

STAFF HANDBOOK

2018 - 2019



**LAKELAND SCHOOL
W3905 County Road NN
Elkhorn, WI 53121
(262) 741-4118**

August, 2018

Dear New Staff Member,

Congratulations and welcome to Lakeland School! It is our goal to ensure that each student has a positive and successful school year. To accomplish this, we need to work together as a team to provide the highest quality of education to our students.

The intention of this Employee Handbook is to provide information to assist staff members in acclimating to new practices and procedures or bringing to light changes to existing procedures at Lakeland School. It is our hope that you find its contents informative and will answer some of the questions you will have regarding the day-to-day operations of the school and help you smoothly transition into the new school year. If you have any questions after you have reviewed the material, please let me know.

It is my hope that your experience at Lakeland School of Walworth County is rewarding and enjoyable.

Sincerely,

**WALWORTH COUNTY CHILDREN WITH
DISABILITIES EDUCATION BOARD – LAKELAND SCHOOL**

Tracy L. Moate

Tracy L. Moate
Director of Special Education



“Just like the butterfly, I too, will awaken in my own time.”

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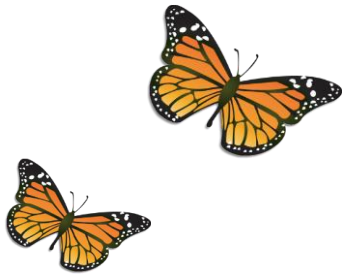
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2018 – 2019 LAKELAND SCHOOL STAFF ROSTER

DIRECTOR, SPECIAL EDUCATION

Tracy L. Moate

ASSISTANT DIRECTOR,
SPECIAL EDUCATION

Suzanne Murray

SCHOOL PRINCIPAL

Matt Conrardy

DIRECTOR, PUPIL SERVICES/
SCHOOL PSYCHOLOGIST

Jodi Bronson

DIRECTOR, CURRICULUM & INSTRUCTION

Rosemary Gardner

PROGRAM SUPPORT TEACHER

Amanda Merlo

SCHOOL NURSE

Alison Thurow, R.N.

OFFICE STAFF

Deborah Funderburk, School Business Office Supervisor
Paula Gladden, Sr. Accountant
Laura Braatz, Special Education Data Coordinator
Michelle Bennett
Kathy Kramer
Lisa Melloch

SPEECH & LANGUAGE STAFF

Michelle Baugrud
Anita Finley
Erin Helmink
Julie Selchert

OT/PT STAFF

Maggie Aschenbrener, OTR
Hanna Herland, OTR
Emily Ninnemann, OTR
Rebecca Orlebeke, OTR
Anna Sherman, OTR
Rebecca Whittaker, OTR

Melissa Clifford, PT
Erica Griffin, PT
Sue Schmitz, PT

VISUALLY IMPAIRED TEACHER

Holly Smith

HEARING IMPAIRED TEACHER

Rebecca DeGrave

PHYSICAL EDUCATION STAFF

Kyle Harding
Ryan Maiter
Lynda Pinnow

ART

Shelly Budziszek

MUSIC

Elizabeth McComb

FULL-TIME FLOATING TEACHER

Irene Straz

2018 - 2019 LAKELAND SCHOOL STAFF ROSTER

EARLY LEARNING

Rebecca Kroner	Lin McMillan
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KINDERGARTEN

Stacey Zajdel	Martha Swan (Oct.) Rebecca Kroner in the afternoons M-T-Th-F
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PRIMARY DEPARTMENT

Dana Belcolore	Mary Blazek / Cheryl Hirte / Jeanne Knickelbine
Gabey Davis	Kendra Monroe

ELEMENTARY DEPARTMENT

Linda Gilliland	Zach Ortiz
Sara Lilla	Maria Dean
Michael Merlo	Alina Moreno / Judy Weinkauf
Brittany Thorne	Maria McKay / Jenine Ward

MIDDLE SCHOOL DEPARTMENT

Jane Feldmann	Patty Storlie
Jenni LaPinske	Ryan Lilla / Jane Nevin / Rebecca Rusk
Dawn McBride	Noelle Hamilton
Barb McComb	Jodi Hooper / Lin McMillan in P.M.
Hope Schlimgen	Raminha Warneke

HIGH SCHOOL 1 DEPARTMENT

Samantha McGinnis	Page Drummond / Emily Muzatko / Julia Vail / Blair Walenton
Matt Metzger	Vicki Bennett / Emily Muzatko / Julia Vail / Audra Wojcik
Emily Schahczinski	Justin Fowlkes / Karie Suchocki
Kim Wentz	Shannon Merath

HIGH SCHOOL 2 DEPARTMENT

Scott Ceshker	Kit Van Acker / Betsy Perkins
Chelsey Hamilton	Carissa Price / Emily Thompson
Justin Hamilton	Kristin Vigil
Tanya Knutson	Keith Swanson

LS YOU

Kristen Corrie	Michelle Hicks / Dianne Matteson
Danielle Davidsen	Tyler Galvan / Shannon Meillier
Linda Fromholz	Barb Georgeson / Carmella Pease / Michelle Ward
Ryan Kitzmiller	Kim Donahue
Becki Matthews-Johnson	John Loomer / Lorrie Wagner

COMMUNICATIONS

Communication is the key to our success and to our school as being an outstanding one. We must take the time to talk to our colleagues so we can refine our ideas and what we are doing. We have to make certain our students know what we are talking about and what our expectations are. We have to let the parents know where we are coming from and what we want of them and their children. You and I may know what we want and why, but someone else not coming from our frame of mind may not. It takes effort to communicate clearly and well. Let's be the first to extend our hand and try to understand others, as well as make ourselves understood.

One of the greatest assets we can provide the children is an opportunity to talk. All teachers should provide for a time when their children can share their thoughts with one another or the class.

RESPONSIBILITY

Let's teach our students responsible behavior. We can best do this by setting a good example and taking our responsibilities seriously. If students see us being prompt, prepared, courteous, and professional, it will be much easier for them to follow our lead. Let's teach our students:

- We listen when others are speaking.
- We are considerate of other people and their possessions.
- We walk in the building, so as not to disturb others and we reduce accidents.
- We treat others with respect.
- We address one another using correct titles and names.
- We are punctual in our duties.
- We dress appropriate and professionally.

MEETINGS

All of the meetings listed below and the exact dates are indicated on the "Activity Calendar."

Staff Meetings will be held once a month, beginning at 7:45 a.m.

Committee Meetings will be held once per month on Wednesday morning, beginning at 7:45 a.m.

All Departments Meetings will be held on Tuesday mornings at 7:45 a.m. with an agenda sent to the principal by 3:00 p.m. on Friday afternoons all through the school year. The first meeting of the month will be designated as an IEP Department Meeting. Department meetings are an opportunity to review the past week and to prepare and make adjustments in your departments. They are not meant for social gatherings.

Curriculum Meetings will be held on Thursday mornings at 7:45 a.m. in the Junior Computer Lab, beginning in October.

Behavioral Meetings will be scheduled on Monday mornings as needed at 7:45 a.m. The location will be announced. All staff involved with the featured student should attend. Even if you are not experiencing difficulties, your input could benefit the student. Behavioral team requests need to be turned in to the Director of Pupil Services/School Psychologist.

IEP Meetings – Staff should be well prepared; not only looking professional, but with information from your department to discuss your student's IEP. If there would be a concern, take some ownership and know the basic content of what is going on. If it is something you truly cannot answer, you can assure the parent that you will have that teacher contact them.

