

# **STUDENT & PARENT POLICY HANDBOOK**

**LAKELAND SCHOOL  
W3905 COUNTY ROAD NN  
ELKHORN, WI 53121  
(262) 741-4118**

Revised July 2020



Dear Parents, Guardians & Students:

Welcome -- to our new and returning families! We are so excited that your child will be joining us at Lakeland School, home of the Storm!

The mission of Lakeland School ensures that your child has a very positive and successful school year. Our staff members are eager to help every student work toward becoming a productive and responsible citizen. To accomplish this, we need to work together in order to provide and maintain the highest quality of education your child deserves.

The "Student & Parent Policy Handbook" serves many purposes. It provides information and procedures that will help promote a positive and effective school climate for everyone. It specifically outlines our Code of Conduct and discipline policies, and also includes general school guidelines.

One way that students can show their Lakeland Storm Pride is by following our PBIS behavior expectations. We ask our students to consistently model how to **BE RESPECTFUL**, **BE RESPONSIBLE**, and **BE SAFE!**

Please take the time to become acquainted with the handbook and save it for future reference. Feel free to contact the school office if you have any questions or concerns.

**We ask that after you read this handbook, and share what is appropriate with your child, check the box in Family Access (Online Forms) indicating that you have gone over the information in the handbook.**

We are thankful to have the opportunity to work at Lakeland School with your child.

Sincerely,

*Matt Conrardy*

**Principal  
Lakeland School**

**NOTE: some sections of this Handbook are superseded by COVID-19 information contained in the [Lakeland School Return](#) document. Please reference that document for the most up to date information.**

 Lakeland School Twitter Feed: @LakelandStorm

## LAKELAND SCHOOL'S MISSION STATEMENT

*It is our goal to create a safe, resourceful, learning environment that empowers each learner to reach his or her potential.*



*"Just like the butterfly, I too, will awaken in my own time."*

*Deborah Chaskin*

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## **HISTORY OF LAKELAND SCHOOL**

The Chapter 115 legislation became the groundswell of grassroots support and advocacy that led to the significant history of special education in all of America. Congress approved the "Education for All Handicapped Children Act" (Public Law 94-142) on November 29, 1975. This law was intended to support states and local school districts in "protecting the rights of, meeting the individual needs of, and improving the results for infants, toddlers, children and youths with disabilities and their families." After the adoption of the parameters of this Legislative Act, Public Law 94-142 went into effect in October 1977, becoming the legislative foundation for federal funding of special education. Public Law 94-142 required schools to provide "free appropriate public education" to students with a wide range of disabilities, as well as, it mandated that school districts provide such schooling in the "least restrictive environment" possible.

In 1983, the law was extended to include parent training and information centers at the state level. In 1986, early intervention programs for infants and education services for preschoolers were added. Services and eligibility were again expanded in 1990 and the law was renamed the "Individuals with Disabilities Education Act" (IDEA). The IDEA has been reauthorized and expanded ever since.

Special education throughout Walworth County during the advancement of the IDEA legislation did not experience any significant changes. Programs and services continued to evolve, and student enrollment numbers grew at a rate that was consistent with the overall population growth in Walworth County.

In 1990, program costs for Walworth County Children with Disabilities Education Board (WCCDEB) were \$4,462,154. The total enrollment for students receiving special education was 959 children. This enrollment figure required 104.23 full-time equivalents (FTE) school staff to provide services throughout the 15 school districts, as well as, at Lakeland School. Phil Knobel served as the Director of Special Education, Richard Turk was the Assistant Director, and Corwin Krugh was the Principal of Lakeland School.

In July of 1993, Corwin Krugh retired as principal of Lakeland School after 16 years of service. Greg Kostechka, who started as the adaptive physical education teacher in 1974, moved into the vacant administrative position. The CDEB budget had grown to \$6,277,172 to cover program expenditures. The total enrollment for students receiving special education was 1,149. This enrollment required 129.95 FTE staff to provide services throughout the county.

