School District of Turtle Lake

Parent/Student Handbook

2026-2027



“To foster a culture of excellence where every person belongs, learns, and succeeds.”

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

Welcome to the new school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. The Turtle Lake School District Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. The topics in this handbook have been arranged in alphabetical order for your convenience.

Academic Excellence Awards

The following criteria will be used in determining eligibility for academic achievement awards in grades 9-12.

Chenille letter (Maroon "L" on gold background with the word "academic" embroidered) will be awarded to any student achieving 3.0 or higher.

a) One letter per student will be issued.
b) A silver bar will be issued for each semester to any student achieving a 3.0 to 3.49 grade point average.
c) A gold bar will be issued for each award semester to any student achieving a 3.5 or higher grade point average.
d) Additional bars (a 2nd and 3rd or 4th) will be awarded to any student who qualifies.
e) The award period consists of two consecutive semesters to qualify (i.e. spring of one year and the following fall semester or fall and spring semester consecutively). The awards will be issued and recognized yearly.

Academic Excellence Scholarship

Statute 39.42 (1m) (a) requires that the school board annually, by February 25 name the 12th grade pupil who has the highest grade point average to receive the Academic Excellence Scholarship.

If two or more pupils have the same grade point average or if the person with the highest grade point average declares himself/herself ineligible for the scholarship, then the school board shall select the pupil eligible for the scholarship.

The following criteria shall be employed in determining the scholarship designee:

1. The 12th grade student who will graduate with the highest grade point average and who has not declared himself/herself ineligible will be the designee.
2. If two or more students tie with the highest grade point average the student taking the most credits will be the designee.
3. If two or more students have the same grade point average and have the same amount of credits, the board shall evaluate the student's records for difficulty of curriculum and commitment to learning to determine the designee.
4. Students will be required to attend Turtle Lake High School for a minimum of six semesters to be eligible for the Academic Excellence Scholarship.
5. Students must attend six semesters of school.

Academic Honesty

Academic Honesty is an unspoken and assumed value within an academic institution. A student's grades are a summary of his/her knowledge and work, and if cheating has occurred to get those grades, the grades of both parties involved in the incident, as well as the integrity of the entire grading system, has been corrupted. Cheating benefits no one and is a very serious offense. Those found cheating will face discipline consequences.

The purpose of discipline is to assist an individual in learning from their experiences and to work towards not repeating mistakes and inappropriate behavior. Goal setting and support for the student(s) is an important component in the discipline process.

Those found cheating will:

Assignment/Assessment:

1st Offense – The student will receive a zero on the assignment/assessment. The student will serve 1 after school detention. The student will have the option to re-do the assignment or complete an alternative assignment given by the teacher. The teacher and principal will meet with the parent/guardian regarding the offense.

2nd Offense – The student will receive a zero on the assignment/assessment. The student will serve 1 day of in-school suspension. The student will have the option to re-do the assignment or complete an alternative assignment given by the teacher. The teacher and principal will meet with the parent/guardian regarding the offense.

3rd Offense - The student will receive a zero on the assignment/assessment. The student will serve 2 days of in-school suspension. The student will not have the option to re-do the assignment. The teacher and principal will meet with the parent/guardian regarding the offense.

Accidents and Injuries

Injuries that occur on school grounds during the regular school day or during extra-curricular events must be reported immediately to the person supervising the activity. Minor cuts, abrasions, and bumps will be treated by office personnel or the nurse. This may include ice, band aids, etc.

Concussion Management and Return-to-Learn Guidelines:

- Policy Overview: Turtle Lake school recognizes that a concussion is a traumatic brain injury that impacts a student's cognitive abilities. This policy applies to all students who sustain a concussion, whether the injury occurs during a school-sanctioned event or an outside activity.
- Reporting: It is recommended that parents or guardians notify the main office or the School Nurse if a student is diagnosed with a concussion by a healthcare provider.
- Immediate Academic Accommodations: Upon receiving medical notification, students may be provided customized, temporary academic adjustments based on medical recommendations, which may include:
    - Shortened school days or built-in rest periods.
    - Extended deadlines for assignments and testing.
    - Avoidance of environments with intense sensory triggers (e.g., computers, assemblies, band class, or bright lights).
    - Total exemption from Physical Education (PE) classes and active recess until formal medical clearance is obtained.
- Monitoring Recovery: School staff will monitor the student daily for ongoing symptoms like headaches, difficulty concentrating, or sluggishness. Accommodations will be gradually scaled back as cognitive tolerance returns to baseline.

Activity Code

The athletic and co-curricular programs for the School District of Turtle Lake are important components to our curriculum. They provide learning opportunities that are not duplicated in other activities. While the importance of these opportunities is recognized, the athletic/co-curricular programs are secondary to the academic programs.

These programs are on a voluntary basis and participation is a privilege. Therefore when a student, parent or guardian and coach sign these codes it means they voluntarily accept the rules and regulations set forth by the district.

All AOD (Alcohol and Other Drug), tobacco and criminal violations will be enforced on a year-round basis. The athletic code/co-curricular code applies to all students in grades 6-12.

Activity Pass

An activity pass will allow the bearer free admission to HOME sporting contests. Excluding WIAA tournament games. (Full admission is required for spectators at these home games.)

Parents and community members may purchase an activity pass from the student office for $35.00 (couple) or $25.00 (single). Senior citizens (62 and over) may obtain a free pass from the district office.

AODA Policy: Tobacco, Alcohol and Other Drugs

Any student, who uses, possesses, distributes or sells alcohol, illegal drugs, tobacco, including electronic cigarette devices, nicotine use devices, or look-alike cigarette devices or controlled substances will face suspension from school. Any student possessing drug paraphernalia on school grounds or at school functions will also be subjected to suspension/expulsion from school. Any student who violates this policy will be subject to the rule of our Athletic/Co-Curricular Code.

Arrival at School/Staying After School

Students must use the main entrance (Door 1 - Commons) when arriving at school for the day. Door 1 will automatically lock at 8:10 A.M. and remain locked until 3:28 P.M. Tardy students, parents, and visitors must use Door 2. Door 2 is a secure door where guests must be buzzed in.

Elementary: Students should not arrive at school before 7:45 A.M. There is no supervision for 4K-5 students before 7:45 A.M. Upon arrival at school students should go to the cafeteria for breakfast, elementary students must then report to AM recess. Students are not allowed in the classrooms or hallway area until 8:10 unless given teacher permission. Students are not to stay after school unsupervised. Students not following these rules may be asked to leave the property and not attend extracurricular events.

Middle School/High School: Students participating in before school activities must have prior permission to arrive at school early and be directly supervised by a staff member. Students here early to use the fitness center must stay in designated areas only. All students are expected to leave school premises unless participating or attending extracurricular events. Students may wait quietly for events to begin in the commons area only. Entrance to other areas of the building after school will be restricted.

Attendance Policy

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. All children between five (5) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. 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.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each.

A. single absence;
B. prolonged absence;
C. absence of more than three (3) days duration;
D. repeated unexplained absence and tardiness.

School Attendance Officer
The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Unexcused Absences
Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.
The Board authorizes but does not encourage the District Administrator to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

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 agent responsible 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 or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan
The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

A. Procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
B. Plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
C. Methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
D. A provision addressing the immediate response to be made by school personnel when a truant child is returned to school
E. The types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals

F. Plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
G. Methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.
A student will be considered a habitual truant if s/he 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. Days will be calculated in the following manner:

A. 1st Hour Excused Tardy: No Count
B. 1st Hour Unexcused Tardy: ¼ Day
C. 1-2 Tardy/Hours Excused or Unexcused: ¼ Day
D. 3-4 Tardy/Hours Excused or Unexcused: ½ Day
E. 5-6 Tardy/Hours Excused or Unexcused: ¾ Day
F. 7-8 Tardy Hours Excused or Unexcused: 1 Day

Notice of Truancy
The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Then notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy
When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
C. a request that the parents meet with the appropriate school personnel to discuss the student's truancy
The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.
D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney
Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law

C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work 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.

Excused Absences
A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during absences when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work 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.

Unexcused Absences
Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work 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. (Wis. Stats 118.15, 118.153, 118.16, 118.162) Board Policy 5200

Regular attendance is a responsibility that is shared by parents, students and the school. It is the student’s workplace, and preparation for entry into the world of work begins with the habits and skills developed within the home, school and community. Attendance is a very important part of developing an individual’s work ethic. The school will be open from 7:45 a.m. to 3:45 p.m. each school day and students are encouraged to receive special help from teachers during this time.

Students are required to attend all classes each day, and to be in class on time. Students who will be absent from school for any pre-arranged purpose, i.e. family vacation, field trips, hunting, attendance at tournaments, etc.must make

arrangements with teachers for homework prior to the absence dates. This homework must be turned in to the teacher upon the student's return to school with no further extensions being granted. At least one week's prior notice must be given to the teacher for family vacations, hunting, and school visits.

Students will not be permitted to leave the school during the school day unless there is some form of contact with the parents. A phone call may be made to the parent to verify the student's absence. Absences will be determined according to the scale below.

Students with an unexcused absence during the school day <u>should not</u> be attending evening school activities.

Students who have unsatisfactory work in academic class will not be permitted to participate in field trips or extracurricular events that are not part of a regular class requirement. See the discipline section for further explanation.

1. Attendance Requirements
    a. All children between the ages of five and 18 years of age except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the district has not been notified of the legal cause of such absence by the parent or guardian.
    b. Any child who has reached the age of 18 may be excused from school attendance with the consent of the child's parent or guardian. Any student who withdraws from school under the law has the right to be readmitted to school upon request so long as the student remains of school age. The Board shall specifically inform the student who withdraws from school of this right for re-admittance.
    c. A child requesting withdrawal from school attendance must remain in school until the end of the semester in which the request is made. Likewise, a child requesting re-admittance must wait until the beginning of the next semester to return to school.

2. Procedures to Enforce Attendance Policy

    a. First absence – No later than the end of the second day after receiving a report of an unexcused absence, the Attendance Officer shall contact the parent/guardian by phone and mail
    b. Second absence – Same procedure as first absence
    c. Third absence – Send letter to set up meeting for pre-truancy conference with parents, no show letter if applicable
    d. Fourth absence – Communication with student/parent; possible municipal court referral
    e. Fifth absence – Certified letter sent re: final truancy conference
    Review of pre-truancy conference agreement. No show letter if applicable

    f. Post-5th Unexcused absence…Referred to Department of Health and Human Services and/or District Attorney
    g. Circuit Court: Judge reviews prior agreements and sets appropriate sanctions or if no written agreement, sanctions a truancy conference through Restorative Justice
    h. Non-compliance at this stage: case returned to Circuit Court

Perfect Attendance/Excellent Attendance

Elementary students that have not missed any school days, and students shall not have arrived at school after 10:00 am or left school before 1:30 pm on any given day will receive perfect attendance awards.

Students shall not have missed a cumulative of more than two days of school. This means that they have not arrived at school after 10:00 or left before 1:30 more than 4 times, or that they haven't left early or arrived late more than twice, if they also missed a whole day, will receive excellent attendance awards.

<u>Behavior Expectations</u>

In order to ensure “Success for Every Student,” the School District of Turtle Lake will establish a safe, caring environment which fosters a culture that is highly collaborative and enables everyone to engage in ongoing learning. The School District of Turtle Lake dedicates itself to meaningful teaching and learning experiences. Such a culture maximizes learning, builds mutual respect among all members of the Turtle Lake community, and supports high levels of collaboration.