When the above meetings are scheduled, staff involved are required to attend. Please come prepared to the meetings to provide appropriate input.

WORK DAY

Full-time teachers' hours are 7:30 a.m. to 3:30 p.m. Friday hours are 7:45 a.m. to 3:15 p.m. Full-time teaching assistants' hours are 8:10 a.m. to 3:10 p.m. **(8:10 a.m. is the cut-off time for punctuality)**. Faculty members so designated will attend staff meetings and other meetings called by Administration. Every effort will be made to call meetings 48 hours in advance.

PERSONAL CONDUCT/ETHICAL STANDARDS FOR EMPLOYEES

It is the policy of the county that all employees are expected to respect and follow the work rules of the workplace. Employees and elected officers are expected to refrain from any personal conduct that interferes with operations, that diminishes the level of public trust and confidence in county government and Lakeland School, or that is offensive to others. Employees shall treat customers and other employees in a courteous and respectful manner at all times. Please refer to Sec. 15-802 of the Walworth County Code of Ordinances for more information.

PROFESSIONAL ATTIRE EXPECTATIONS

The Board retains the authority to specify the following dress and grooming guidelines for staff in order to prevent such matters from having an adverse impact on the educational process.

All employees work for the public, and the public often judges individuals and the school by appearance. It is important that all staff attire be appropriate for the job and that it conveys a neat, professional, and clean image. Appropriate attire should be consistent with professional responsibilities and activities. The mode of dress or grooming should not be disruptive to the educational environment.

Some employee groups may be required to wear specific attire (i.e. physical education, swim, therapy department). Attire should provide a professional appearance within the building. Employees will be monitored by their supervisor to ensure that the attire meets school requirements, is clean, and in good repair.

It is expected that all staff members shall:

- Dress in a manner consistent with the responsibilities of their profession.
- Dress in a manner that communicates to students a pride in personal appearance.
- Be groomed in such a way that hairstyle or dress does not disrupt the educational process or cause a health or safety hazard.

The following are guidelines for school staff on student/parent contact days and when representing the school activity.

- Business casual
- Approved Lakeland spirit-wear or school logo wear
- No flip-flop/thong-style beach shoes

The following outline has been generated to serve as a guide for professional attire expectations.

- Spaghetti strap tops are inappropriate and not acceptable.
- No midriff shirts.
- Low cut or scoop neck shirts are not allowed.
- No shorts
- Advertising for tobacco, alcohol, or other adult habits is not acceptable.
- If jeans are worn, they should not be faded or torn.
- Modest, one-piece swim suits/trunks in the pool only.
- No visible tattoos or body piercing.
- No athletic-type sweat shirts with the exception of spirit wear.
- Business casual expected

Additional Guidelines:

- On days where there is not scheduled student/parent contact, staff is permitted to dress in a more casual manner.

PROFESSIONAL ATTIRE EXPECTATIONS – Continued

- On Spirit Days, dress is guided by the theme.
- Exceptions to the above guidelines can be made by the administrative staff when a more casual dress code is requested or needed to meet the needs of the curriculum for the day (i.e. camp, physical education activities, outdoors, etc.)
- Good professional judgement is expected at all times.
- Any employee appearing for work whose dress is identified by administration as inappropriate, for any reason, may be asked to leave and return acceptably attired.

ATTENDANCE

It is the policy of Lakeland School to ensure procedures are in place so that employees are granted time off requests in a consistent and time efficient manner. In order to balance and meet service and staffing requirements, staff members should plan time off schedules well in advance. If any staff member (teachers, teaching assistants, and support staff) is ill, they should call the office and leave a clear message, identifying yourself and reason for absence, at **(262) 741-4112, BEFORE 6:00 a.m.** of the implied day. If an absence is anticipated, please call the evening before. As an organization, other staff members and students rely on your presence. Excessive absences, as well as patterns of absences, are noted within the attendance systems and may result in disciplinary action.

As referenced in this document, an unscheduled absence shall be any absence requested the morning of the absence, except in cases of emergency as authorized by a supervisor or a development of an illness while the employee is already present and working.

SICK LEAVE

Teachers, Speech and Language Clinicians, Occupational/Physical Therapists and the School Nurse will receive credit for 80 hours of sick leave per school year (pro-rated for part-time), at the start of each new school year. Subject to verification, sick leave is available for your personal illness or medical appointments, and may be used for non-FMLA illness of your parent, spouse or dependent children under 18. Proof of medical need may be required. Any unused sick leave remaining at the end of the school year will be moved to your extended sick leave bank.

Hourly employees (Interpreters and Special Education Assistants) hired **on or after August 1, 2018** will receive credit for 70 hours of sick leave per school year (pro-rated for part-time), at the start of each new school year. Subject to verification, sick leave is available for your personal illness or medical appointments, and may be used for non-FMLA illness of your parent, spouse or dependent children under 18. Proof of medical need may be required. Any unused sick leave remaining at the end of the school year will be moved to your extended sick leave bank.

EXTENDED SICK LEAVE BANK

Accrued hours may be used for time off of work for more serious health conditions that require three or more consecutive days off or if the employee is taking the absence for an approved FMLA or county leave of absence.

PERSONAL TIME OFF (PTO) DAYS for Special Education Aides & Interpreters hired before August 1, 2018

Hourly employees (Interpreters and Special Education Aides/Assistants) hired **prior to August 1, 2018** will receive credit for 64 hours of PTO per school year (pro-rated for part-time), at the start of each new school year. Subject to verification, PTO is available for your personal illness or medical appointments, and may be used for non-FMLA illness of your parent, spouse or dependent children under 18. Proof of medical need may be required. Any unused PTO remaining at the end of the school year will be moved to your extended sick leave bank.

Due to the staffing needs of Lakeland School, PTO for this group is designed to be utilized for unscheduled absences. Any other usage of PTO is only available subject to the approval of the Director of Special Education or designee.

PERSONAL TIME OFF (PTO) DAYS formerly referred to as “PERSONAL / EMERGENCY DAYS”

Teachers, Speech and Language Clinicians, Occupational/Physical Therapists and the School Nurse will be provided two Personal Time Off (PTO) days (16 hours/pro-rated for part-time employees) per school year to attend to personal affairs. The employee must make a request in writing to the Director of Special Education or designee as far in advance as possible stating the reason for the planned time off. Please fill out the “Request for Time Off” form and turn it in to the Director of Special Education or designee for consideration. These days will be considered “use it or lose it” in nature, and cannot be carried over from one year to the next school year. The unused hours will be forfeited at the end of the school year and there is **no** cash value to these days.

Hourly employees (Interpreters and Special Education Aides/Assistants) hired ***on or after August 1, 2018*** will be provided two Personal Time Off (PTO) days (14 hours/pro-rated for part-time employees) per school year to attend to personal affairs. The employee must make a request in writing to the Director of Special Education or designee as far in advance as possible stating the reason for the planned time off. Please fill out the “Request for Time Off” form and turn it in to the Director of Special Education or designee for consideration. These days will be considered “use it or lose it” in nature, and cannot be carried over from one year to the next school year. The unused hours will be forfeited at the end of the school year and there is no cash value to these days.