After 33 years of service (starting as the Industrial Arts teacher in 1965 and becoming the Director of Special Education in 1970), Phil Knobel retired from his career with Walworth County and Lakeland School in December of 1998. Diane Brinkman was hired as the new Director of Special Education and was responsible for managing the CDEB/Lakeland School organization. Her first budget in 1999 experienced \$8,016,185 in actual expenditures. The total Walworth County Special Education enrollment was 1,556 students. This number represented 9.33% of the total enrollment in all of the public and private schools in Walworth County. This figure compared favorably less to the state average of 11.81% of students who received special education. To provide special education services for the students with special needs, 152.13 FTE staff worked for Walworth County CDEB. Lakeland School enrollment was 229 students. (This is the first year of available data that could be verified for tracking purposes).

During this 1990-1999 swing, the CDEB budget expenditures grew 79.6% or by \$3,554,031. The FTE staff increase was 46.0%. And, finally, the overall enrollment for students receiving special education services in Walworth County grew by 62.3%. All of these numbers fueled the next decade of history and debate for the special education delivery in Walworth County and its possible future.

Prior to 1999, all early childhood students (ages 3-6) attended Lakeland School. With state and federal initiatives, evolving in the late 90's, there was a strong push to return placement options back into the local school districts. Diane Brinkman, Director of Special Education at the time, was largely responsible for initiating this early childhood movement. Diane retired from her employment with the CDEB/Lakeland School in December of 2001. The following

timeline represents the history of the Early Childhood Programs and its transition back to the school districts in Walworth County. This transition process continues to evolve in hopes of providing multiple placement options in the child's neighborhood school district while maintaining a Lakeland School option for those students with unique and exceptional needs.

In the fall of 2000, a Walworth County CDEB subcommittee was formed and charged with reviewing a fiscal analysis of the costs and responsibilities if the Walworth County CDEB had been transferred back to the 15 schools districts served by the WCCDEB. After careful consideration of the information gathered/presented and the review of funding options, the following resolution was offered and carried 3-2. The motion recommended that "responsibility for funding education services for children with disabilities remain under the leadership of the Walworth County Board. Children, families and taxpayers would best be served by maintaining the status quo." This particular debate appeared to be the "lead-off hitter" for future discussions that resulted in the reorganization of the CDEB and the building of a new Lakeland School. With Diane Brinkman retiring from the CDEB in 2001, Tracy Moate took over as Director of Special Education in January of 2002 and readied herself for years of studies, debates and significant decisions.

The following timeline provides an overview of the efforts and debates that shaped the CDEB and Lakeland School's future.

- June 18, 2002 – The property committee authorized staff to prepare a request for proposals from architectural firms to assess the Lakeland School facility. The architectural firm of Stubenrauch ("Stubenrauch") was later retained to provide an assessment of the Lakeland School.
- September 24, 2002 – Stubenrauch reports its findings to the property committee ("Stubenrauch Report").<sup>1</sup>
- March 11, 2003 – The consulting firm of Schenck Business Solutions ("Schenck") is retained to perform a financial analysis of the following four scenarios with respect to the County's involvement in special education: 1. Maintain the status quo; 2. Build a new facility; 3. Remodel the existing facility; 4. Transfer program operations to local school districts.
- November 17, 2003 – Schenck releases its report to the Children with Disabilities Education Board ("Schenck Report" and "CDEB," respectively).
- January 19, 2004 – The CDEB discusses the Schenck Report and determines the manner in which it will study the issue of the future of special education.
- February 24, 2004 – Administrators from Walworth County school districts ("School Districts") present information to the CDEB and critique the Schenck Report.
- May 17, 2004 – Speakers associated with special education in Racine County address the CDEB regarding reasons behind dissolution of the Western Racine CDEB and issues associated with that action.
- June 14, 2004 – Sandra Berndt and Stephanie Petska of the Wisconsin Department of Public Instruction ("DPI") address the CDEB with respect to a variety of topics, including Least Restrictive Environment and Individuals with Disabilities Education Act (IDEA).
- July 26, 2004 – The CDEB heard a presentation by Barb Natalle, Brown County Director of Special Education, Syble Hopp School regarding the operations and funding of special education in Brown County. They also heard an update from Phil Knobel, Executive Director, Wisconsin Council of Administrators of Special Services (WCASS) regarding special education future funding and IDEA legislation.

