



PARENT-STUDENT HANDBOOK

2025-2026

NORTH LAKE LAND SCHOOL
12686 CTH K, Manitowish Waters, WI 54545
715-543-8417
www.northlakelandschool.com

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<u>Approved by NLS Board of Education: 8-11-25</u>	



WELCOME!

Dear Parents/Students,

I want to welcome you to North Lakeland. We continue to grow and learn as we continue to focus on educating students and providing a foundation for them to excel as they pursue their life's adventure.

Much of the information provided in this handbook is based on school board policy, state law, and other established guidelines. That being said, there may be some items that are modified and/or changed during the school year. If that happens, communication will be made to alert you about those changes/modifications. Thank you for your understanding as we start the 2025-26 school year.

This handbook has been prepared as a means of communicating school policies, notices, regulations and services. **Parents and students should read it together.** We are always available to clarify any school matters. Do not hesitate to call. Close cooperation between home and school is essential to promote the best interests of the child. Parents are encouraged to visit school and to attend scheduled meetings of parents, teachers and the Board of Education. Mutual benefits occur when there is a meaningful exchange of information between home and school.

North Lakeland has provided excellence in education since 1971, and by working together we can be assured that this quality will continue into the future. Thank you for choosing North Lakeland School as the school for your child(ren). We are glad you're here!

Brent Jelinski

Superintendent

715-543-8417 ext. 115 / bjelinski@nles.us

CLASS SUPPLIES

Class supply lists are available on the school website or from the school office. Families that need assistance with supplies for their child/ren should contact our Community Outreach Coordinator Christine Wallace, 715-543-8417 ext. 204.

STUDENT FEE / ATHLETIC FEE:

The annual student fee is \$25.00 per student and athletic fees are \$15.00 per participant for each sport. Student fees should be paid to the District Office on or before the first day of school. Athletic fees must be paid before the first scheduled athletic contest.



NORTH LAKELAND SCHOOL

12686 County Highway K ~ Manitowish Waters, WI 54545

715-543-8417 ~ 715-543-8868 (fax)

www.northlakelandschool.com



MISSION STATEMENT:

To provide a superior education for each student, where together everyone learns more.

BELIEFS:

Fundamental beliefs of North Lakeland School are:

- Learning has purpose.
- All students can learn.
- All students have the right to learn in a safe environment.
- Learning addresses the student's intellectual, social, and emotional needs.
- A student's education is a cooperative effort among parents, school, and community.

GOALS:

Goals of North Lakeland School are:

- To provide and utilize appropriate technology for North Lakeland School and community.
- To provide a developmentally appropriate 4K-8 curriculum and regular assessment aligned with Wisconsin Academic Standards and the Wisconsin Student Assessment System (WSAS).
- To meaningfully expand the involvement of students, parents and community in fulfilling the mission of NLS.
- To design and implement a long-range staff development plan.

NORTH LAKELAND SCHOOL BOARD OF EDUCATION

School board meetings are held the 2nd Monday of each month at 6:15 p.m., unless a scheduling conflict occurs for the majority of the board. Check the school website to verify meeting dates/times and to view meeting agendas, approved meeting minutes and school board policies: www.northlakelandschool.com

PRESIDENT: Kari Moon

715-543-2289

kmoon@nles.us

5378 Old La Fave Point, Boulder Junction, WI 54512

Mailing: 5378 Old La Fave Point, Manitowish Waters, WI 54545

Boulder Junction / Land O' Lakes Rep. - Term Expires 2026

Committees: Policy, Interview / CESA 9 ~ Rep. for NLS

VICE PRESIDENT: Shyla Belzer

715-614-2585

sbelzer@nles.us

6425 CTH W, Winchester, WI 54557

Mailing: 6425 CTH W, Manitowish Waters, WI 54545

Winchester Rep. – Term Expires 2027

Committees: Transportation, Building

CLERK: Brian Derber

715-686-7732

bderber@nles.us

6970 Red Lake Drive, Presque Isle, WI 54557

Presque Isle Rep. - Term Expires 2028

Committees: Finance, Building

TREASURER: Kris Kassien

715-892-9067

kkassien@nles.us

10376 Boulder Ln., Boulder Junction, WI 54512

Member-At-Large Rep. - Term Expires 2027

Committees: Interview, Finance

BOARD MEMBER: Stephanie McClellan

715-904-0052

smcclellan@nles.us

12923 Alder Lake Rd, Manitowish Waters, WI 54545

Manitowish Waters Rep. – Term expires 2028

Committees: Policy, Transportation

2025–2026 NORTH LAKELAND STAFF

To reach staff directly, dial 715-543-8417 and enter their 3-digit extension.
You may also call the District Office (715-543-8417) and press 'zero' or extension '117.'

NAME	POSITION	EMAIL ADDRESS	EXTENSION
Bagrowski, Brian	School Resource Officer	sro@nles.us	105
Bain, Amanda	Occupational Therapist	abain@nles.us	312
Breitholtz, Nathan	Art Teacher / Director of Curriculum & Instruction	nbreitholtz@nles.us	207
Burnett, Cynthia	Special Education Teacher	cburnett@nles.us	301
Callender, Stephanie	2 nd Grade Teacher	scallender@nles.us	327
Derber, Ian	Maintenance	iderber@nles.us	
Driscoll, Sarah	Interventionist / 4K & Kdg Spanish Teacher	sdriscoll@nles.us	306
Fieweger, Sara	Teacher Asst / Library Asst / Guidance Counselor	sfieweger@nles.us	318
Frandy, Lori	Food Service Director	lfrandy@nles.us	122 - office
Friedley, Rob	Special Education Teacher / 7 th Gr. Social Studies Teacher	rfriedley@nles.us	305
Hagen, Adam	3 rd Grade Teacher	ahagen@nles.us	330
Hagen, Nikki	Director of Pupil Services & Special Education / District Compliance Officer	nhagen@nles.us	303
Hahn, Christian	1 st Grade Teacher	chahn@nles.us	329
Hahn, Vanessa	Teacher Assistant	vhahn@nles.us	
Jelinski, Brent	District Administrator/Principal District Compliance Officer	bjelinski@nles.us	115
Karaffa, Carl	Phy. Ed. & Health Teacher / Athletic Director	ckaraffa@nles.us	206
Kedzierski, Jennifer	Math Interventionist / 6 th - 8 th Gr. Science & 8 th Gr. Math Teacher / Outdoor Ed Director	jthoma@nles.us	202
Kraemer, Bailey	1st-8th Gr. Spanish Teacher / 6 th Gr. Social Studies Teacher / 4K & KDG. Phy. Ed. Teacher / Gifted & Talented Coord. / Title IX Coord.	bkraemer@nles.us	203
Matusiewicz, Beth	Kindergarten Teacher	beth@nles.us	309
May, Peter	Maintenance	pmay@nles.us	102
McMahon, Jodi	Administrative Secretary	jmcmahon@nles.us	117 or zero
Meade, Angela	5 th Grade Teacher	ameade@nles.us	304
Nelson, Lanette	4K Teacher	lnelson@nles.us	327
Pritzl, Matt	Community Ed Director	mpritzl@nles.us	
Rademacher, Sarah	Reading Specialist & Academic Interventionist	srademacher@nles.us	307
Rymarz, Zack	Information Technology	techdept@nles.us	200
Semmerling, Kristin	Teacher Assistant	ksemmerling@nles.us	
Tadiello, Shannon	Director of Business Services	stadiello@nles.us	103
Terzinski, Jennifer	Teacher Assistant	jterzinski@nles.us	
Theisen, Terry	5th-8th Gr. Math Teacher	ttheisen@nles.us	302
Thoreson, Kristi	School Psychologist	kthoreson@nles.us	450
Ullrich, Alyssa	School Nurse	nurse@nles.us	316
Van Winkle, Larry	Food Service	lvanwinkle@nles.us	119
Wallace, Christine	Reading Specialist / 6-8 ELA & 8 th Gr. Social Studies Teacher / Community Outreach Liaison	cwallace@nles.us	205
Wills, Christopher	Music Teacher	chwills@nles.us	125
Wills, Cynthia	4 th Grade Teacher	cwills@nles.us	331
Wolfe, Tina	Physical Therapist	twolfe@nles.us	312

NORTH LAKELAND COMMUNITY EDUCATION

CHECK THE SCHOOL WEBSITE AT NORTHLAKELANDSCHOOL.COM FOR NEWS AND UPDATES REGARDING NORTH LAKELAND'S COMMUNITY EDUCATION PROGRAMS.

**Contact Community Education Director Matt Pritzl with questions:
715-543-8417 ext. 322 or mpritzl@nles.us.**



NORTH LAKELAND EDUCATION FOUNDATION

*Supporting growth & learning to sustain & enhance quality education
in the North Lakeland School district.*

The North Lakeland Education Foundation (NLEF) is a non-profit 501(C) (3) philanthropic organization. The Foundation is funded by soliciting gifts from individuals, corporations, associations, and other benevolent entities. The NLEF supports and enhances quality education by securing and awarding funds for innovative and creative programs in the North Lakeland School District. The Foundation helps develop responsible citizens through innovative educational experiences based on a deep community commitment to our youth. The Foundation raises funds that will benefit children in our district now and long into the future, makes grants for creative projects that are outside the school budget, develops partnerships between the school and community to provide information to the community about our school, and encourages outstanding academic achievement.

