

## **Student Well-Being**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical information card completed in Skyward. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, during online registration or directly to the school office.

## **Students' Rights of Expression**

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials.

## Suicide Prevention Resources

North Lake School uses the DPI model of resources for Youth Suicide Prevention. A summary of these resources can be found at the following link:

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/2022\\_Model\\_Notice.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/2022_Model_Notice.pdf)

## Suspension & Expulsion

Board Policy 5610 authorizes the use of suspension and/or expulsion.

## Title IX Sexual Harassment

According to Board Policy 2266, inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, Mrs. Julie Westcott. Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator regardless if the person is the alleged victim or the report conduct. The report may be made in person, by mail, by telephone, or by email:

Title IX Coordinator/Special Education Director  
Mrs. Julie Westcott  
P.O. Box 188  
North Lake, WI 53064  
262-966-2033 ext. 115  
[wesjul@northlakeschool.org](mailto:wesjul@northlakeschool.org)

## 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.**

## Use or Possession of Electronic 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 communication devices while on school premises.

If students bring smartphones or watches to school, they bring these devices at their own risk. ***There may be times when children are allowed to use smart devices in a structured activity in the classroom.*** If there is not a structured activity led by the teacher, the devices 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 smart device (phone or watch) 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.

There are restrictions to personal communication devices stated in Policy 5136. The use of a camera phone or recording device to take nude or partially nude pictures in locker rooms and restrooms is prohibited.

## Video Surveillance

The Board has authorized the use of video surveillance and electronic monitoring equipment at various locations throughout the school. Any person who acts to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01)

## 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.

## **Weapons**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, contracted for by the District, or a school-sponsored event, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained. (Board Policy 5772)

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.



# "Confidence"



## Student/Parent Handbook Contract

We have read, understand, and agree to abide by all policies and procedures outlined in the 2024-2025 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 on Registration Day or to the school office by **Friday, September 6, 2024.**

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Family Last Name (PRINT)

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Parent Signature

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Date