

THREE LAKES & SUGAR CAMP

ELEMENTARY HANDBOOK

2024-2025



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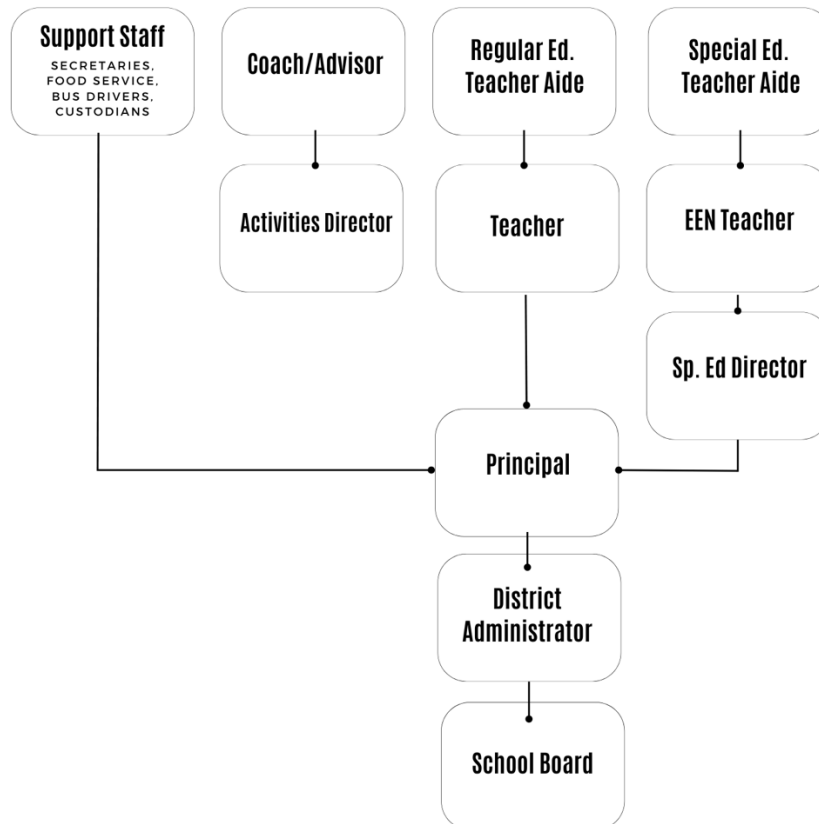
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SECTION 1: GENERAL INFORMATION

QUESTIONS/CONCERNS PROCESS

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



EDUCATIONAL PHILOSOPHY

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

MISSION STATEMENT

Teaching students to be productive citizens.

INTRODUCTION

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

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

NON-DISCRIMINATION POLICY

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

NON-DISCRIMINATION COMPLAINT PROCEDURE (POLICY)

The following procedure is adopted to address complaints by any person who believes that the Three Lakes School District, or any part of the school organization, has been, or is being discriminatory, or that any student is being harassed.

1. The complainant must submit a signed, written, statement of complaint to the designated coordinator. The statement of complaint shall name the complainant; state the facts giving rise to the complaint; identify all provisions of the rules and regulations alleged to be violated; state the contention of the complainant with respect to those provisions; and indicate the relief requested. The coordinator shall investigate the complaint and reply to the complainant in writing within five (5) business days after receipt of the written complaint.
2. If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the district administrator within five business days after receipt of the coordinator's response. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days after receipt of the appeal.
3. In an attempt to resolve the complaint, the Board of Education shall meet. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of his/her receipt of the district administrator's response in Step 2. In an attempt to resolve

the complaint, the board shall meet with the concerned parties and their representatives within 15 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within 10 business days of this meeting.

4. If a complainant under Section 118.13 of the Wisconsin Statutes and PI 9 wishes to appeal a negative discrimination by the board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if he/she has not been provided with written acknowledgement of the complaint within 45 days of receipt of the complaint or if the Board has not made a determination within 90 days of the time that the written complaint was initially filed. Appeals should be addressed to: Superintendent of Public Schools, 125 S. Webster St., P.O. Box 7841, Madison, WI 53707-7841
5. If a complainant under federal law wishes to appeal a negative determination, he/she may file a complaint with the federal government at the following address: Office of Civil Rights, U.S. Department of Education, 300 5. Wacker Dr. 8th Floor, Chicago, IL 60606.