Since the 2003-04 school year, the Foundation has awarded nearly \$90,000 in NLEF Education Grants to fund programs and educational opportunities that have enhanced the educational experience of NLS students. Grants may be applied for by North Lakeland School staff members, North Lakeland School students, NLS volunteers, and NL citizens or community organizations. Contact the Foundation for information about Education Grant applications.

The Foundation established the Bill Sherer Memorial Student Leadership Scholarship in 2009 to assist 5th, 6th and 7th grade students with annual funding to attend leadership-based programs. Contact the Foundation for information about the leadership scholarship.

The Foundation is governed by an independent Board of Directors consisting of North Lakeland District community members, parents and educators. This Board meets monthly (generally the first Tuesday) during the school year (September – June). It is independent of both the school board and the school administration, and the school district does not provide any funding to the Foundation. The Foundation Board determines policies, provides leadership in fundraising and grant making, and ensures that gifts to the Foundation are used in accordance with donors' wishes.

Feel free to reach out to us! EMAIL: northlakelandfoundation@nles.us
Find us on Facebook: North Lakeland Foundation

Board of Directors (as of August 2025):

Josh Kraemer, President ▪ Deb Skrobot, Vice President ▪ Erica Dischinger, Treasurer ▪
Patsy & Nathan Breitholtz, Secretary ▪ Terri Wise ▪ Alyssa Ullrich ▪ Chris Wills ▪
Jan Pick ▪ Amanda Cowart ▪ Julie Thomas

GENERAL INFORMATION

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of North Lakeland School District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (Board Policy 2416 – Student Privacy and Parental Access to Information)

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. Regular school attendance is necessary to achieve academic success and is the responsibility of the students and their parents. Students are subject to state mandatory attendance laws and must be in school unless a school board-approved excuse is provided.

COMPULSORY STUDENT ATTENDANCE

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes 18 years of age unless they fall under an exception outlined in the Policy 5200. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

EXCUSE FOR ABSENCE

A parent of a student who is absent shall provide either written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office. The District reserves the right to verify statements and investigate absences from school.

A student shall be excused from school for the following reasons:

Physical or Mental Condition – the student is temporarily not in proper physical or mental condition to attend a school program.

Obtaining Religious Instruction - to enable the student to obtain religious instruction outside of the school during the required school period (see policy 5223 - Absences for Religious Instruction)

Permission of Parent or Guardian – The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days (5 per semester) under this paragraph and must complete any coursework missed during the absence. NL administration has the authority to require medical or professional verification if parents/guardians excuse their son/daughter more than five times per semester. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day

- to attend a funeral
- legal proceedings that require the student's presence
- vacations - *Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents must have the administration's approval at least one week prior to departing. The student/family needs to complete a Pre-Arranged Absence form, which is available online or in the school office.*

Religious holiday - *The student wishes to observe a religious holiday consistent with the student's creed or belief.*

Suspension or Expulsion - *The student has been suspended or expelled.*

Program or Curriculum Modification - *The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma provided by State law.*

Child at Risk - *The student is a "child at risk" as defined under State law.*

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine - quarantine of the student's home by a public health officer
- Illness of an immediate family member - the illness of an immediate family member
- Emergency - an emergency that requires the student to be absent because of family responsibilities or other appropriate reasons
- Severe Weather Conditions - In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
- Sounding Taps - A student in grades 6-8 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

RELEASE OF STUDENTS TO AUTHORIZED PERSONS

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability that may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized by a parent with authority to do so.

LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including email) or personal (phone or face to face) request of the student's parent, who shall state the reason for the tardiness/early dismissal. No student will be allowed to leave school prior to dismissal time without oral request, or a written note signed by the parent/guardian whose signature is on file in the school office, or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent/s or guardian without a permission note signed by the custodial parent/guardian. Justifiable reasons shall be determined by the school attendance officer. (Board policies 5200 and 5230). No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

TRUANCY

A student will be considered truant if he/she is absent part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he/she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stat.).

HABITUAL TRUANCY

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the school attendance officer shall ensure that all applicable provisions of the District's truancy plan are carried out.

UNEXCUSED ABSENCES

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student
- Requiring the student make up lost time
- Requiring the student make up coursework and/or examinations, as permitted under this guideline
- Conferring with the student's parents
- Referring the student to an appropriate agency for assistance

The student and parent/guardian will be notified when multiple, unexcused absences occur. If unexcused absences continue, a meeting will be arranged to identify strategies to improve attendance. If attendance issues continue, truancy citation and/or court referral will occur. Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board policies.

MAKE UP COURSEWORK AND EXAMINATIONS

A student whose absence from school was excused or unexcused shall be permitted to make up coursework and exams missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what coursework and exams must be made up. Teachers shall have the discretion to assign substitute coursework and exams. Teachers shall also have the discretion to specify where and when exams and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

GENERAL INFORMATION

ACCIDENTS, INJURY, ILLNESS OR EMERGENCIES

All accidents, illnesses, and emergencies, which occur during the school day, are to be reported to the supervising staff member in charge of the activity and to the school office immediately. If minor, the student will be treated and may return to class/activity. If medical attention is required, the school's emergency procedures will be followed. The School District believes that school personnel have certain responsibilities in the 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).

CALENDAR

The official school year calendar is available from the District Office and on the school website & app. Before any event is scheduled, it must be called to the Administrator's attention. It is the responsibility of the sponsor to notify the Administrator of proposed events. Copies of the monthly activity calendar and lunch menu are given to any student whose family wishes to receive a hard copy; otherwise, families are emailed the calendars attached as PDFs. Calendars can also be picked up in the District Office or viewed/printed from the school's website. A calendar of the major school year events is sent to each family in August with school-start information, and is also available in the District Office and can be viewed/printed from the school's website.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return to the student's parents.

Students are responsible for any schoolbooks, materials, equipment, or computers (ie. Chromebooks, netbooks, cameras) checked out in his/her name. The student who checks the item out must pay for loss or damage unless another student's responsibility can be proven. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be referred to law enforcement. (Board Policy 5113)

DANCES

School sponsored dances must be planned by the organization and have permission from one of the advisors before the Administrator gives approval. The rules can be picked up in the Administrator's office. Private dances should reflect the sponsor's name. Please DO NOT use North Lakeland as a sponsor for private dances. Parents have the right to know which dances are sponsored by the school.

DISPLAY OF AFFECTION

Improper display of physical affection on school property or at any school event will not be tolerated. Voluntary cooperation avoids the embarrassment of parents being notified and/or other disciplinary action being taken.

EMERGENCY INFORMATION

The information emergency card is sent to parents prior to the start of each school year, or the first time they enroll in the school. This card must be completed by the first day of school. Please be sure to provide the school office with any updates. The School Board has established Policy 5341 that requires every student to have an emergency medical authorization form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the emergency medical authorization form available to every parent/guardian at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

FIELD TRIPS

A field trip is any organized excursion taken by students as an integral part of their academic work and primarily for educational purposes. It is generally used to learn certain facts about a certain subject. A field trip is used as a teaching tool to supplement classroom instruction and to develop interests and appreciation of the community. The North Lakeland School District may authorize overnight field trips and extended overnight field trips for students when the value is directly related to enhance classroom-learning experiences. Students should not miss more than five (5) instructional days per school year while involved in field trips, except with the Administrator's permission based on unusual circumstances. When a field trip is scheduled through the lunch period, the North Lakeland Food Service Department will prepare nutritious school lunches to be taken on the trip. Your teacher and/or advisor will take a 'head count' and advise the kitchen staff of the number of lunches to prepare. Your food service account will be debited for this lunch as it normally would be during a regular school day, if you choose to participate in the lunch prepared by our food service staff; otherwise, you may send a bag lunch with your child.

LOCKERS

The school's lockers are made available and are assigned to students. It is important to recognize that the lockers remain the property of the school and are to be used exclusively for the storage of outer garments, footwear and school-related materials. The school, therefore, reserves the right to periodically inspect the contents of any lockers, without notice, and without a search warrant, by the district's designee and two staff members. Any unauthorized item(s) found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials. **Hall lockers at North Lakeland are not locked. Locks from home are not permitted. Please do not bring valuables to school. Gym lockers for 5th-8th graders are padlocked (issued by gym teacher).**

LOST AND FOUND

Students are strongly discouraged from bringing or wearing items of value to school and/or school related activities. Report losses to your teacher and the office as soon as the loss is noticed. All items that are found should be given to your teacher or brought to the office at once. If you lose something, check the *Lost and Found* collection areas or the school office. Unclaimed items will be given to charity at the close of the school year.

OUTDOOR EDUCATION

North Lakeland is proud of its Outdoor Education program. Recognizing it as a vital part of our heritage, the Outdoor Education program is considered a part of the school curriculum and attendance is mandatory. Detailed information is provided to each student family prior to each Outdoor Ed session in fall, winter, and spring.

PHYSICAL EDUCATION RULES / REGULATIONS (4K – 8th grades)

1. All students are required to have a separate pair of shoes for phy. ed. use only (*turf, black soled shoes that would mark gym floor, zippered, or 'slip-on' gym shoes are not allowed*). Gym shoes are to be left in the student's locker/cubby or gym locker at school.
2. **NO JEWELRY** (earrings, necklaces, bracelets, barrettes, etc.) **ALLOWED DURING PHY. ED. CLASSES.** A parent note is required in order to allow earrings to be worn **for new piercings during the healing process of approximately six (6) weeks.** See Administrator with questions.
3. A note must accompany a one (1) to three (3) day excuse from gym from a parent/guardian.
4. Any absence for longer than three (3) days must be accompanied by a note from a doctor.
5. A medical release is required with all medical excuses.

