**Three Lakes Academy**

**Parent and Student Handbook**

**2022-2023**

**Visit us at** [**www.threelakesacademy.com**](http://www.threelakesacademy.com)

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**Three Lakes Academy is dedicated to building a partnership among the community,**

**parents, and school staff to assure each child the best educational environment, the best teaching practices, and the highest expectation for mastering skills and acquiring the knowledge to be successful in today’s world.**

**Rachel Bommarito, Administrator**

**Civil Rights Compliance Officer**

**W17540 Main Street**

**Curtis, Michigan 49820**

**(906) 585-6631**

**Three Lakes Staff**

**Three Lakes Academy**

**PO Box 159**

**Curtis, MI 49820**

**(906) 586-6631**

[**www.threelakesacademy.com**](http://www.threelakesacademy.com)

**Email any Three Lakes staff member using the format in the example below.**

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**The Three Lakes Academy Board of Education**

**PRESIDENT MR. AARON DONOVAN**

**VICE-PRESIDENT FR. PHIL WITKOWSKI**

**SECRETARY MRS. NANCY SELL**

**TREASURER MR. STEVE STIFFLER**

**TRUSTEE MR. ERIC WIEGAND**

**TRUSTEE MR. JOHN GOWAN**

**TRUSTEE MR. JAMES WHALEN**

**2022-23 SCHOOL/COMMUNITY VOLUNTEERS OFFICERS**

**Co-Leaders: Sherry Aldrich/Jessica Cox**

**WELCOME TO THREE LAKES ACADEMY**

***“Inspiring a Lifelong Love for Learning”***

**GENERAL INFORMATION**

**ABSENCES**

**To be successful children must attend school regularly. Students who are absent must bring a written excuse to the classroom teacher signed by a parent or guardian upon return to school or the parent/guardian may call the school office. Unexcused absences will receive no credit for work missed.**

**Examples of excused absences are:**

* **Personal illness, emergency medical or dental attention, serious illness or death in the immediate family, absences excused in advance, or educational services being rendered at another location.**

**Examples of unexcused absences:**

* **Truancy – no permission granted to miss school, suspension, missing the school bus, oversleeping,  trips not excused in advance, birthdays and other celebrations.**

**Studies have shown that regular school attendance is one of the major factors in predicting student success.**

**We ask to be notified by the parent or guardian when pupils are absent or tardy. Please call the school prior to the start of the school day. Please call each day your child is absent, unless you have previously indicated he or she will not be in school. If we do not hear from you within 24 hours we will record the absence as “unexcused”.**

**\*Students will not be considered truant if they are required to quarantine by the health department.**

**ATTENDANCE AND TARDINESS POLICIES**

**Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis and they should be absent only in the case of illness or extenuating circumstances. Children are expected to be on time for school each day and ready for class to begin at 8:10 a.m. Students who arrive after 10:00 a.m. or leave before 12:30 p.m. will be marked for a ½ day absence.**

**The Absence Policy includes progressive steps when it appears that excessive absences and tardiness are interfering with the child’s learning.**

**The two steps of the Attendance Policy are as follows for the school year:**

**5 absences in a quarter A written notice sent to parents becomes part of the school record.**

**10 absences for the semester Parents will receive a phone call and second letter from the school. If**

**attendance does not improve, local law enforcement will be notified of**

**truancy.**

**The two steps of the tardiness policy are as follows:**

**5 or more times tardy Written notice to parents**

**10 or more times tardy Meeting with the school administrator to determine action plan to**

**eliminate tardiness and makeup missed time.**

**Perfect Attendance Award**

1. **In attendance every day (exception death in immediate family)**
2. **5 or more times tardy disqualifies perfect attendance**

**Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your support as we work together to provide a successful educational experience for your child.**

**ANNUAL EDUCATION REPORT**

**The Annual Education Report is a requirement of the Revised School Code of Michigan, MCL 380.1204a. Michigan’s new accreditation system requires a school accountability scorecard. This report helps us meet the existing requirements of the State of Michigan. The information in the annual education report, the school accountability scorecard, combined with other data obtained throughout the year, is used by Three Lakes Academy’s School Improvement Team to develop goals, objectives, and strategies that will help us address curricular and instructional areas that need improvement.**

**BIRTHDAY TREATS**

**If you wish to celebrate your child’s birthday with his or her fellow classmates, please ask the teacher’s permission first. The teacher will advise you of any food allergies. By state law, healthy treats are encouraged.**

**BOOKS AND SUPPLIES**

**Textbooks and library books are provided for a pupil’s use without charge. Pupils are responsible for the care of these books and will be required to pay for them if the books are abused or lost. The school furnishes the basic supplies your child needs. The school provides paper, pencils, crayons, and teaching supplies. Notes may be sent home from time to time requesting items like Kleenex, hand sanitizer, pencil/crayon box, etc. or individual room needs for the convenience of your child. Please remind your child that only a limited supply exists and excessive use will require parents to supplement.**

**CHILD FIND**

**According to state and federal special education regulations, annual public notice to parents of children who reside within a school district, PSA or Charter School is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child**

**find activities for children ages 3-26 who may be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends. Private School- The school district within whose boundaries the non-profit private school is located is responsible for child find activities. The school district responsible for child find activities for students placed by their parents in a for-profit private school is the district of residence.**

**Three Lakes Academy Child Find Policy requires that all children below twenty-six years of age residing within the district who have a disability and who are in need of special education and related services are located, identified, and evaluated in accordance with all federal regulations and state standards. If you suspect that your child may have a disability, please contact: Rachel Bommarito (906) 586-6631.**

**Consent**

**Schools cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents.  The school district, Charter, PSA or nonpublic will ask for parents written consent to evaluate a child. A procedural safeguards document will be provided to the parent upon the district receiving parental consent to evaluate a child for a suspected disability.**