SCHEDULED TIME OFF (STO) formerly referred to as “VACATION”

Hourly employees (Interpreters and Special Education Aides/Assistants) hired prior to August 1, 2018 will accrue time based on straight-time hours paid each pay period. **All scheduled time off is available subject to the approval of the Director of Special Education or designee.** You earn pro-rated scheduled time off based on a schedule in place for other hourly County employees. Please see **Sec. 15-515** of the Walworth County Code of Ordinances for further information on Scheduled Time Off (STO)/vacation accruals.

USAGE OF SCHEDULED TIME OFF (HOURLY EMPLOYEES HIRED PRIOR TO THE 2018-19 SCHOOL YEAR)

In accordance to Sec. 15-517(c) of the Walworth County Code of Ordinances, time-off scheduling rules shall take into consideration employee choice, departmental staffing needs and any other criteria set by policy in each department.

1. Scheduled Time Off (STO) will be used for days when school is not in session and/or when students are not present (i.e., in-service, fall and spring breaks, Christmas vacation, etc.)
2. All Lakeland School hourly employees shall submit a request to use STO hours in advance, in writing, to Lakeland School Director of Special Education or designee for approval or denial of the usage of time.
3. Failure to observe the STO policy may result in progressive discipline up to and including termination.

BEREAVEMENT (FUNERAL) LEAVE

Bereavement leave shall be provided to all regular, full-time and part-time employees (with exception to any substitute/temporary staff) for the purpose of bereavement over the death of a covered family member (as noted below) or to make other necessary personal or family arrangements. Days are to be used within ten (10) calendar days from the date of death. Bereavement leave of three (3) days will be given for death in the immediate family. The immediate family is defined as the employee’s parent, spouse, brother, sister, child, mother-in-law, father-in-law, stepparent, stepchild, grandparents, grandchildren, or other members of the immediate household (excluding renters). Up to one (1) day of bereavement leave will be allowed for the death of a “near relative,” defined as the employee’s: brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, or nephew. Please see Sec. 15-708 of the Walworth County Code of Ordinances for further information.

SCHOOL CLOSING – If a storm occurs during the night or early morning and the decision to close Lakeland School is made, please listen to the following radio and television stations: WLKG-FM, Lake Geneva; WSLD-FM, Whitewater; WTMJ-AM – 620; WTMJ-TV4, Milwaukee; WITI-Fox 6, Milwaukee; WISN-TV 12, Milwaukee; and CBS-58, Milwaukee. The phone tree will be distributed in November. Please make sure updated contact information is on file with the Front Office staff for the school messenger/Skylert automated messaging system no later than two weeks after first initial work day. Please notify the Front Office staff of changes throughout the school year.

SCHOOL CLOSING - Continued

In accordance to Sec. 15-707 Absence due to severe weather or other emergencies

- b) The county administrator may authorize and publicly announce that certain county operations are temporarily closed due to severe weather or other emergency conditions.

- c) In the event that county services remain open during severe weather or other emergencies, department heads have the ability to allow staff to not report for work, based on their specific staffing needs. Any employee choosing not to report under these circumstances must use vacation, compensatory or holiday time, if available, for said shift(s) with the exception of special education aides working for the Children with Disabilities Education Board who shall take an unpaid day should school be cancelled for any reason.

OUTSIDE EMPLOYMENT

It is the policy of the county to permit its employees to engage in outside employment or hold other jobs, provided the employee does not engage in practices or occupations that are detrimental or prejudicial to the interests of the county. Employees are required to disclose outside employment for the purpose of protecting the employee from personal legal risk as well as protecting county interests. "Outside employment" includes self-employment. Please see the School Office Business Supervisor for the necessary form if you have outside employment to disclose or wish to seek outside employment. Please refer to Sec. 15-130 through 15-333 of the Walworth County Code of Ordinances for more information.

CLASSROOM OBSERVATIONS

Administrators will visit classrooms on a continuing basis. In an effort to provide greater support and reduce teacher isolation, visits will vary from a full class period to partial periods. Visits into classrooms may be either announced or unannounced. Keep windows and doors clear. No decorations.

LESSON PLANS

Teachers will post weekly lesson plans in the lesson plan folder on the L-drive each Friday by 3:00 p.m. Lesson plans are an example of a teacher's organizational skills and ability to plan lessons based on state standards, clear learning targets, and best-practice approaches for teaching our students. Quality lesson plans, posted on time, are taken into consideration when developing a teacher's evaluation. Plans serve as a resource for administration and other teachers to stay current with learning progression throughout the school. Teachers are also required to plan and post (on the L-drive by OCTOBER 1ST), a three-day "**Emergency Lesson Plan**" that would be available in the event of an unforeseen emergency leave. **All staff will be required to include (and highlight) at least one SMART BOARD LESSON WEEKLY. Quarterly, staff will be required to choose one of their SMART BOARD lessons to post on the L-drive.**

EVENT PLAN REQUESTS

The "Event Plan Request" Form is on the L-drive (L:School Operations/Blank Forms/Event Plan). Forms need to be sent to the building principal two weeks in advance. Events such as concerts, basketball games, swim meets, assemblies, graduations, etc. need an "Event Plan Request" Form.

COMMUNITY EXPERIENCE REQUESTS

The "Community Experience Request" Form is on the L-drive (L:School Operations/Blank Forms/Community Experience Template-2018). Forms need to be e-mailed/given to front office designee two weeks in advance of the outing so approval can be obtained from the building principal and the outing is logged on the "Community Experience Log". No matter how big or small, all community experience requests need to go through the proper channels. All staff is required to send a note home to parents/guardians making them aware of the upcoming community outing.

COMMUNITY EXPERIENCE SUPERVISION

For all extra activities, including community experiences, students will still need to be supervised. Therefore, staff is expected to ride the bus unless arranged with administration ahead of time. One staff person will be assigned to bring the emergency back pack from the nurse's office.

EMPLOYEES WHO DRIVE THE SCHOOL VAN

Staff who wish to drive the school van for community-based experiences must submit the necessary paperwork and documentation prior to being allowed to drive the van. To ensure that Lakeland School remains compliant with Wisconsin Statute 121.555, updated forms and documents are to be submitted annually prior to the beginning of the school year. Forms can be found on the L-drive (L:School Operations/Van/2018-19 Van) or in the School Office Business Supervisor's office. The packet includes a list of all required items. Please submit completed packet and accompanying documentation for processing. Only those staff with an approved packet on file in the business office will be permitted to drive the van.

USE OF VAN

Check to make sure the van is available by viewing the "Community Experiences Log" that is located on the L-drive (L:School Operations/Community Experiences/Community Experience Log). Fill out a "Community Experience Request" Form and obtain the necessary administrative approval. On the day of the community experience, you will need to obtain the van keys and mileage clip board from the front office. Exact mileage needs to be recorded at the beginning of the trip and recorded again at the end of the trip. Upon return from each community-based experience, the van keys and the clip board need to be returned to the front office. After you have used the van and you notice that the fuel gauge is below the half-full mark, please report that immediately to office staff so arrangements can be made to have the van refueled. Also, if any mechanical concerns are noticed or experienced, please report them immediately to front office staff.

VAN USAGE RESTRICTIONS

Community-based experiences, excursions, extra-curricular activities, or community resource programs shall be planned and scheduled to provide pupils with educational experiences which are extensions of the classroom and an integral part of the educational program. However, some restrictions apply: 1. The van will not transport more than nine in a vehicle and no more passengers than can be seated on the permanently mounted forward-facing seats without interfering with the driver; 2. Community-based experiences, excursions, extra-curricular activities, or community resource programs for students shall be restricted if the outing is beyond a 25-mile radius of Elkhorn.