We believe that our goal to promote a safe and caring environment will be reached by teaching all students the difference between appropriate and inappropriate behaviors. The goal of this system is not to punish students, rather, to have them think about their behavior and how it affects them and others and to learn from the experience. Our district supports three major expectations for all students: **Be Respectful, Be Responsible, Be Safe.**

HS/MS TURTLE LAKE BEHAVIOR EXPECTATIONS

Expectations	All Settings	Lunchroom	Restroom/ Locker Room	Hallway/ Stairway	School Events	Arrival & Departure	Playground
BE RESPECTFUL	Treat others the way you want to be treated Say please and thank you Be courteous of others Use appropriate language	Wait your turn in a single-file line Treat lunchroom staff and students with respect Use good manners Use conversational tones	Keep areas clean Keep writing and drawings off fixtures, walls and stalls Respect others privacy No food in bathroom	Interact and communicate with others appropriately for a school setting Use school and personal property for intended purpose Be helpful and polite to others	Represent yourself, family and school positively Display positive sportsmanship and school spirit Give speakers and performers full attention	Park in designated area Yield to vehicles and pedestrian Keep parking lot clean Leave school promptly at dismissal unless involved in a supervised after school activity	Follow adult directions Be a good sport Use kind words
BE RESPONSIBLE	Keep our facilities clean Follow dress code Be in the right place at the right time Be tolerant of other's differences Phones put away in lockers	Dispose of garbage Return trays and silverware Keep breakfast and lunch food in the lunchroom Maintain a positive account balance	Flush toilet Use restroom closest to assigned classroom in a timely manner Keep lockers locked	Walk quickly, quietly and with a pass during class time Keep hallway/ stairway and locker area clean Take shortest acceptance route to destination	Enter and exit through appropriate doors Leave area cleaner than when you arrived	Check in/out at the office during school day Leave and enter at front door	Line up correctly, calmly and promptly Share equipment and take turns Report unsafe behaviors to staff Put equipment away Solve problems peacefully
BE SAFE	Notify adults of safety concerns Walk Stay in supervised areas Keep hands, feet, body and objects to self	Report spills immediately to a supervisor Stay in the lunchroom or supervised areas during lunch period	Practice good hygiene Report maintenance issues to a staff member	Walk on right side of hallway/ stairway Keep personal belongings clear of traffic Be alert around others to prevent accidents	Use steps for entering and exiting the bleachers Keep aisles clear Report safety concerns to staff	Drive under 10 mph in the parking lot Obey all traffic laws in parking lot	Play safely Use equipment correctly

Turtle Lake Elementary Behavior Expectations

Lakers are....	Hallway/Stairway	Playground	Cafeteria	Bathroom	Library	Technology
Respectful	Use a quiet voice (Level 0 or 1).	Use all equipment properly.	Take turns putting garbage in trash can.	Keep the area clean.	Turn in all books on time.	Share or take turns on devices.
	Treat others as you want to be treated.	Invite other to join in.	Use all equipment properly.	Wait your turn.	Use a quiet voice (Level 0 or 1).	Use all equipment properly.
	Use kind words.	Take turns.	Invite others to sit by you.	Flush.	Use walking feet.	
		Report problems to an adult.	Report problems to an adult.	Wash your hands.		
			Clean up your garbage and spills at your table/floor.	Put all paper towels in the trash can.		
				Respect others privacy		
Responsible	Listen to teachers' directions.	Follow the rules.	Throw away all trash.	Use the bathroom appropriately (water, soap, 2 paper towels)	Look at the speaker when they are talking.	Attend to tasks on devices as assigned by the teacher.
	Be in the right place at the right time.	Line up when hear whistle.	Dump trays nicely in the garbage.	Quickly return to your classroom.	Ask questions for clarification.	Return devices to the appropriate location after use.
	Go directly to your destination.	Face forward in line.	Stack trays nicely.	Keep area clean by picking up paper towels.	Keep shelves neat.	Plug in devices when done with them.
		Put equipment in shed.	Clean up your eating area.		Know your reading level.	Be prepared to learn new technological activities or tasks.
			Raise your hand for help.		Leave tables and shelves neat and tidy.	Use devices for academic purpose only.
			Leave your area as clean or cleaner than before.			
Safe	Be aware of others.	Keep your hands and feet to yourself.	Walk at all times.	Walk at all times.	Use your own space.	Use devices with clean hands.
	Face forward in line.	Be aware of activities around you.	Stay seated with your feet on the floor.	Keep your hands and feet to yourself.	Use a quiet voice (Level 0 or 1).	Handle devices with care by carrying with 2 hands.
	Walk at all times.	Listen for the whistle to stop.	Patiently stand in line while keeping your hands and feet to self.	Use a quiet voice (Level 0 or 1).	Walk at all times.	Only use technology as directed by the teacher.
	Walk on the right side.		Eat food carefully. Do not talk with food in your mouth			
	Keep hands and feet to yourself.					
	Keep feet on steps					

Violations of expectations are divided into two areas. Teacher/Paraprofessional Managed - Administration Managed

TEACHER/PARAPROFESSIONAL	ADMINISTRATION
Inappropriate Language: Disruptive language not suited for school use **Inappropriate Touching:** Not keeping hands, feet, etc. to oneself **Noncompliant:** Not following directions as intended **Disruption:** A disorderly outburst causing interruption **Technology/Misuse:** Not handling technology in a protective way or as it is intended or allowed to be used. Cell phones must be stored in lockers. **Dress Code:** Dress appropriately for learning, wearing clothing or accessories with inappropriate slogans, wearing heavy coats during school day **Unexcused Tardy:** Arriving to school after morning bell without an acceptable excuse (Up to three per class) **Lying:** Deliberate act of hiding or changing the truth **Cheating:** Copying answers from someone else or using resources for answers when not approved by a staff member on assignments **Unsafe Behavior:** Activity that could be harmful to oneself or others **Facilities Misuse:** Leaving a mess on school grounds, misuse of school property	**Profanity:** Use of obscene or foul language including swearing and slurs towards others **Physical Aggression:** Intentional use of force against another including inappropriate contact and throwing objects for the purpose of causing harm **PDA**: More than just holding hands **Defiance:** Intentionally ignoring a staff delivered directive or knowingly breaking a school rule after being redirected **Harassment:** Verbal or cyber-related behavior intended to disturb, upset, embarrass, or harm someone else **Bullying:** Extreme or repeated verbal behavior, cyber-behavior, or any physical behavior set forth to intimidate a person to make them do something or make them feel uncomfortable **Technology/Cell Phones:** Viewing inappropriate websites. Cell phones must be stored in lockers. No photos or videos taken in the restroom or locker room **Noncompliant:** Repeatedly not following directions as intended **Attendance/Truancy:** Skipping class, leaving school grounds without permission. Five or more unexcused absences per semester or 16 total absences throughout the year **Vandalism:** Intentional and malicious destruction of the property of others causing financial loss **Stealing:** Intentional taking of another person's property without that person's permission **Weapons:** Possession of a knife, gun, ammunition or anything associated with causing harm towards another person

MINOR CONSEQUENCES	MAJOR CONSEQUENCES	SEVERE CONSEQUENCES
Warning	Lunch Detention	Up to 5 days suspension and meeting with the board
Lunch Detention	After School Detention	Expulsion
After-School Detention	1-5 Day School Suspension	
Follow Major Discipline Actions		

- Students choosing not to complete mandatory discipline will be considered insubordinate to the administration and will be disciplined at the discretion of the administrator.
- Infractions that are more severe than this discipline policy warrants are at the discretion of the administration
- Additional infractions shall increase the penalty for the infraction incurred.
- A student will not be allowed to participate in or attend any extracurricular activities until such time the discipline is made up. Suspended students are not allowed to attend any extracurricular activities on the day of suspension.
- Penalties for infractions shall start over at the beginning of each year.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension according to Assembly Bill 252, Chapter 94.

Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions "Bullying"

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

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 email, 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."

   The Board recognizes that cyberbullying can be particularly devastating to young people because:

   1. cyberbullies more easily hide behind the anonymity that the Internet provides;
   2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;

3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or weblog;
2. sending emails or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.
"Staff" includes all school employees and Board members.
"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.
For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures
Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate. (Wis. Stat. 118.46) Board Policy 5517.01

Bus Rider Rules

A. General Rules:
   1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
   2. Remember that misbehavior of any kind will not be tolerated. Pupils who misbehave may be suspended from school or bus riding and may be denied the privilege of riding the bus.
   3. Bus drivers will notify school administration whenever student behavior is detrimental to the safe transportation of students.
   4. Students will be picked up at home and dropped off at school. Any change must be requested in writing and approved by the Principal. Permission will be given only in emergency cases.
   5. Riders will be required to ride on their assigned bus route.
   6. Riders will not be permitted to leave or enter the bus other than at their proper assigned destination point.

B. Previous to Loading (on the road and at school)
   1. Be on time at the designated school bus stops -- keep the bus on schedule.
   2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
   3. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in a single file. Do not rush to get on the bus.
   4. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop.
   5. Be courteous. Don't take advantage of younger children in order to get a seat.
   6. Leave home on time so you do not have to run to catch your bus.
   7. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
   8. Use the handrail and watch your step when getting on the bus.

C. While on the bus.
   1. Keep your hands and head inside the bus at all times. Hanging out of the window is dangerous.
   2. Assist in keeping the bus safe and sanitary at all times.
   3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
   4. Treat bus equipment as valuable furniture in your own home. Damage to seats, etc.must be paid for the by the offender.
   5. Never tamper with the bus or any of its equipment.
   6. Leave no books, lunches, coats, or other articles on the bus.
   7. Keep books, packages, coats, and all other objects out of the aisles.
   8. Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
   9. Always remain in your seats while the bus is in motion.
   10. Do not throw anything out of the bus windows.
   11. Be courteous to fellow pupils, the bus driver, and the driver's assistants and to passers-by.
   12. Keep absolutely quiet when approaching a railroad crossing.
   13. The driver is responsible for controlling the bus riders. They must obey him and driver assistants.
   14. Inform the driver, if possible, when a rider will be absent.

D. After Leaving the Bus
   1. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after checking the signal from the bus driver.
   2. Help look after the safety and comfort of small children.
   3. Be alert to the danger signal from the driver.

E. Bus Transportation Suspension
   1. Misconduct by a student will result in a conference with the student, driver, Principal or Administrator.
   2. Continued misconduct by a student will require a conference with the student's parents, driver, Principal and/or Administrator where alternate transportation will be assigned.
   3. Only the administration has the authority to suspend bus riding privileges. Any such suspension shall include notification or the parents of the students suspended.
   4. The administration must keep records of all misconduct referrals, conferences, suspensions, and parental suspension notices.

F. Unscheduled Passengers
   1. Riders will be required to ride their assigned bus.
   2. Riders will not be permitted to leave or enter the bus other than at the proper assigned designation point.
   3. Under emergency situations riders may be allowed to ride a different bus if written notification is received from the parent and authorization is granted from the bus driver and school officials. One day prior notification is preferred so proper arrangements can be handled.

G. Extra-Curricular Activity Trips.
   1. The above rules and regulations will apply to any trip under school sponsorship.
   2. Pupils shall respect the wishes of competent chaperones appointed by the school officials to accompany the bus riders.

Cell Phones and Personal Communication Devices

Students who choose to bring cell phones or personal communication devices to school are responsible for using them appropriately and in accordance with school rules. The school is not responsible for lost, stolen, or damaged devices; investigations into such matters by school staff will be limited.