**For students transferring from in state or out of state- the school will review enrollment data and educational performance in the prior district. If the student is already special education eligible, the district will implement the current IEP or hold a new IEP within 30 school days of enrollment.  IF the student has had a history of poor performance in school, the student will be processed through the SAT process for consideration of a need for support and ultimately an evaluations for special education eligibility.**

**Evaluation Process**

**When parental consent is obtained, the district has 30 school days in which to conduct the evaluation(s) and hold an Individualized Education Planning (IEP) meeting.**

**Documentation of Child Find activities- required to maintain documentation of identification procedures, dates of entry into school, or notification by parents of concerns regarding developmental or education progress by their child, and dates of screening in the student’s permanent records.**

**If you have any questions about this, please contact Rachel Bommarito at (906)586-6631 or rbommarito@eupschools.org**

**DAILY SCHEDULES**

**\*This year breakfast will be served in classrooms and students being dropped off should arrive no later than 8:10.**

**7:50 a.m.--8:10 a.m. Busses arrive / Breakfast is served**

**8:20 a.m. Classes begin**

**11:30 a.m.--12:10 p.m. Lunch and noon recess**

**3:00 p.m. Academic day ends**

**Students should not be dropped off before 7:45 unless previously arranged. Students are not allowed in the classroom areas before 8:10 a.m. Children arriving late, after 8:20 a.m., must report to the office prior to going to their classroom.**

**DISCIPLINE AND STUDENT EXPECTATIONS**

***Three Lakes Academy does not select students; Three Lakes’ mission is to develop select students who do the right thing because it is right to do, not because of the fear of consequences. Although Three Lakes Academy has clear rules and consequences, detailed in the Discipline Code, the goal is first and always to have children understand the expectations for being a good citizen.***

**General Expectations:**

**Parents, students and school staff must be partners in knowing and practicing the expectations for all children and adults who make up the Three Lakes Academy and Three Lakes Family. Please see the behavior matrix on the last page.**

**Bullying and Harassment**

**The Three Lakes Academy board of education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.**

**“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all well-being may be at issue. “Bullying” is conduct that meets all of the following criteria:**

**• is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;**

**• is directed at one or more pupils;**

**• is conveyed through physical, verbal, technological or emotional means;**

**• substantially interferes with educational opportunities, benefits, or programs of one or more pupils; • adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,**

**• is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics. “Harassment” is conduct that meets all of the following criteria:**

**• is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;**

**• is directed at one or more pupils;**

**• is conveyed through physical, verbal, technological or emotional means;**

**• substantially interferes with educational opportunities, benefits, or programs of one or more pupils; • adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,**

**• is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.**

**The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-today operations of any school or school program.**

**The Three Lakes Academy board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.**

**The Three Lakes Academy board of education believes that a comprehensive health education curriculum, within a coordinated school health framework, helps students attain knowledge and skills vital to school success, a productive workforce and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.**

**The Three Lakes Academy board of education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.**

**The Three Lakes Academy board of education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.**

**The Three Lakes Academy board of education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and the solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ abilities to develop self-discipline and make better choices in the future. Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.**

**The Three Lakes Academy board of education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying. Factors for Determining Consequences • Age, development, and maturity levels of the parties involved • Degree of harm (physical and/or emotional distress) • Surrounding circumstances • Nature and severity of the behavior(s) • Incidences of past or continuing pattern(s) of behavior • Relationship between the parties involved • Context in which the alleged incident(s) occurred**

**Note: In order to ensure students’ perception of fair and impartial treatment, a student’s academic or athletic status is not a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.**

**Factors for Determining Remedial Measures Personal • Life skill competencies • Experiential deficiencies • Social relationships • Strengths • Talents • Traits • Interests • Hobbies • Extra-curricular activities • Classroom participation • Academic performance Environmental • School culture • School climate and lack of connectedness • Student-staff relationships and staff behavior toward the student • Level of consistency in staff responses to bullying or harassing behaviors • Level of consistency in application or severity of consequences given to students • Staff-staff relationships witnessed by students • General staff management of classrooms and other educational environments • Staff ability to prevent and de-escalate difficult or inflammatory situations • Social-emotional and behavioral supports • Social relationships • Community activities • Neighborhood culture • Family situation**

**Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education’s approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.**

**Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the board of education’s approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.**

**The consequences and remedial measures may include, but are not limited to, the examples listed below: Examples of Consequences • Admonishment • Participation in a guided reflection process designed to teach alternative behavior • Temporary removal from the classroom • Loss of privileges • Classroom or administrative detention • Referral to disciplinarian • In-school suspension during the school week or the weekend, for students • Out-of-school suspension • Legal action • Expulsion or termination**

**Examples of Remedial Measures Strategies for Individual Behavioral Change: • Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal. • Restitution and restoration • Transformative conferencing/restorative justice practices • Supervised peer support group • Corrective instruction or other relevant learning or service experience • Supportive discipline to increase accountability for the bullying offense • Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc. • Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate • Behavioral management plan, with benchmarks that are closely monitored • Involvement of school disciplinarian • Student counseling • Parent conferences • Student treatment • Student therapy Strategies for Environmental Change (Classroom, School Building, or School District): • Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally neutral and strength-based approach • School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying • Change process to improve school culture • School climate improvement/improvement in conditions for learning and instructional pedagogy (incorporation of brain-compatible strategies) • Adoption of research-based, systemic bullying prevention programs • Modifications of schedules • Adjustments in hallway traffic • Modifications in student routes or patterns traveling to and from school • Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus) • General professional development programs for certificated and no certificated staff • Professional development plans for staff in key disciplinary roles • Disciplinary action for school staff who contributed to the problem • Parent conferences • Referral to family counseling • Increased involvement of parent-teacher organizations • Increased involvement of community-based organizations • Increased opportunities for parent input and engagement in school initiatives and activities • Development of a general bullying/harassment response plan • Peer support groups • Increase communication with and involvement of law enforcement (e.g., school resource officer, juvenile officer) • Engage in community awareness events and planning sessions**