VAN USAGE IN INCLEMENT WEATHER

With winter weather conditions, there may be times in the interest of our students and staff, a community experience may have to be cancelled. The safety of everyone is our main concern and the weather conditions at the time of your trip or predictions of hazardous weather later in the day may force us to cancel any usage of the van. The following conditions or predictions of changing conditions such as: freezing rain, wind chill below 0, heavy snow, or high winds would result in cancelling your community experience. With any of the conditions mentioned, you would need clearance from an administrator to continue with your community experience.

STUDENT FILES

Student files are private and should only be discussed in a professional manner. Staff should be conscious of whom they are talking to and about the subject matter they are addressing. Files are available in the main office, but need to be checked out when in use. Additionally, please do not leave confidential information out in the open. **Student files should not be taken home.**

KEYS

Keys will be handed out at the start of the school year. All staff will have a room key that will get them into their rooms and limited areas in the building. It is your responsibility to keep track of keys at all times. There will be a penalty for lost keys. All staff will have swipe cards to get into the building during designated hours. **(The swipe key is also your identification badge and should be worn at all times.)**

IDENTIFICATION BADGE

In accordance to Walworth County Administrative Procedures, 4-305.04 D, "All Walworth County employees, state employees, student interns, contracted agency staff and volunteers are required to wear the issued ID card while working within a County building during their workday. The ID card shall be worn attached to a lanyard or displayed above the individual's waist for ease of identification."

VOCERA

Staff assigned Vocera badges are required to wear them daily and to log in upon arrival at school. Each wearer is responsible for returning badges to the drawer and batteries to the chargers at the end of the day. Reminder: Vocera is not your first line of defense in managing behavior.

MAILBOXES / E-MAILS

It is your responsibility to check your mailbox and e-mails daily for messages. Telephone messages, meeting notices, information on upcoming events, etc. will be placed in mailboxes or sent to you via e-mail. Please be sure to check your mailbox throughout the day and log into a computer to get your e-mails regularly. Just a reminder to please keep noise levels down when you are in the office area.

PERSONAL BELONGINGS

You are cautioned against leaving money, jewelry, electronics, personal devices, etc. at school. Please make sure these types of items are put in a safe place.

ACTIVITY CALENDAR

An "Activity Calendar" will be handed out at the beginning of the school year. Please keep it updated as you receive additional information.

Calendars/schedules to sign up for the following rooms (IEP Conference Room #123, Apartment, Computer Labs, Individual Instruction Room, Indoor Recess Room, Library, and NODA) are located in the main office by the mailboxes.

FRIDAY FORUM

Information is provided and shared with staff on a weekly/monthly basis and sent via e-mail by the building principal. Information can include, but is not limited to: general meetings, community experiences, trips, social events, etc.

"SPECIAL EDITION"

"SPECIAL EDITION" is a way for us to provide monthly information to our students' parents and staff members. We encourage you to share your classroom experiences. We all enjoy hearing about what's happening at Lakeland School, so please share.

LAMINATING

Laminating will be done on Thursdays. Please put any items you need laminated in the box in the teacher workroom. Be sure your name is on the sheet(s) so that the completed work can be given back to the correct person.

LUNCH PROCEDURES

- ✓ Lunch reports are kept in the north Gym entrance hall (nearest the kitchen) and are to be completed daily during meal time (DPI requirement).
- ✓ As soon as lunch correspondence/money is received from student/backpack, please place in lunch drop box located near the main entry doors. If the item is not in an envelope *and* does not have the student's name identifying it, such as cash, please first place in an envelope (which can be found on the drop box) and write the student's name on the envelope.
- ✓ All parent/guardian lunch account inquiries should be directed to the School Business Office Supervisor.

LUNCH PROCEDURES - Continued

- ✓ The State (DPI) and Federal (USDA) regulating bodies take confidentiality of a student's lunch account status very seriously. Therefore, a student's lunch account status will not be disclosed without written permission from parent/guardian. Additionally, any/all discussion regarding lunch account status is not permitted.

INK CARTRIDGES & PAPER REAMS

- ✓ Each office is allotted one ink cartridge and two reams of paper per semester. Please note: Print jobs should be sent to the staff workroom copier (LSEDMF01). Office printers are to be used for discretionary convenience and/or sensitive/confidential material.
- ✓ Paper is distributed at the beginning of each semester and a signature of receipt will be required.
- ✓ Ink cartridges are available in the front office upon request.
- ✓ If additional ink/paper is needed, please send an e-mail to administration.
- ✓ Any additional ink/paper will be deducted from your annual ordering budget.

CLASS LISTS

Teachers will need to check over their class list ensuring that all information is accurate and correct (i.e. birthdates, correctly spelled names). Make any necessary corrections and return the list to the Confidential Secretary in the front office. Corrections will be made to the computer records and a new class list will be made for you.

TELEPHONE CALLS & USAGE

It is against county policy for an employee to make long distance personal telephone calls. If you should need to make a long distance telephone call, it will be necessary to check with the office and be directed to a specific telephone. Charges will be directed to the employee for payment. Every effort will be made to take telephone messages during the workday, unless there is an emergency. The office will avoid interrupting classes as much as possible for telephone calls, and messages will be put in your mailbox. If you are expecting a call from a doctor, etc., you should contact a secretary in the office so that we can find you when the call comes in. **Please restrict personal calls to before and after school hours. This includes cell phone calls or text message usage.** Personal calls should not be conducted from work phones.

INTERNET / COMPUTER USAGE

Employees granted access to internet connected resources need to use that access in a way with which is consistent with their job functions, regardless of whether the access is off-hours or on the employee's time. It is county policy that the county provided resources are not to be used for private, personal, or non-official use. Printers should not be used for personal use as well.

All types of communication, including social media, are public record - be it personal or professional. Personal devices or personal social media accounts of any kind should not be used to communicate school business. When communicating with staff and parents you need to be professional.

All communication with parents pertaining to in-school or out-of-school activities, out of the normal routine (i.e. field trips, special events), should be shared with the principal.

USE OF SOCIAL MEDIA

Lakeland School respects the rights of employees to use social networking sites as a medium of self-expression during non-work time. Employees are permitted to use the social networking sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with Lakeland School/Walworth County business and such use does not occur during student contact time. Employees shall exercise good judgement regarding the reasonableness of personal use.

USE OF SOCIAL MEDIA – Continued

Personal Use of Social Networking Sites – Guidelines

In general, what an employee does on his or her own time outside of work will not be regulated by Lakeland School/Walworth County. However, Lakeland School/Walworth County may monitor and regulate employee postings/activities if:

- The employee chooses to identify him/herself as an employee of Walworth County.
- The activity occurs through use of any Walworth County technology.
- The activity affects the employee's job performance or the performance of other school employees.
- The activity involves or relates to Lakeland School students.

Employee Use of Social Networking Sites for Educational Purposes/School Business

Lakeland School understands that technology is constantly changing and encourages employees to use technology to assist with student learning. Employees who use social media sites for county business must read and sign the Walworth County Social Media Use Policy–Authorized User Agreement Form located on the Walworth County Shared/Public/drive. Employees may use social networking sites for educational purposes under the following guidelines:

- The appropriate administrator, Building Principal, Director, Assistant Director, must approve all social network sites and groups prior to use by the employee with students.
- A member of the administrative staff must be part of the social networking site and group between any staff, student, and family.
- Employees are required to document and retain all electronic communication between themselves, students, and families.