- Students are encouraged to leave cell phones at home. If brought to school, devices must be silenced and stored in lockers during the school day unless otherwise permitted.

- Students feeling ill must report to the office. The office will contact parents or guardians if needed. **Students are not permitted to call home directly using personal phones to report illness.**

- Cell phones and other devices capable of taking photos or videos are strictly prohibited in locker rooms and restrooms, per state law.

- Students in grades 7-12 will be issued a Chromebook for educational use at school and home. 6th grade students will have Chromebooks available to them in their classroom but are not allowed to take them home without permission. Students are expected to bring their fully charged Chromebook to class each day.

- Use of district technology is a privilege, not a right. Activity on school devices or networks may be monitored, recorded, and searched when necessary. Misuse may result in disciplinary action, loss of privileges, and/or legal consequences.

INFRACTIONS

- **1ST offense:** Any PCD with communication functions is taken away and stored in the Principal's office and returned at the end of the school day.
- **2ND and further offense(s):** Any PCD with communication functions is taken away and stored in the office, and a parent or guardian must come into the school in person to pick up the cell phone or device.

Checks

Checks may be accepted for the purchase of supplies, tickets, etc. and/or the payments of fees and fines. Such checks must be written for the amount due only. Checks written in excess of the amount due will not be cashed. In the event a

check signer has a second NSF check written in the same school year, the signer will be notified in writing that personal checks will not be accepted as payment for goods or services.

Class Trips

On occasions during the school year classes may be taking educational trips throughout the area. All students who are participating in a class trip that requires a bus must have a parent permission form signed by the parent or guardian and returned to the teacher before leaving. The parent permission forms will be provided by the classroom teacher in advance of the class trip. Students that fail to bring the permission slips will not be permitted to participate.

Computers and the Internet

Use of the Internet and computers shall be viewed as a privilege, not a right. School Internet accounts may be used for educational and appropriate recreational and research purposes only, consistent with the educational objectives of the district. Qualified school personnel will monitor the accounts, including email, to see that they are being used in accordance with established school board policy and guidelines. All students are required to sign a Computer/Internet Use Agreement. Student misuse of the accounts will result in loss of Internet use privileges, computer use, and school disciplinary action. First violations shall be a minimum of 5 school days of no access with a maximum of 30 days. Second offense shall result in an automatic removal of all Internet access for a full school year. A review after $^{1}/_{2}$ year may be requested in writing to school administration. Student internet use on school devices is tracked through school software and is periodically reviewed by school administration. Student misuse of school devices outside of instructional hours are subject to consequences.

Detention

Middle/High School

1. After-school detentions will be served from 3:30-4:00. The principal will assign detentions only after conferring with the student, teacher, and proper notification has been given to the parents or guardian of the infraction. The principal may also assign morning or lunch detentions to accommodate student and parent needs.
2. Parents are responsible for transporting students' home after detention.
3. Detentions will be served the first available date after the parent or guardian is informed of the infraction.
4. If a student does not serve a detention on their scheduled date, they will be ineligible for all extracurricular activities until the detention is served.
5. Students are responsible for bringing enough school work or reading material to keep him/her busy during the entire detention time.
6. If students do not have any school work to bring to detention they should bring a book to read. If the student doesn't bring school work or a book, one will be assigned by the supervisor.
7. Students will not be allowed to go to their locker during the detention period.
8. Any student who causes a disturbance during detention will be removed for the detention room and the detention will be reassigned.
9. Any student who is late or skips detention will be assigned a detention in addition to the one that was missed.
10. Students are not allowed to sleep or assume a sleeping position while in detention.
11. Cell phones, card playing, games, headphones, etc. are not allowed.
12. Students are not allowed to leave the detention room without a supervisor's permission.

13. Eating or drinking beverages, other than bottled water, is not allowed.

Elementary

Elementary students that demonstrate inappropriate behaviors, or have missing work as defined by each grade, may serve elementary after school detention. Individual grades will define their criteria for missing work, procedures, policies, and expectations they will follow. These expectations will be shared with parents and students at the beginning of each school year.

- Elementary after school will be held and supervised by the classroom teacher not to last longer than 30 minutes.
- Parents will be notified a day in advance.
- Parents are responsible for transporting students home.

Each class will also have a time available for students that need extra help with their work during recess or break times.

Dress Code

The School District of Turtle Lake wants everyone to know that we place a major emphasis on creating a high quality environment for teaching and learning in our school. The safety of our students and staff is also of utmost importance. One part of maintaining an orderly school climate that is focused on learning is to have a clear dress code for students that emphasize the wearing of safe and non-distracting attire. The following regulations set limits on what is permissible for all students attending Turtle Lake School.

- Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators.
- Hats, headgear, or hoods are not permitted inside of the school building during the school day from 8:10 - 3:28.
- Blankets are not allowed.
- Sunglasses or dark glasses, absent a verified medical condition, are not to be worn in the school building.
- Soled shoes or sandals must be worn at all times. (for example no “bedroom” slippers or similar footwear) .
- Pajamas are not appropriate school attire.
- In-line skates, roller shoes and skateboards will not be allowed in or on the school campus.
- Undergarments are not to be exposed.
- Inappropriately sheer, tight or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts, or cleavage is not permitted.

Driver’s Education

The Turtle Lake School District will provide the opportunity for Driver’s Education instruction through an online provider. Please see the office for further information.

Due Process Procedure

"Due process" is a procedure which the courts of law recognize as a necessary part of any rules and regulations. "Due process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines their recourse in the event he feels a wrong decision has been made. This "due process" shall be followed in appealing decisions relating to suspensions or loss of privileges. It should be understood that students and parents will be expected to follow the "due process" steps in the event legal action should be initiated at some later date.

1. After a ruling has been made, a student or parents may formally appeal the decision in writing to the Principal provided an appeal is received within 10 school days from the first day such decision shall take effect.

2. The Principal, within five school (5) days or receipt of such written appeal, shall formalize the decision in writing and send a letter by registered mail to the parents outlining the specific details relating to (A) violation or infraction, (B) date of violation or infraction, (C) period of suspension and (D) any other pertinent information.

3. After an appeal has been received and the school's formal reply mailed to the parents, such date no later than ten school days after receipt of written appeal, the parent (s) may request a hearing. Present at the hearing, in addition to the student, Principal and/or District Administrator shall be the student's parents and the particular teacher/supervisor involved.

a. The student will be provided with an opportunity to testify and present evidence at the hearing.

b. A summary of the hearing shall be put in writing and mailed to the parents within seven school days.

4. If the student and parents are not satisfied with the finding of the hearing, a second hearing may be requested before the District Administrator, unless he/she was not present at the first hearing. The District Administrator must receive in writing a request for such a second hearing within ten (10) days of the mailing of the outcome of the original hearing. Provisions as outlined in number 3 above, including items a and b, will be applicable relating to the second hearing.

5. If appropriate and if under the jurisdiction of the DPI, the parents may appeal the decision to the DPI. Punishments, including all suspensions and expulsions, shall be served even if an appeal is pending.

Emergency Procedures

All staff are trained in procedures involving emergencies including building lockdown, fire and tornado drills. Each room has a sign indicating the proper route, along with an alternative, to evacuate the building. Be quiet and orderly. If complications arise or normal exit routes are blocked, follow the directions of the immediate supervisor. Fire drills will be held once a month. Tornado drills are held annually in early spring.

False Alarms and Interference with Fire Fighting

Students who intentionally call in or assist in calling in a false alarm, bomb threat, pull a fire alarm, or interfere with firefighting or other officials in the performance of their duties to assist others, will be reported to appropriate authorities and may be fined not more than $500.00 or imprisoned not more than one year.

Food and Drink Policy

To support a clean, safe, and respectful learning environment, the following guidelines regarding food and beverages apply to all students:

- Classroom teachers may allow food or drink in their classrooms at their discretion, provided it does not disrupt learning or damage school property.
- Water is permitted throughout the school day, unless otherwise restricted by staff or for safety reasons in specific areas (e.g., labs, computer rooms).
- Energy drinks, soda, and large sugary beverages are discouraged and may be prohibited during instructional time.
- Students are expected to clean up after themselves and dispose of all wrappers, containers, and food waste.
- Food delivery from outside vendors (e.g., DoorDash, Uber Eats) is not permitted during the school day.
- Failure to follow food and drink expectations may result in loss of privileges or other disciplinary action.

Grade Point Determination (High School Only)

Grades have the following point value for AP Classes and College Credit: Plus 1 Point.

A+= 4.0 (AP 5.0)	B= 3.0 (AP 4.0)	C-= 1.67 (AP 2.67)
A = 4.0 (AP 5.0)	B-= 2.67 (AP 3.67)	D+= 1.33 (AP 2.33)

A-= 3.67 (AP 4.67) C+= 2.33 (AP 3.33) D= 1.0 (AP 2.0)

B+= 3.33 (AP 4.33) C= 2.0 (AP 3.0) D-= 0.67 (AP 1.67)

Grading Scale

Grade Mark	Percentage
A+	100.00 - 96.50
A	96.49 - 92.50
A-	92. 49 - 89.50
B+	89. 49 -87.50
B	86.49 - 82.50
B-	82.49 - 79.50
C+	79.49 - 76.50
C	76.49 -72.50
C-	72.49 - 69.50
D+	69.49 - 66.50
D	66.49 - 62.50
D-	62.49 - 59.50
F	Below 60.00

Graduation Requirements

Students are required to successfully complete twenty-six (26) credits in grades 9 through 12 to graduate. Included in the 26 credit graduation requirements shall be the following:

English	4 Credits
Mathematics	3 Credits
Science	3 Credits
Social Studies	3 Credits
Health	0.5 Credits
Physical Education	1.5 Credits
Business	1 Credit
Careers	0.5 Credits
Electives	9.5 Credits

Harassment/Bullying

The School District of Turtle Lake seeks to provide a learning and working environment free of any form of harassment that may include but not limited to acts of bullying, hazing, intimidation, threats, either sexual or violent. Therefore, the District will not tolerate harassment in any form and will take necessary and appropriate action to prevent, remediate, and eliminate it, up to and including discipline of the offenders.

The multiple forms of harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexually discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance or employee's work.

Any student or employee who believes that he/she has been the subject of prohibited harassment shall report the matter to the building principal. There shall be no retaliation against students or an employee who file reports or complaints under this policy. All reports and complaints shall be investigated in a timely manner.

Head Lice Guidelines and Procedures

If a classroom teacher or other school staff suspects head lice, the student will go to the office for a head check. If the student has live lice/nits other siblings will also be checked. Students with live lice will be sent home. The student should not miss more than 1 day of school following treatment.

Upon return to school, the student will be checked by staff to assure a treatment was done. Parents are encouraged to remove all casings and nits after treatment. A note stating that treatment was done or the box top of the shampoo used will be requested. Truancy laws will apply to students missing excessive amounts of school due to lice infestation.

The most effective way to dramatically reduce the occurrence of head lice is for parents to routinely check their student's head of lice/nits and treat promptly.

Homework and Grading

High School

The Turtle Lake School Board believes that formative assessments *(homework)* are an important element in the learning process. Formative assessments can improve student comprehension by reinforcing theories or skills taught in the classroom.

Formative assessments are likely to vary greatly in scope and quantity. Teachers should consider resources and time when assigning formative assessments outside of the classroom. For purposes of clarification, due dates for assessments are during the unit timeline and deadline dates are at the end of the unit.