**The Three Lakes Academy board of education requires the principal and/or the principal’s designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal’s designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.**

**The Three Lakes Academy board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.**

**The Three Lakes Academy board of education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.**

**The Three Lakes Academy board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff. The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.**

**Discipline Code:**

**All Michigan Public Schools must have a Discipline Code that is to be reviewed annually by the school board and revised when and if necessary. The Discipline Code is not only an important document; it is a guideline to support the daily expectations for each student to become a positive a member of the Three Lakes Family.**

**School Board Policies for School Operations and Programs of the Three Lakes Academy**

**Section II—Item D: Student Conduct and School Discipline Compact**

**Everyone who becomes a member of the Three Lakes Academy, student, family member, staff person, volunteer, enters into a Compact to create an environment where children are safe, encouraged to learn, nurtured as individuals, and taught the roles for being a good citizen.**

**A: COMPLIANCE WITH LAW**

**Both state and federal laws dictate certain provisions of every public school’s discipline policies. In some cases the law defines what a school violation is and requires that the School Board impose specific consequences, these are highlighted within the Compact. The law also requires that special due process procedures be followed in discipline cases involving students with disabilities. These procedures are contained in the Individuals with Disabilities Education Act (IDEA). The School Board is required to annually review the data collected on disciplinary infractions at the school and to report the data to the Department of Education. The Board uses the data to determine if changes in the compact are needed.**

**B: STUDENT RESPONSIBILITIES**

**It is the responsibility of each student to be respectful and considerate to school staff, other students, and school property. A student at the Three Lakes Academy is to conduct him/herself properly at all times while at school or on school grounds and at special events and activities. School jurisdiction extends to any activity and any place where a child is there as a Three Lakes student. A student is expected to exercise good manners and to be courteous at all times. Rudeness, use of bad language, bullying, and teasing will not be tolerated. A student is expected to know and follow specific School-wide Rules and classroom rules established by the staff. A student is expected to always exercise academic integrity. A student is to report to staff persons when another student is disrespectful or threatening to him/her. A student is to come to the Administrator if he/she believes a problem is not being treated fairly.**

**C: PARENT AND STAFF RESPONSIBILITIES**

**Staff members and parents are to review, explain, and reinforce to their student and children the Responsibilities of Students and the specific School-wide Rules students must know. Staff members and adults supervising students are to treat students with respect and dignity even in circumstances where the student has violated School-wide Rules or the Responsibilities of Students. Staff members and parents are to respect confidentiality in all discussions with or about students. No one is to be disrespectful of or inconsiderate of other students or families when addressing student behavior problems. The Three Lakes Academy’s curriculum includes the teaching of responsibility, citizenship and etiquette. Staff members and all adults are to model for students the good citizenship, courtesy, and respectful behavior that is expected of the students. Staff members and parents will identify and reinforce students who are fulfilling the Three Lakes Academy’s student expectations.**

**D: SCHOOL WIDE RULES AND CONSEQUENCES FOR VIOLATIONS**

**Teachers and other staff members establish and enforce basic rules for students in the classrooms, in and about the building and on the school grounds. There are also School-wide Rules that apply to all students at all times. The School-wide Rules are the basic elements of the Three Lakes Academy Compact. Violations of these rules are reported to the Administrator, and students may be suspended from school for violating the School-wide Rules. Discipline for violations of School-wide rules is progressive except in cases of extreme violations. Prior to suspending or permanently expelling a student, the following interventions may be used: calling parents, parent conferences, in school suspension or other privileges. Progressive discipline approaches will not or cannot be used when extreme violations occur or when a violation consequence is dictated by law (such as weapons). In these situations a student may be immediately suspended from school. Students who repeatedly violate classroom rules or School-wide Rules will be considered persistently disobedient and suspended from school. “Suspension” means a temporary removal from the classroom or school. A one to three day suspension is most commonly used. The Administrator can suspend a student for up to 30 days. Only the Three Lakes Board of Directors can impose a longer suspension or expel (permanently remove) a student.**

**State law dictates that a teacher may suspend, for one school day, any student whom the teacher observes physically or verbally assaulting another student or adult in the building. If a teacher takes such action, he or she shall report it immediately to the School Administrator, send the child to the office and call the parents to arrange a conference. The School Directors may take additional disciplinary act pursuant to the Compact.**

**E: SCHOOL-WIDE RULES**

1. **Students are not to have in their possession any alcohol, tobacco product, drug, pill, or any item that is intended to appear to other students as being a prohibited item.**
2. **Students are not to have matches or to start any type of fire. No student is to activate a fire alarm or to make a bomb threat. Starting or trying to start a fire, even as a prank is called arson. The police are called in all such circumstances. State law requires that if a student who commits arson is in Grade 6 or above, he/she must be expelled for one year.**
3. **Students are not to fight, nor are students to verbally or physically assault other students. Verbal assault includes threatening to hurt or using abusive language that is intended to scare other children. It also includes making threats to do damage to the school that could hurt others in the school. State law requires, beginning with students in Grade 6, that a student committing assault, either physical or verbal, is considered for expulsion for 180 days. The Board of Directors shall make the final determination in any such cases. The School Administrator shall be responsible for determining if a student’s behavior in an incident at school is possibly an assault subject to this law. Prior to filing a complaint with the State Police, the administration shall consult with the Mackinac County Sheriff’s Office regarding the disposition of the complaint.**
4. **Students are not to intimidate or harass other students. Harassing other students includes disrespectful or inappropriate behavior toward children of the same or opposite sex. This is called sexual harassment. Sexual harassment is an unlawful act and may be reported to the authorities.**
5. **Students are not to steal from other students or from the school, and they are not to destroy or damage anyone’s property.**
6. **Students are not to threaten, be verbally abusive to, or insubordinate to any staff member or adult supervising students. State law requires, beginning with students in Grade 6, that a child be expelled for 180 days for physically assaulting a school staff person or an adult working at the school. It also requires that a 180-day expulsion be considered for students who commit a verbal assault against school staff. If such an incident shall occur, the Board and School Administrator shall expect the staff member or adult to file a complaint against the child with the appropriate authorities.**
7. **Students are not to have at school any firearm, knife, or other item perceived by the student or by other students to be a weapon. Students are not to use any item as a weapon to hurt or threaten other students. Knives and firearms at school may be a violation of both federal and state laws. In many circumstances, a student would face mandatory expulsion from school if he or she had a firearm or a knife.**
8. **Students who persistently violate the basic rules of respect for other students and staff members or who persistently do not respect the rules of behavior and expectations for students will be considered persistently disobedient and will be subject to disciplinary action up to and including expulsion from school. Progressive discipline will be used whenever possible, but Three Lakes Academy requires that all students respect the school’s basic rules and respect the staff and the directions given by staff.**
9. **Vandalism will not be tolerated and all students are expected to respect both the school property and the property of other students. Students who destroy or damage said property would be subject to disciplinary action up to and including expulsion from school.**