6. If a student is excused from recess for medical reasons, they will not be allowed to participate in phy. ed. class or other co-curricular physical activities. Similarly, if a student is not to participate in phy. ed., he/she will also remain inside for recess(es).

NOTE: Weather-permitting, some phy. ed. classes are held outside. Students must have shoes that allow them to run properly on these days. No flip-flops or sandals. **If you have any questions, contact the Physical Education teacher.**

PHYSICAL EDUCATION ATTIRE (5th-8th grade students)

School-appropriate shorts (no cut-offs or shorts with metal), **school-appropriate t-shirt** (no cut offs or tank tops ... armpits and midriff must be covered), **socks, and shoes are to be left in student's gym locker at school** (turf, black soled shoes that would mark gym floor, zippered, or 'slip-on' gym shoes are not allowed). Sweatpants and a sweatshirt are encouraged to have in case of cool weather outside. This clothing should be separate from school day clothing and is kept locked in a gym locker with combination lock issued by the phys. ed. teacher. It should be taken home and washed periodically. **NOTE:** Weather-permitting, some phy. ed. classes are held outside. Students must have shoes that allow them to run properly on these days. No flip-flops or sandals.

RECESS REGULATIONS

If the regular temperature outside is zero or the windchill is 10 degrees below zero, staff may not take children outside for recess.

**** 4-KINDERGARTEN THROUGH 5th GRADE PLAYGROUND RULES:**

1. A child may be excused from recess for one (1) day with a note from a parent. If a child is returning to school from an extended absence due to illness, the child may be excused from recess for two (2) days with a note from a parent.
2. A note from the doctor may be required after two (2) days.
3. If there are extenuating circumstances, please call your child's teacher for an extension of time.
4. Each child must have hats, mittens, snow pants, boots, and coats for winter weather.
5. If a student is excused from recess for medical reasons, they will not be allowed to participate in phy. ed. class or co-curricular activities.
6. Additional playground rules may be explained by primary teachers.

**** 6th through 8th GRADE PLAYGROUND RULES:**

1. Stay on grass fields in sight of supervisor.
2. Have written permission by parent or teacher to be indoors (give note to advisor or office). Students must be supervised when staying indoors.
3. A child may be excused from recess for one (1) day with a note from a parent. If a child is returning to school from an extended absence due to illness, the child may be excused from recess for two (2) days with a note from a parent.
4. A note from the doctor may be required after two (2) days.
5. If there are extenuating circumstances, please call your child's teacher for an extension of time.
6. Respect each other. Good sports-personship is expected at all times. Absolutely no contact sports (i.e., tackle football); no verbal harassment; no unnecessary force in throwing balls; no interference in others' games.
7. Have teacher permission before re-entering building.
8. During the winter months: Absolutely no snowballs.
9. If a student is excused from recess for medical reasons, they will not be allowed to participate in phy. ed. class or co-curricular activities.

SCHOOL FOOD SERVICES

School lunches should be pre-paid if you do not meet the free/reduced guidelines. Please send payment to school on or before the first day of school, and continue to pay for lunches throughout the school year (see guidelines below). The school will supply free/reduced lunches to children who are deemed eligible based upon the following criteria: 1) As stated by Federal guidelines; 2) Special situations deemed as financial emergencies by the Board of Education.

Under the Offer vs. Serve Menu Planning Approach, our school complies with specific component and quantity requirements by offering five of the food components: vegetables, fruits, dairy, meat/meat alternative, grains/breads. Students need to take three of the five, but are required to take fruit and/or vegetable. Minimum portion sizes are established by ages and grade groups.

The breakfast program is free to all those who participate. Guidelines for component and quantity requirements need to be followed if breakfast is taken.

Families who wish to participate in the free or reduced lunch program must complete an application.

Return this completed form to Superintendent Brent Jelinski at North Lakeland School, 12686 County Road K, Manitowish Waters, WI 54545 or call 715-543-8417 with any questions. Confidentiality of the written requests and those children receiving free or reduced priced lunches is maintained. **** NOTE: If a child cannot eat or drink any item on a school lunch menu OR if a child must have a special menu, a letter from a physician must be on file at the District Office.**

Students in the North Lakeland School District shall have an opportunity to participate in school lunch, breakfast and milk programs. These programs shall be administered by the district administrator, or designee, in accordance with the Federal School Lunch Act and subject to the regulations of the Wisconsin Department of Public Instruction. The Board shall establish food service prices annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify. The policy of the North Lakeland School District is that no pupil or person be denied admission to any public school in this district, be denied participation in, be denied benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational, or other program on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). **The full board policy (#8500, 8531 – Lunch Program) can be found on the school website or upon request from the school office.**

USDA NONDISCRIMINATION STATEMENT UPDATE

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language, etc), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 3:26 p.m. (or 12:26 p.m. on early release days). Students may remain after dismissal **only when under direct adult supervision or if registered for an after-school program or school sport.** NOTE: There are requirements for staying after school.

SPECIAL CURRICULUM PERMISSION NOTES

The following curriculum areas are optional. Contact the school administrator if you wish to inspect the complete curriculum. **Please send written notice if you DO NOT want your child to participate. Students exempted from human growth and development instruction will still receive instruction in the subjects under State Statute section 118.01(2)(d)2c and 118.01(2)(d)8.** Otherwise it is assumed that your child will attend these sessions.

Human Growth & Development Classes / Unit Topics:

Grade 4 - Personal Awareness of Growth and Change

Grade 5 - Growth and Change/Puberty; Endocrine System; Personal Anatomy and Functions

Grade 6 - Growth and Change/Endocrine System; Heredity and Reproduction; Emotional Changes/Adolescent Feelings; Personal Anatomy and Functions

Grade 7 - Growth and Change/Endocrine System; Heredity & Reproduction; Emotional Changes/Adolescent Feelings/Healthy Relationships; Male & Female Anatomy & Functions

Grade 8 - Growth and Change/Endocrine System; Heredity and Reproduction; Emotional Changes/Adolescent Feelings/Healthy Relationships; Male & Female Anatomy & Functions; Stages of Fetal Development; Pregnancy & the Birth Process; Contraception & Consequences; STDS, Pregnancy, and Self-Respect

STUDENT DRESS

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established appropriate dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal or designee shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other). Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences. If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Appearance)

Students may be asked to change or restricted from attending school if their attire includes the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing, symbols, or sexual connotation.
3. Clothing that is excessively revealing. No short shorts (length should be at or longer than student's fingertips when arms are held straight down alongside the body). No bra straps showing.
4. Clothing with alcohol, tobacco, or controlled substance reference.
5. Hats, caps, or sunglasses will not be worn in the building.
6. Any other apparel which the Administrator determines to be unacceptable.
7. Roller shoes are not allowed at school.
8. Students in grades 4K-4 are required to have snow pants, winter footwear, hat and gloves in winter weather.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. (Board Policy 5511)

STUDENT TREATS

Each teacher/advisor sets his/her own classroom guidelines regarding student treats. IF they are allowed, treats MUST be store-bought with the ingredient label attached. Please keep in mind that some students have food allergies. Contact your child's teacher/advisor about student treats for more information.

TELEPHONE, CELL PHONE OR PERSONAL COMMUNICATION DEVICES

Students are not allowed to call home asking to stay overnight at a friend's home, go to a friend's home after school, or stay for an after-school activity. Social engagement arrangements should be made at home prior to the school day. **Students may not use their personal communication device to call or text during the school day.**

PCDs, with cameras or other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation / transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in “sexting” – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities), and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours during after school activities (e.g., extra-curricular activities), and on Board-provided vehicles; however, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

“Personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (‘e-readers’; Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., Blackberry, iPhone, Android devices, Windows mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Students may use PCDs while riding on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered off completely (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “on” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines of Board Policy 5330 are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Authorization to Administer Medication / Procedure Consent Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. The forms are available in the school office, from the school nurse and in the parent/student handbook. The school nurse, staff, and volunteers will not be permitted to dispense prescribed drug products to any student without medical practitioner's written consent.
- C. All medications to be administered during school hours must be registered with the school nurse's office.
- D. Medication that is brought to the school office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
Student name, practitioner's name, date, pharmacy name & telephone, name of medication, prescribed dosage and frequency, special handling and storage directions
- G. Medication may **not** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- H. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the medical practitioner's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 – Administration of Medication/Emergency Care) Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed parent consent form have been submitted to the school nurse or office.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the school nurse, consistent with the approved plan adopted by the school board and updated annually, as necessary.

USE OF NON-PRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330. Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent. The Authorization to Administer Medication form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each non-prescribed drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose. The parents request to administer a nonprescription drug product shall contain the following information: 1) student's name, 2) date, 3) name of medication, 4) dosage and frequency, and 5) special handling and storage directions.

If a student is found using or possessing a non-prescribed drug product without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

ESSENTIAL OILS

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding the use of essential oils on District property or at school activities: *All students wishing to use essential oils in the school must seek prior approval from administrators.*

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450, a teacher, nurse or principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason/s it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health Services in addition to notifying the student's parent. Examples of such diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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) Noncasual-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.

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

1. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
2. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) () except those permitted by the school in accordance with Board Policy 5330 Administration of Medications/Emergency Care;
3. all chemicals which release toxic vapors;
4. all alcoholic beverages;
5. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
6. "look-alikes;"
7. essential oils and oil like products that may be mistaken for a drug;
8. anabolic steroids;
9. any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

USE OF TOBACCO / NICOTINE IS PROHIBITED

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Board Policy 5330 - Administration of Medication/Emergency Care.