COMPUTER USE

Communication on the Internet is often very public in nature. Staff are responsible for good behavior in the use of computers and the Internet. Lakeland School does not sanction any use of the Internet that is not authorized by or conducted in compliance with these guidelines. Users who disregard these guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through Lakeland School computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by these guidelines. When using Lakeland School computers to access the Internet, users are expected to abide by the guidelines established by Lakeland School, which include generally accepted rules of network etiquette. These include but are not limited to the following:

Acceptable Use-Responsible Users:

- Will follow rules of common sense or etiquette
- Will respect and uphold copyright laws
- Will respect the rights and privacy of others by not accessing private file
- Will use the Internet in accordance with school policies related to harassment
- May download or use streaming video or audio only with the permission of staff

Acceptable Use-Responsible users shall not

- Use the Internet for any illegal purpose
- Bypass or attempt to bypass the filter
- Use profane, impolite or abusive language
- Access social networking sites

COMPUTER USE – Continued

- Access or use gaming sites
- Access any computer files that do not belong to the user
- Use the network to access, transmit, or download pornographic, offensive, harassing, or other inappropriate material
- Deliberately or willfully cause damage to computer equipment, system, or network or assist others in doing the same
- Use the Internet to harass, bully, insult or threaten others
- Use an account other than their own to misrepresent their identity

PERSONAL USE OF MAC ROOM AND AQUATIC CENTER

Staff who wish to use the MAC Room, Aquatic Center, classrooms, and hallways for personal fitness use during non-school hours must submit a “Release of Liability Waiver” **annually**. The liability waiver can be found on the L-drive (L:School Operations/Blank Forms/MAC-Aquatic Center Waiver Form) or in the School Office Business Supervisor’s office. Please submit completed form to the School Office Business Supervisor. Only those staff with a completed form on file in the business office will be permitted to use the MAC Room, Aquatic Center, classrooms, and hallways. In addition, if while using the MAC Room any equipment is found to be damaged or in disrepair, please report that to the Director of Special Education or Building Principal as soon as possible so repairs can occur.

KITCHEN ITEMS / APARTMENT

The kitchen is under contract to a vendor. Items cannot be taken from the kitchen, i.e. food, utensils. Items stored in the kitchen need to be checked in with the head cook and a date and name needs to be written on the item. Please monitor students closely when turning silverware in after lunch or put all eating utensils in a bowl or on a plate to be taken to the counter. This will help reduce the amount of silverware that is lost. Reminder – all items taken from the Apartment need to be returned. Each department will be assigned a cupboard in the apartment area.

RECYCLING

We will again use separate dumpsters for paper goods, garbage, and metals. Please put all recyclable paper, cardboard, and newspapers in the blue recycle containers. There are also specific containers located around the building for the disposal of bottles and cans, i.e. in the lunchroom and staff workroom. Each person needs to take an assertive stand and help us with this project. Your cooperation is appreciated.

COFFEE

Staff may have drinks in the classroom, but they need to be covered at all times. No drinks should be consumed in the hallways or in the computer labs. Eating and drinking in front of students is discouraged.

SMOKING

All areas on school property are non-smoking areas. This includes the grounds and parking area.

FOOD ITEMS need to be stored in an air-tight container at all times even if it has not been opened. No food is allowed in the Computer Labs, MAC Room, and Pool area.

REFRIGERATOR USE

All refrigerators, except those located in the staff lounge, Room 126, are for school use only. There will be designated refrigerators in the staff lounge for staff use.

OUTSIDE DOORS AND WINDOWS

The building is climate controlled and leaving windows or doors open will have an effect on the building temperature. Windows and exterior doors should remain closed at all times. Do not prop doors open.

DEPARTURE FROM WORK

All classroom/office lights need to be turned off and classroom doors locked upon leaving for the day. Reasons are that not all the sensors for the lights work the same and if the cleaning company is starting at one end of the building and not getting to the other end until five hours later, the lights have been on for a long time. Locking the doors is a security issue when others are present in the building. Visitors, parents and students after hours should not be going around into other rooms. The cleaning company will unlock your door, finish cleaning and then lock it back up again. Do not leave confidential materials out on your desk at any time, including after school hours. If using some of the common areas like the Library, computer labs, etc. and are the last one there, turn out the lights.

PARKING

All staff and visitors are asked to park in the parking lot in front of the building. If parking along the perimeter of the parking lot, please make sure that the nose, trunk, trunk bed, etc. of your vehicle does not extend over into the grass. Please check your bumpers to make sure that you are entirely on the pavement.

FAXES / COPIES

Charges for faxes are 25 cents per sheet (whether the fax is outgoing or incoming). Photocopies are 10 cents per sheet for regular 8 ½ x 11 and 20 cents for the larger copies (11 x 17). Please do not abuse this privilege. Please pay the School Office Business Supervisor in the front office for copies and faxes. **The main office copier will be restricted to staff except for office personnel and/or those individuals designated to use the copier. Teachers can use the copier in the staff workroom during the course of the workday.** Photocopy information can be found in the main office. Front office support staff will coordinate the copying of assignments. If you need a large number of items copied, please plan ahead to give ample time for completion. A copy request form is to be used. Please fill it out completely; especially making sure your name is on it. Completed copies will be placed in your mailboxes.

A QUICK REFERENCE – WHO IS RESPONSIBLE FOR WHAT?

Faxes / Copies (Payment)	School Office Business Supervisor
Requests to Purchase	School Office Business Supervisor
Receipt Copies	School Office Business Supervisor
Course Approval Forms	School Office Business Supervisor
Teacher Certification / Licenses	School Office Business Supervisor
Credit Reimbursement	School Office Business Supervisor
Payroll Submissions	School Office Business Supervisor
IT Help Desk Requests	School Office Business Supervisor
Lunch Program (to include payments, free/reduced applications, etc.)	School Office Business Supervisor
Benefits/Insurance/Flex Med	Human Resources (262) 741-7950
Student Registration Packets (to include calendar, supply lists, student fees, emergency forms, medical consent forms, student permission/photography forms)	Front Office Staff
Attendance	Front Office Staff
Van keys/Clipboard for Community Experiences	Front Office Staff
Summer School notices & monies collected	Front Office Staff
Special Event Videos (notices and monies collected)	Front Office Staff
U R Cool Passes	Front Office Staff
<u>Photocopying of more than 20 copies</u> to be sent to Government Center for copying – Completion of Printing Request required.	Front Office Staff
<u>Photocopying of less than 20 copies</u> to be placed in basket in Main Office – Photocopy Request Form to be completed.	Front Office Staff
Cumulative Folder Questions	Confidential Secretary
Transportation Issues/Questions	Confidential Secretary

A QUICK REFERENCE – WHO IS RESPONSIBLE FOR WHAT? – Continued

Dismissals or changes in special areas (SL, OT/PT) need to be documented and returned to the Confidential Secretary for the file.

Please Note: All monies collected in the classroom must be turned in to the School Office Business Supervisor.

LICENSE APPLICATIONS / RENEWALS

Anyone who has applied for a teaching / paraprofessional license or license renewal should make sure that when you receive your license from DPI, you bring it in to the office so that a copy can be made for your file. We must have a copy of your current license on file at Lakeland School. DPI licensure is now done electronically on the DPI ELO (Educator Licensing Online) website. Please see DPI website.