**F. DUE PROCESS PROCEDURES**

* **Prior to finalizing or imposing any disciplinary action for violating School-wide Rules, the student and his parents will have the opportunity to review the facts and reports of the problem, meet with the teacher and review disciplinary alternatives. Parents will not be allowed to question students other than their own children. The school administration will collect all available evidence.**
* **Disciplinary actions are individualized considering all the facts and circumstances of the incident and the student; however, discipline is always applied in a manner that treats all students fairly and fulfills the Three Lakes Academy Compact.**
* **Any disciplinary decisions of the Administrator may be appealed to the Board for review. The decision of the School Board shall be the final school appeal of any decision.**
* **If the School Administrator decides to recommend to the Board that a student be suspended for 30 days or more or that the student be expelled, the parents will receive a written statement of the reasons for the recommendation.**
* **Parents have the right at any stage in a disciplinary process to be represented by an attorney or other person of their choice and at their expense.**

**DISMISSAL DURING SCHOOL DAY/ CHILDREN LEAVING EARLY**

**If you wish to have your child released from school at a time other than regular dismissal, please send a note or call the office BEFORE 2:00 that day. A note is preferred.**

**YOUR CHILD WILL BE RELEASED ONLY TO YOU OR TO A PERSON AUTHORIZED BY YOU. The person picking up the child must come to the school office and sign the early dismissal record. Photo ID may be required.**

**Children being picked up at the end of the day will be released AFTER the buses leave school. Parents are required to enter the school at the east door and wait there until students are dismissed. If a parent picks a child up before 3:00 p.m., they must be signed out in the office and will be marked for a partial day absence.**

**THREE LAKES ACADEMY WILL ONLY HONOR ONE EMERGENCY BUS DROP OFF SITE, AND IT MUST BE ON THE CURRENT ROUTE.**

**DRESS CODE**

**The primary responsibility for school dress and grooming rests with the parents of our students. The school’s responsibility is not to permit dress and grooming which is disruptive to the educational processes or to the health, safety or property of our students. Clothing worn to school should be appropriate for health, safety and the orderly conduct of classroom learning. We expect parents to take note of what their child is wearing to school. In addition, students are expected to adhere to standard of cleanliness and dress that are compatible with the requirements of a good learning environment.**

**Shorts and skirts need to follow the fingertip rule regarding length. There is to be no exposed midriff or cleavage. Pants cannot be worn low enough to expose underwear. Tank tops may be subject to administrative scrutiny. Shirts cannot have inappropriate graphics, wording, or advertise drugs, alcohol or tobacco.**

**Students should not have hats or other head coverings except on school approved Spirit Days. They should also not have sunglasses (except by prescription), gloves, chains or oversized coats/bags. Bandanas are not allowed at school.**

**Ear piercings should be the only visible piercings. Students may be asked to remove any other piercings during the school day.**

**When clothing is considered inappropriate, the parent will be notified. The student will not be allowed to remain in class and will be allowed to return to class only when clothing is changed or corrected.**

**Please be sure that clothes are appropriate for cold weather and remember that children are out for 20 minutes at lunch in addition to recess. Your cooperation in sending children to school dressed appropriately and for the weather is greatly appreciated. This includes boots, jackets, gloves, hats, and scarves as the weather dictates. Students will not be sent out if it is raining or if the temperature and wind-chill are below -10 degrees Fahrenheit.**

**TLA will not have a clothing closet this year.**

**EMERGENCY INFORMATION CARD**

**For the safety and/or health of your child, parents are asked to complete the Emergency Information Card.**

**The card will be sent to every home at the open house and must be returned. Be sure to fill out both sides of the card. RETURN THE CARD TO SCHOOL ON THE FOLLOWING DAY. The card should be updated as needed.**

**Parents should make the necessary provisions and arrangements for emergency housing if we should experience early dismissal. Please choose someone who is available during the school day and could pick up your child in an emergency or if the child becomes ill.**

**The individual contingency plans need to be reviewed regularly since conditions in each household change. Children ought to know where the extra set of house keys is kept and how they can reach you if no one is home when they arrive.**

**Please update Three Lakes Academy with any changes to contact information.**

**EMERGENCY SCHOOL CLOSINGS**

**During the year it may become necessary to cancel school due to freezing temperatures, snow, ice, or equipment failures. In order to notify families of such closings a notice will be available at the following sources:**

**Snow days are also posted to the school Facebook page** [**www.facebook.com/threelakesacademy**](http://www.facebook.com/threelakesacademy)

**TV6, Up North Live, and 7 and 10 also post closings.**

**TLA also sends texts or e-mails via School Messenger once parents have subscribed. Contact office personnel for more information.**