VISITORS

All persons not normally part of the routine operation of the school must report to the school office. Visitors must check in on the visitor's log at the office window and obtain a visitor pass to be worn while in the building if

necessary to go beyond the lobby doors. Any visitor found in the building without a pass shall be reported to the principal and/or law enforcement. Visitors must sign out on the visitor's log and return the visitor pass to the office. Visitors/parents should wait in the lobby by the office for your student if picking up at the end of the school day, checking him/her out during the school day, etc. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the principal (Board Policy 7440 and 9150).

WEATHER / SCHOOL DELAYS / CANCELLATIONS

North Lakeland School uses a mass phone/email communication program for school delays or cancellations.

Please ensure that the school has your most current phone number and email address on file so you receive these important calls & emails! When severe storms threaten the North Lakeland School District, parents should tune to one of the following: Marathon Media (WMQA/WHDG/WRHN/WOBT/WRLO/WLKD), Midwest Communications (WSAU/WRIG/WDEZ/WOFM/WIZD/WIFC). WJJQ – Tomahawk, WRJO/WERL – Eagle River, WUPM – Ironwood, WXPB – Rhinelander, WIMI – Ironwood, WLSL/WHOH – Rhinelander, WACD/WATK – Antigo, Television stations: WJFW TV 12 (Rhinelander/NBC), WSAW TV 7 (Wausau/CBS), WAOW TV 9 (Wausau/ABC)

-- If there is a two-hour delay to the start of a school day, then bus pick-up would be two hours later than normal for your child/ren (for example, a 7:15 a.m. "normal" pick-up would then be 9:15 a.m.).

-- If a severe weather storm warning is received by the school prior to the normal time school is over, it is possible that school would be closed early. School officials would then endeavor to telephone all parents or attempt to place the student in the home listed as the emergency contact on the registration form.

-- When school is closed because of weather conditions, all co-curricular activities, including practices and games, will be suspended.

The District Administrator or designee may take action to close school after considering many factors, including the following:

1. Non-functioning building systems (for example: heat, water, electricity)
2. Failure of buses to safely serve all areas of the NLS District.
3. Average predicted snowfall of 10" or more.
4. Continued drifting, creating blizzard conditions.
5. Wind chill in excess of -40° Fahrenheit with continuing severe weather warnings.
6. Average temperature at the North Lakeland School District in excess of -25° Fahrenheit with additional severe weather condition (i.e., dropping temp, excessive snow depth, windy conditions).

**** NOTE: Parents and students are responsible for knowing about emergency closings and delays.**

Parents are always the final authority regarding weather conditions.

If you feel it is not safe for your child to attend school, your child will be excused for the day pending a phone call or note from the parent/guardian stating the reason for absence.

VIDEO SURVEILLANCE

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

WEAPONS

The Board of Education 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, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

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 or guardians 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:

- 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;
- items pre-approved by a principal, the District Administrator, or the Board as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- theatrical props used in appropriate settings; and
- a lockback knife having a blade no longer than three (3) inches in length, 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.

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.

GENERAL INFORMATION - BUS TRANSPORTATION

BUS REGULATIONS

North Lakeland School District contracts student transportation with Lakeland Area Bus Service. Parents and pupils must realize that **school bus transportation is a privilege, not a right**. Student misbehavior will not be tolerated, and students who misbehave may be suspended from school and denied the privilege of riding the bus. These rules also apply to any school-sponsored trip. *Bus drivers document inappropriate student behaviors and submit incident reports to the NLS Administrator for discipline. Parents will receive a copy of the incident report. For detailed bus rules, please contact Lakeland Area Bus Service at 715-356-5984.*

Pupil and parent responsibilities include the following:

- Be at the bus stop on time; buses do not wait for students.
- Pupils will ride on assigned buses.
- Pupils will depart and arrive on their assigned bus at their designated bus point at all times.
- **EXCEPTIONS TO THIS ASSIGNMENT MUST BE CLEARED THROUGH THE SCHOOL AND BUS COMPANY. NOTES TO THIS EFFECT MUST BE GIVEN TO THE TEACHER AND SCHOOL OFFICE.**

Boarding the bus:

- Wait until the bus comes to a stop before attempting to board the bus. Line up in an orderly single file. Do not push to get on the bus.
- Be courteous. Please do not take advantage of younger students in order to get to your seat.
- If there is not a sidewalk or path, you should walk to the side of the road facing traffic to get to the bus stop. When a bus approaches, no student should cross a road or street unless the flashing red lights are operating, and the bus driver gives you permission to cross the road.
- Use the handrail and watch your step when boarding the bus.

While on the bus:

- Keep hands and head inside the bus at all times.
- Help keep the bus safe and sanitary at all times.
- No loud talking, laughing or unnecessary confusion. This diverts the driver's attention and could cause an accident.
- Treat bus equipment as valuable furniture in your home. Damage will be assessed to your family.
- Never tamper with the bus or its equipment.
- Do not leave any of your belongings on the bus.
- Keep books, packages, coats and other objects out of the bus aisle.
- Do not throw anything out of the bus windows.
- Always remain in your seat when the bus is moving.
- Always be courteous to fellow students, bus driver and passers-by.
- Keep absolutely quiet when approaching railroad crossings.
- Parents will receive a copy of all bus misconduct referrals via mail or email.
- You must obey the bus driver at all times.
- **Electronic devices are not allowed unless a signed waiver is on file (see back of handbook). IT IS THE DISCRETION OF THE BUS DRIVER WHETHER OR NOT STUDENTS CAN USE ELECTRONIC DEVICES ON THE BUS. IF A DEVICE IS**

TAKEN AWAY BY THE BUS DRIVER, IT WILL BE BROUGHT TO LAKELAND AREA BUS SERVICE IN WOODRUFF FOR PARENTAL PICK UP.

- **STUDENTS ARE NOT ALLOWED TO TAKE PHOTOGRAPHS USING THEIR ELECTRONIC DEVICES OR CAMERAS WHILE RIDING THE BUS.**
- **Eating, drinking and chewing gum is not allowed on any bus.**

When leaving the bus:

- Cross the road at least 10' in front of the bus after receiving permission from the bus driver and after checking to be sure no traffic is approaching.
- Be alert for danger signals from the bus driver: Two short beeps on the horn.
- Make sure loose-fitting clothing is clear of the bus.

BUS SAFETY -- Please be mindful of buses in front of the school during unloading and loading periods. Park in a designated parking spot. Do not park in the middle of the parking lot to drop off or wait for children. Parental supervision is necessary when your child is entering/exiting school through the busy parking lot. School buses unload at 8 a.m., and depart from the school parking lot at 3:30 p.m. (or 12:30 on early-release days).

PERMISSION NOTES FOR ALTERNATE BUS ARRANGEMENTS -- If for any reason your child should not ride the bus at the end of the day – **NOTES ARE REQUIRED.** *A note should be sent to school for your child's teacher/advisor, which should also be brought to the office by that teacher or the student. * Please do not give notes or messages to the bus drivers.* Without a note for the school office, the child will go home on his/her regular route. The school will then notify the bus driver and student. Students will be assigned to one bus route unless otherwise approved by the District Administrator.

STUDENT TRANSPORTATION SERVICES -- The North Lakeland School District shall provide transportation according to Wisconsin Statutes 121.54 for any student of this District who lives more than 2.0 miles from the school. Transportation services will adhere to the following criteria:

1. Bus schedules shall be maintained as accurately as possible. Children shall be at their pickup spots at least five minutes before their scheduled pickup times in the event that the route is altered due to an absence. There will be no telephone calls to see if the children are coming to school if they are not at their pickup spot. Buses will not wait if they are on schedule. ****If your child will not be at the bus stop in the morning, please call Lakeland Area Bus Service (715-356-5984). If you need to make alternate after-school bus arrangements or if you will be picking up your child before/at the end of the school day, please call the NL School office (715-543-8417).***
2. The North Lakeland School Board (with input from the bus company) will design all bus routes and determine all pick-up and drop-off points. The bus will not drive on side roads off the main route to pick-up or drop-off children who live less than 1.0 from the main route. An exception to this rule could be made if the parent/guardian petitions the Board for a waiver.
3. The Board must approve of extending the bus routes. Buses will not travel down private roads.
4. Pickup and drop-off spots on dead end town roads and town roads where a bus must back track to continue the route, will be allowed only if safe and appropriate bus turn around can be made. The turn-around must be located within 500 feet of pickup and drop-off spots.
5. A bus will not travel down any road that will not allow safe two-way travel. If road conditions become unsafe for travel at any time of the school year, or in the case of road limits, the bus will be discontinued until conditions are deemed safe.
6. Parents requesting a change in the pickup or drop-off spot for a day are required to send a note with their child, which should be given to his/her teacher and the school office. A change in the pickup or drop-off spot will be allowed only if the change is on an established route.
7. If, during the year, there is a change in a student's residence on a temporary or rotating basis, the parent/guardian will be required to bring those students to an established route.
8. A parent/guardian or parent designee must be at the bus stop to meet his/her child. The bus driver cannot wait or the child may be taken back to school; however, the parent may give permission to the school stating the child may get off the bus at this point if the parent or designee is not there.
9. All sports equipment, band instruments, and school projects must be put under the seat or held by the student. All articles must be kept out of the aisle as per Wisconsin State Laws. If this is not possible, the parent will be responsible for transporting such articles.
10. Any parent who feels this policy creates a hardship for them may appeal to the North Lakeland School. A "Request for Reconsideration of Pick-up/Drop-off" form may be obtained from the school office. The Board will review the appeal and make a determination based on available information.
11. Due to the large area the North Lakeland School District serves, special arrangements may need to be made to transport children who live on the fringes of the school area so that bus routes do not exceed one hour and the school district does not suffer an increase in cost of adding another bus.
12. Parents having a complaint with the Lakeland Area Bus company should also provide the school with a copy of the complaint.