Based upon its consideration of the above-stated meetings and reports, the CDEB made the recommendation that Lakeland School be a modern and efficient facility and to that end the CDEB recommended that the county study the merits of remodeling and constructing an addition to the Lakeland School ("Remodeling") versus building a new school ("New Construction"). This recommendation occurred in September 2004.

The Public Works Committee and the CDEB jointly developed and advertised a request for proposals ("RFP") for an architectural study to compare the options of Remodeling and New Construction. In May 2005, Plunkett Raysich Architects, LLP from Milwaukee, Wisconsin presented their findings of the Architectural Study. Based on this facilities study and resulting cost estimates of new construction and remodeling, the County Board authorized Schenck Business

Solutions to examine the future impact on the County's property tax levy for Lakeland School. Schenck presented their report to the County Board in November 2005. The Finance Committee reviewed the Updated Levy Projections and made a recommendation to the full county board as to how any increase in the CDEB levy as a result of Remodeling or New Construction may be accommodated in their December 2005 meeting.

Upon the completion of the Architectural Study, the review of the Updated Levy Projections and the Finance Report, the CDEB and Public Works Committee made the recommendation to the County Board to pursue New Construction. This decision occurred at the joint meeting held in March, 2006. Immediately following this meeting was a joint Finance and CDEB committee meeting. The purpose of this meeting was to recommend the Authorization of the Issuance of General Obligation Bonds or Promissory Notes for New Construction. Both of these recommendations were sent to the April 2006 full County Board meeting.

At the April 2006 County Board meeting, the majority vote of supervisors approved New Construction for the Lakeland School and Authorized the Issuance of \$22 million of General Obligation Bonds or Promissory Notes for Construction of Lakeland School. These decisions were moved by what is now referred to as the "Nancy Russell Amendment" (Nancy Russell is a Walworth County Supervisor representing District #11). This amendment outlined a ten year plan to return the special education programs/services delivered at the district level back to the respective districts and allow Walworth County CDEB to focus its efforts on the new Lakeland School and the children with low-incidence and high-cost disabilities. The plan has since been referred to as "The Intergovernmental Agreement by and between Walworth County and the School Districts serving Walworth County concerning Special Education." This monumental vote (20 Ayes, 4 Noes, and 1 Absent), demonstrated Walworth County's commitment to Lakeland School and its future. This vote also put into motion the following timeline, which demonstrates the construction phase/completion of the New Lakeland School.

- April 20, 2006 – County Board approves Resolution 83-02/06 endorsing construction of a new Lakeland School facility
- August 2006 – County Board approves schematic design of the new school facility
- December 2006 – Intergovernmental Agreement by and between Walworth County and the school districts serving Walworth County entered into
- March 19, 2007 Construction bid awarded to J.P. Cullen and Sons
- April 2007 – Construction Commences
- June 1, 2007 – Ceremonial Groundbreaking
- July 1, 2008 – Construction Complete
- July 22, 2008 – First Day of Student Attendance (Summer School)
- September 2, 2008 – First Day of Student Attendance (Regular School Year)
- September 7, 2008 – Dedication Ceremony



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<sup>1</sup> The CDEB does not endorse all of the findings contained in the Stubenrauch Report, however does endorse its basic conclusion regarding the condition of the facility. Stubenrauch is no longer in business.



Ming L. Wang, of Chicago, Illinois, purchased the old Lakeland School in December 2008. The planned use of the old building was for a senior wellness center, but no activity (to this date) has occurred since the sale of the building.

The new Lakeland School opened its doors in the summer of 2008. The building is 109,000 square feet, accommodating students ages 3 through 21. Lakeland School is known for its expertise in working with children with a wide range of challenges. The School takes great pride in the range of services offered and in its success in helping children reach new heights and meeting their innate potential.