**EXTRA CURRICULAR ACTIVITIES AND CLUBS**

**Three Lakes Academy offers a wide variety of activities, special-interest clubs, field trips, and special events. A Three Lakes student must be in “good-standing” to participate in these activities. Students who are not completing school work, misbehaving in school, failing subjects, or being disruptive at activities will not be allowed to participate. Students violating the Discipline Code provisions and suspended from school may not attend any extra-curricular activity.**

**FAMILY EDUCATIONAL RIGHTS & PRIVACY (FERPA)**

**Notice and Consent/Opt-Out for Specific Activities**

**The Family Educational Rights & Privacy Act requires Three Lakes Academy to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following areas (“protected information surveys”)**

1. **Political affiliations or beliefs of the student or student’s parent;**
2. **Mental or psychological problems of the student or student’s family;**
3. **Sex behavior or attitudes;**
4. **Illegal, anti-social, self-incriminating, or demeaning behavior;**
5. **Critical appraisals of others with whom respondents have close family relationships;**
6. **Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;**
7. **Religious practices, affiliations, or beliefs of the student or parents; or**
8. **Income, other than as required by law to determine program eligibility.**

**Presently Three Lakes Academy has no activities planned that would be covered by FERPA. Should some situation arise in the future, the school Administrator would notify parents of their rights to opt-**

**out.**

**FERPA prohibits staff from disclosing disciplinary information to anyone about any student other than their own child.**

**This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.**

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| **Disciplinary Records Exception**  **Parts of both Michigan law and federal law regulations make it mandatory that a child’s disciplinary record become part of his or her school file if there is a record of a serious violation of school rules. Serious violation would be an instance of an expulsion or long-term suspension (at least 10 days). Parents should remind their children that certain violations—such as bringing weapons or weapon like objects to school—is a serious problem that can have long-term consequences.** |

**Notice to Public regarding the Nondiscriminatory Policy of Three Lakes Academy Title IX of the Education Amendments of 1972 of the United States Congress specifically states. “*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance with certain exception.”***

**It is the policy of the Three Lakes Academy to fully comply with Title IX under guidelines adopted by the Department of Health, Education and Welfare and approved by the President of the United States. The Board of Education, the administration and the staff will seek to take whatever policy and procedure steps necessary to eliminate discrimination on the basis of sex in all education programs, curricular and extracurricular activities, and employment practices which come under the regulations of Title IX. All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services. It is a violation of policy for the district, Board, administration, teachers, or other staff to discriminate against students on the basis of sex or marital or parental status including pregnancy in terms of disciplinary actions, entitlement and provisions of services, selection of courses or programs, counseling services, physical education and athletics. Likewise no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities and school time shall be provided to any non-school organization or individual which discriminates on the basis of sex.**

**All employment decisions will be made in a nondiscriminatory manner in relationship to recruitment, hiring, assignments, promotion, transfer, layoff, termination, reinstatement, job clarification, salary, and fringe benefits. In addition to compliance with Title IX, all such employment decisions shall be made in compliance with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Individuals with disabilities may request accommodation(s) needed to successfully complete the employment application pross or essential job functions.**

**Inquiries concerning the nondiscrimination policy may also be directed to: Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20507**

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| **Reporting Concerns**  **By action of the Three Lakes Academy Board of Directors, the school administrator has been designated the Compliance officer for any employee, parent, student, or community member who believes there has been a violation or misapplication of the rules at the school in respect to Title IX (primarily sex discrimination); Title VI (equal violation or misapplication of the rules at the school in respect to Title IX (primarily sex discrimination); Title VI (equal access) and sex harassment. Any person having a concern, complaint or a question should contact the administrator immediately.** |

**FIRE DRILLS, LOCKDOWN DRILLS, AND TORNADO DRILLS**

**Three Lakes Academy is required to have five fire drills, three lockdown drills, and two tornado/severe weather drills during each school year. Practice fire drills occur throughout the year. The children are instructed how to vacate the building in the most expedient and orderly manner. Lockdown drills are practiced to be sure we are safe from unwanted intruders. The children are instructed on how to keep safe from both inside and outside intruders. In case of tornado warnings, children have been briefed by their teachers on where they are to go and how to protect themselves.**

**HEALTH**

**Following is the Mackinac Community Health Department recommendations involving uncomplicated cases of communicable diseases. The recommendations are for use by school administration to exclude and re-admit children who are ill or are suspected of being ill. A comprehensive list of diseases, incubation periods, period of communicability and exclusion period can be found in the school office.**

**COVID-19 Stay home if fever is 100.4 or higher, sore throat, uncontrolled cough, diarrhea, vomiting, or abdominal pain, new onset of severe headache, especially with fever. See attached Student Screening Tool for more information**

**Chicken Pox Stay home at least five days after the eruption of the first crop of lesions and all lesions have crusted.**

**Conjunctivitis (pink eye) Stay home until under medical care and drainage from eyes has cleared.**

**Impetigo Stay home until under treatment for 24 hours and lesions are healing**

**with no new lesions appearing.**

**Head Lice Stay home until 1st treatment completed and there are no live bugs.**

**Scarlet Fever &**

**Strep Throat Stay home until under treatment for 24 hours.**

**Flu Stay home; return to school based on guidelines of Health Department**

**Fever If student has a fever of 100 or more must stay home until fever free**

**for 24 hours.**

**HOMEWORK AND REPORTING OF STUDENT PROGRESS**

**Homework can be project based. It is to be designed and assigned in a manner that allows students the opportunity to use time outside school to complete their projects. Project-based homework may often require parental assistance. Homework is also unfinished work the child had time to complete in class but needs to finish at home because he or she wanted to check it with parents, did not use time wisely, or simply did not have enough time to complete for whatever reason. Teachers will provide students the necessary material to complete unfinished work. Examples of unfinished work might include: math problems, review assignments, and incomplete work sheets.**

**Late and Missing Assignments**

**Please contact classroom teachers for specific requirements pertaining to late and missing assignments.**

**The classroom newsletters, Illuminate system, email, or phone will be the tools to keep students and parents informed of finished and unfinished assignments.**