AUDIO / VISUAL RECORDING

All school buses are equipped with audio and visual recording devices for student safety.

ACADEMIC STANDARDS... ..

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

PHILOSOPHY

All students at North Lakeland are expected to work up to their ability in all classes. Every opportunity will be provided and every effort made by the school staff to help the students meet this standard. The school will notify parents when students are not working up to their abilities. Progress reports are also sent home halfway through each trimester.

Report cards are sent home after each of the three trimesters. Parent-Teacher Conferences are held twice each school year. Parents are encouraged to contact their child's teacher whenever a concern arises.

Parents are invited to call teachers during regular school hours with questions concerning a child's academic progress. If the teacher is unavailable, please leave a voice-mail message or send an email. Parents should contact the teacher first regarding a classroom question or concern. If the question or concern remains unresolved, contact the Superintendent.

GIFTED / TALENTED PLAN

The North Lakeland School District has a Gifted & Talented Plan in place to service the needs of our students. You may review and request a copy of this plan by contacting the District Office.

RETENTION/INTERVENTION POLICY

Please review Board Policy #5410 and see guidelines below. Parents and students will be notified in a timely manner should retention be a possibility.

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is with his/her own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the building administrator.

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the building administrator.

A student will be promoted to the succeeding grade level when the student has:

A. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The District Administrator shall develop guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts are made to remediate the student's difficulties before the student is retained;
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

The screening mechanism that is used to identify students who are at risk of retention is as follows.

Students must meet all four criteria:

- A. Academic Performance: The student shall earn a mark of P (progressing) in 60% or more of the assessed standards in all core subjects (ELA, Science, Math, Social Studies)
- B. State Mandated Assessments: During the current school year the student should score at a basic level in all categories tested.
- C. District Assessments: The student should score at a basic level on all district assessments given.
- D. Academic Recommendation of Teacher: The student receives satisfactory feedback on overall academic growth.

If a student does not meet the applicable performance expectations, one or more of the following decision-making phases is applied:

A. Phase 1: Informal Intervention

Involved district staff members implement differentiated and strategic instruction, provide accommodations, and/or make instructional modifications to support the area(s) of need. If reasonably available, the student's parent/guardian may attend this meeting.

B. Phase 2: Formal Intervention

- 1. A formal team is assembled and should include the principal or his/her designee, classroom teacher, and advisor. Other staff members may be asked to be part of the team. If reasonably available the student's parent/guardian will be asked to attend this meeting.
- 2. A team-based approach will be used to review and/or define goals and interventions for the student that will be pursued during the remainder of the school year.
- 3. The following will be discussed:
 - a. The student and his/her academic progress
 - b. Interventions that have been implemented to date.
 - c. Interventions that will be used.

C. Phase 3: Pre-Retention Meeting

- 1. A formal team is convened. A reasonable effort must be made to include the parents at the meeting. The team will discuss the following:
 - a. The student and his/her academic progress
 - b. Interventions that have been implemented to date

CO-CURRICULAR ACTIVITIES.....

ACTIVITIES

Co-curricular activities traditionally offered at North Lakeland are as follows. All are subject to run pending coaching staff and enough participants to make a team. *There are times that 5th grade students may be allowed to participate based on the numbers of 6th-8th grade students in each activity. Sixth – 8th grade students are given playing time preference in most cases.*

FALL	Girls Volleyball (grades 6-8 & skills-based for 5th grade) Boys Cross Country (5 th -8 th gr. boys)
WINTER	Basketball (grades 6, 7, 8 / boys & girls teams; skills-based for 5th grade)
SPRING	Track (6-8 gr., boys & girls -- depending on roster, 5 th gr. may participate)

Many other organized sports for youth are offered within the Lakeland Area. As NLS receives information about these opportunities, it will be shared with NLS families (usually via email).

A current and valid sports physical and activities code statement form must be completed and turned into the activity sponsor prior to participation in a school-sponsored sports activity/team. The activity code is at the end of the handbook. A copy of your child's physical should be given to the school office. (See athletic medical statement below.) School activities offered at North Lakeland include but are not limited to the following: Solo & Ensemble, Spelling Bee, Art Shows and Workshops, Band and Choir Days, Student Council, and Yearbook

ACTIVITIES CODE POLICY

1. All practices/activities must be attended unless the student is sick or has an excused absence.
2. An athlete/student must be in attendance at school in order to participate in a game/meet that day. The only exception to this would be an acceptable notice or an emergency approved by the Administrator.
3. A student/athlete with an unexcused absence from practice/activity will not take part in the next game/activity but is expected to attend the game activity and all other practices.
4. If a student is excused from a physical education class, with a written note from home or the doctor, the student may not participate in practice or game that day.
5. The student is expected to maintain good standing in all classes. Academic participation will be monitored. If the student is not in good academic standing, he/she will be allowed a **two-week** grace period (ten school days). This grace period will start at the date the student's guardian was contacted, which will be via email/phone. During the two-week grace period students may continue to practice but may not play in games. If the student is not in good academic standing at the end of the grace period, they are removed from the activity for the rest of the season.
6. The student is expected to exhibit proper behavior by following school rules as stated in this handbook.
7. The student will be responsible for all uniforms and/or equipment issued to them. Lost items and items damaged beyond normal wear must be replaced by paying their replacement price to North Lakeland.
8. Individual coaches/sponsors, in consultation with the Administrator, may adopt additional rules not specified in this code. The student will be informed of these additions by the coach/sponsor.
9. **NO JEWELRY** (earrings, necklaces, bracelets, barrettes, etc.) **IS ALLOWED TO BE WORN DURING AN ATHLETIC PRACTICE OR GAME.**

ACTIVITIES PARTICIPATION PERMISSION SLIP

Parents and students should read the Activities Policy and Medical Statement. The permission slip must be signed and returned to school PRIOR to participation in any sport or activity connected with North Lakeland. The form is at the end of this handbook.

AFTER-SCHOOL SPECTATING

North Lakeland students are expected to behave courteously at all school events. Students should give full attention to the performers and show appreciation only through clapping hands when appropriate. Visitors often form a lasting impression of our school and community by our behavior at school events.

1. Students in grades 4K through 4 must have a note for their bus driver and classroom teacher stating that the student will be staying after school. Parents will need to be in school before the buses leave to meet your child/ren.
2. **Students in grades 5 - 8 who stay after school for an event must provide a note from their parents to notify the school office. Parent or designated adult supervision is required!**
3. **Parents must supervise all of their children at all times.** All spectators are asked to remain in the spectator area throughout the activity. This area includes the upper commons, the gym, and the restrooms near the upper commons.
4. **ALL STUDENTS ARE RESPONSIBLE FOR MAKING PLANS TO ATTEND AFTER SCHOOL ACTIVITIES PRIOR TO THE DAY OF THE EVENT. STUDENTS WILL NOT BE ALLOWED TO USE THE SCHOOL PHONES OR SCHOOL LEARNING TIME TO MAKE ARRANGEMENTS!**
5. School rules must be observed. No food, candy, gum or beverages are allowed in the gymnasium. All persons are asked to remove their hats while in the building.
6. No booing, whistling or stomping in bleachers is allowed.
7. Students are not allowed to stay after school to watch sports practices.

ATHLETIC MEDICAL STATEMENT

All students engaged in interscholastic sports are required to have a physical examination every two years. Once an exam is completed, a copy of the physical form should be given to the school office for the student's medical file. Please understand that participation in any sport may involve the possibility of injury.

STUDENT BEHAVIOR MANAGEMENT PROGRAM

EXPECTATIONS

North Lakeland School behavior management plan is designed to teach expected behaviors and to reinforce desired behaviors. **It focuses on five core principles: Safety, Responsibility, Attentiveness, Respect and Kindness.** These principles were developed with input from students and staff, and are discussed and reinforced with students on a regular basis.

Classroom teachers and other school staff are trained and qualified professionals who share in the responsibility of teaching expected behaviors, and addressing student behaviors when they do not meet those expectations. Teachers may use a variety of classroom management strategies when student behaviors become disruptive to the safe and supportive learning environment. These strategies may include conferences with the student, parent contact, classroom accommodations or supports, and after-school or lunch/recess detentions.

DISCIPLINE

Occasionally, a student's behavior will continue to disrupt the learning environment despite effective classroom and behavior management strategies and interventions. In this case, a teacher or administrator will use an office referral to the student.

1. North Lakeland's student behavior management program does not replace effective classroom management strategies and skills.
2. Referral documentation will be completed in a timely manner.
3. Parents/guardians will be notified when a student receives an office referral.
4. An office referral can be removed by the person issuing the referral or by the Administrator.

Level 1: One referral (within previous 14 days)

- Right to be in school
- Entitled to all school privileges
- 30 minute lunch/recess detention

Level 2: Two or three referrals (within previous 14 days), or administrative action*

- Right to be in school
- Privilege to practice but can't participate in game and/or extracurricular activity
- Conference scheduled with parent/guardian by Administration
- 60-90 minute after school detention

Level 3: More than three referrals (within previous 14 days), or administrative action*

- Right to be in school
- Loss of all privileges until return to Level 2
- Assigned to alternative lunch location until return to Level 2
- Conference scheduled with parent/guardian by Administration
- Saturday detention – *Transportation to/from Sat. detention shall be the responsibility of the parent/guardian*

*** Administrative Action** = Action that may include detention, suspension, and possible recommendation for expulsion

PROHIBITED BEHAVIORS

Any conduct which causes or creates a reasonable likelihood of substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of themselves or others is prohibited. All students should use this general standard of conduct as a guide. Not all acts of misconduct can be itemized here.

