**Three Lakes Academy**

**Parent and Student Handbook**

**2015-2016**

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

****

**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.**

**Susan Pann, 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.**

**OFFICE STAFF e-mail**

**Mrs. Susan Pann Administrator** **spann@eup.k12.mi.us**

**Mrs. Janet Linck Financial/Business Manager**

**Mrs. Jen Wing Secretary jwing@eup.k12.mi.us**

**TEACHERS**

**Mrs. Guadalupe McAlpine Preschool** **gmcalpine@eupschools.org**

**Mrs. Kris Nance Preschool** **knance@eupschools.org**

**Ms. Brenda Mushlock Kindergarten** **bmushlock@eupschools.org**

**Ms. Katie Kunze First Grade** **kkunze@eupschools.org**

**Mrs. Rachel Bommarito Second Grade** **rbommarito@eupschools.org**

**Mrs. Elisha Laninga Third Grade** **elaninga@eupschools.org**

**Ms. Heather Aboud Fourth** **haboud@eupschools.org**

**Mrs. Christine Pleiman Sixth & Seventh Grades** **cpleiman@eupschools.org**

**Mr. Jordan Wagner Special Education** **Jordanw@eupschools.org**

**Mr. Jay Bitely Title 1 Math/Math** **jbitely@eupschools.org**

**SUPPORT STAFF**

**Mr. Edgar Holbrook Custodian** **eholbrook@eupschools.org**

**Mrs. Colleen Clock Food Service** **cclock@eupschools.org**

**Mr. Garland Seegert Bus Driver**

**Ms. Tammy Trupp Bus Driver**

**The Three Lakes Academy Board of Education**

**PRESIDENT MR. JON SPIELES**

**VICE-PRESIDENT MRS. DONNALEA PHINNEY**

**SECRETARY MRS. NANCY SELL**

**TREASURER MR. ERIC WIEGAND**

**TRUSTEE MR. JOHN GOWAN**

**TRUSTEE MR. JOHN TOWNLEY**

**TRUSTEE MRS. KAREN NORRIS**

**2015-2016 SCHOOL/COMMUNITY VOLUNTEERS OFFICERS**

**Co-Leaders: Deanna Loebach/Amber Carroll**

**SECRETARY: Shannon Stockwell**

**TREASURER: Julie Wiegand**

**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”.**

**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 1:30 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 four steps of the Attendance Policy are as follows for each academic semester:**

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

 **6 to 10 absences A second written notice and a meeting with parents, teacher, and**

**administrator.**

 **10+ absences Legal notice to parents/guardians of student non-attendance**

 **by certified mail and referral to the Intermediate School District.**

 **Legal action through the Juvenile Court may be advised by the**

 **School, Intermediate School District, or Court.**

**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.**

**BOXTOPS**

**Please save Box Tops and Campbell labels from participating products, and send them to school. Free playground and school equipment is available through this worthwhile program.**

**DAILY SCHEDULES**

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

**8:10 a.m. Classes begin**

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

**3:30 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 8:10 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 following page.**

**Bullying and Harassment**

**Bullying, threatening, name-calling, and any behavior intended to embarrass or intimidate other children is unacceptable. Equally unacceptable is retaliating to this behavior; it is to be reported confidentially to a teacher or staff member. Whenever possible school staff will work with students to resolve issues and to assure that the problem is corrected. If disciplinary action is warranted, the steps described in the Discipline Code will be followed. Three Lakes Academy is participating in a program that promotes daily activities to develop principles of respect among all students.**

**It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.**

**Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personable degradation.**

**Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.**

**This policy applies to all “at school” activities in the Academy, including activities on school property, in a school vehicle, and those occurring 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 school’s control, or where an employee is engaged in Academy business. Misconduct occurring outside of school may also be addressed if it interferes with the Academy environment.**

**Notification**

**Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the Academy and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign this policy and the related complaint procedure.**

**Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.**

**To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.**

**Implementation**

**The Administrator is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the Academy reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.**

**Procedure**

**Any student who believes he or she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Administrator. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Administrator should be filed with the Board President.**

**Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those indentified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.**

**The Administrator or designee shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.**

**If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board member. Individuals may also be referred to law enforcement or other appropriate officials.**

**The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Administrator. The Administrator shall submit a compiled report to the Board on an annual basis.**

**Non-Retaliation/False Reports**

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

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

**Definitions**

**The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, he or she should report it immediately and allow the administration to determine the appropriate course of action.**

* **“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. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.**
* **“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the Academy.**
* **“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:**

**A. substantially interfering with educational opportunities, benefits, or programs of (1) or more students;**

**B. adversely affecting the ability of a student or participate in or benefit from the Academy’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;**

**C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or**

**D. causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.**

**Bullying can be physical, verbal, psychological, or a combination of all three. 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 exclusions/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.**

* **“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, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).**
* **“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.**
* **“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 Academy business, and others not directly subject to Academy control at inter-district or intra-district athletic competitions or other Academy events.**