**Notification of Grades**

**Progress reports will be given to those students who need it, ask for it, or whose parents request it. Progress Reports can be sent weekly, biweekly, or once a card marking. Teachers are not required to and should not be providing Progress Report to all students unless the aforementioned applies.**

**ILLNESS AND ACCIDENTS**

**Parents are notified of an illness or injury and may be required to take the child home. The Emergency Card informs us whom to notify and their phone number in case we are unable to contact you. Please keep this information current by notifying the school whenever a change is made. It is extremely important to keep your Emergency Card up to date. If you change your phone number, please notify the school ASAP so we may contact you in an emergency. If there is an incident at school and students are injured, copies of the Accident Report will be sent home by the following day.**

**IMMUNIZATIONS**

**Each child must be up-to-date on his or her immunization record. Routine inoculations are available at minimal charge from the Luce County Health Department. Three Lakes Academy is required to have all families comply with the State’s immunization statutes and the school must comply with any Health Department Student Exclusion determinations.**

**LABELING CLOTHING AND LOST AND FOUND**

**To help identify misplaced articles, we suggest that your child’s clothes be labeled. Each boot, mitten, coat, glove and personal items such as baseball mitts, etc. should have the name securely applied. All items of clothing, lunch bags, back packs that are left in the locker areas, on the playground, or in the multipurpose room, are put in the Lost and Found collection located near the multipurpose room doors. Four or five times per year all Lost and Found items not claimed are taken to the Senior Center or Saint Vincent de Paul. Small items (glasses, jewelry) are sent to the office if found on the school grounds.**

**LOCKERS**

**All students are assigned a locker. The locker space is limited and parents need to monitor items being taken to school. Unnecessary items should be eliminated from your child’s backpack. Lockers are not to be locked. Keys get lost, parents request homework or we need access to the lockers. Expensive or valuable items are not to be stored in lockers. School personnel assume no responsibility for valuable items brought to school by our students.**

**LUNCH TIME**

**Three Lakes Academy participates in the federal lunch program. Through this program the school is able to provide free breakfast and lunch for all students. Families must fill out and return the application for Free or Reduced lunch in order for our school to be eligible for the free schoolwide lunch program.**

**MCKINNEY VENTO ACT**

**Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.**

**The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.**

**MEDICATION**

**In keeping with state law, it is the adopted procedure of Three Lakes Academy that under no circumstances shall any school employee attempt to suggest a medical diagnosis or prescribe or give medication of any kind, including over-the–counter medications such as cough drops or aspirin, to a student unless:**

1. **Written authorization from the student’s physician, (prescription medication) parents or guardian is on file in the school office.**
2. **The medicine must be in the original pharmacist’s container with instruction for administering of the medication.**
3. **The medicine itself is kept in the school office.**
4. **Medications are to be delivered to the office by an adult and not transported to school by a child.**

**PERMISSION NEEDED**

**Written permission is required:**

1. **Whenever your child is to leave school during the day.**
2. **Whenever a child is riding home with a friend or someone other than regular pickup.**

**PLEASE WRITE NOTES WHEN YOUR CHILD’S TRANSPORTATION CHANGES INSTEAD OF CALLING THE SCHOOL.PLEASE REMEMBER THE BUS WILL ONLY HAVE ONE EMERGENCY BUS STOP AND IT MUST BE ON THE ROUTE. The school office gets very busy, and phone calls are not a reliable way to communicate these changes.**

**PHYSICAL EXAMINATIONS**

**Parents of Kindergarten children are encouraged to have their child receive a physical examination. State law requires that children be immunized against diphtheria, tetanus, pertussis, polio, rubella, measles, mumps, hepatitis B, and varicella. Older children have other required immunizations.**

**PARKING, TRAFFIC RULES, AND STUDENT PICKUP PROCEDURES**

**During school hours, students may be dropped off at the front of the school. At the end of the school day, please park at the east end of the building and come in the east end door to pick up your child. Students will be dismissed in the following order: Dial a Ride children, bussers, walkers, and then children who are riding home with parents or others providing transportation. For everyone’s safety, please be patient and wait until the buses have left before escorting your children to your vehicle.**

**PLAYGROUND SAFETY**

**The staff reviews playground rules regularly with the children. Teachers are assigned to provide supervision during recess times, but children are expected to behave and to follow the rules.**

**. Parents are encouraged to dress their children in items that allow active play in various weather conditions.**

**PROFESSIONAL STAFF DEVELOPMENT**

**All staff is required to participate in staff development activities, which will enhance their teaching skills. This may mean absence from their teaching duties during the course of the year.**

**PROHIBITED ITEMS IN SCHOOL**

**Any potentially dangerous items such as knives, cap guns, toy weapons, as well as valuable items, toys or items that have great sentimental value to the owner are not to be brought to school by the students. This applies to iPod, Nintendo DS, and cell phones, etc. If such an item is to be part of a report or demonstration, it is requested that the parent bring the item to school and then take it home. Please note that if knives, guns or lighters are brought to school, a school expulsion may result.**

**RECESS**

**Recess is a regular part of the school day. Your child should be dressed properly for the weather. This is especially true during the cold season and during the changeable fall and spring weather. Students should wear boots when the playground is muddy. A healthier situation is created when mud is not carried into the classroom and turned into dust. Permission for a child to remain inside during outdoor recess is granted only if he or she has a doctor’s statement to this effect. When your child is ill, he or she should be kept home.**

**Teachers and their assistants are in charge during recess to assure the students safety.**

**REPORT CARDS**

**Report cards will be sent out four times each year. Cards will be mailed home midyear and at the end of the year, following the close of school. We use standards based report cards which means students will be assessed on their level of proficiency on each grade-level standard.**

**ROOM PARTIES**

**Room parties may be held on Halloween, during the Holiday season, Valentine’s Day and the last day of school. We encourage healthy snacks be served at celebrations.**