The following is a list of **PROHIBITED BEHAVIORS** that **will not** be tolerated, and call for administrative action:

- | | |
|------------------------------|---|
| • Fighting | • Possession of weapons or any instrument used to injure self or others |
| • Offensive language | • Alcohol, drugs, and tobacco |
| • Offensive Printed Material | • Vandalism |
| • Deceit / Plagiarism | • Repeated Noncompliance |
| • Harassment / Intimidation | • Violation of School Internet Use Rules |
| • Theft | |

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report

of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct. To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500)

STUDENT SERVICES.....

ADVISOR SYSTEM (6th – 8th Grades)

Supported by all student services and the academic and co-curricular programs, the advisor system seeks to establish a climate of concern and caring devoted to the growth of each individual student. The advisor/advisee system is a cooperative effort, which involves advisors, teachers, parents, students, and support personnel in an ongoing interchange of both formal and informal communication. The focal point of this network of communication is the student.

An advisor is the first resource person for students in matters of personal adjustment and academic advice. The advisor also is the primary contact for parents and teachers throughout the student's four years in middle school. The advisor, along with the student's parents, helps the student in his/her academic life, and also encourages and helps each student select co-curricular activities suited to individual interests.

WHAT ADVISEES AND ADVISORS DO:

- Develop rapport and participatory decision-making
- Form personal relationships
- Participate in one-on-one advisement
- Gain experience with student diversity
- Participate in small group discussions
- Plan service projects
- Elect representatives to school organizations
- Discuss the rules and regulations
- Review study strategies
- Participate in planned activities
- Conduct class business

ADVISOR'S RESPONSIBILITIES:

- Provide the communication link between your home and school
- Be a mentor who is familiar with your contributions to North Lakeland
- Guide you in planning and monitoring academic, personal, and social goals
- Help you become involved in the activities fitting your interests
- Build a personal relationship with you
- Help you set goals and confront personal challenges
- Encourage you to develop responsibility and make appropriate choices
- Assist you to be the best student you can be
- Listen to you and encourage you in your school endeavors

WHAT YOUR ADVISOR CANNOT DO FOR YOU:

- Assume responsibilities which belong to you
- Change your basic personality or other innate attributes
- Control your social interactions
- Get you to class on time
- Assume your parent's responsibilities in their absence

NOTICES

EQUAL EDUCATION OPPORTUNITY / ANTI-HARASSMENT

It is the policy (Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity) of the School 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 gender 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 School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Nikki Hagen, Pupil Service Director, at 715-543-8417 ext. 303.

It is also the policy (Board Policy 5517 – Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the North Lakeland School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Brent Jelinski, District Administrator
715-543-8417 ext. 115
12686 CTH K, Manitowish Waters, WI 54545
bjelinski@nles.us

Nikki Hagen, Pupil Services Director
715-543-8417 ext. 303
12686 CTH K, Manitowish Waters, WI 54545
nhagen@nles.us

The complaint procedure is described in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 5517 – Student Anti-Harassment. The policies are available in the School office and on the School District’s website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student’s Protected Characteristics, the investigator shall transfer the investigation to the appropriate building administrator.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender 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” which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes “hate speech” directed against a student—the

use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the North Lakeland School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The School District's Title IX Coordinator is:

Bailey Kraemer, Teacher/Gifted and Talented Coordinator/Title IX Coordinator
12686 County Road K, Manitowish Waters, WI 54545
715-543-8417 ~ bkraemer@nles.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Board Policies 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities - for more information and detail regarding the school district's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment deserves special mention is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 – *Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the District's Title IX Coordinator:

Bailey Kraemer 12686 CTH K, Manitowish Waters, WI 54545 bkraemer@nles.us 715-543-8417 ext. 205

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. Board Policy 5517 *Student Anti-Harassment*, as well as Board Policy 22664, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- 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.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01 -Bullying)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (Policy 5516 – Student Hazing)

SECTION 504 / ADA COMPLAINT

Any person who believes that the North Lakeland School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint.

A formal complaint can be made in writing to a District Compliance Officer listed below:

Brent Jelinski, District Administrator

715-543-8417 ext. 115

12686 CTH K, Manitowish Waters, WI 54545

Nikki Hagen, Pupil Services Director

715-543-8417 ext. 303

12686 CTH K, Manitowish Waters, WI 54545

Discrimination complaints on some bases may also be filed with:
Office for Civil Rights, U.S. Dept of Education, Citigroup Center,
500 W. Madison St., Suite 1475, Chicago, IL 60661-4544 312-730-1560
TDD 1-800-877-8339

NOTE: This complaint procedure outlined above in response to S. 118.13 does not apply to district employees or job applicants as employees. It does not replace requirements under Title IX, ADA or Section 504 complaint procedures. See NLS board policy 2266.

SCHOOL / STUDENT SALES & PROJECTS

1. Student/school projects requesting direct money contributions from community sources must be approved prior to the solicitation by the Superintendent.
2. Student/school projects involving the sale of products or services for the support of student/school activities must be approved by the Superintendent before such activity is carried out. Cash donations instead of purchased will be accepted. Donations must be recorded and receipts given to donors.
3. State law states that a minor may work in fund-raising for a non-profit organization, a public school, or a private school. A minor under 12 years of age may work in a fund-raising sale for a public school under the following conditions:
 - A) Each minor must give the school written approval from the minor's parent/guardian; and
 - B) Each minor under nine years of age or each group containing one or more minors under nine years of age must be physically accompanied by a parent or a person at least 16 years of age.

The law further provides that work permits will not be required and certain employment records will not have to be kept for the employment of minors in fundraising sales for public schools.

SOLICITATION AND/OR FUNDRAISING POLICY

Solicitation and/or fundraising sales will not be permitted on school grounds without permission of the Administrator and in accordance with board policy 9700 - *Relations with Non-School Affiliated Groups*. The School Board strives to safeguard the students and their parents from solicitation by organizations, commercial enterprises, and individuals. The Board policy applies to solicitation for cash, ticket sales, and sales of articles or services, except those approved and directly sponsored by the School District according to the administrative rules for the policy.

ADMINISTRATIVE RULES:

1. Organizations, commercial enterprises, and individuals shall not be permitted to advertise events through the school, use students to sell tickets, or solicit funds unless those activities are school sponsored and/or approved by the Administrator.
2. In all cases, the solicitation of funds from students will take place outside the classroom.
3. Students must be made aware that their participation is completely voluntary.
4. All information, advertising, tickets, and other materials must carry the name of the sponsor. The use of the title, *Board of Education*, shall not be used on any materials, notices, or advertising without the specific consent of the Board.
5. The name of the principal or school shall not be used for endorsements on any materials, notices, or advertising without the specific consent of the Administrator.
6. Any requests for the use of school facilities for advertisements of special community events shall be submitted to the school principal in writing for approval.
7. District staff shall not release the name, address, or telephone number of any student to an outside organization or individual without the approval of the Administrator. For more information on confidentiality, refer to Federal and State Statutes.

PUBLIC CONCERNS POLICY

The School Board recognizes that individuals may, from time to time, wish to express concerns about school personnel, the instructional programs or some other aspect of school district operations.

The policy is intended to strengthen a close working relationship between the public and the school in our attempt to provide the best possible educational programs for each student. It is in the best interest of employees and the public that a fair, orderly, and timely process for handling concerns be available.

If a concern involves the Administrator, it shall be presented to the Board President who will inform the Board. All other concerns shall be processed in accordance with procedures established by the Administrator.

Concerns shall not be acted upon by the Board of Education until they have gone through appropriate established procedures. The decision of the Board is final.

PROCEDURE FOR RESPONDING TO STUDENT, PARENT, AND/OR PUBLIC CONCERN*

See Board Policy #9130. Refer to and complete the General Complaint Form in this handbook.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. There shall be no retaliation against anyone filing complaints under this policy. All reports and complaints shall be investigated in a timely manner. Filing a false complaint may be deemed a form of harassment. **The formal harassment/bullying complaint form can be found in this handbook or picked up in the School District Office: 12686 County Highway K, Manitowish Waters, WI 54545.**

DRUG-FREE SCHOOLS (Board Policy 5530 and 5512)

The North Lakeland School District is dedicated to providing a healthy, safe, comfortable, and productive environment for staff, students and the general public. It is the intention of the School Board that the School District be free of tobacco, alcohol, drugs and other controlled substances, as well as the abuse of prescribed medicine and other mood-altering chemicals.