**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 Department 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 with your child to give his or her teacher. 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.**

**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 3:30 p.m., they must be signed out in the office and will be marked for a partial day absence.**

**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.**

**Girls are expected when wearing shorts and skirts to follow the fingertip rule regarding length. There is to be no exposed midriff or cleavage. Boy’s pants cannot be worn low enough to expose underwear. Tank tops may be subject to administrative scrutiny. Shirts for all students cannot have inappropriate graphics, wording, or advertising 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 0 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 on the first day of school. 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.**

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

 **The Eagle Radio WNBY Oldies Radio Channel 4 & 7, 9 & 10 Traverse City**

 **96.7 FM 93.9 FM**

**TLACV also sends a Remind101 text. Contact 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.**

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

|  |
| --- |
| **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 process 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**

|  |
| --- |
| **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 six 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.**

**GYM WEAR/PHYSICAL EDUCATION**

**Students in all grades will have physical education at least two days a week. Students must wear suitable clothing and shoes for gym. Children who are not prepared will need to sit out during the gym session. Students who must sit out frequently will receive an unsatisfactory grade. Children who are unable to participate on a temporary basis due to health or physical conditions must have a doctor note to provide the classroom teacher and the physical education teacher.**

**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.**

**Chicken Pox Exclude at least five days after the eruption of the first crop of lesions**

 **and all lesions have crusted.**

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

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

 **with no new lesions appearing.**

**Head Lice Exclude until 1st treatment completed and child is nit free.**

**Scarlet Fever &**

**Strep Throat Exclude until under treatment for 24 hours.**

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

**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**

**Labeling 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**

**Parents are responsible for providing breakfast and lunch for their children. Three Lakes Academy, however, does participate in the federal lunch program. Through this program the school is able to provide free and reduced lunches for eligible students. Families must fill out and return the application for Free or Reduced lunch to be eligible for the 2015-2016 school year. Milk is also available.**

**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.**

**PARTNER COMPACT**

**Three Lakes Academy’s Mission has always been to create a partnership between school and parents for the benefit of all the students. Federal regulations now require that a specific partner compact, approved by the Three Lakes Academy School Board, be provided to all parents. The school must maintain a parent-signed copy of that document and provide an annual notice. Parents sign a copy of the compact when they enroll their children. The following is a copy of the compact.**

**The Three Lakes Academy Partner Compact**

|  |
| --- |
| **Three Lakes Academy is a partnership endeavor that requires staff, volunteers, parents, and children to fulfill specific roles.****Three Lakes Academy Partners must be knowledgeable of the school philosophy and committed to fulfilling their individual roles.****Three Lakes Academy Partners believe they are one team with one purpose.** |

**Students as Partners**

**Children are Partners at Three Lakes Academy and have specific roles to fulfill:**

* **Each child is expected to be involved in planning goals, assessing progress, and accepting responsibility for his or her progress toward the educational goals.**
* **Each child is responsible for developing the values, the enthusiasm for learning, and the skills necessary for being a self-motivated, productive citizen.**
* **Each child is to become a teacher partner to his or her fellow students.**

**Parents as Partners**

**Parents are expected to be partners and to pursue their roles both to benefit the school and their own child. There are not specific requirements, but parent partners must recognize that the expectations for the school and their child cannot be fulfilled without their commitment to:**

* **Attend Three Lakes Academy workshops and informational programs intended to help parents understand the curriculum, instructional practices, and philosophy of the school.**
* **Attend scheduled parent-teacher conferences, school/community volunteer meetings, and school functions.**
* **Make classroom observations as necessary to be fully aware of the school’s program and their child’s progress.**
* **Meet with staff partners as necessary to monitor and support their child’s progress.**
* **Maintain a study area in the home and equip and arrange it so their child’s attention is concentrated on study and to establish a family quiet hour in the home to minimize disruptions to study.**
* **Provide intellectual stimulation in the home by encouraging reading, controlling television use, and participating in intellectually stimulating activities.**
* **Establish standards and responsibilities so that their child learns that he or she must complete tasks satisfactorily.**

**Staff and Volunteer Adults as Partners**

**Teacher is a generic term that encompasses all of the adults who may be working and volunteering at Three Lakes Academy. Every adult is expected to be a role model for the children. Every adult models behavior that demonstrates and reinforces the educational goals for the students at Three Lakes Academy. Staff and adult partners model the etiquette used in listening and speaking skills, demonstrate responsible behavior and espouse the values that are basic to the school’s mission.**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child Signture­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.**

**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, busers, walkers, and then children who are riding home with parents or others providing transportation. 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. Students causing problems are assigned to the “No-Fun Zone” or sent to the Office. 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 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.-3:30 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, GUM, AND DRINKS**

**Gum chewing is not allowed in school, K-7. 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.**

**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 3:00—3:30 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.**