**SAFETY**

**We are extremely cognizant about your child’s safety, before, during, and after school. Please help us by continuing to remind your child of good safety rules. Students are expected to follow the direction of the playground supervisors, staff, and parent volunteers who help with pick-up and drop-off traffic.**

**SCHOOL PICTURES**

**School pictures are typically taken within the first month of school. This is a pre-pay program whereby you pay for the type of packet you desire on the day pictures are being taken. You will receive information regarding the total procedure early in the school year. Every child will have his or her picture taken; even if they do not desire to purchase a package. This is done for school records and the yearbook.**

**SECURITY**

**Three Lakes Academy has to be a secure and safe place for children, parents, and staff. The first priority is to ensure that there are no intruders in the building.**

* **During the school day—from 8:00 a.m.-3:00 p.m. specific entrances will be monitored by staff and/or electronic systems.**
* **All staff and parents are asked to contact the office immediately if an unfamiliar person is seen in the building. Students and staff must also know procedures to follow if an emergency were to occur caused by an intruder or some event outside the school.**
* **An emergency “shelter-in-place” plan has been established that quickly organizes student and staff so they are prepared for taking the appropriate action in an emergency.**
* **At least twice during the year a practice is conducted to test the emergency response system.**

**SELLING THINGS AT SCHOOL**

**Children are not to sell or buy things from other students at school.**

**SNACKS AND DRINKS**

**Snacks are to be eaten only at designated times and places according to individual classroom procedures. Soft drinks, sodas, coffee, juices, etc. are not allowed to be carried or consumed by students in the hallways and classrooms—cafeteria only. Water bottles may be allowed in classrooms with the teacher’s permission.**

**STUDENT USE OF PERSONAL ELECTRONIC DEVICES**

**Students are not to use or display to other students any type of personal, hand—held electronic devices—cellular phones, games, music players, computers, and any such devices used for electronic communication—during the school day or while participating in a school activity. Cell phones are prohibited at school.**

**If a parent believes there is an instructional purpose for a student having a personal electronic device or a cell phone, the need must be discussed with the teacher and administrator.**

**STUDENT USE OF SCHOOL TELEPHONES**

**Students may not use the school’s phone to make after school arrangements and social engagements. These plans are to be made by parents prior to the activity. Emergency calls may be made with the permission of the teacher or office staff.**

**Students are allowed to use the telephones that are available throughout the building after receiving the approval of a staff member. Staff members will require a student to explain the need for using the telephone and may monitor the call and /or ask to speak with the person to whom the call is made. Students are not allowed to call home or other parties unless it is deemed necessary and not disruptive to the school routines. Students are not charged, including necessary long distance calls, for the use of the phones.**

**During Emergency/Crisis Situations, the Emergency Management Team controls all telephone use.**

**TELECOMMUNICATIONS ACCEPTABLE USE POLICY**

**The school board has adopted a policy on the use of the school’s telecommunications network by both students and staff. Any person interested in reviewing the entire policy should contact the school Administrator. Parents and students are required to sign a compact indicating that they have reviewed the Specific Use Guidelines. This portion of the policy follows. Parents and students should review these rules each year.**

**The Compact, sent home separately, needs to be signed only once and the signed copy is kept in the child’s records.**

**The administrator is responsible for compliance with this policy and for investigating suspected non-compliance. Alleged or suspected non-compliance with the provisions of the policy will be investigated. Violating the policy may result in suspension of privileges and disciplinary action including suspension from school.**

**Specific Use Guidelines**

1. **All use of telecommunications and on-line information resources must be in support of education and research and consistent with the purposes and activities of Three Lakes Academy.**
2. **Any use of telecommunications in the district for commercial or for-profit purposes, for personal and private business, or for product advertisement or political lobbying is prohibited.**
3. **All communications and information accessible via telecommunications should be assumed to be private property and not legal to further copy or disseminate except as permitted by copyright law.**
4. **No use of telecommunications is to disrupt its use by others. Hardware and software shall not be destroyed, modified, or abused in any way.**
5. **Accessing multi-user talk sessions or games except as part of a teacher-directed classroom activity is not allowed.**
6. **Malicious use of telecommunications to develop files that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.**
7. **The illegal installation or transfer of copyrighted software or files for use on school computers is prohibited. Users may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the appropriate staff. The user will be liable to pay the cost of any file, shareware, or software transferred, whether intentional or accidental, without such permission.**
8. **Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. The user agrees not to submit, publish, or display on the system any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal information, or software in violation of any local, state, or federal law. Such action is a breach of School Policies subjecting the user to disciplinary action, and the user may be responsible for any loss, costs, or damages, including reasonable attorney’s fees incurred by the system, the district, and the system administrators relating to, or arising out of any breach of this section by the user.**
9. **Use of telecommunications to access pornographic material, inappropriate text or other files, or files dangerous to the integrity of the system or material not specifically made available by the district is prohibited.**

**THREE LAKES COMMUNITY/SCHOOL VOLUNTEERS**

**All teachers and parents of Three Lakes Academy are encouraged to join the Three Lakes Community Volunteers. This group exists to promote the school program and to help involve parents more closely with the school staff. The officers of the group attempt to assess the interests and concerns of the membership and plan activities accordingly. Interested parents are always welcome and encouraged to attend. Meeting days and times will be announced in the weekly letters from the school.**

**VACATIONS**

**Long vacations, which keep children out of the regular planned school day, are discouraged. If you plan to take your child out of school for a special trip, it is requested that you notify your child’s teacher, in writing, two weeks in advance so that homework and other assignments can be prepared. Without at least this much notice, no guarantees can be made for making up missed work.**

**VISITATIONS**

**Parents are welcomed and encouraged to visit in the classrooms of their children and to see the regular, ongoing instructional programs. In order that the class routine is not disturbed unduly, we ask that parents who wish to visit call the teacher in advance and a time will be arranged with the classroom teacher.**