LEGAL REFERENCES: 118.13 Wisconsin

State Statute; P1 9 of the Wisconsin

Administrative Code; Title IX, Education Amendments of 1972; Title VI, Civil Rights 1 Act of 1964; Section 504, Rehabilitation Act of 1973

ABSENCES/ANTICIPATED ABSENCES

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

ACCIDENTS/INSURANCE

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

ADULT SCHOOL VISITORS

We welcome and encourage parents/guardians to visit the school and their children's classrooms. Any individual visiting the school for any reason must first report to the school office, sign in, and pick up a visitor's pass. If it is necessary to speak with a student or teacher directly, office personnel will make the necessary arrangements. Teacher or room visitations may be arranged either by directly contacting the teacher or requesting an appointment through the principal's office. During lunch, parents/guardians are

welcome to sign in at the office and eat with their child/children. For safety reasons, during recess and other unstructured times, parents/guardians are not permitted to participate with their child/children.

ANNOUNCEMENTS

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

ATTENDANCE POLICY

All students are required by law to be in attendance at school each day that school is officially in session. The only absences that can legitimately be excused are for personal or family illness or injury, observance of certain religious holidays, death in the immediate family, court appearance, or medical or dental appointments that cannot be arranged outside of school hours. There are also extraordinary situations where the principal may deem it appropriate to grant an **excused** absence. A note or call from a parent or guardian is required before an absence will be recorded as **excused**. In cases of habitual absences, written excuses will be required.

An **unexcused** absence will be recorded for any reason other than listed previously. A student will be identified as truant if he or she is absent from school without an acceptable excuse under State Statute 118.15 and 118.16 (4) for part or all of any day on which school is held during a school semester. According to State Statute 118.163 which deals with municipal truancy; a county, city, village, or town may enact an ordinance prohibiting a person under 18 years of age from being truant. The ordinance shall provide the following disposition: (b) A forfeiture of not more than \$50 plus cost for a first violation, or a forfeiture of not more than \$100 plus costs for a 2nd or subsequent violation committed within 12 months of the previous violation, subject to State Statute 938.37 and subject to a maximum cumulative forfeiture amount of not more than \$500 for all violations committed during a school semester. All or part of the forfeiture plus costs may be assessed against the person, the parents, or guardians of the person, or both.

The ordinance according to State Statute 118.16 that deals with habitual truancy, a **habitual truant** means a pupil who "is absent from school without an acceptable excuse under sub. (4) and State Statute 118.15 for part or all of five or more days on which school is held during a school semester." Students may be disciplined for unexcused absences, and if absences continue, the student may be referred to Social Services and/or law enforcement officials. The teacher will not be required to assist the pupil in making up lost or missed work.

Students participating in practices, rehearsals, etc. are to be in attendance at least one-half day in order to participate in their activity. Situations beyond a student's control shall be considered.

When a child has been absent 15 days, inclusive as to days defined in State Statute 118.15(3) (c), for whatever reason, the child will be subjected to stricter guidelines as to what is an excused absence (policy). A letter will be sent to the parent/guardian informing him/her that further absence on the part of their child will require a doctor's excuse for medical absences, including non-emergency medical appointments. Illnesses in the immediate family will not be excused and family trips will not be excused. In emergencies, documented evidence will give the principal discretion in enforcing this policy.

Attendance Enforcement

The school building principal shall enforce school district attendance policies via the following means:

1. Not later than the end of the second day after receiving a report of unexcused absence, contact the parent or guardian by personal service, mail, or telephone call of which a written record is kept. Such a person shall be notified that the child is to return to school no later than the next day or a legal excuse is necessary.
2. In the event of further truancy, meet or attempt to meet with the child's parent or guardian to discuss the child's truancy.
3. Provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy; or have considered curriculum modification provided for by law.
4. Evaluate the child to determine whether learning problems may be the cause of the child's truancy, and if so, placement of child in the appropriate district program to overcome learning problems.
5. Conduct an evaluation to determine whether social problems may be the cause of the child's truancy, and, if so, have taken the appropriate action or make appropriate referrals to overcome said problems.
6. When a child has been absent 15 days, for whatever reason, the child will be subjected to stricter guidelines as to what is an excused absence:
 1. A letter will be sent by regular mail to the parent or guardian informing them that further absences on the part of their child will require a doctor's excuse for medical absences, including non-emergency medical appointments
 2. Illnesses in the immediate family will not be excused, and family trips will not be excused.
 3. In emergencies, documented social services and/or law evidence will give the principal discretion in enforcing this policy.
 4. Students will be issued Discipline Notices for unexcused absence, and if absences continue, the attendance officer will follow the enforcement of attendance steps outlined in the student handbook, and may refer the child to enforcement officials.

LEGAL REFERENCES: Section 118.15 Wisconsin Statutes.

LEGAL EXCUSE POLICY

Regular and punctual attendance is one of the essentials for school success as well as being one of the most significant factors considered by prospective employers when evaluating school records. Whenever it is necessary for a pupil to be absent from school the parent or guardian must notify the school administration, in writing, of the reason for the absence. The excuse must indicate the days or dates of absence and be signed by the parent or guardian.

The building principal/attendance officer is empowered to approve a legal excuse to any pupil or the following reasons:

1. Bona fide religious holiday with three school days' notice.

2. A showing that the child is not in the proper physical or mental conditions to attend school or an educational program. The District may request the parent or guardian of the child to obtain a written statement from a physician, licensed psychologist, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
3. Non-emergency medical appointments with three school days' notice.
4. A death in the immediate family.
5. An illness in the immediate family that requires the attendance of the student only during the period of time in which such attendance is required.
6. A court appearance or other legal procedure that requires the attendance of the students with three school days' notice.
7. Quarantine as imposed by the public health officer.
8. Transportation delay beyond the control of the student.
9. Inclement weather when school is not closed.
10. Other emergencies that prevent attendance, which are generally defined as an Act of God or other circumstances beyond the control of the student, which prevents school attendance, in the discretion of the building principal. (Shopping trips, hair appointments, etc. are not excused absences, except in extreme emergencies, which will be cleared through the principal.)
11. A bona fide suspension/expulsion pursuant to Section 120.13, WI Stats.
12. The school board of Three Lakes recognizes that this being a resort area, many parents do not get a chance to take a vacation during the summer months. This being the case, some families plan activities at other times during the school year. Activities done with parents can be a rewarding educational experience. However, discretion should be used on the length of time the student is withdrawn from school so as not to impede their education. Families that find it necessary to take their children out of school for vacations must obtain an anticipated absence form from the principal one week before the event. The student will be responsible for getting all assignments and make up all tests missed during their absence from school.
13. Other good cause as shown in advance to the building principal.

BICYCLES

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

BOOKS LOST OR DAMAGED

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

CHAPERONES

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

COMPUTER USE

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

CO-CURRICULAR STANDARDS

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

DIRECTORY DATA

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

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

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

FIRE DRILLS

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

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

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

HARASSMENT POLICY

The Three Lakes School District supports an educational environment that is free of harassment, bullying or intimidation of any form. It is therefore the policy of the district that neither students nor employees will be allowed to engage in any form of harassment, bullying or intimidation toward any person.

Harassment, bullying or intimidation can arise from a broad range of physical or verbal behavior that can include, but is not limited to the following: aggressive or hostile behavior that is intentional that involves an imbalance of power between the bully and the bullied, and is typically repeated over time; physical or verbal assaults; non-verbal or emotional threats or intimidation; social exclusion and isolation; extortion; the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages; teasing, putdowns, name-calling, cruel rumors; false accusations; and hazing; victimization that is not necessarily a result of or part of an ongoing conflict; physical or mental abuse; racial insults, ethnic slurs, religious slurs; unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient, or cause the recipient discomfort, humiliation, or interfere with the recipient's academic performance. It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur and are reported to an administrator.

Any person who believes he/she has been the subject of prohibited harassment/bullying shall report the matter to the high school principal, in accordance with established complaint procedures for harassment/bullying. There shall be no retaliation against any person who files a complaint under this policy. All complaints shall be investigated in a timely manner.