This project started out with a \$22 million dollar projection of costs. In the end, this project came in well under that projection and closed at a \$17.1 million price tag. Much of this was accomplished through competitive bidding, very good weather/building conditions, and few change orders to the project. Significant financial contributions from the Geneva National Foundation and Dave and Lolita Kachel of Whitewater, as well as numerous others, provided the necessary support to make Lakeland School all that more special.

You know you have entered a special building when you are immediately greeted with the word “believe” painted as a bold graphic on the lobby wall. This bold graphic sets the tone for an inspiring building designed to provide a unique setting for students with significant challenges. The new building goes beyond traditional educational approaches to create a unique learning environment. Special consideration was given to creating the type of environment that would provide both physical and emotional support for the students and staff. Inspiration for the design was drawn from a quote by Deborah Chaskin, “**Just like the butterfly, I too will awaken in my own time.**” The school was designed to provide opportunity for this transformation to take place.

From the parking lot and throughout the school, accessibility and security are paramount. Each classroom is designed for eight to sixteen students. Storage, toileting rooms, studies, and teacher planning areas are shared between classrooms. Technology is provided through wired and wireless networks for the entire building. Special design considerations were given to lighting, heating, and air conditioning systems to reduce noise and increase comfort. Wider classroom doors were designed for wheelchair and equipment accessibility. There are sensory rooms to provide sensory integration to address each child’s needs. Manipulation, auditory integration, and visual stimulation are available. A quiet sensory room is also available to passively facilitate sensory processing challenges. In the Occupational and Physical Therapy area, staff members have direct access from their workstations to the therapy area that provides specialized equipment and individualized treatment sessions. Lakeland School offers both traditional and non-traditional program approaches to help facilitate a child’s development. There are two pools which provide for therapeutic exercise. Water resistance and whirlpool jets provide a therapeutic environment to enhance sensory and motor performance. Both pools are accessible via stairs, ramps, or lifts. Fully surrounded for security and wind restriction, the central courtyard is an extension of the learning environment. Play areas, rain gardens, sensory opportunities, and outdoor instructional areas are provided to encourage self-confidence and independence. The Movement, Agility and Coordination (MAC) area provides equipment and space for restoration of posture and proper function of muscles allowing the student to learn (or relearn) proper patterns of movement.

This building is recognized throughout the state for its successful design. The *Daily Reporter* and the *Wisconsin Builder* recognized it as one of Wisconsin’s Top Projects in 2008. The *American Society of Interior Design* gave Lakeland School a Gold Award for its unique learning environment. The *Wisconsin Public Policy* Forum cited Walworth County and its fifteen school districts with the Intergovernmental Cooperation Award. And finally, the *International Interior Design Association* awarded a First Place to Lakeland School for the exceptional interior design. Plunkett Raysich Architects, LLP established a program called the *Signature Series* that recognizes design projects for receiving a national award, receiving multiple awards, or being recognized by their peers at the *American Institute of Architects*. Lakeland School was one of ten projects given the *Signature Series* honor in October, 2009

## ATTENDANCE

### ATTENDANCE POLICY

Students are expected to report to school between 8:20 a.m. and 8:30 a.m. Dismissal from school is 3:00 p.m. DO NOT ARRIVE EARLY TO SCHOOL OR STAY LATE UNLESS IT HAS BEEN CLEARED BY ADMINISTRATION.

Students are expected to be present and punctual for all of their classes throughout the school year. If your child will be absent from school, it is necessary for you to telephone Lakeland School at 741-4118 by 9:00 a.m.

The Walworth County Children with Disabilities Education Board encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance. State law requires every child between six and eighteen years of age to be in school attendance unless he/she:

1. is excused temporarily for physical or mental health conditions, or other reasons defined by the Board;
2. has graduated;
3. has been authorized to attend an alternative educational program; or
4. has been excused by his/her parent/guardian prior to an absence, in accordance with state law.