To foster the greatest benefit from homework assignments, teachers should clearly explain all relevant information, make homework relevant to the classroom learning process, and provide each student with an assessment of the student's efforts. Teachers are encouraged to communicate with parents when homework completion is a key part of the learning or evaluation processes.

Students' academic grades will be categorized into two (2) categories. Student assessment activities including formative and summative assessments, labs and reports, research papers and reports, essays and compositions, culminating projects, debates, oral presentations, and other products related to student performance on academic standards will be counted as seventy percent (70%) of the student's semester grade. Learning activities such as homework, warm-up activities, organization, independent practice, group work, participation and effort, and extension and enrichment will be counted as thirty percent (30%) of the student's semester grade. When grading group projects teachers will take into consideration individual contributions when evaluating.

It is the responsibility of the student to complete assignments by the given due date. Teachers will communicate the due dates with students. This can be done in class, on a class website, mass emails, or other forms of communication. All late formative assessments will receive a 50% reduction. Formative assessments help to provide quality feedback in a timely manner that is best for the pacing of the class without students falling behind in essential standards. Formative assessment deadline dates will be based on the unit being taught. No work will be accepted beyond the end of the unit and will result in a zero unless there are extenuating circumstances approved by the principal.

Summative assessments such as projects, tests, papers are a reflection of what the students have learned. Summative assessments turned in late after the due date will not have a point deduction. No work will be accepted beyond the deadline date and will result in a zero unless there are extenuating circumstances approved by the principal. Summative deadlines will be midterm and the end of the term. Students may retake a summative assessment to demonstrate their increased knowledge of their academic standards. Students must have all assignments completed for that unit in order to retake the assessment. Assessments not turned in on time cannot be retaken. All items from the seventy percent (70%) assessment category will be considered for retake unless otherwise communicated in advance to the students. Possible reasons that a summative assessment could not be retaken include, but are not limited to, consumable supplies, integration

into larger school activities, or other environmental factors. The student must communicate with the teacher to set up and perform a retake with a reasonable deadline. Based on teacher discretion, students may have the opportunity to retake portions of the assessment. Teachers may assign different assessment activities for the retake. The teacher will determine the retake date and time. Students cannot miss another academic class to retake an assessment.

Due to differences in the format of classes offered in high school, teachers will establish procedures for the implementation of this policy. The principal is able to oversee and approve/disapprove the procedures using their knowledge of the standards, what is best for each department, and rationale from the professional judgment of the teacher. The principal is the best person to facilitate this decision because they oversee the effectiveness of each teacher and can see the results of the policy first hand.

Middle School

Students should have homework on a consistent basis. Timely, successful completion of this work is a part of each student's evaluation process. Homework is often begun in class. Assignments may be overnight or long term. It is important that students complete the work independently so teachers can obtain an accurate assessment of understanding. It is the student's responsibility to complete and turn in homework as assigned.

The primary purposes associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To prepare students for the next day's lesson
- To reinforce and extend concepts introduced in class
- To allow parents and teachers to monitor student progress
- To establish time management, study, and organizational skills

Student grades will be categorized into two categories: **formative** (30%) such as homework, group work, and participation and **summative** (70%) such as tests, projects, and final papers.

Daily assignments are considered late if submitted after the teacher's established due date. The highest grade a student may earn on a late assignment is 75%. Late assignments will not be accepted after the completion of the chapter or unit.

Students who score below a 75% on a summative assessment are eligible to retake a test or make test corrections. In order to take advantage of this opportunity, students must have all assignments completed in that chapter or unit. The retake/test corrections must be completed within three days of the original assessment date.

Immunization Records

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. The following are the minimum required immunizations for each age/grade level.

Immunization Requirements

Age/Grade	DTP/DTaP/DT	Tdap	Polio	MMR	Varicella	Hep B	Hib	PCV	Mening
2-4 years old	4		3	1	1	3	3	3	
K- 6 Grade	4		4	2	2	3			
7-11 Grade	4	1	4	2	2	3			1
12 Grade									2

Instructional Materials

Parents may view the Library Online Catalog found on the School District website and notify the District librarian of any books they do not want their child to check out. A note will then be placed in the materials checkout system.

Language/Gestures

Students have the responsibility to refrain from verbal or physical actions which demonstrate profanity, inappropriate use of language, or disrespect for others. Inappropriate language or gestures from students before, during, or after the school day (while in the school building or on school property, or at a school-sponsored activity) will not be tolerated and will be dealt with accordingly.

Leaving School Grounds

Turtle Lake School students have a closed campus. This means after arrival in the morning, students will not be permitted to leave the school building without permission until dismissal. Seniors/Juniors have the ability to earn an open-campus lunch. Seniors/Juniors with a B- or above in all classes, no major behavior referrals, and no unexcused absences will earn the privilege to leave campus during lunch. Written parent approval is needed in order to leave school grounds for lunch. Students must sign in and sign out in the main office if they leave for lunch. The open campus lunch times will be determined by the high school principal but will not extend into class time. In the fall, eligibility will be determined by the previous semester grades. Seniors/Juniors who earn a B- or above in all classes will be eligible to leave campus for lunch at the beginning of the semester. All referrals and absences start over at the beginning of each semester. Mentor teachers or high school principal will monitor eligibility. All other students will spend the lunch period in the building. Unless approved by the principal, food orders cannot be made to outside vendors for delivery to the high school. Students who need to leave the building during the school day must be issued a pass to leave the building. Once the pass is issued, the student must also sign out and sign in upon his/her return. A note or phone call from the parent/guardian must be given to the office before receiving a pass to leave the building. Once the school day begins, all students must enter and exit through the secure entrance only. Students arriving on the bus are not permitted to leave the school grounds before school.

Locker Searches

The School District of Turtle Lake provides a locker for the convenience of the student to be used solely for the storage of outer garments, footwear and school-related materials.

The locker assigned to the student is the property of the school district. At no time does the district relinquish its control of such lockers. The search may be conducted by the district administrator, building principals, a police-school liaison officer, or a school employee designated by the district administrator or building principal.

Any unauthorized item 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 the law enforcement officials.

Lunch & Milk Money

Turtle Lake School District participates in the Federal School Lunch Program. You may choose to pay for the entire school year in advance if you wish. Applications for free or reduced lunches are also available in the office. If you feel you would qualify for free or reduced lunches, please fill out the application and return it to school as soon as possible. You must apply each school year. Your children are not eligible for free or reduced lunches until you have received notice from the district office informing you they are. Free and reduced lunch numbers are very important to the district, so, please fill out the forms if you qualify.

The prices for milk break for the current year are as follows:

4K - 5: $30.00/semester or $60.00/year

If your child is eligible for free OR reduced lunches, he/she is also eligible for free milk. We ask that you please send a separate check for milk money and not include it with lunch money.

Meal prices for the current year are as follows: **For 2026-27 school year, students will receive a free breakfast, however, will still have to pay for lunch, extra entrees, extra milk, etc.**

Breakfast:	4K-5	Free	Lunch:	
	6-12	Free	4K-5	$2.50/meal
	Adult	$3.01/meal	6-12	$2.60/meal
	Reduced	$.30/meal	Adult	$4.65/meal
	Extra Entree	$1.75/each (Gr. 4-12)	Reduced	$.40/meal
	Dessert	$1.25 (Gr. 4-12)	Extra Milk	$0.40

Make-up Work

Middle and high school students missing any day from school will be given one more day than the number of days absent to make up the work. For example: if a student is absent for 2 days, they would have 2 days plus 1 day to make up the work; if absent 5 days, they would have 6 days for make-up work. If work is not made up within that time frame, the resulting grade for the work will be a zero. Elementary teachers may notify parents of their make-up work policies.

Medication Administration

School Board Policy provides details for medication administration. A form is available in the office that parents must fill out for non-prescription medication. Parents and the attending physician must sign for prescription medication. Medication should be stored in no location other than the office, except inhalers needed for asthma or other allergies (they should be kept in the backpack or desk of the student it belongs to). A log is kept of all medication given at the school.

Movie/Video Display

The Board believes that showing movies or videos has a legitimate purpose in the schools. Movies or videos have an instructional function that enhances the curriculum and, under certain limited circumstances outlined below, can serve an entertainment function as well.

For the purposes of this policy, a movie or video can be displayed to students during instructional time or the normal school day provided that it:

A. is directly related to and reinforces the approved curriculum;

B. is age and developmentally appropriate in relation to the intended audience.

Instructors are responsible for screening a movie/video for content and language prior to its display to students in order to ensure that the movie/video connects with the curriculum and is age-appropriate. Teachers will list their planned movies on the beginning of the year syllabus. Parents will then have the option of opting their child out of any movie and an alternative assignment will be assigned. Teachers will be able to show movies or videos not on the planned list with consideration to the students that have opted out of planned movies or videos.

For the purposes of this policy, a movie or video that is not directly related to the curriculum shall be considered entertainment. It is occasionally appropriate to display a movie or video for entertainment purposes provided that the:

A. movie or video is not displayed during instructional/class time;

B. copyright protections are honored; and

C. movie or video is age and developmentally appropriate in relation to the intended audience.

Thus, during circumstances when recess is canceled due to inclement weather, before or after school programs, field trips involving chartered transportation that has video capability, etc., it is acceptable to display a movie for entertainment purposes insofar that it complies with the above conditions.

Non-Discrimination Policy

The School District of Turtle Lake does not discriminate on the basis of sex, race, color, age, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

Observation and Group-Based Intervention

The Turtle Lake School District is implementing a service delivery framework known as Response to Intervention or Instruction (RtI). Response to Intervention is the educational practice in which high quality instruction is delivered to all students based on their individual needs, and using the related data to drive educational decisions. It is a prevention based framework for all students that applies to academic subjects as well as to behavior support in a concept known as Positive Behavior Intervention and Supports (PBIS). These education "best practices" are nationally accepted standards of service delivery and evidence based, resulting in more efficient and effective education services being delivered to all students. As a part of our service delivery model, educational support specialists may, from time to time, conduct observations within the classroom setting. These people may include resource teachers, school psychologists, school social workers, counselors, speech and language clinicians, occupational therapists, or physical therapists. These observations are intended to generate intervention ideas for instructional staff to utilize as a part of RtI. These observations by themselves will not result in any curriculum changes to your child. On other occasions, these professionals may team up with other staff members or may by themselves engage in group-based interventions based on data identified needs.

Parent Conferences

Parent conferences will be scheduled several times during the school year for all parents. Parents are encouraged to email or come to school during the school year to talk to teachers or administration about any issues that may arise. We ask that all visitors be welcomed and sign in the office (Door #2) when entering the school.

Passing Time

High School and Middle School students will be allowed a three-minute passing time between each period. Students are expected to pass from class to class during this time and to be on time to their next class.

Phone Calls

The school office and classroom telephones are not for student use except for emergencies. Please do not abuse this privilege. However, messages from home will be delivered to students, but no student will be called out of class to answer the phone. **NO STUDENT WILL BE ALLOWED TO USE DISTRICT PHONES AFTER SCHOOL FOR THE PURPOSE OF ASKING PARENTS TO GO HOME WITH ANOTHER STUDENT**. These arrangements MUST be made before coming to school and must include a note signed by the parent. Students should notify the office if they are not feeling well. The office will then notify parents. **Students should not use their personal cell phone to call home sick.**

Physical Education Excuse

Students who are ill and cannot participate in physical education classes may be excused from participation by a parental request to the teacher or the office. In case of a need for an extended excuse from participation, a doctor's note requesting non-participation is required and must be presented to the office.