It is the policy of the School District that possessing, attempting to possess, using, manufacturing, distributing, dispensing or in any other manner, transferring, having possession of or being under the influence of illegal non-prescription drugs and other controlled substances, real or counterfeit look-alike drugs, drug paraphernalia and alcohol will not be permitted on the premises of any district-owned property or at any school sponsored activity, event or function. As a condition of employment, all district employees are required to comply with and support this policy and to notify the employer of any violations of this policy. Violations of this policy by students will be treated according to enforcement of the procedures and rules. Violations on the part of any employee will be cause for action against the employee up to and including termination. Violations on the part of all others will be cause for their immediate removal from school property and may result in restriction of access to such property in the future. *Any violation of applicable state statutes or local ordinances will result in referral to law enforcement agencies.*

ENFORCEMENT PROCEDURES FOR VIOLATIONS

Administration will take the following steps when Board Policy #5530 and #5512 are violated:

A. VIOLATIONS

1. *Using or being under the influence of intoxicants (including alcohol), drugs or inhalants:*
 - a. Contact parent or guardian
 - b. Possible suspension
 - c. Contact Student Assistance Program
 - d. May contact police
2. *Possession of drug paraphernalia:*
 - a. Confiscate paraphernalia
 - b. Contact parent or guardian
 - c. Contact Student Assistance Program
 - d. Refer to police
 - e. Suspension
 - f. May recommend expulsion
3. *Possession or use of intoxicants (including alcohol), drugs, look-alike drugs or inhalants, or misuse of products containing alcohol:*
 - a. Contact police (if the conduct is a law violation)
 - b. Contact parent or guardian
 - c. Suspension
 - d. Contact Student Assistance Program
 - e. May recommend expulsion
4. *Selling and/or distribution of intoxicants (including alcohol) drugs (including look-alike drugs) or inhalants*
 - a. Contact police (if the conduct is a law violation)
 - b. Contact parent or guardian
 - c. Suspension
 - d. Contact Student Assistance Program
 - e. Refer to NLSB Board of Education for expulsion

5. Second violation of one or a combination of the alcohol or other drug prohibitions outlined in Board Policy will result in the following:

- | | |
|--|----------------------------|
| a. Contact parent or guardian | c. Suspension from school |
| b. Refer to policy (if conduct is a law violation) | d. May recommend expulsion |

6. A third violation of the Board's Student Alcohol and Other Drug Abuse Policy will result in immediate referral to the Board for expulsion.

B. EMERGENCY CARE

1. May contact paramedics or contact appropriate health care facility
2. Contact parent or guardian
3. Arrange for appropriate transportation, if necessary. (An emergency vehicle and/or parent or guardian may transport a student to the appropriate health care facility. In such cases when a student is transported to a healthcare facility, a district representative will, by separate vehicle, accompany such student.)

REHABILITATION ACT OF 1973: SECTION 504

Section 504 is an Act which prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the North Lakeland School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records.

NOTICE OF CHILD FIND ACTIVITY

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 from high school to determine whether a special education referral is appropriate. A request may be made by contacting Nikki Hagen, Director of Special Education: 715-543-8417, or send a request to North Lakeland School, 12686 Hwy. K, Manitowish Waters, WI 54545.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from 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. Developmental screening will be part of the Kindergarten screening in the spring. Watch for the dates.

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 parent 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 North Lakeland School District may be sent to Nikki Hagen: North Lakeland School District, 12686 Hwy. K, Manitowish Waters, WI 54545.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others, and records available only to persons involved in the psychological treatment of a child are not pupil records.

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

The North Lakeland School District's designated liaison for homeless children and youths will ensure the educational rights of homeless children and youths, whereby homeless children and youths will have equal access to the same free, appropriate public education as provided to other children residing in the district and will be provided with comparable services. Homeless children/youths will not be stigmatized by school personnel or students. **See North Lakeland School Board Policy #5111.01.**

TITLE I SCHOOLWIDE PROGRAMS

As a Title I Schoolwide school, all parents may request and obtain information in a timely manner regarding:

- 1) *The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.*
- 2) *The professional qualifications of paraprofessionals providing instructional-related services to their child.*

The school district will notify the parents if their child is assigned to or taught for four or more consecutive weeks by a teacher(s) who is not 'highly qualified.' This provision applies to all teachers in a school, including substitute teachers, not just those who work in Title I programs. Parents will be provided information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.

PARTNERS IN LEARNING – STUDENT / PARENT / TEACHER COMPACT

Students, parents, and teachers agree to work toward the following goals:

Students: *I will attend school regularly and be on time. I will do my best in class and on my school work. I will ask for help when I don't understand something. I will come prepared each day (supplies, books, completed work). I will keep a positive attitude towards self, others, school and learning. I will discuss with my parents what I am learning about in school. I will read frequently at home.*

Parents: *I will ensure that my child attends school regularly and is on time. I will provide enough time and an environment at home that allows my child to complete school work and/or study at home. I will encourage my child to do his/her best work. I will be aware of my child's progress by attending conferences and requested meetings, monitoring homework, checking schoolwork and communicating with school staff. I will reinforce to my child the importance of respect for self and others.*

Teachers: *I will be a positive role model. I will provide a positive learning environment that builds self-esteem and academic knowledge where students can be successful. I will maintain high expectations for myself and the students. I will communicate and work with families to support student learning. I will show respect to parents, students and family situations. I will encourage good reading habits and study skills.*

**** Your signature on the required "handbook review" form indicates that you have read and agree to the expectations listed above (Title I Schoolwide Programs) for the 2025-2026 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 – Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records – directory information and confidential records.

Directory Data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information is specified in Board Policy 8330 and includes: student name, participation in officially recognized activities and sports, dates of attendance, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if standing alone, it cannot be used to access student education records (i.e. A pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the District, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or release of student records to third parties, contact Brent Jelinski or consult with Board Policy 8330 – Student Records.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to the consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Brent Jelinski to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific of approximate dates during the school year when the following activities are scheduled or expected to be scheduled: A) activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and B) the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office (FPCO) in the U.S. Dept of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with: FPCO, U.S. Dept of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920. Informal inquiries: FERPA@ED.gov or PPRA@ED.gov

SPECIAL EDUCATION SERVICES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01). This protection applies not just to the student but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about special education programs and services, a parent should contact Nikki Hagen, Director of Pupil Services: 715-543-8417 ext. 308 (Board Policy 2460). The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH LANGUAGE PROFICIENCY

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all-English classroom and complete the District's required curriculum. (Board Policy 2260.02)

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence.

WATER TESTING

All drinking water and well water sampling of our systems are better than compliance levels required by government and DNR guidelines for: Lead, Copper, Inorganic chemicals, Volatile chemicals.

PREPAREDNESS FOR TOXIC & ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's toxic hazard policy and asbestos management plan will be made available for inspection at the district's office upon request. (Board Policy 8431 and 8431.01)

Dear Parents/Guardians:

Children learn best when they are healthy, but they also learn best when they are in school. So, when your child complains of not feeling well on a school day, a decision must be made as to whether the child should stay home or go to school.

It is important to make the right decision because one sick child in a school setting can result in spreading the illness to others. However, if a child is having difficulties in school, he or she may claim to be ill when they are not, making success in school a challenge due to excessive absences.

If your child is experiencing any of the following illnesses* or symptoms of illness, please keep your child home from school and contact your child's medical practitioner:

Oral temp of 100.4 degrees F or greater <i>Student is required to be fever-free (temperature under 100.4 degrees orally) without fever-reducing medication for 24 hours before returning to school</i>	
Nausea with vomiting	Pink Eye
Uncontrolled coughing	Strep Throat
Undiagnosed rash	Pertussis (whooping cough)
Lethargy or headache with fever	Chicken Pox
Uncontrolled Head Lice	Persistent Diarrhea
Meningococcal Disease	Impetigo

**This is not a complete listing of communicable diseases that would require the exclusion from school. Please contact your Practitioner or County Health Department for a complete list.*

Please consider sending your child to school if they have these complaints *in the absence of fever or vomiting*, as many of these resolve on their own during the school day:

-- Nausea -- Headache -- Exhaustion / complaints of being "tired"

Skipping breakfast is the most common cause of these complaints. Encouraging your child to eat a healthy breakfast can not only prevent these symptoms, but also increase school performance and establish a lifetime of healthy eating habits.

If your child has a long-term illness that requires extended absences from school, please contact the school office as soon as possible so arrangements can be made for make-up work. If your child develops a pattern of absences due to illness, a meeting will be arranged with you, the School Nurse, Administrator, and your child to create a plan to prevent your student from falling behind in the schoolwork. A note from the doctor may be required.

If your child needs medication to be given during the school day, both prescription and/or non-prescription medications must be sent to school in their original containers. It is recommended that the parent/guardian deliver medications directly to the school office. Please refer to the medication administration consent form which must be completed by a parent/guardian and, if a prescription medicine, by the child's practitioner. ** SCHOOL PERSONNEL WILL NOT ADMINISTER MEDICATION THAT CAN BE GIVEN TO THE CHILD AT HOME PRIOR TO STARTING THE SCHOOL DAY. **

Please refer to the stock medications list on the last page of this handbook. By acknowledging the review of the parent/student handbook, you are giving permission for administration of these medications to your child if needed unless you contact the school nurse otherwise.

If you are unsure if it is appropriate to send your child to school, please contact your physician or local health department (Vilas County: 715-479-3659).

Thank you, and have a healthy and productive school year.

~ Alyssa Ullrich, BSN RN

NL School Nurse ■ 715-543-8417 ext. 316 ■ nurse@nles.us

FORMS.....

DISCRIMINATION COMPLAINT FORM

This form to be used if you feel you have been denied admission to any public school in this district, denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional, or learning disability. Or if you have been discriminated under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), the Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap), as well as under the Wisconsin Fair Employment Law (age, race, religion, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record, or membership in the National Guard, State Defense force, or a reserve component of the military forces).