CREDIT REIMBURSEMENT

Teachers planning to take a course for advancement / reimbursement, **MUST** have a “Course Approval” Form filled out and signed by the Director **BEFORE** the course is taken. After the form has been signed, you will receive a copy for your records and a copy will be kept in the main office until the following reimbursement date. Reimbursement date for credits completed is the first payroll in September (assuming all documentation has been received and requirements met). If you have any questions, please check with the School Office Business Supervisor in the front office.

REQUEST TO PURCHASE

If you need to purchase items / supplies during the school year, you **MUST** have a “Request to Purchase” Form filled out (this includes items purchased from Frank’s and Sentry). An indication as to where the money is coming from, i.e. token money, School Fest, etc. should be noted on the request. Forms need to be signed by the Building Principal. The yellow form and white sheet goes to the store when the supplies are being purchased. Stores with which we have accounts will need the “Request to Purchase” Form as a confirmation of ability to purchase. For items charged to the school’s account (i.e. Franks, Sentry, etc.), please submit receipt and “Request to Purchase Form” to the School Office Business Supervisor to ensure prompt payment to retailer/vendor. Receipts should be taped (no staples) to a sheet of 8.5” x 11” white paper. Loose receipts will not be accepted.

EXPENSE REIMBURSEMENT REQUESTS

Note: Walworth County’s preference is to pay for purchases first with a P-card, and second via reimbursement process, Code of Ordinances, Chapter 17 - Administrative Proc. 6-101. Expense Reimbursement Request Forms will be processed monthly and are due to the School Office Business Supervisor Thursdays of the non-payday weeks. Submit copies of all receipts and the yellow copy of the “Request to Purchase” Form. A claim for reimbursement may be denied for any business related expense incurred without prior authorization, when no receipt is provided, or when the amount claimed exceeds budgeted funds. This means, when possible, an approved purchase request is submitted to the school’s designated purchaser (i.e. front office designee) to make the purchase. Forms can be found on L:/School Operations/Blank Forms/Reimbursement, near the staff mailboxes, or in the School Business Office Supervisor’s Office.

An employee using a privately owned vehicle for business related travel (i.e. to attend an IEP meeting in a district, attend an approved workshop/seminar, etc.) shall be reimbursed at the standard mileage rate as set by the IRS. The maximum mileage eligible for reimbursement shall be the lesser of two distances: work site to destination and return, or home to destination and return. Mileage for daily trips from home to work, work to home, or any other personal mileage incurred while otherwise engaged in official county business shall not be reimbursed. Mileage is paid out through payroll, and will be included in your payroll check. Check the pay advice that payroll e-mails you to confirm the amount. Reimbursement for non-mileage items is processed through the county’s Accounts Payable Department, and a separate check is issued to you (not included in your payroll check). Please note that tax is a non-reimbursable expense. Please refer to Ch. 30 of the Walworth County Code of Ordinances for more information.

GUIDELINES FOR COMPLETING FORM I-651-A BUSINESS EXPENSE REIMBURSEMENT

Note: Complete instructions can be found on L:/School Operations/Blank Forms/Reimbursement.

- No staples. Please use paperclips or tape for receipts (see below).
- If you need to highlight something, use yellow only. All other colors will “black out” when document is scanned/copied.
- No loose receipts. If a receipt is less than an 8 ½” x 11” sheet of paper, tape receipt to a sheet of 8 ½” x 11” paper.
 - Store receipts can be cut so that they fit an 8 ½” x 11” sheet of paper, and then should be taped.
 - Expense reimbursement requests submitted with loose receipts will be returned to the employee, which may delay reimbursement to the employee.
- “Request to Purchase” form must be signed by the Building Principal or Director of Special Education prior to purchase being made.
 - After signed, employee keeps white copy and turns yellow form in with expense reimbursement form.
- Yellow copy of “Request to Purchase” Form must be turned in with your business expense reimbursement form (do not need to tape yellow copy to an 8 ½” x 11” sheet of paper).
- A claim for reimbursement may be denied for any business related expense incurred without prior authorization, when no receipt is provided, receipts are loose, or when the amount claimed exceeds budgeted funds.
- When traveling to multiple locations in one day, please list each leg of the journey.

NEW STUDENTS / TRANSFERS

When a new student will be starting at Lakeland School, the assigned homeroom teacher is responsible for setting up a “New Student Meeting” with the parents/guardians and the appropriate school staff. The “New Student Meeting Checklist for Homeroom Teacher” should be used for each meeting. This checklist is to be used to help ensure that all necessary staff is included in the meeting and that we have a completed registration packet prior to the student starting school. This form can be found on the L-drive (L:/New Student Meeting Checklist), but will be provided to you with the family contact information.

RELEASE OF INFORMATION

Students at Lakeland School often work with outside agencies and occasionally Lakeland staff are asked to communicate with those agencies. Examples include health care providers, the Aging and Disability Resource Center (ADRC), Department of Vocational Rehabilitation (DVR), Walworth County Health and Human Services, and New Berlin Therapies to name a few. In order to communicate with personnel or agencies outside of Lakeland School, a current Release of Information must be signed by the parent/guardian. The Release of Information form will be filed in the office and a record of all current Release forms will be kept. Releases of information are between Lakeland School and outside agencies and not limited to a particular staff member. Please feel free to contact the Confidential Secretary if you are unsure whether a current Release of Information is on file for any particular agency. The Director of Pupil Services/School Psychologist can also be contacted for assistance with this process.

RECORDING ATTENDANCE

Attendance recording is mandatory and needs to be **accurate** on a daily basis. If a student is not here when the school day starts, that needs to be recorded as absent even though you know they are coming in later. Also, if you know about a late arrival or that a student will not be here at all, you need to let the office know. Sometimes parents e-mail or send you a note and do not notify the office.

SECLUSION AND/OR PHYSICAL RESTRAINT

2011 Wis. Act 125 addresses the use of seclusion and physical restraint in public schools and took effect September 1, 2012. The Act applies to both regular and special education students and prohibits the use of seclusion or physical restraint except when certain conditions apply. All staff is required to participate in annual training related to Wisconsin Act 125 and the use and reporting of seclusion and/or restraint.

SECLUSION AND/OR PHYSICAL RESTRAINT - Continued

Seclusion and/or physical restraint may be used only when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and it is the least restrictive intervention feasible. Certain maneuvers and techniques are prohibited, and mechanical or chemical restraints may not be used. Seclusion rooms may not have locks, and rooms must be free of any objects or fixtures that may injure the student. If it is reasonably anticipated that restraint or seclusion may be used with a student with disability, it must be included in the student's Individualized Education Program (IEP), and the IEP must also include positive interventions, supports, and other strategies based on a functional behavioral assessment.

Other requirements include parental notification, documentation, and training on safe use of physical restraint, including ways to deescalate behavior.

The Act defines "physical restraint" as a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs, or head. It further defines "seclusion" as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

If seclusion and/or physical restraint are used on a student at school, the principal or designee must do the following:

1. As soon as possible, but no later than one business day after the incident, notify the student's parent(s)/guardian(s) of the incident and of the availability of the written report.
2. Within two business days after the incident, after consulting with school staff present, prepare a written report containing all of the following information.
 - a. The student's name;
 - b. The date, time, and duration of the incident;
 - c. A description of the incident including a description of the student's behavior before and after the incident; and
 - d. The names and titles of school staff present during the incident.
3. The written report must be kept at the school and made available for review by the student's parents(s)/guardian(s) within three business days of the incident.