Progress Reports

Emails indicating unsatisfactory progress will be sent out at the end of the fourth week of each quarter. Students will receive a progress report midway through each term. These reports will give parents and students an accurate account of the student's progress in each class.

Public Display of Affection

Students are expected to maintain respectful and appropriate behavior at all times, including in their interactions with others. While positive relationships are encouraged, public displays of affection—such as hugging, kissing, or prolonged embracing—are not appropriate in the school setting.

This type of behavior can make others feel uncomfortable and is not in line with the respectful learning environment we strive to maintain. Violations of this expectation may result in a reminder, warning, or disciplinary action if behavior continues.

Recess

Recess will be available to elementary students at various times during the school day. Students are to consider the supervisors as the teacher at these times and give them the same respect and cooperation that they would give to their classroom teacher. The Turtle Lake School District guideline is that if a child is considered healthy enough to attend school, they should be healthy enough to participate in all activities, including those outdoors. Recess will be held inside if the air temperature is below zero or wind chill is 10 below zero or more.

Registration for Classes

Class registration for middle/senior high students will be conducted during the second semester. At that time, a review of the student's course selection will also be conducted by the homeroom teacher and the counselor.

Student Add/Drop Policy

Purpose:
To ensure a smooth and academically responsible process for students wishing to add or drop classes at the beginning of each semester.

Policy Overview:
Students are allowed to request changes to their class schedules during the first **three (3) school days** of each semester. All add/drop requests must follow the process outlined below to be considered for approval.

Add/Drop Process:

1. **Timeframe:** Students have **three (3) school days** from the start of the semester to request a schedule change.

2. **Required Approval:**
    - A formal Add/Drop Request Form must be completed and signed by:
        - The counselor
        - The teacher(s) involved in the course change
        - A parent or guardian

3. **Form Submission:**
    - Completed forms must be returned to the counselor's office **no later than the end of the third school day** of the semester.
    - Late forms will not be accepted unless approved by the administration under special circumstances.

4. **Course Load:**
    - Schedule changes must maintain a full course load as required by school policy unless otherwise approved by administration.

5. **Final Approval:**
    - The counselor will review all requests and consult with administration as needed.
    - Students will be notified by email once changes are finalized.

Notes:

- Students are expected to continue attending their originally scheduled classes until the change has been officially approved.

- Adding a class after the three-day window is not permitted unless extenuating circumstances arise and administrative approval is granted.

Report Cards Grades K-8

Report cards will be sent home with the student four (4) times per year (three for Kindergarten). Report cards are also available through Family Access on our school's website at **www.turtlelake.k12.wi.us**.

Report Cards Grades High School

All freshmen will be mailed a hard copy of their report for the first term only. All other grades (and freshmen terms 2-4) must access the report card online. Parents who wish to receive in the mail a hard copy of their child's report card must make a request through the high school office.

School Closing

When it becomes necessary to close school for any reason, it will be announced on the following radio and TV stations:

WJMC-Rice Lake (1240 AM and 96.3 FM), WXCE-Amery (1260 AM), KSTP –TV Minneapolis (Channel 5), KARE –TV Minneapolis (Channel 11), WEAU –TV Eau Claire (Channel 13), and the school website (www.turtlelake.k12.wi.us)

The Turtle Lake School District also has weather-related cancellation alerts. To receive this information, please contact the school district office.

Student Parking On School Grounds

The student parking is located on the east side of the building. Students must operate vehicles on the school premises in a reasonable, safe, and lawful manner and abide by rules of the school student conduct code. Violations of school rules may result in loss of parking privileges, school discipline, and/or police involvement.

School Property

The citizens of Turtle Lake and your parents have provided students with excellent building and equipment. Each of us has a responsibility to help maintain the appearance of the school. Anyone found willfully damaging school property will be required to pay for damage, face possible suspension or expulsion. All lockers, desks, and storage facilities provided to students are the property of the school and may be searched at any time given reasonable suspicion.

Student Belongings

Backpacks/bags of any type are not permitted in the classroom, hallways and stairwells, and/or lunch room and should be properly stowed in the students lockers during the school day. Students are not allowed to have their backpacks travel with them from class to class. Chromebook cases issued by the school district are permitted.

Student Fees

Each student enrolled in the middle and senior high school shall pay a registration fee for each school year. The fee represents the following:

- $25.00 fee per sport. **Duel sport athletes will pay a primary sport fee only.**

If a textbook is lost, students will be liable for the following amounts:

- First year utilized: 100% of the original cost
- Second year utilized: 75%
- Third year utilized: 50%
- Fourth year utilized: 25%

Driver's Ed Fee: As determined by the selected driving school.

Student Records

Parents who are planning to move out of the school district should notify the office in advance so that books (classroom and library) can be turned in before leaving. Also any lunch charges, fines, etc.can be cleared up. When the students are enrolled in their new school, parents will sign a "Record Release Form". The new school will send this form to the Turtle Lake School and we will mail the records to the new school.

Suspension and Expulsion

The Principal or his/her designee may suspend a student for not more than ten (10) days or until the student and parents have a conference with the Principal or Dean of Students. Most suspensions will be in-school OR in-class suspensions, to be determined by infraction, student need, and probability that the student can refrain from classroom disruption. During an in-school suspension students get credit for work they do. They sit in an appropriately supervised room or in their regular classroom in a separate area where they cannot socialize. Out of school suspensions will be used for major violations such as fighting, breaking the law, or severe disrespect. Parents of students placed on suspension will be notified.

Tardiness

Students that arrive at the classroom after 8:10 will be considered tardy. Tardiness creates a disruption in instruction for the teacher and other students. Students are encouraged to be punctual to class. Students are allowed three minutes between classes. This is ample time for all students to report to class. Tardiness is defined as not being in the classroom on time, unless the instructor receives a pass from the office or another instructor. Accumulation of three (3) or more tardies

will result in an after **school**/lunch detention. Continued tardies can result in poor academic achievement, parent conference, or further disciplinary action.

The principal may grant an exception for an extended absence prescribed by a medical doctor in which a student cannot attend school. Example: communicable disease, mononucleosis, serious operation. The daily participation points or grades will be included in the grade for the marking period.

Technical Excellence Scholarship (TES)

Technical Excellence Scholarships are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have demonstrated the highest level of proficiency in technical education subjects. Due to its enrollment numbers, Turtle Lake High School is only allocated to have one recipient of this scholarship.

This scholarship is only for use at a Wisconsin Technical College within the Wisconsin Technical College System (WTCS) located within the state. The value of this scholarship is $2250 per year, to be applied towards tuition. This scholarship is renewable for up to 6 semesters. Students may not receive both the Technical Excellence Scholarship and the Academic Excellence Scholarship.

Theft and Destruction of Property

The school is not responsible for stolen watches, jewelry, electronic games, or other valuables. If you have a valuable item, leave it at home. The school is not responsible for any broken glasses. Any student caught stealing or destroying either the school's property or a fellow student's property at school will be punished. Appropriate authorities will also be notified and legal action may be taken. In the case of flagrant destruction of another student's glasses or other personal property, restitution may be part of a consequence.

Standard Time-Out

Teachers and administrators may direct a disruptive student or student needing to have a break to temporarily separate themselves from a classroom to regain control while remaining free to leave when self regulated. The designated school administrator will meet with the student if needed. Based on the severity of the situation, parents may be notified. Students on individual education plans may have a break listed in their plan which will be followed in place of being sent to the office for a standard time out. This is not an in-school suspension.

Transfer Students

A. Upon enrollment in the Turtle Lake Schools, transfer students will provide information for a request for transcripts from the school previously attended.

1. Transfer students will be placed in the same grade attained at the school from which they came. Adjustments may be necessary in their schedule following receipt of transcripts.
2. Credits earned at other schools will be adjusted to the Turtle Lake system for grade point average.
3. Transfer students must meet graduation requirements based on the remaining years to be spent in the Turtle Lake system.
    a. Transfer students will be informed in writing, upon enrollment, of their individual graduation requirements.
    b. One copy will be placed in their guidance folders and another copy to the principal.

B. Students transferring from EEN programs to regular programs will have their status evaluated for grade placement.

1. Students will be informed in writing at the time of transfer of their individual graduation requirements.
2. Copies will be placed in the guidance folders and a copy to the principal.

Visitors

All visitors must enter and check in with the secretary at DOOR 2. All visitors will be required to wear a visitor pass. Do not send preschool children, or visiting children of school age who live elsewhere to school with enrolled children unless pre-approved by administration. The reason for the visit should be directly related to the curriculum content of the classroom hosting the visitor.

Voting for Homecoming and Prom King and Queen

Eligibility:

- All students in grades 9-12 enrolled in the Turtle Lake High School, Laker Online and Homeschool are eligible to participate in the voting process. Only one vote per student.
- Candidates must not be currently suspended from school or sport to be on the ballot during time of voting.
- If a student becomes suspended from school or sport after being elected then the next place candidate will assume their title.

Homecoming

- Candidates for Homecoming King and Queen must be current Seniors.
- Candidates for Homecoming Court will consist of all Seniors who participate in a fall sport.
- Homecoming King and Queen will be voted on by the student body in grades 9-12.
- The voting for Homecoming King and Queen will occur during the Homecoming week festivities. The method of voting will include paper ballots or online voting as determined by the Homecoming Advisor and school administration.
- The winners of Homecoming King and Queen will be announced during the homecoming festivities, which may include a pep fest, football game, or other related events.

Prom

- Candidates for Prom King and Queen must be current Juniors.
- Prom King and Queen will not be eligible to be Homecoming King and Queen.
- Candidates for Prom Court will consist of 5 male and 5 female students voted on by the Junior class.
- Prom King and Queen will be selected from Prom Court and voted on by the student body in grades 9-12.
- The voting for Prom King and Queen will occur during the week of the Prom Dance. The method of voting will include paper ballots or online voting as determined by the Prom Advisor and school administration.
- The winners of Prom King and Queen will be announced during the Prom Dance.

Campaigning Guidelines:

- Candidates are encouraged to campaign respectfully and responsibly.
- Campaign materials must adhere to school policies regarding appropriate content and distribution.
- Any campaigning deemed inappropriate or a school disruption, including but not limited to bullying, harassment, or defamation of character, will result in disqualification from the election.

Fairness and Integrity:

- Any attempts at tampering with the voting process, including but not limited to bribery, coercion, or manipulation of votes, will result in disqualification of the candidate(s) involved.
- School faculty and staff will monitor the voting process to ensure fairness and integrity.
- Votes will be counted by no less than by two staff members who are not relatives of potential candidates. Votes will be certified by the High School Principal unless related to any candidates, then other administration will certify the votes.
- Votes will be kept by the administration for 5 years.

Responsibilities of Winners:

- Prom King and Queen and Homecoming King and Queen are expected to represent the school with dignity and integrity.
- Winners may be asked to participate in various school events throughout the remainder of the academic year and crown next year's winners.

Dispute Resolution:

- Any disputes regarding the voting process or election results will be handled by the school administration in accordance with established policies and procedures.

Practice Review:

- This practice will be reviewed periodically by the school administration to ensure its effectiveness and relevance.

By adhering to this practice, the high school aims to promote a fair and inclusive voting process for the selection of Homecoming King and Queen and Prom King and Queen, while upholding the values of integrity and respect within the school community.