It is the responsibility of any person having under his/her control a child to ensure regular attendance during the full period and hours that school is in session until the end of the school term of the school year in which the child is between six and eighteen years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

Excessive unexcused absences could result in a student not receiving credit for their coursework. Excessive absences may result in reconvening an IEP meeting with the student's district of residence, parents, the student (if appropriate), and Lakeland staff to discuss the student's progress toward earning a diploma or certificate of completion. Students who are of legal age (over 18), and do not fall under the truancy laws, are still expected to attend school on a consistent basis to receive credit for their course of study.

We are aware that sometimes there are exceptional circumstances regarding a child's health or family situation that may lead to additional absences. If such circumstances occur, please contact the school principal at (262) 741-4118, to discuss any questions or concerns you may have. We want to work with you to assure that your child attends school on a regular basis. Attendance is one of the key factors to a child's academic success.

The Walworth County Children with Disabilities Education Board shall not deny student credit in a course or subject solely because of a student's excused absences.

LEGAL REFERENCE:	Sections:	118.15	Wisconsin Statutes
		118.153	
		118.16	
		118.162	

## **EXTENDED ABSENCES**

If a student will be absent from school for an extended period of time, please contact the building principal at (262) 741-4118 prior to the planned absence. In addition, you may be asked to submit an Extended Absence Verification form.

## **TARDINESS**

If a student arrives late to school, the parent/guardian must accompany the student to the office for a late slip. Students are expected to report to school between 8:20 a.m. and 8:30 a.m.

## **TRUANCY**

A student is considered truant if they are absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school term (Wisconsin Law). If this occurs, the parent or guardian may be requested to meet with the principal. If the truancy problem cannot be resolved at this meeting, the matter will be forwarded to the Walworth County Law Enforcement Office.

## **CODE OF CONDUCT**

It is the mission of Lakeland School to provide a safe environment for all students. If a quality learning environment is to be established, specific behaviors must be expected and actively taught. Lakeland School staff is trained in non-violent crisis intervention, using the Handle With Care® behavior management system.

## **LAKELAND SCHOOL CODE OF CONDUCT**

- To ensure the safety of and respect for all, follow the directions of adults.
- In the building, use quiet voices and walk slowly at all times.
- Take responsibility for your own actions. Do not blame others. Be honest.
- Use school-appropriate language, at all times, in all places.
- Respect the rights and property of others.
- Be safe.
- Contribute to the learning community in a positive way.
- Inappropriate displays of affection will not be permitted.

## **BUS RULES**

Students riding the school buses must observe the following rules. You, as parents/legal guardians, are expected to see that your child follows these rules. Any child refusing to listen to the bus driver may lose bus transportation to/from school for a period of time.

- The bus will make only two stops for the children – at home and at school.
- Be on time for the bus – help keep it on schedule.
- Be careful when approaching bus stops. Walk on the left side of the road, toward oncoming traffic.
- Pupils crossing the highway shall pass at least ten (10) feet in front of the bus.  
Watch the bus driver for signal to cross.
- Locate a seat on the bus and remain seated until the bus stops at your destination.
- Do not attempt to enter or leave the bus while it is in motion.
- Do not stand or extend your head, arms, or hands out the window.
- Never sit or kneel on the seats facing the rear of the bus.
- Keep the aisles of the bus clear, free of books, etc. Do not extend your arms or legs across the aisle.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Damage done to seats or other bus equipment by the riders must be paid for by them.

- Be courteous to fellow pupils, bus drivers, and staff.
- Seats will be assigned if it becomes necessary to do so.
- Continued violation of any of the above rules will be reported to the school office.
- If student misbehavior poses a threat to other riders, bus privileges may be withdrawn.

**LUNCHROOM RULES**

- Use good manners.
- Use quiet voices.
- Always walk.
- Follow the established rules for bussing tables.
- Deposit all litter in wastebaskets.
- Food may not be taken from the lunchroom without staff permission.
- Ask a staff member for permission to leave the lunchroom.
- Classroom teachers will dismiss students from the lunchroom.

**LUNCH PERIODS**

First ..... 11:07 a.m. – 11:37 a.m.  
 LS You.....11:47 a.m. – 12:15 p.m.  
 Third .....12:35 p.m. – 1:00 p.m.