**For the protection of our children, we must identify all the adults in the school; therefore, ALL VISITORS, VOLUNTEERS, AND PARENTS are to register at the school office BEFORE visiting the building or going to their respective assignments.**

**There are certain times during the day when we are unable to give visitors the attention we think they should have. For this reason, we ask you to avoid 8:00—8:30 am and 2:30-3:00 pm.**

**VOLUNTEERS**

**Three Lakes Academy is a partnership school where school staff, school families, and community volunteers work together to provide the best possible education for our children. Three Lakes parents are involved with all aspects of the school. We welcome, encourage and appreciate the time and support of all the parents and extended families who have given to our students.**

**Volunteer opportunities include**

* **Classroom help**
* **Individual student tutoring**
* **Playground**
* **Office**
* **Special Activities**
* **Activities sponsored by the Three Lakes Academy Community Volunteers**

**All volunteers working with students in the school are required to have fingerprinting and a background check. Volunteers must also be aware of and sign the school’s confidentiality policy.**

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| **Three Lakes Academy Behavior Matrix** | | | | | | | | |
| **Location Expectations** | **Hallway** | **Assemblies** | **Bus** | **Library** | **Specials** | **Cafeteria** | **Bathroom** | **Playground** |
| **Responsible** | **\*Directly to Class** | **\*Enter and Exit Quietly** | **\*Backpack ready \*Enter and Exit Correctly** | **\*Care for Books \*Return Books** | **\*Care for Equipment**  **\*Be Prepared** | **\*Get All Necessary Items 1st through the line**  **\*Clean Up After Yourself**  **\*Make Wise Food Choices** | **\*Keep Bathroom Clean \*Flush Toilets**  **\*Use What You Need** | **\*Pick Up Any Items That are Taken Out** |
| **Respectful** | **\*Quiet Voices, Lockers, and Feet \*Observe Personal Space** | **\*Quiet Voices and Feet \*Wait Patiently \*Active Listening** | **\*Use Appropriate Language/Voice Level**  **\*Observe Personal Space**  **\*Listen to Adult Directions** | **\*Active Listening**  **\*Use a Quiet Voice Level**  **\*Push in Chairs** | **\*Be Polite \*Active Listening \*Observe Personal Space** | **\*Wait Patiently \*Observes Personal Space \*Quiet Voices** | **\*Quiet Voices \*Observe Personal Space** | **\*Be Polite \*Wait Patiently**  **\*Share**  **\*Follow Adult Directions** |
| **Safe** | **\*Walk**  **\*Stay to Right**  **\*Be Aware** | **\*Sit Quietly \*Observe Personal Space \*Enter and Exit Correctly** | **\*Walk to and from the Bus \*Stay in Assigned Seat**  **\*Keep Aisle Clear** | **\*Walk \*Observe Personal Space** | **\*Walk**  **\*Use Equipment Safely** | **\*Walk**  **\*Watch Where You are Walking** | **\*Wash Hands**  **\*Walk** | **\*Keep Hands and Feet to Yourself**  **\*Use equipment correctly**  **\*Stay in Boundaries** |
| **Ready** | **\*Get everything you need from your locker.** | **\*Active Participation \*Use Best Behavior** | **\*Be Friendly and Courteous**  **\*Ready for Your Stop**  **\*Pick Up Your Trash** | **\*Be Excited about Reading** | **\*Active Participation \*Value Others \*Personal Best** | **\*Throw Trash in the Trash Can**  **\*Put Cups, Trays, and Bowls in the window** | **\*Go**  **\*Flush**  **\*Wash** | **\*Be Friendly and Courteous \*Line Up When the Bell Rings** |

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|  | Behavior  **Three Lakes Academy Discipline Progression**  All teaching staff will promote a code of positive behavior reinforcement. Based on the offense, students may be assigned a greater consequence. All consequence modifications are subject to administrator discretion. Individual student behavior plans may supersede this progression. | 1st offense | 2nd offense | 3rd offense | 4th offense |
| Inappropriate Language  (swearing) | Student call home/conference with admin | After school detention | Meeting with parents | In-school suspension |
| Defiance/Disrespect  (non-compliance with teacher directions) | Student call home/Conference with admin | One day in-school suspension | Meeting with parents | One day out of school suspension |
| Disruption  (distracting from the learning of peers) | Student call home/conference with admin | One day in-school suspension | Meeting with parents | One day out of school suspension |
| Technology violation  (Not using computer as directed by teacher) | Student call home/conference | Loss of technology privilege for the day | Meeting with parents | Loss of technology privilege for a week |
| Technology violation 2 (inappropriate content) | Student call home/One day in-school suspension 1-2 days | Loss of technology for the remainder of the quarter | Meeting with parents | Loss of technology for the remainder of the year |
| Property misuse  (Destruction of classroom materials) | Student call home/conference with admin. Pay for damages. | Lunch detention and student call home. Pay for damages. | Meeting with parents | After school detention and call home. Pay for damages. |
| Cell phone in classroom | Student pick up phone from office at the end of the day –call home | Parent pick up phone from office at the end of the day | Meeting with parents | Parent pick up phone from office end of the week |
|  | Abusive language  (swearing, derogatory language, repeated, hurtful comments) | Student Call Home, time in office/think sheet | One day in-school suspension | Meeting with parents | 2-4 day in-school suspension |
| Fighting | One day in-school suspension  student call home | Out of school suspension 3-5 school days | Meeting with parents | Up to 10 days out of school suspension |
| Physical Aggression  (pushing students, throwing furniture) | One day in-school suspension,  student call home | Out of school suspension, 3-5 school days | Meeting with parents | Up to 10 days out of school suspension |
| Harassment/Bullying | In or out of school suspension, think sheet and reconcile with other student(s) | In our out of school suspension | Meeting with parents | Up to 10 days in or out of school suspension |