Weapons and Harmful Devices

No one shall possess, use, or store a weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise specifically provided. A dangerous weapon or look-alike weapon is defined by state statute to include, but not be limited to, guns, electric weapons, knives, metallic knuckles, martial arts equipment, or any other object which is capable of inflicting bodily harm, property damage, or which endangers the health and safety of students and staff. Ammunition and explosives are included within the weapons category. Any item used by a student to inflict harm (i.e. pencil, scissors, pens, letter openers, etc.) will also be classified as a weapon and will fall under the guidelines of this policy.

Violation of this policy will be immediately reported to law enforcement or juvenile delinquency authorities as outlined in chapter 48 of the Wisconsin statutes. Parents will also be contacted immediately. School personnel will confiscate dangerous weapons. Any student violating this policy shall be subject to penalties outlined in the state law and referred for suspension or expulsion in accordance with state and federal law. Students will face a minimum of a one-day suspension for any weapons violation, and may be suspended for up to 10 days or expelled.

Web Based Family Access

We encourage all parents to use Family Access to gain access to their child's attendance, behavioral, food service, health, and perhaps most important, their current grade information. One easy touch of a key allows for the viewing of class lists and grades in the convenience of a single location. In addition, the Grade Comment Screen allows parents to view teacher comments. Parents have the ability to look into the electronic grade books of teachers' for viewing class information, weekly assignments, and progress reports (grades 6-12 only). All student and emergency information can easily be kept current and accurate. All existing information can be easily viewed by parents/guardians and changed if corrections are necessary. You can assure a secure environment for all logins and passwords. All information is read only. Accounts can be set up through the district office.

Wisconsin Virtual School (WVS)

Purpose:
To expand educational opportunities and support student career and academic planning (ACP), eligible high school students may enroll in online courses through the Wisconsin Virtual School (WVS) program. This program will also be used for credit recovery classes when needed.

Eligibility Criteria:

- Grade Level

    - Only Juniors and Seniors (11th and 12th grade) are eligible to take WVS courses unless special permission is granted by the administration.
    - Students must have a 3.0 GPA or higher.
- Academic and Career Planning (ACP) Alignment
    - Online courses must align with the student's Academic and Career Plan (ACP) and contribute meaningfully to their postsecondary goals.
- Course Availability
    - Students may enroll in WVS courses only if the course is not already offered in person.
    - Exceptions may be made for scheduling conflicts or if the in-person section is full, with administrative approval.
    - Courses may be used for credit recovery.

Approval Process:

- All WVS course requests must be approved by the following individuals:
    - Guidance Counselor – to verify ACP alignment and academic readiness.
    - Parent/Guardian – to acknowledge the commitment and to support the student.
    - Building Principal – to confirm the request meets district policy.
- Approval will be documented using the school's WVS Course Request Form.

Student Expectations:

- Students are expected to:
    - Meet all deadlines and actively engage in coursework.
    - Communicate regularly with their online instructor and WVS Coordinator.
    - Use school time, technology, and resources responsibly if working on coursework during school hours.

Grading and Credit:

- WVS courses will be included on the student's transcript and will count toward graduation credit requirements.
- Grades earned will follow the school's grading scale and may be factored into the student's GPA, depending on district policy.

Monitoring and Support:

- The WVS Coordinator will support the students by monitoring student progress and communicating with students and families.

Policy Review:

This policy will be reviewed annually by the administration to ensure alignment with district goals and DPI requirements.

LAKER SCHOOL SONG

At Turtle Lake High School you will want to be

To see our team march on to victory

To see them playing sure is quite a sight

They always play to win; they fight and fight and fight

To see our team roll out that great big score

One hundred points or maybe more and more

The fighting spirit is to do or die at Turtle Lake High

MAROON AND GOLD

Hey!



SCHOOL DISTRICT OF TURTLE LAKE
ANNUAL NOTICES REQUIRED BY LAW

AHERA MANAGEMENT PLAN: As a result of federal legislation (Asbestos Hazard Emergency Response act. – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Turtle Lake School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, Turtle Lake School District shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA-accredited inspectors, and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located in its buildings safely and responsibly. Previously, the Turtle Lake School District conducted the following with respect to its asbestos-containing building materials: implemented our operations and maintenance program. Federal law requires a periodic walk-through (called surveillance) every six months of each area containing asbestos. Also, the law requires all buildings to be reinspected three years after the management plan is in effect. CESA 10 will accomplish this under contract. Short-term workers (outside contractors – i.e., telephone repair workers, electricians, and exterminators) must be provided with information regarding the location of asbestos with which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information. The Turtle Lake School District has a list of the location(s), type(s) of asbestos-containing materials found in that school building, and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the designated Asbestos Program Manager under contract with CESA 10, 725 W Park Ave. Chippewa Falls, WI 54729. (AHERA law and Board Policy 8431.01)

CHILD NUTRITION PROGRAM: The School District of Turtle Lake participates in the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Its participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found at each school office and the District's central office. The policy may be reviewed by any interested party. Children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program may apply for free and reduced meals based on income eligibility. Applications for Free and Reduced meals were included in the back-to-school edition of the Laker Nation News and can be obtained in our district office or on our school website. (USDA law and Board Policy 8500, 8510, 8531) Parents wishing to request meal modifications to accommodate the child's disability should consult with the building principal and kitchen staff. Any disputes can be resolved by the building principal. The parents/guardians are able to participate in this meeting along with counsel, and records can be examined. The district administrator will make the final decision and notify all members of the meeting. A review process can be made for the district administrator.

The USDA updated the "And Justice for All" poster and the content of the civil rights nondiscrimination statement that is included in the poster in March of 2025. The USDA's Food and Nutrition Service also has a web page with an "all other programs" nondiscrimination statement that shows it was last updated on April 2, 2026. However, as of May 14, 2026, the WASB was unable to locate a USDA Food and Nutrition Service policy memo or other USDA guidance regarding requirements/expectations for converting to the March 2025 poster and to the amended nondiscrimination statement. Further, as of May 14, 2026, the DPI's civil rights web page for school food service programs had not yet been updated with information about the March 2025 poster and/or the amended USDA or FNS nondiscrimination statements. The DPI web page links to a September 2019 version of the poster, suggesting that the 2019 version remains an acceptable option.

IMPORTANT: The USDA's Food and Nutrition Service issued a memo on March 3, 2026, stating that the agency is in the process of creating, and will later release, amended guidance regarding civil rights compliance within federal meal programs. In the interim, (1) "civil rights and nondiscrimination laws and regulations remain in effect, along with related compliance and enforcement requirements," and (2) FNS Instruction 113-1 (a previously significant resource and guidance document for USDA/FNS civil rights compliance) should no longer be utilized for technical guidance. See https://www.fns.usda.gov/cr/compliance-enforcement

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR:
The School District of Turtle Lake is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital

status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It includes, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior may immediately report the situation to the building principal or the Superintendent of Schools. The student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal may be filed with the Superintendent of Schools. Complaints against the Superintendent of Schools may be filed with the Board President.

There shall be no retaliation against students who file complaints or otherwise participate in an investigation concerning allegations of aggressive behavior. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation may be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action. (Wis. Stat 118.46.46(2) and Board Policy 5517.01)

COPYRIGHTED WORKS:
The district agent is to receive copyright infringement claims The district administrator is Shelly Bauer 205 Oak St. N, Turtle Lake, WI 54889, 715-986-4470 ext. 2012 Fax 715-986-2444 sbauer@turtlelake.k12.wi.us.

EARLY COLLEGE CREDIT PROGRAM:
School districts are required by section 118.55(8) of the state statutes to provide information about the Early College Credit Program annually to all students enrolled in the school district in the 8th, 9th, 10th, and 11th grades. This notice must be given prior to October 1. Board Policy 2271

EDUCATION FOR EMPLOYMENT PROGRAM and ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS:
Please check out the School District of Turtle Lake webpage at www.turtlelake.k12.wi.us

EDUCATION OF HOMELESS CHILDREN AND YOUTH:

The McKinney-Vento Act defines homeless children and youth as:
Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because they are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children, including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. “School of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Katie Steller, homeless liaison for the School District, at (715)986-4470 Ext. 2243 or ksteller@turtlelake.k12.wi.us for additional information about the rights and services described above.

ELECTOR REGISTRATION INFORMATION:
Per state law, principals of every high school shall communicate elector registration information to students. (Wis. Stats. § 6.28 (2) (b)

EDUCATIONAL OPTIONS: School boards are required by section 118.57 of the state statutes to annually publish, by January 31, a description of the educational options available to the children residing in the district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, part-time and full-time open enrollment, Early College Credit Program. The description of educational options under section 118.57 must be (1) published as a Class 1 Notice under Chapter 985 of the state statutes (i.e., published in the newspaper the school district uses for legal notices or alternatively noticed under section 985.02(2) of the statutes) and (2) posted on the district's Internet site. The notice must also include the most recent performance category assigned to each school within the school district boundaries on the school and school district accountability report and inform parents/guardians that the full school and school district accountability report is available on the district's website. ***(Turtle Lake Public School, Laker Online Virtual Charter School, North Star Academy Alternative School, UW Barron County, Wisconsin Indianhead Technical College, Youth Apprenticeship Program)*** In addition, according to section 115.385(4) of the state statutes, each public school is required to annually provide the list of educational options available to children residing in the district to the parent/guardian of each student enrolled in the district. This list is required to be provided at the same time the school provides parents/guardians with a copy of the school's accountability report that is required under section 115.385(4) of the state statutes (see the previous section of this document, above). This statute does not say how the notice is to be given. This provides districts with some flexibility in how they give the notice. For example, it may be sufficient for a school to post this notice on the school website and to expressly reference the notice and website posting in a school newsletter or other publication distributed to parents, perhaps also mentioning any alternative formats in which the notice is otherwise available. According to information disseminated by the DPI, a district may be able to combine this notice with other notice obligations, including the Special Needs Scholarship Program notice.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION:
The School District of Turtle Lake recognizes the family as a major forum for developmental experiences. In identifying its role, the district serves to reinforce what is taught at home by providing learning experiences that can be used to make healthy life choices now and in the future. The school will make available, upon written request to the principal, the topic related to human growth and development. If you have any questions about the Human Growth and Development Curriculum, feel free to contact the counselor or principal at the high school. (Wis. Stats. §§ 118.019(2) and (3) Board Policy 2414)

MEAL CHARGE POLICY NOTIFICATION: Food service accounts are required to maintain a positive balance. In the event that a food service account reaches a negative balance, the following procedure will be followed. PK-5 teachers will be notified of students with a zero balance, and a note will be sent home with the student. Parents are encouraged to sign up for a Low Balance Alert on the Skyward system. Students coming through the food service line shall be charged the daily rate, or they will be offered a sandwich and a carton of milk for lunch for up to three days. (Board Policy 8500)

MENINGOCOCCAL DISEASE INFORMATION – Grade 6:
This information is given in the Laker Nation News and on the district website by the school nurse.

NOTICE OF INCOMPLETE/INADEQUATE IMMUNIZATION RECORDS:

Under section 252.04(5)(a), of the state statutes and Chapter DHS 144 of the Wisconsin Administrative Code, schools and child care centers must notify a parent, guardian, or legal custodian of any minor student (or, if applicable, notify an adult student) who has not met the immunization or waiver requirements found in state law.

(1) A notice must be provided, in writing, by the 15th and (if still not in compliance) the 25th school day after the date on which the student is admitted to the school or child care center. Because the notice deadlines depend on the individual student's date of admission, the timing of the notices can vary. However, for many students, the timeline will correspond to the start of a new school term.
(2) Such notices must cite the applicable requirements, specify missing immunizations, identify the availability of waivers related to health or due to religious or personal conviction, and state that court action and a forfeiture penalty could result due to noncompliance. The notices shall also explain the reasons for the immunization requirements and include information on how and where to obtain the required immunizations.