Each year, by September 1, the principal (or his/her designee) must submit a report to the Board as follows:

1. The number of incidents of seclusion and physical restraint in the previous year;
2. The total number of students involved in the incidents; and
3. The total number of students with disabilities involved in the incidents.

INCIDENT REPORT

You are responsible for reporting all incidents that involve seclusion and/or restraint, injury, and other behavioral concerns that require documentation. An 'Incident Report' needs to be completed as soon as possible to include information from all involved parties. Incident reports are located in the L:Drive/School Operations/Blank Forms/New Incident Report 18-19. Once forms are completed, staff should email the Incident Report to both the Director of Pupil Services/School Psychologist and Building Principal. Also, print off the Incident Report and put in the Incident Report mailbox located in the top left corner of the staff mailboxes. Blank Incident Reports will still be kept in the red folders placed on top of the file cabinets in teacher offices. Please contact the Director of Pupil Services/School Psychologist or Building Principal if you need assignment coverage in order to complete an Incident Report. If the Incident Report includes seclusion and/or restraint, Administration will use reasonable efforts to contact the parents in accordance with Wisconsin Act 125.

INJURY REPORT

Injury reports are to be completed when there is a medical situation requiring nursing care/involvement. Injury reports are copied on pink paper and kept in the red folders located on top of the file cabinets in teacher offices. These should be

INJURY REPORT - Continued

completed in collaboration between the staff involved as well as the school nurse. When the form is completed, please give to the school nurse. It is important to note when/how contact was made with parents on top of the form.

MANDATED REPORTING

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. The Children with Disabilities Education Board considers all staff employed at or assigned to Lakeland School to be mandated reporters and therefore, required to complete annual training on the reporting of child abuse and/or neglect. Further information can be found on page 25 of the Staff Handbook. If child abuse is suspected, staff should contact the Building Principal or the Director of Pupil Services/School Psychologist who will assist the staff member in facilitating the call/ report. Lakeland School uses a form found in the L:Drive/School Operations/Blank Forms/Mandatory Reporting Lakeland School that assists in gathering needed information in order to make a CPS call.

BULLYING POLICY

Lakeland School of Walworth County and the Walworth County Children with Disabilities Education Board (WCCDEB) strives to provide a safe, secure, and respectful learning environment for all students in the school building, on school grounds and school buses, and at school sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal.

SUPERVISION OF STUDENTS

We strive to have our students be as independent as possible. However, because of their special needs, they are more successful when there is structure and limits are clear. Therefore, from when they arrive at school, until they leave the school grounds, each staff member should have a plan for their students.

GENERAL CONSIDERATIONS

EARLY LEARNING – ELEMENTARY: These are the children who are in need of the most direct supervision for health and safety, as well as structured development of responsibility and self management skills. They need to be escorted and provided close supervision.

MIDDLE SCHOOL: These children are aware of their responsibilities and can be accompanied less intrusively, yet because they are in their transition years (passage from childhood to adolescence) they are frequently their own worst enemies (impulsive/dare devils/peer directed). For this reason, supervision must remain near at hand.

HIGH SCHOOL: Students at the secondary level need and deserve less oversight. Still the school (staff) has a responsibility for the health, safety, and well being of these young people. Thus, during major passing times and situations (going to school, leaving school, getting to and from activities) monitoring with intervening assistance must be available and in place.

SCHOOL DAY

Students may enter the building at 8:20 a.m. unless prior arrangements have been made. Staff needs to be by the doors to welcome students. Students need to report directly to their classrooms. Staff are either assigned to classroom or hall/bus duty. One staff member should be in the classroom at all times. Those staff members on hall duty be prepared to welcome students. Students in other parts of the building need a hall pass.

Morning recess for the **primary/elementary wing** is 9:40 a.m. – 9:55 a.m. Please see “Playground Supervision” map, posted on recess doors, for designated supervisory stations. Staff needs to be at the recess door to supervise entry into the building.

The **first lunch** is 11:07 a.m. - 11:37 a.m. Staff should be conscious of the time. The kitchen staff needs time to set up for the second lunch. The **first lunch recess** is 11:42 a.m. – 12:02 p.m. Do not leave your students unattended outside or in the

SCHOOL DAY - Continued

hallway. Also, please see “Playground Supervision” map, posted on recess doors, for designated supervisory stations. Staff also needs to be at the recess door to supervise entry into the building. **Adult students enrolled in the LS You Program** have their lunch from 11:47 a.m. – 12:15 p.m.

The **second lunch** is 12:35 p.m. – 1:00 p.m. **Second lunch recess** is 1:03 p.m. – 1:16 p.m. Please see “Playground Supervision” map, posted on recess doors, for designated supervisory stations. Staff needs to be at the recess door to supervise entry into the building.

At **both recesses** supervisors need to circulate among the students, making sure all areas of the playground are covered. Please see recess map, posted on recess doors, to assure that all areas of the playground are covered. A list of playground rules is placed by the playground entrances. If there is an infraction, the supervisor should report it to the classroom teacher.

School dismissal starts with announcements at 2:56 p.m. Some classes are permitted to leave earlier to accommodate getting wheelchairs on the bus before the general dismissal. Staff should make an effort not to have the students on the bus too early. At the general dismissal, teachers need to remind students to walk. When necessary, teachers should supervise their student’s dismissal. Just because they are out of your room, does not mean they can handle the walk alone to the bus.

LOCKER ROOM PROCEDURES AND PERSONAL CARE/BATHROOM ASSISTANCE

For student safety, we require that there always be more than one individual involved in the personal care of students in the locker rooms, bathrooms, and other “private” areas. If you need to lift a student, any student over 50 pounds, needs to have two people involved in lifting. This can also be true for a student under 50 pounds who may be difficult to care for. Every effort must be made to ensure that appropriate supervision is offered for the level and gender of each student or group of students. There may be times, for example, when a teacher or male aide are supervising the boy’s locker room, but if a female is standing in close proximity, she must be ready to enter should a situation require it.

BUS LOADING PROCEDURES

Please wait for the office announcement to excuse your students. Each department must have a minimum of one adult supervising students to their bus. (This means out to the bus loading area until your last student is loaded onto his/her appropriate bus.)

CLASSROOM USE OF LIBRARY

Teachers need to sign up for the library. One class will be allowed in the library during a period. Teachers will be expected to be in charge of their students’ behavior during the time their students are in the library. Teachers need to keep their commitment to use the library or notify front office staff if there is a change.

CLASSROOM USE OF COMPUTER LABS

Teachers need to sign up for the computer labs. Teachers are expected to be in charge of their students’ behavior during the time their students are in the computer labs. Teachers need to keep their commitment to use the computer labs or notify front office staff if there is a change. **Reminder that no food or drink is allowed in the computer labs. Students should be reminded to use hand sanitizer.**

TEACHER ASSISTANTS

Teacher Assistants begin the workday at 8:10 a.m. and work until 3:10 p.m. unless individual schedules have been set up. Teacher Assistants will work out a schedule with their assigned teacher(s) and Administration. Their schedule should include two 15-minute breaks per day. Schedules should be turned into the office by September 14th. Any changes, please see the Director of Curriculum/Instruction.

SCHEDULES

Teachers will be given a schedule of special areas at the beginning of the year. Please check with Administration if any adjustments need to be made. Schedules should be turned into the office by September 14th.