Third party witnesses are strongly encouraged to report observed incidents of harassment/bullying to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity, unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the Three Lakes School District does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. This policy will be distributed annually to all enrolled students and their parents or guardians. The policy will be provided to any person who requests it and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

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

HOMEWORK POLICY

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

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

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

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

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

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

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

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

HOT LUNCH PROGRAM

The food service program serves breakfast and lunch to students on a daily basis. The daily fee for breakfast and lunch, along with milk prices, will be published at the beginning of the school year. Student lunch accounts are expected to have a positive balance. Lunch money may be deposited on a student's account with cash, checks, or credit cards. If using a credit card, payment is made online only through Infinite Campus. Money can be turned in to the office or to the classroom teacher in the morning. Parents can also call the office to authorize a credit card transaction. When a student's account reaches a negative balance, notification will be given. The district maintains a "no charge policy."

HOURS OF OPERATION SUGAR CAMP

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

HOURS OF OPERATION THREE LAKES

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

ILLNESSES

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

IMMUNIZATIONS

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

INSTRUCTIONAL MEDIA CENTER

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

LOCKERS (POLICY)

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

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

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

MATH ADVANCED PLACEMENT

CRITERIA FOR ADVANCED MATH PLACEMENT

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

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

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

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

How:

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

PROGRESSION OF CLASSES WITH THIS PROGRAM

Path 1 (A traditional pathway of advanced math study could look like this)

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

Path 2

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

ALEKS Program (Elementary Teacher)

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

Requirements in ALEKS

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

High School Credit

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

PHOTOGRAPHY/IMAGES

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

PHYSICAL EDUCATION

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

PROGRESS REPORTS/REPORT CARDS

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

PUPIL INTERVIEWS (POLICY)

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

RECESS

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

RETENTION

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

RETENTION CRITERIA PROCEDURE

Academic Performance

For Grades 3 through 6, one or more of the following criteria will be considered for retention:

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

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

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

Behavioral Performance

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

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

Other Criteria

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

Retention Committee

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

SODA/MILK/JUICE

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

SCHOOL COUNSELING

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

STUDENT VISITORS

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

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

TARDIES

Students need to be in their classrooms before the start of the school day. If you are not in the classroom, you will be considered tardy and will need to report to the office.

TELEPHONE CALLS

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

VIDEO CAMERAS

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

WEAPONS (POLICY)

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

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

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

SECTION 2: SCHOOL RULES

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

SCHOOL CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

GENERAL SCHOOL RULES

- Students are expected to be ready and prepared for class.
- Keep hands and feet to yourself. Respect others and their property.
- Talking, sound effects, and other behaviors that prevent others from learning are not allowed.
- Running on sidewalks and through the school is not allowed.
- Don't litter – Be proud of YOUR school and help keep it neat and clean.
- Appropriate shoes and shirts MUST be worn at all times. Sandals will not be allowed for gym.
- No gum is allowed without teacher permission.
- Candy is not allowed in the hallways and on the playground.
- No horseplay, rock throwing or dangerous play allowed on the school grounds. Use the equipment in a safe manner and in the way it was designed to be used.
- Quiet and orderly conduct is required when moving around the school.
- No inappropriate physical contact.
- Students are not to leave school grounds during the day for any reason unless a parent checks them out or they have written parental permission to leave.
- Students are not to capture the image of a person with any device on school premises and/or use/share it without permission
- The cafeteria and buses have their own set of rules and regulations. Students are expected to follow them.

ALCOHOL AND CONTROLLED SUBSTANCES (DRUGS)

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

AUDITORIUM BEHAVIOR

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

BUS TRANSPORTATION RULES/CONSEQUENCES

The driver shall be responsible for safety, health, and discipline on their bus. All drivers shall report any misconduct to the building principal. The principal will notify the parents of the pupil regarding the discipline referral. They may suspend a student's busing privilege until reinstatement has been agreed upon by the driver, the parent, and the administrator. Continued misconduct, or misconduct that seriously jeopardizes the safety of their students, will require the parent to appear before the Board of Education before reinstatement of the bus privilege is authorized. During suspension periods, parents are responsible for transportation of their child.