**RECESS**

First .....11:42 a.m. – 12:02 p.m.  
 Second.....1:03 p.m. – 1:16 p.m.

**PLAYGROUND RULES**

- Students must stay within the boundaries established.
- Students are not to gather along the boundaries of the playground.
- Students are not to be in front of the building or beneath classroom windows at any time.
- Profane or derogatory language is prohibited and can result in suspension.
- Pushing of wheelchairs is prohibited unless directed by a teacher.
- Kissing and hugging is not appropriate behavior at school.
- Students are not to wrestle, fight, or otherwise harass each other.
- Skateboards are not allowed on the playground.
- Students are to stay off of the snow piles. Snowballs are not permitted.
- Students not obeying the above rules will lose their playground or recess privileges at the discretion of playground supervisors, classroom teachers, and/or staff.
- Visitors or former students are not allowed on the school grounds without written permission from the office.

## **ASSUMING RESPONSIBILITY**

### **(Students and Staff Share These Responsibilities)**

#### **SHOWING RESPECT FOR YOURSELF AND OTHERS:**

- Respect and follow school and classroom rules.
- Accept the consequences for your actions, behaviors, decisions, and choices.
- Respect the views and opinions of other people, even when you do not agree.
- Represent your school in a positive way by cooperating with others and offering help to those who need it.
- Show mature behavior on and off campus.
- Grow through participation in class, school functions, and sports.
- Use self-control and ask for help when necessary.
- Any staff member of Lakeland School has the authority to correct/report misconduct at any time.

#### **SHOWING COURTESY THROUGHOUT THE SCHOOL:**

- Keep hallways open to traffic by passing on the right.
- Do not block traffic by standing in groups.
- Pass through hallways quietly.
- Be considerate of others in the hallways and classrooms.
- Move slowly and carefully on foot and in wheelchairs.

#### **SHOWING CARE OF SCHOOL PROPERTY:**

- Keep the school and playground clean by picking up trash. Discard/recycle trash in the containers provided.
- Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school.
- Dispose of gum correctly.

## **BEHAVIOR AND CONDUCT IN AREAS WHERE THERE IS AN EXPECTATION OF PRIVACY**

The Walworth County Children with Disabilities Education Board recognizes and protects the privacy rights of individuals using locker rooms, changing rooms, bathrooms, and other areas where privacy is reasonably expected. The following provisions outline the extent to which that protection can and will be provided.

- At no time shall anyone use any device including, but not limited to, cameras, video cameras, or cellular telephones, to record, capture, or transfer an image of an individual therein.
- At no time shall individuals be interviewed inside a locker room, changing room, bathroom, or other area where privacy is reasonably expected. Such interviews may take place outside of these areas consistent with applicable Walworth County policies and/or Lakeland School rules.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. The building administrator or his/her designee shall be responsible for enforcing this policy.

Legal Reference:           Section 118, Wisconsin Statutes  
                                  Section 175.22, Wisconsin Statutes  
                                  Section 942.09 Wisconsin Statutes  
                                  Section 995.50, Wisconsin Statutes

## **BULLYING/HARASSMENT POLICY**

Lakeland School of Walworth County and the Walworth County Children with Disabilities Education Board (WCCDEB) strive to provide a safe, secure, and respectful learning environment for all students in the school building, on school grounds, on school buses, and at school sponsored activities. Bullying/harassment has a harmful, social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school consistently and vigorously addresses bullying/harassment 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/harassment are required to report these acts to the building principal.