Note: Section DHS 144.07(2) states, "For any student who has received the first dose of each immunization required for that student's age or grade under s. DHS 144.03, but who has not received all of the required doses, the school shall obtain written evidence that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in s. DHS 144.03."

If a student persists in failing to meet the applicable immunization or waiver requirements, additional notice obligations apply under section 252.04(5)(b)4 (notice required prior to exclusion from a public school for more than 10 consecutive days due to immunization status) and section 252.04(6) (notice to the county district attorney required if the student fails to present written

evidence of completed immunizations or a written waiver within 60 school days after being admitted to the school, child care center).

NOTICE OF SUICIDE PREVENTION RESOURCES:
According to section 115.365(3) of the state statutes, each school board must annually inform its professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, along with model notices, is available on DPI's website. School officials should also review existing district policies and any special grants they receive to see if they include any special annual notice requirements.

PARENT NOTIFICATIONS RELATED TO EARLY LITERACY UNDER 2023 WISCONSIN ACT 20:
Under section 18.016(4) of the state statutes, school districts are required to provide the results of each "reading readiness assessment," in writing, to a pupil's parent no later than 15 days after the assessment is scored. "Reading readiness assessments" are defined as the fundamental skills screening assessments (for 4K), the universal screening assessments (for 5K through third grade), and diagnostic assessments (for certain students in 5K through third grade) that are administered under section 118.016. A notice of reading readiness assessment results must be provided "in the native language of the pupil's parent" and must include the following:

1. The pupil's score on the reading readiness assessment.
2. The pupil's score in each early literacy skill category is assessed by the reading readiness assessment.
3. The pupil's percentile rank score on the reading readiness assessment, if available.
4. The definition of "at-risk" under section 118.016 and the score on the reading readiness assessment that would indicate that a pupil is at-risk.
5. A plain language description of the literacy skills the reading readiness assessment is designed to measure.
6. If a diagnostic assessment indicates that a pupil is at-risk, then the notice of the assessment results shall include information about how to make a special education referral under section 115.777.

2023 Wisconsin Act 20 established additional parent notification requirements that apply to some students based on the individual student's specific situation. For example:

1. Dyslexia information. If the school district is required to assess a pupil's early literacy skills using a diagnostic assessment, the district shall provide the pupil's parent, in writing, a description of the common indicators and characteristics of dyslexia and information about appropriate interventions and accommodations for pupils with characteristics of dyslexia. See section 118.016(4)(c).
2. Notices related to personal reading plans. If a pupil qualifies for a personal reading plan under section 118.016, the school district must:
    a. Provide a copy of the pupil's personal reading plan to the pupil's parent and obtain a copy of the pupil's personal reading plan signed by the pupil's parent. See section 118.016(5)(a)4.
    b. After providing the interventions described in the pupil's personal reading plan to the pupil for 10 weeks, notify the pupil's parent of the pupil's progress, as determined under the pupil's personal reading plan. See section 118.016(5)(a)5.
3. Notice of pupil promotion without completion of personal reading plan. If a school district promotes a pupil to fourth grade who did not successfully complete a personal reading plan that was in place for the pupil during third grade, then, subject to limited exceptions, the school district must notify the
4. pupil's parent or guardian, in writing, that the pupil did not complete the personal reading plan, and include a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency. See section 118.33(5m) and section 118.33(6)(a)3. **UPDATED GUIDANCE 5/5/25** The following is important information about the effective date of the requirement to provide notice of post-promotion reading services and supports to the parents of eligible students:
    a. According to DPI guidance found at https://dpi.wi.gov/wi-reads/promotion-policy (FAQ guidance dated 4/1/2025), the effective date for this specific notice requirement is determined by individual school district decisions related to the effective date of the local 3rd grade to 4th grade student promotion policy that is required under section 118.33(6)(a)3. Specifically, questions 1, 2, and 40 of the DPI's FAQ guidance indicates that districts have discretion to establish an effective date for the local 3rd grade promotion policy and for the district's post-promotion obligations under section 118.33(5m)(a) that could be as late as the 2027-28 school year.
    b. EXAMPLE: A district would provide this notice to parents of students who complete third grade in 2024-25 if the district is implementing the section 118.33(5m)(a) "intensive instructional services and supports" in the 2025-26 school year and if the student is determined to be entitled to such services and supports as the student moves to fourth grade in 2025-26. It appears to be permissible to provide the notice at some point between (1) at or near the end of the student's third-grade school year and (2) at or just prior to the start of the student's fourth-grade school year. DPI guidance states, "Intensive instructional services should begin as early in the school year as practicable."
    c. Notwithstanding the DPI guidance indicating that districts have discretion to establish an effective date for the section 118.33(5m)(a) post-promotion mandates that could be as late as the 2027-28 school year, the WASB recommends seeking legal advice before deferring initial implementation of those mandates later than 2025-26. The

DPI's guidance is informal (i.e., the DPI did not issue a formal administrative regulation), and there are different reasonable interpretations of the relevant statutory provisions.

PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS:
The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP
- Child's academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction
- How the language program will meet the child's instructional needs
- How the program will help the child to learn English and meet the academic standards for promotion or graduation
- The exit requirements for the language program
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program
- In the case of a child with disability, the program meets the child's individualized education program (IEP) objectives. (ESEA, Wis. Stats. § 115.96(2) and Board Policy 2260.02)

STUDENT ACADEMIC STANDARDS:
The board of education adopts the Wisconsin Academic Standards for all subjects taught within the School District of Turtle Lake. The board will review the academic standards at the July board meeting annually. (Wis. Stats. § 118.30 (1g) (a)

SCHOOL PERFORMANCE DATA:
Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1 each year, the parent/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 each year. District and school data regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be located on the DPI WINSS website. To find information for the School District of Turtle Lake or your student's school, go to: http://data.dpi.state.wi.us/data/selschool.asp or the DPI Report Card website at http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp if you do not have home web access, visit the Turtle Lake Public Library or contact your school's principal for access to a school computer. For further information or assistance, contact Shelly A. Bauer at 715-986-4470. (Wis. Stats. § 115.38(2) and Board Policy 2700.01)

STUDENT ANTI-HARASSMENT:
The School District of Turtle Lake is committed to maintaining a learning and working environment for students and employees free from harassment, discrimination, or intimidation. Harassment refers to the repeated acts of physical, verbal, or psychological behavior based on race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap which would create an intimidating, hostile, or offensive environment.

Students who experience harassment may immediately make it clear that such behavior is offensive. Students are entitled to due process protection and are encouraged to report the incidents to:

Troy Wagner
4K-5 Principal
Turtle Lake School District
205 Oak Street North
Turtle Lake, WI 54889
twagner@turtlelake.k12.wi.us
715-986-4470 Ext. 2024

Jason Hinze
Middle and High School Principal
Turtle Lake School District
205 Oak Street North
Turtle Lake, WI 54889
jhinze@turtlelake.k12.wi.us
715-986-4470 Ext. 2023

There shall be no retaliation against students who file complaints in good faith under this policy. A complaint shall be submitted within forty-five (45) working days of the occurrence of the incident being reported. (Board Policy 0145,5517 and 3362)

STUDENT ASSESSMENTS:
Per Wisconsin Statutes the School District of Turtle Lake administers the following assessments: Grades 4-8,10 – Wisconsin Forward Exam, Grades 9 and 10 – PRE-ACT Secure, Grade 11 – ACT and Grades 4, 8, 9, 10, and 11 – Dynamic Learning Maps (when necessary). Some components of the Wisconsin Student Assessment System (i.e., the tests and their descriptions) have changed as recently as the 2022-23 school year. Accordingly, school districts should take time to ensure that their local notice reflects those changes. See https://dpi.wi.gov/assessment/parent-info and related DPI web pages.

STUDENT ATTENDANCE:
In accordance with state law, all parents must cause children between 6 and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community. The parent or

guardian of absent students is expected to notify the school on the day the absence occurs. The school shall report a student's unexcused absences to the parent or guardian. Students are allowed and encouraged to make up work missed during excused absences from school. It is the student's responsibility to request assignments and schedule make-up exams. Missing school for unexcused absences will have a negative impact on a student's grade and, in some cases, contribute to the overall failure of a course. The school shall have the authority to initiate action as stated in Board Policy 5200 to secure a student's and/or parents' or guardians' compliance with compulsory attendance law. (Wis. Stats §§ 118.15(1) and 118.16 and Board Policy 5200)

The following are some **additional parent notification requirements** related to school attendance that apply to **some** students based on the individual student's specific situation:

1. *Notice of each instance of truancy*. With limited exceptions related to a child who has been habitually truant, section 118.16(2)(c) of the state statutes requires a school attendance officer to notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse for the absence. The timing and method(s) to be used for giving such notices are further specified in the state statute.

2. *Notice of a student's habitual truancy*. Section 118.16(2)(cg) of the state statutes requires a school attendance officer to notify the parent or guardian of a child who is a habitual truant when the child initially becomes a habitual truant. The content of such a notice and the method(s) to be used for giving such a notice are further specified in the state statute. After issuing a notice of habitual truancy, the attendance officer shall notify the student's parent or guardian of any further unexcused absences as provided in the district's truancy plan.

Attendance Policies that Apply to Nonresident Open Enrollment Students in Some Districts – If a school district has adopted an open enrollment policy under which a nonresident student may have their open enrollment terminated due to habitual truancy (see PI 36.04(6) regarding policy requirements), then upon each nonresident student's initial enrollment in the school district under open enrollment, section PI 36.09(2)(a)1 requires the nonresident school district to notify the parent and the student of all of the following:

1. The school board's truancy and attendance policy.
2. The open enrollment consequences of habitual truancy.
3. A clear explanation of what constitutes truancy, including what constitutes "part of a school day."
4. A description of the notifications, including the manner of delivery, a parent will receive when a pupil is absent, is truant, or is habitually truant. Each notification shall inform the parent that the pupil's open enrollment may be terminated if the pupil is habitually truant.
5. How and where the parent can view the pupil's attendance record.

The timing as to when the district will provide notice of the above-listed information to the student and parent can vary based on, for example, whether the student uses regular or alternative open enrollment.

If a school district has adopted an open enrollment policy under which a nonresident student may have their open enrollment terminated due to habitual truancy, then the following are additional notification requirements that will apply when an individual nonresident open enrollment student experiences truancy:

1. With each notification of an instance of truancy, habitual truancy, or other unexcused absence that is issued regarding the student under section 118.16(2), the nonresident school district must include notice of the consequences of habitual truancy on open enrollment (i.e., that the pupil's open enrollment may be terminated if the pupil is habitually truant). See PI 36.09(2)(a)2.

2. At the time the nonresident school board is considering terminating the student's open enrollment due to habitual truancy, the nonresident school board must provide the parent and pupil with a list of all relevant unexcused absences and truancies **and** allow the parent or pupil to explain why they believe there was any error in marking an absence as truancy. See PI 36.09(2)(a)3 and 4.

STUDENT/STAFF NONDISCRIMINATION:

It is the policy of the School District of Turtle Lake that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the persons' sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination under related federal statues, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment.

The School District of Turtle Lake does not discriminate on the basis of sex in the education program or activity that it operates or in employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinators. ANY person may report sexual discrimination, including sexual harassment, to the district Title IX Coordinators regardless of whether the person is the alleged victim or the person reporting 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 formal complaint resolution procedure is available in the school district policy.