A bus driver is not to physically handle a student, unless it is necessary to restrain a student in order to protect the student from causing bodily harm to himself/herself or another person. If a driver determines that a student's conduct poses a safety hazard, and that student fails to obey the driver, the driver may stop the bus and contact law enforcement or the school administration for assistance in removing the student from the bus. A driver is never to put a child off the bus in route, unless the child is being turned over to law enforcement officers or a school administrator.

Bus drivers will enforce the following rules:

- Be on time for the bus. Buses will wait a maximum of two minutes beyond the regular scheduled time at any stop for a child. This does not mean the bus must wait every day for any particular child.
- If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop. Stay off the road at all times while waiting for the bus. Wait until the bus comes to a complete stop before attempting to enter the bus. Do not rush to get on the bus.
- When you must cross the front of the bus, be sure to stay a safe distance away from the bus so that you are in the driver's visibility range.

- When boarding the bus, go to your assigned seat in the bus without disturbing or crowding other pupils. The bus shall not move until all riders are seated. Do not stand, or extend your head, arms, or hands out of windows, or move about, or attempt to leave the bus while it is in motion.
- The rear doors are not to be used except in an emergency.
- Rules regarding controlled substances apply to all school transportation.
- Students are to help keep the bus clean, sanitary, and orderly. Damage done to the bus, or bus equipment by a student, will be paid for by that student.
- When leaving the bus, remain seated until the bus comes to a complete stop.
- The bus driver shall not require, or allow any passenger to stand while the vehicle is in motion.
- Students are to remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
- The bus driver is responsible for controlling the bus riders. Students must obey bus driver assistants, or chaperones, promptly.
- Bus drivers are encouraged to assign students to their seats, filling the bus from front to rear.
- Students are not to leave the bus to transfer to cars or be dropped off at another student's stop, without a written permission slip from their parents, verified by the principal or their designee. Once a student boards the bus in the morning, they are expected to stay on the bus all the way to school, and likewise on the way home from school.
- Students will not be permitted to ride a bus run that they are not normally scheduled to ride on, without a written request from their parents and authorization from the office. This permission should be approved at least one day prior to the date of the request.
- Students shall follow all of the behavioral rules in the student handbook while on the bus.
- Pupils who persist in failing to cooperate in observing these rules will be considered hazardous to the welfare of the other students and will be denied bus transportation.

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

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

CAFETERIA BEHAVIOR

- Food is to be eaten, not thrown or abused. Do not take food from others against their will.
- Students are asked to stay seated at their table until excused by their teacher.
- Please use appropriate manners and a quiet voice in the cafeteria.
- Students are expected to clean up their area.
- Students are asked not to enter the doorway into the food line until the student in front of them has moved to the tray slide.
- Students are to discard all paper products and food waste and sort their silverware.
- No food should be taken from the cafeteria, unless approved by the teacher.

CARE OF SCHOOL AND OTHERS' PROPERTY

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

CLASSROOM BEHAVIOR

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

DANGEROUS STUDENT BEHAVIOR

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

DANGEROUS WEAPONS

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

DISCIPLINE INTERVENTION

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

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

- Student conference with student and teacher and/or principal and student.
- Activity, recesses, and/or lunch detention.
- In-school suspension for part or all of a day with parent notification.
- Suspension for up to three days with parent notification.
- Parent conference with principal, student, parents, and appropriate school personnel.
- Referral to police.
- Conference with principal, student, parents, appropriate school personnel, and/or outside agencies.
- Suspension up to 15 days in accordance with State Statute.
- Recommendation for expulsion made to the Three Lakes School Board.
- Legal procedures as outlined by Wisconsin Statute 120.13 will be followed.

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

DISCIPLINE PROCEDURES

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

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

DISTRIBUTING/DISPLAYING MATERIALS

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

DRESS CODE

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

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

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

ELECTRONIC DEVICES

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

NUISANCE ITEMS

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

FALSE FIRE ALARMS OR THREATS

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

GAMBLING

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

HALLS

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

HANDS-OFF POLICY

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

LANGUAGE

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

LEWD AND LASCIVIOUS BEHAVIOR

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

MAKE-UP

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

PLAYGROUND RULES

- For the safety of all children, students must remain in areas designated for their age level.
- Students will be courteous, and use appropriate language and gestures at all times.
- Students will not throw any objects that could injure others such as sand, rocks, snow, ice, etc.
- There will be no tackling or pushing games allowed.
- Students are expected to use the equipment in the manner for which it was made.
- Students will not hang on basketball hoops.
- Students will not use hard balls.
- Use slides safely, sliding on your posterior, no walking up or down the slide.