## **DISCIPLINE**

A professional team will determine what constitutes a need for a disciplinary response. When rules are not followed, it could result in one or more of the following:

- Student conference
- Loss of privileges
- Parent notification by telephone/letter
- Detention (Usually occurs during the lunch period. See below)
- Suspension (See below)

The following behaviors will result in family notification and may involve suspension and notification of law enforcement and/or other authorities:

- Possession of weapons or use of other items as weapons
- Serious physical violence/harassment of other individuals
- Serious threats to cause injury
- Possession of tobacco/vaping products, illegal drugs, alcohol  
**(Lakeland School is a Drug and Alcohol Free Zone)**
- Stealing
- Vandalism
- Other damage to property
- Abusive language showing profound disrespect for other individuals
- Other acts of physical aggression/harassment
- Inappropriate sexual conduct

## **SCHOOL DAY DETENTION**

Detention is a period when a student is assigned to stay in a designated area due to any infraction of unacceptable student behavior. Detentions occur during the school day and may vary in the length of time and the location in the school building. Detentions include an individualized discussion with the student and the use of a "Think Sheet" to develop a plan of action to address the behavior moving forward. Parents will be notified that their child has a Detention.

## **IN SCHOOL SUSPENSION (ISS)**

In School Suspension (ISS) is defined as having to stay in school in an alternate placement, other than that of the classroom, as a consequence of more serious infractions of the rules/policy/law. One to three days may be assigned depending on the seriousness and frequency of the infraction(s). During ISS, the student is supported with school work/curriculum and is expected to complete school work as assigned. Parents will be notified that their child has an In School Suspension.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Out of School Suspension (OSS) is defined as having no contact with the school from anywhere from one (1) to fifteen (15) days, depending on the seriousness and the frequency of the infraction(s). Parents will be notified and must meet with an administrator to discuss the concern and a plan of action for their child upon re-entry to school.

Any suspension(s) may result in parents accompanying the student upon their return to school to meet with administration.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

### **LOCKERS/PERSONAL STORAGE AREAS**

Students will be assigned a locker at the beginning of the school year. Sharing a locker or using an unassigned locker is prohibited. School lockers, desks, or other storage areas are the property of the school. Designated school officials may have access to student lockers, desks, or other storage areas when evidence suggests that the area might contain items which may be harmful to the school or its students/staff.

### **SMOKING / VAPING / DRUGS / ALCOHOL**

Lakeland School is proud to have a SMOKE/VAPE/DRUG/ALCOHOL FREE campus. For your child's health and welfare, smoking/vaping and drug or alcohol use is not permitted by students, staff, or visitors in the school building, on or near the campus, or on the school buses.

### **STUDENT DRESS AND GROOMING**

Please help your child in the selection of appropriate clothing for school according to our dress guidelines.

Students are expected to dress in neat, clean, modest, and appropriate clothing for school. Clothing should not be distracting in the classroom or embarrassing to others. Clothing should be worn as it was intended (e.g., no pajama bottoms worn in school). Students must remove hats and caps upon entering the building. The principal may use discretion in enforcing the following rules:

- Hats, caps, gloves, and outer wear apparel (coats and jackets) will not be worn in the classroom. This rule applies to both males and females. (Principal may use discretion in waiving this regulation during inclement weather.)
- Shoes must be worn in the building at all times.
- Any apparel that can be damaging to school property is not permitted.
- Apparel of inappropriate length which distracts from the learning atmosphere will not be permitted. (e.g., all shorts/pants/skirts must be worn with the waistband at the waist; all clothing must be at least mid-thigh in length; the entire middle of the body must be covered, sides as well as front and back; sleeveless shirts less than two inches wide at the shoulder, tube tops, low cut tops, Lycra shorts and the like may not be worn. Loosely woven shirts can only be worn over another shirt.)
- No student shall be permitted to wear any clothing or body art which is normally identified with a gang or gang-related activity inclusive of gang-related colors if for purpose of gang identification, or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages

of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

- Any other item of clothing not specifically mentioned above, but by appearance would be materially or substantially disruptive to the learning atmosphere or contradictory to the spirit of the dress code, will not be permitted.
- Good personal hygiene is a life skill which we support as part of our curriculum. Parents/legal guardians will be notified and action will be taken to uphold the expectations of good personal hygiene.
- Any visible tattoos or piercings (with the exception of ears) will not be allowed.