VISITORS IN THE BUILDING

Bringing a visitor or guest to school for the day or a portion of the day must be approved by the Building Principal and/or Director of Special Education prior to that day. Parents are welcome, but are required to make an appointment to see a teacher, to see members of Administration, or to visit their child's classroom. Other visitors will need prior permission from Administration.

All parents are required to stop at the office first when entering the building to sign in the Visitor's Log and obtain a visitor tag. Parents then will be escorted to their destination and when finished with their business will be escorted back to the office area to return the visitor tag and sign out.

All other visitors will be required to sign in at the office first and then Administration will be assisting them with their visit/business at the school. This process allows entrances to the building to be locked and secured. This procedure will increase the safety and security of the building for our students.

When special events occur, i.e. holiday concert, swim meets, basketball games, etc., we will have tables set up in the foyer area by the office. At this point, we ask families and visitors to sign in. We also are asking families to indicate at this time if they will be taking their child home after the event. If parents are taking their child home, the office will notify teachers, via a note, and teachers will take students to a designated pick-up area specified by Administration, i.e. lobby area or event area. Parents will not be able to walk down to classrooms or wait in hallways to pick up their child.

ANIMALS ON SCHOOL PROPERTY

The Walworth County Children with Disabilities Education Board (CDEB) recognizes that there may be occasions when animals are present on school property and many reasons for those animals' presence. Animals may be utilized by teachers during classroom presentations. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and the Walworth County policy.

U R COOL PROGRAM

Staff members can participate in the U R COOL Program. Any staff member can hand out "U R COOL" to any student to reward them for appropriate behavior. Students who receive a U R COOL pass can take it to the principal's office for a reward. Packets of passes can be obtained from front office support staff.

PRINCIPAL CERTIFICATE

In addition to U R COOL, there is the "Sent to the Principal's Office" Certificate. This certificate recognizes students who are going above and beyond expectations for behavior or academics. It is awarded to students by staff members. The student visits the Principal's office and together the Principal and student make a telephone call to their parents explaining that their child has been sent to the office for doing an amazing job, here, at Lakeland.

LAKELAND SCHOOL SHOUT OUT PROGRAM

This program publicly recognizes students for making great choice. Any staff member can recognize a student for making a great choice, demonstrating being a great friend, getting a skill that they have been working on, or any other positive reason to celebrate. Staff can complete a "Shout-Out" Card and place it in the basket in the main office. A couple of shout-outs will be shared each day along with announcements. Please see the Director of Pupil Services/School Psychologist with any questions.

INFORMATION SENT HOME

Copies of informational letters that are sent home need to be given to the office staff and Administration also. We often get telephone calls regarding an activity and need to be prepared on how to respond.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of Lakeland School that no person shall, on the basis of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, facility, activity, and employment.

The school district is also committed to equal educational opportunity for all students in the district. It is also the policy of the school district, pursuant to 118.13, Wis. Stats and PI 9, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, athletic recreational or other program.

Any inquiries or concerns related to nondiscrimination should be addressed to appropriate school district personnel. Should there be grounds for a complaint, a written statement of the complaint shall be prepared by the complainant, and directed to the appropriate individual or position holder listed below. Discrimination complaint forms can also be obtained from the offices listed below as well as from the office of the Director of Special Education, W3905 County Road NN, Elkhorn, WI 53121.

S.118.13 Wisconsin Statutes	Tracy L. Moate, Director of Special Education	(262) 741-4118
Section 504 of the Rehabilitation Act of 1973	Tracy L. Moate, Director of Special Education	(262) 741-4118
Title IX of Federal Educational Amendments of 1972	Matt Conrardy, Principal	(262) 741-4118

SEXUAL HARASSMENT

In order to maintain a school environment that encourages optimum human growth and development for its students and employees, it is the policy of the District to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward students and personnel.

Sexual harassment refers to acts of physical, verbal, or psychological harassment, which create an intimidating, hostile or offensive environment. The physical display of derogatory conduct, comments, gestures, posters, drawings or cartoons of a sexual theme is not allowed under Wisconsin’s new law, Act 427. Inclusive to the language of this act is conduct, displays, drawings or verbal messages of a sexual innuendo.

Harassment Ordinance No. 435

9.085(3) Harassment Prohibited. No person, with intent to harass or intimidate another person, may (a) strike, shove, kick or otherwise subject the person to physical contact or attempt or threaten to do the same; or (b) engage in a course of conduct or repeatedly commit acts which harass or intimidate the person and which serve no legitimate purpose. Such course of conduct or repeated acts may consist of conduct, which is solely verbal, solely physical, or a combination or both.

The School District must maintain an environment free of harassment. Any student or employee may bring to an administrator any complaint of the above mentioned and he/she must act on the matter. Any physical, verbal, psychological or the wearing of attire that creates a hostile environment must be acted upon by the administration.

SEXUAL HARASSMENT – Continued

A student wishing to file a complaint should see the Director of Pupil Services/School Psychologist. An employee who wishes to file a complaint should contact the Building Principal or the Director of Special Education upon discovery.

48.981 Abused or neglected children

(2) PERSONS REQUIRED TO REPORT. A physician, coroner, medical examiner, nurse, dentist, chiropractor, optometrist, acupuncturist, other medical or mental health professional, social worker, marriage and family therapist, professional counselor, public assistance worker, including a financial and employment planner, as defined in s. 49.141 (1) (d), school teacher, administrator or counselor, mediator under s. 767.11, child care worker in a day care center or child caring institution, day care provider, alcohol or other drug abuse counselor, member of the treatment staff employed by or working under contract with a county department under s. 46.23, 51.42 or 51.437, physical therapist, occupational therapist, dietitian, speech-language pathologist, audiologist, emergency medical technician or police or law enforcement officer having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall, except as provided under sub. (2m), report as provided in sub. (3). Any other person, including an attorney, having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur may make such a report. Any person, including an attorney having reason to suspect that an unborn child has been abused or reason to believe that an unborn child is at substantial risk of abuse may report as provided in sub. (3). No person making a report under this subsection may be discharged from employment for so doing.

(3) REPORTS; INVESTIGATOR.

6. The county department or licensed child welfare agency under contract with the county department shall, within 60 days after it receives a report from a person required under sub. (2) to report, inform the reporter what action, if any, was taken to protect the health and welfare of the child who is the subject of the report.

(4) IMMUNITY FROM LIABILITY. Any person or institution participating in good faith in the making of a report, conducting an investigation, ordering or taking of photographs or ordering or performing medical examinations of a child or of an expectant mother under this section shall have immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting under this section shall be presumed. The immunity provided under this subsection does not apply to liability for abusing or neglecting a child or for abusing an unborn child.

(6) PENALTY. Whoever intentionally violates this section by failure to report as required may be fined not more than \$1,000 or imprisoned not more than 6 months or both.

PAY ADVICES/W-2s AND EMPLOYEE SELF SERVICE (ESS)

Pay dates occur every other Friday. If Friday is a holiday, you will be paid the day before. The county utilizes direct deposit for payroll. If you have an e-mail address on file with payroll, pay advices are e-mailed to you two days before we are paid. Open the attachment in the e-mail using the last 4 digits of your social security number as your password.

Previous pay advices, W-2 copies, ability to change withholdings, and many other resources can be found by visiting the Employee Self Service (ESS) portal on the Walworth County website. EES instructions can be found at L:/School Operations/Employee Self Service (EES) Guide.