Any questions concerning s. 118.13, Wis. Stats., of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, race, color, age, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, emotional or learning disability should be directed to:

Title IX Coordinators

Troy Wagner
4K-5 Principal
Turtle Lake School District
205 Oak Street North
Turtle Lake, WI 54889
twagner@turtlelake.k12.wi.us
715-986-4470 Ext. 2024

Jason Hinze
Middle and High School Principal
Turtle Lake School District
205 Oak Street North
Turtle Lake, WI 54889
jhinze@turtlelake.k12.wi.us
715-986-4470 Ext. 2023

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Troy Wagner
4K-5 Principal
Turtle Lake School District
205 Oak Street North
Turtle Lake, WI 54889
twagner@turtlelake.k12.wi.us
715-986-4470 Ext. 2024

Jason Hinze
Middle and High School Principal
Turtle Lake School District
205 Oak Street North
Turtle Lake, WI 54889
jhinze@turtlelake.k12.wi.us
715-986-4470 Ext. 2023

(PI 9.05, 9.04 Wisconsin Admin Code and Board Policy 2260)

SPECIAL EDUCATION (Child Find) ACTIVITIES:
The School District of Turtle Lake 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 the Director of Pupil Services at 715-986-4470 or by writing: Director of Pupil Services, 205 Oak Street North, Turtle Lake, WI 54889. (Wis. Stats. §§ 115.77(1) (a) and (h), 115.77(3) (d), 115.792, 115.80)

STUDENT LOCKER SEARCHES:
Every student has the right to the use of the locker that has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers, or, for example, such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff at the school. (Wis. Stats. § 118.3325 and Board Policy 5771)

SPECIAL NEEDS SCHOLARSHIP PROGRAM:
This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further specified in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special Needs Scholarship Program.

This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

Some of the initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2016-2017 school year include:

- The child, or the child's parent or guardian on behalf of the child, must have submitted the required application for a program scholarship to the eligible private school that the child will attend.

- An individualized education program, or services plan as defined under 34 C.F.R. § 300.37 of the federal special education regulations, must have been completed for the child.
- The child must have attended a public school in Wisconsin for the 2017-2016 school year.

The Special Needs Scholarship Program is further defined under section 115.7915 of the state statutes. The initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2017-2018 school year are different from the requirements listed above. Additional information should be available on the website of the Wisconsin Department of Public Instruction: http://dpi.wi.gov

STUDENT RECORDS -THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):
The federal Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records (34 CFR 99.10) within 45 days of the date the school receives a request for access. The school will notify the parent or the "eligible student" of the time and place where the records may be inspected.
- The right to submit a written request for an amendment of the student's education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records except as specified by law (34 CFR 99.30 and 99.31)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-4605

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student"). (See Board Policy 8330)

STUDENT SUPERVISION AND WELFARE - District Policies 1212, 3213, and 4213: (2025 WISCONSIN ACT 57) An Act to create 118.07 (6) of the statutes; relating to: parental notification of alleged sexual misconduct.The people of the state of Wisconsin, represented in senate and assembly, do enact as follows: Section 1. 118.07 (6) of the statutes is created to read: 118.07 (6) (a) 1. Each school board, governing body of a private school, and operator of a charter school shall, after receiving a report that alleges any of the following, notify the parent or guardian of each pupil alleged to be a victim, target, or recipient of the alleged conduct if the individual under subd. 3. or 4. who received the report determines there is reasonable cause to suspect that the alleged conduct occurred.

STUDENT SURVEYS: School districts receiving funds under any U.S. Department of Education program must notify parents of their right to inspect certain student surveys and other activities that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside the school district), and their subject matter is specified below. Parents must be notified of their rights before the survey is distributed to students. School districts must provide the survey to parents within a reasonable amount of time after the request and before the surveys are distributed to students. Districts must also involve parents in developing and adopting policies that establish the rights of parents, upon request, to inspect student surveys and opt their children out.

Examples of activities used to collect, disclose, or use personal information from students, including materials designed to sell or market student information to others, would include:

- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.
- The administration of any survey containing one or more of the eight protected areas of information including: political affiliations or beliefs of the student or student's parents; mental or psychological problem of the student or student's family; sexual 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 or relationships such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parents; and income. (Schools must obtain active consent and may not use an opt-out feature if the survey is funded in whole or in part with Department of Education funds) (FEDERAL ESEA LAW)

SCHOOL WELLNESS POLICY
School districts participating in federally subsidized child nutrition programs (e.g., National School Lunch Program, School Breakfast Program, Wisconsin Morning Milk Program) were required to establish local school wellness policies by the beginning of the 2006/07 school year. The policy was formally adopted by the Board of Education at the July 2006 Board of Education meeting and was reviewed by the School Wellness Committee in 2026 and as required by the policy. The DPI School Nutrition Team has developed a Wisconsin Local Wellness Policy Assessment, which was completed by the district and policy was updated to the School Board at the April 2026 meeting. (Board Policy 8510)

TITLE IX NOTICES OF NONDISCRIMINATION AND RELATED INFORMATION Title IX Notices:
School districts are required to do all of the following under federal Title IX regulations that can be found in 34 C.F.R. Part 106 (as of August 14, 2020):
Notify students, parents, or legal guardians of elementary and secondary school students, applicants for admission, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

- The name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator. See 34 C.F.R. §106.8(a).
- That the school district does not unlawfully discriminate on the basis of sex in the district's education programs and activities, and that the district is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate in such a manner. Such notification must state that the requirement not to discriminate extends to admission and employment, and that inquiries about the application of Title IX and Part 106 to such school district may be referred to the district's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both. See 34 C.F.R. §106.8(b)(1).
- The school district's Title IX grievance procedures and grievance process, including 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. See 34 C.F.R. §106.8(c).

Prominently display the Title IX Coordinator contact information and the district's policy of nondiscrimination on the basis of sex (as described immediately above) on the school district's website, if any, and in each handbook or catalog that it makes available to the persons entitled to notification of such information. See 34 C.F.R. §106.8(c). (Note: Information about the Title IX grievance procedures and grievance process (i.e., the third sub-bullet in the immediately preceding list) is not covered by this website/handbook requirement, although there is nothing wrong with repeating the grievance-related information in those sources.)

The federal Title IX regulations do not expressly require school districts to provide direct, *annual* re-notification to individuals who have already received notice. However, as a practical matter, Title IX notice information will be included in (for example) annual student and staff handbooks and will sometimes be incorporated into other annual notices that also address nondiscrimination under other laws.

SCHOOL AND SCHOOL DISTRICT PERFORMANCE REPORTS: Annually by January 1, each school board is required by section 115.38 of the state statutes to notify the parent/guardian of each student enrolled in the school district (including students enrolled in district charter schools) of the right to request a school and school district performance report. This report is found under the district tab on the school's website.

SCHOOL ACCOUNTABILITY REPORT (REPORT CARD): Each public school in the state is required by section 115.385(4) of the state statutes to provide a copy of the school's accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school. The report card for Turtle Lake Schools can be found under the district tab of the school's website.

DIRECTORY DATA - MILITARY RECRUITERS ACCESS OF STUDENTS/RECORDS - ANNUAL: The Family Educational Rights and Privacy Act (FERPA) also requires the School District of Turtle Lake, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District of Turtle Lake to include this information in certain school publications. Examples could include such items as: a playbill showing your student's role in a drama production; a school yearbook; an honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act," requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. The law requires a school district to notify a student of his/her right to opt out by requesting that the school district not release information to military recruiters. Students have the right to request that private information not be released to military recruiters. Students choosing to withhold private information from military recruiters should contact the high school office for an opt-out form**. The School District of Turtle Lake has designated the following information as directory information:

Student's name, Address, Weight and height of members of athletic teams, Dates of Attendance, Electronic mail address, Photograph, Degrees, honors, and awards received, Grade level, The most recent educational agency or institution attended, Telephone listing, Participation in officially recognized activities and sports, Date and place of birth (Federal law as referenced)

TITLE I PROGRAMS/TEACHER/PARAPROFESSIONALS QUALIFICATIONS – TITLE TEACHER: Since the School District of Turtle Lake received federal Title I program funds, the district has developed a parent involvement policy. It is the desire of the District to establish positive partnerships with families and the community. Everyone gains if school, home, and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and the community to become involved in children's education. (Board Policy 2261) Additionally, parents and/or guardians may request and obtain information regarding: (1) the professional qualifications of their child's teachers including – whether the teachers has met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived; and 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. Parents will be notified if their child is assigned to or taught for four or more consecutive weeks by a teacher who is not "highly qualified". This applies to all teachers, not just those who work in Title I programs. Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practically possible after the assessment is taken. If you want to see the state qualification for your student's teacher, you may ask personnel at the district office or access the information on the DPI website at: **www.dpi.wi.gov/tepdl/lisearch.htm (ESEA as referenced)**

STUDENT PRIVACY – RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT: The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
    - Political affiliations
    - Mental and psychological problems are potentially embarrassing to the student and his/her family
    - Sex behavior and attitudes
    - Illegal, anti-social, self-incriminating, and demeaning behavior
    - Critical appraisals of other individuals with whom respondents have close family relationships
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministerS
    - Religious practices, affiliations, or beliefs of the student or student's parents
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1 -800-877-8339, or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 (Federal PPRA law as referenced and Board Policy 2416)

STUDENT NONDISCRIMINATION IN RELATION TO CAREER AND TECHNICAL EDUCATION: Prior to the beginning of each school year, districts that receive federal financial assistance from the U.S. Department of Education must advise students, parents/guardians, employees, and the general public that all career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.). This annual notice is required by C.F.R. 34, Appendix B to Part 100, and must include a brief summary of program offerings, admission criteria, and the name or title, office address, and phone number of the person designated to coordinate district compliance with nondiscrimination laws. Information for our Career and Technical Education can be found on the district website. Inquiries should be directed to Jason Hinze at jhinze@turtlelake.k12.wi.us or 715-986-4470 Ext. 2023.

STUDENT USE OF WIRELESS COMMUNICATION DEVICES: Annually, each school board is required to provide each pupil enrolled in the school district with a copy of the policy governing student use of "wireless communication devices" that the school board has adopted under section 120.12(29) of the state statutes. See section 120.12(29)(c). Please direct yourself to the policy number on the school website under district – board of education – Turtle Lake Schools policies (5136)

STUDENT RELIGIOUS ACCOMMODATIONS: All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examinations and academic requirements. See the "Nondiscrimination" notice in this publication for the process for receiving and resolving complaints. (Wisconsin Admin Code PI 41.04 (1) (A) and Board Policy 2521)

SPECIAL EDUCATION (CHILD FIND) ACTIVITIES: The School District of Turtle Lake 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 the Director of Pupil Services at 715-986-4470 or by writing: Director of Pupil Services, 205 Oak Street North, Turtle Lake, WI 54889. (Wis. Stats. §§ 115.77(1) (a) and (h), 115.77(3) (d), 115.792, 115.80)

SCHOOL ACCOUNTABILITY REPORT (REPORT CARD): Each public school in the state is required by section 115.385(4) of the state statutes to provide a copy of the school's accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school. The report card for Turtle Lake Schools can be found under the district tab of the school's website.

WISCONSIN INFORMATION GUIDEBOOK ON DYSLEXIA AND RELATED CONDITIONS:
dpi.wi.gov/sites/default/files/imce/reading/Dyslexia_Guidebook.pdf

****Please refer to the Student Enrollment Form for waiver options available to parents/guardians/students.**