Name_____	Date_____
Address_____	
City, State, Zip_____	
Telephone Number (Home)_____	Work_____
Status of Person Filing Complaint: ____ Pupil ____ Employee ____ Parent ____ Other (Specify)	
Filing complaint alleging discrimination on the basis of:	
Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred):	
Corrective action requested:	
Signatures of:	
Complainant_____	Signed_____
Person Receiving Complaint_____	Date Received _____

Return or mail to:

North Lakeland School Administrator or Title IX Coordinator, 12686 CTH K, Manitowish Waters, WI 54545

1st Copy-Complainant with complaint procedure

2nd Copy-Designated Employee with complaint procedure

FORMS.....

*** GENERAL COMPLAINT FORM ***

NAME _____	DATE _____
ADDRESS _____	
TELEPHONE _____	EMAIL _____
Status of person filing complaint: _____ Student _____ Employee _____ Parent _____ Other	
Statement of complaint (include specifics of incident):	
Signature of complainant: _____	
Date complaint filed: _____	
Signature of person receiving complaint: _____	
Date received: _____	
Submit all copies to the school's District office. The person receiving the complaint form will sign and date the complaint. One copy will be returned to the complainant, one copy will be kept with administrative personnel, and one copy will be given to the person(s) whom the complaint is concerned.	

Distribution: 1st copy: Administration
2nd copy: Person(s) concerned in complaint
3rd copy: Complainant

Authorization to Administer Medication Form

North Lakeland School District

– **All prescription medications** dispensed at school, including students who carry and self-administer Inhalers and/or Epi-Pens **MUST** have written instructions signed by the practitioner and the parent/guardian. – **All non-prescription medications** require the written instructions signed by the parent/guardian only.

School: **North Lakeland School District** School Phone: **715-543-8417** Fax: **715-543-8868**

Student Name: _____ Date of Birth: ____/____/____ Grade: _____

Parent/Guardian Name: _____ Daytime Phone: _____

I / We: *give consent for school personnel to administer the following medications according to the directions stated by the named licensed prescriber below *consent to the free exchange of information regarding this medication between the licensed prescriber and school personnel * agree to notify the school in writing of any changes or termination of this request *agree to hold school personnel harmless in any and all claims arising from the administration of this medication at school or school related events * understand that this medication order is in effect for the current school year and potential summer school year only.

Parent/Guardian Signature: _____ Date: _____

PRESCRIPTION MEDICATIONS

Medication Name / Route / Dose / Frequency/Time

Direct contact with the licensed prescriber shall be made for the following reasons:

PRESCRIPTION MEDICATIONS – PRACTITIONER APPROVAL

I am prescribing medication for the above-named student who has a diagnosis of:

Licensed Prescriber Name: _____ Phone: _____

Office/Clinic Address: _____ Fax: _____

Licensed Prescriber Signature: _____ Date: _____

NON-PRESCRIPTION MEDICATIONS

Medication Name / Route / Dose / Frequency/Time

Condition under which medication should be given:

APPROVAL FOR STUDENT CARRYING AN INHALER and/or EPI-PEN

This student has received instruction and has demonstrated competency in the use of a (circle) metered dose inhaler / Epi-Pen. He/She may carry and self-administer as prescribed. ☐ YES ☐ NO

Licensed Prescriber Signature: _____ Date: _____

The only medications the North Lakeland School District allows to be self-administered are Inhalers and Epi-pens. (WI Stat 118.291 & 118.292). Dev. 8/2019

FORMS

NORTH LAKELAND SCHOOL INTERNET USE AGREEMENT

Students of North Lakeland School are given access to the computer network of the internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and sign/return this form to the school office.

Students in 4K through 8th grades are also assigned a Google account.

Parental consent must be granted in order for these students to use their assigned Google account.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that the children should follow when using media and information sources. To that end, North Lakeland School supports and respects each family's right to decide whether or not to apply for access.

The North Lakeland School District is requiring that all students & staff USB Flash Drivers, digital cameras, or anything that will be utilized on our computer network (CD ROMs, etc.) be scanned by an anti-virus program by our computer technician before use. Students are not allowed to bring in USB flash drives for use in the building unless given permission to do so by the computer technician. The USB flash drives will still be required to be scanned, and use monitored by a staff member to prevent malware from infecting the district network.

DISTRICT INTERNET RULES

- Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.
- Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files stored on district servers to be private.
- Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials.
- Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.
- As outlined in North Lakeland's policy on student rights and responsibilities, the following are not permitted: sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using other's passwords; trespassing in other's folders, work or files; intentionally wasting limited resources; employing the network for commercial purposes.
- **Violations may result in a loss of access as well as other disciplinary or legal action.**

USER AGREEMENT & PARENT PERMISSION FORM – 2025 / 2026 SCHOOL YEAR

As a user of the North Lakeland School computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

**GOOGLE ACCOUNT
PERMISSION GRANTED**

Student Name/Signature: _____ Grade: _____ ☐

Student Name/Signature: _____ Grade: _____ ☐

Student Name/Signature: _____ Grade: _____ ☐

*As the parent or legal guardian of the minor student signing above, I grant permission for my child/ren to access the networked computer services such as electronic mail and the Internet. **I have also checked the permission box above if my child/ren is/are able to use his/her assigned Google account.** I understand that individuals and families may be held liable for violations. I understand some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, as well as setting and conveying standards for my child/ren to follow when selecting or exploring information and media.*

Parent/Guardian Signature: _____ Date: _____

FORMS

HANDBOOK REVIEW – 4K – 8th GRADES

**** Student/s and Parent/s have read and reviewed the contents of the 2025/2026 parent/student handbook.**

Parent/Guardian Signature: _____ Date: ____/____/____

Student Name/Signature: _____ Grade: _____

Student Name/Signature: _____ Grade: _____

Student Name/Signature: _____ Grade: _____

STUDENT BEHAVIOR MANAGEMENT – 4K – 8th GRADES

I understand that the discipline program/plan will be presented by the school staff at the beginning of the school year. I will be given the opportunity to ask questions. My parent/guardian and I have reviewed the information about the student behavior management program in this handbook. I understand that this form needs to be signed by my parent/guardian and myself and returned to the school office on the first day of school in the 2025-2026 school year.

Parent/Guardian Signature: _____ Date: ____/____/____

Student Signature: _____ Grade: _____

Student signature: _____ Grade: _____

Student Signature: _____ Grade: _____

ELECTRONIC DEVICE WAIVER – 4K – 8th GRADES

I give permission for my child, _____, in grade _____,
child, _____, in grade _____,
child, _____, in grade _____,

to bring an electronic device to/from school in his/her backpack, with the understanding that said device will not be utilized during the school day without school staff consent and that the school is not responsible for any damage/loss of electronic device. By signing this waiver, my child also has permission to take his/her electronic device on field trips if permitted by school staff.

Parent/Guardian Signature: _____ Date: ____/____/____

ATHLETIC CODE PERMISSION SLIP – 5th – 8th GRADES

The following Athletic Code Permission Slip must be read, signed and returned to school prior to any participation in extra-curricular activities. *I understand and agree to the points in the Activities Code as outlined in this handbook.*

I understand and agree to the points of the Medical Statement as outlined in this handbook.

Parent/Guardian Signature: _____ Date: ____/____/____

Student Signature: _____ Grade _____

Student Signature: _____ Grade _____

Student Signature: _____ Grade _____

FIELD TRIPS – 4K – 8th GRADES

I give permission for my child to attend field trips in the 2025-2026 school year.

Parent/Guardian Signature: _____ Date: ____/____/____

PERMISSION FORM for PUBLISHING of STUDENT WORK / STUDENT PHOTOS

To be completed by 4K-8th grade parents/guardians & student(s)

We, the undersigned, understand that pictures, artwork, writings, or other projects of our child/ren could be considered for publication by any/all forms of media including internet-based publishing. We further understand that the work will appear with a copyright notice if web-published prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents/guardians.

☐

YES -- We, THE PARENTS/GUARDIANS, grant permission for such publishing as described above.

☐

NO -- We, THE PARENTS/GUARDIANS, DO NOT grant permission.

Parent/Guardian signature: _____ Date _____

Parent/Guardian signature: _____ Date _____

☐

YES -- I, THE STUDENT, give my permission for such publishing as described above.

☐

NO -- I, THE STUDENT, DO NOT grant permission.

Student Name: _____ Date _____

Student Name: _____ Date _____

Student Name: _____ Date _____

Student Name: _____ Date _____

FORMS.....

Stock Over-the-Counter Medications for North Lakeland School

Below is a list of medications that *may* be supplied at school.
All medication administration is coordinated by the school nurse.

**** Your signature in this parent/student handbook indicates written permission for the medications listed below to be administered to your student as needed. If you do not give permission for your student to receive the below medications, please contact the school nurse. ****

List of Stock Over-the-Counter Medications for North Lakeland School

<u>Name of Medication</u>	<u>Indication</u>
Antibiotic Ointment	First aid to help prevent infection to minor cuts, burns, wounds
Antiseptic Spray	Topical pain control for minor cuts, scrapes, burns
Diphenhydramine (Benadryl) Cream	Topical relief from pain, itching, and swelling due to insect bites, rashes, and other minor skin conditions
Burn Gel	Topical pain control to provide relief from minor burns without blistering or broken skin
Topical Oral Gel	Temporary relief from toothaches and other minor irritations of the mouth
Sting-Kill Swabs	Temporary relief from pain and itching due to insect sting
Throat Lozenge/Cough Drops	Temporary relief from pain due to cough due to colds, sore throat, dry throat
Hydrocortisone Cream	Topical relief from pain, itching, and swelling due to insect bites, rashes, and other minor skin conditions
Eye drops (purified water)	Temporary relief from itchy, dry eyes

7-23-2025