- After recess, students will return to their classroom by following the designated route.
- Students will dress appropriately for the weather.
- The supervisor will determine inside recess based on administration-established weather parameters and playground conditions.
- In winter, all students must wear hats, coats, gloves/mittens, boots, and snow pants.
- For safety reasons, students should not tunnel in the snow.
- Students should not play on the ice or icy equipment. Students must have ice skates to skate on the ice skating rink.

PYROTECHNIC (FIRE) DEVICES

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

REFUSAL TO OBEY OR DEFIANCE OF SCHOOL PERSONNEL

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

TOBACCO

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

USE OF TECHNOLOGY AGREEMENT

The availability of technology in the school district relies upon the proper conduct of users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using technology. First, it is important to note that school district employees are responsible for supervising students who use technology. To assist with this responsibility, the school district provides an internet screening service so students are generally not able to access inappropriate sites.

Guidelines for Use of Technology

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

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

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

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

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

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

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

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

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

Penalties for noncompliance:

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

SECTION 3: SPECIAL EDUCATION REFERRAL PROCESS

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

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

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

School District of Three Lakes 2024-2025

SCHOOL BOARD MEMBERS

Elisha Williams.....President
Stacey KleinVice President
Josh Kral.....Clerk
Mitch Ellis.....Treasurer
Michelle MuetleinMember

SCHOOL ADMINISTRATION AND STAFF

Teri Maney District Administrator
Nikki ManeyDA/BOE Administrative Assistant/District SIS Data Specialist
Steve GruszynskiThree Lakes Elementary Principal/Director of Technology
Todd RihaSugar Camp Elementary Principal/6th Grade Teacher
Justin SzewsThree Lakes High School Principal
Phil UpdikeActivities Director/Junior High Principal
Kari VolkSchool Psychologist/SPED Director
Cristin Opall.....Elementary School Counselor
Jen West.....Communications Director
Caleb KleinhansSchool Business Manager
Michele BrownFinancial Assistant – Business Office
Angie SchulzAdministrative Assistant – Sugar Camp Elementary
Katie PitlikAdministrative Assistant – Three Lakes Elementary
Shannon VotisAdministrative Assistant – Business Office
Ann EllisAdministrative Assistant – High School Office
Lisa WalesAdministrative Assistant – J.H. Office & 6-12 Activities

INSTRUCTIONAL STAFF

4K.....Melinda Statz (TL).....Katy Rose (SC)
KindergartenJaime Bock (TL).....Julie Stefonik (SC)
First.....Katie Diorio & Janele Dupuis (TL)Kaylee McRae (SC)
SecondJessica Kirby (TL).....Kara Miller (SC)
ThirdJody Kalata/Katie Bauknecht (TL)Eric Strzok (SC)
FourthKatie Bauknecht/Jody Kalata (TL)Marcus Kral (SC)
FifthJeff Waltz (TL).....Marcia Running (SC)
Sixth.....Staci Volkmann (TL)Todd Riha (SC)
Art.....Erin Wallschlaeger (TL/SC)
Physical Education.....Charlie Volk (TL/SC)
MusicJessica Westfall (TL/SC)
Band/Music.....Justin Lindgren
Speech & LanguageKellie Wedig (TL).....Trina Minella (SC)
SPED/Cross Cat.....Wendy Walker (TL)Erica Lane (SC)
Guidance Counselor.....Cristin Opall (TL/SC)
Reading Specialist.....Amy Johnson (TL/SC)
Interventionist.....Dianna Blicharz (TL)Patty Adams (SC)
EC/InterventionistKyleigh Strzok (TL/SC)

Handbook Acknowledgment



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

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

Student _____ Grade _____

Parent/Guardian _____ Date _____