## **CURRICULUM AND INSTRUCTION**

### **LAKELAND SCHOOL CURRICULUM**

At Lakeland School, we believe that ALL students can learn. Therefore, we celebrate our students' diverse talents and abilities. We wholeheartedly embrace the belief that every child deserves, and has the right to, a rigorous quality education taught by dynamic teachers committed to reaching ALL students. Lakeland School curriculum is built upon the Essential Elements which are the Wisconsin alternate academic standards directly linked to the Wisconsin Academic Standards for grades K-12.

### **ADULT PROGRAMMING**

Lakeland School has developed an 18+ adult program called **Life Skills You (LSYou)** for Lakeland students who have completed their traditional high school years and have earned their required high school credits, yet require continued educational services focused on their transition into adulthood. Our students celebrate their high school accomplishment by participating in a formal graduation ceremony and receiving a *Certificate of Completion*, followed by the opportunity to participate in our LSYou Adult services.

Students in their first year of LSYou have up to five days per week for school programming. Students continuing in LSYou beyond year one have up to three days per week for school programming with the remaining days available for the student and their family to seek and secure meaningful adult experiences. In this way, upon completion of LSYou, adult students and their families have established some post-secondary experiences while supported by familiar staff – resulting in a smooth transition to their adult life.

### **WAVE – Work Activities & Vocational Experiences**

WAVE is an opportunity available to students in the LSYou program, whose focus is to explore work activities and/or jobs that are of interest to the student and compliment their strengths. Additionally, the experiences are intended to develop the soft and work hardening skills needed to be successful in various vocational pathways that may lead to competitive integrated employment. Each student that applies for a job will be evaluated for skill level and interest to ensure the best fit. These will be unpaid work experiences, geared at the development, strengthening, and increase of independence with job skills. More information, and an application, is available from the LSYou staff.

Students desiring paid community integrated employment should contact the Division of Vocational Rehabilitation (DVR) at (262) 741-5185, 1040 N. Wisconsin Street, Elkhorn WI 53121. You can access more information about DVR at their website: <https://dwd.wisconsin.gov/dvr/>.



## GRADUATION REQUIREMENTS

Successful completion of credits is required for graduation from the student's local (resident) district. Four years of high school enrollment is required, except as otherwise provided. Administration is responsible for determining all credits that apply toward graduation.

### Specific Graduation Requirements:

- Four credits of English/Language Arts
- Three credits of Social Studies
- Three credits of Mathematics
- Three credits of Science
- One and a half credits (1.5) of Physical Education
- One half credit (.5) in Health
- Eight and a half credits (8.5) of elective courses not used to satisfy any of the above requirements.

A Civics Exam is given during High School I (9<sup>th</sup>/10<sup>th</sup> grade) as part of the State graduation requirements.

LEGAL REFERENCE:      Sections:      118.33              Wisconsin Statutes  
    121.02(1)  
    Wisconsin Administrative Code, Chapter PI 18

## HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

Part of the curriculum at Lakeland School contains instruction in Human Growth and Development. Parents may obtain information and inspect the curriculum used at their child's grade level by contacting the Director of Curriculum and Instruction, Lakeland School, W3905 County Road NN, Elkhorn, WI 53121, or by calling (262) 741-4118.

## EMERGENCY SCHOOL CLOSINGS

During extreme winter weather, please refer to the radio/television stations below for possible closing information. **Because Lakeland School is not part of any district schools, closing notification will be announced as ‘Lakeland School of Walworth County’.**

96.1 FM	WLKG – THE LAKE	Lake Geneva
104.5 FM	WSLD COUNTRY	Whitewater
99.9 FM	WJVL	Janesville
1230 AM	WCLO	Janesville
94.5 FM	KTI COUNTRY	Milwaukee
620 AM	NEWS RADIO WTMJ	Milwaukee
<a href="#">TV4</a>	TODAY’S TMJ4	Milwaukee
<a href="#">FOX 6</a>	WITI	Milwaukee
<a href="#">TV12</a>	WISN	Milwaukee
<a href="#">TV58</a>	CBS-58	Milwaukee

In addition to the above stations, Skylert messages will be sent via phone and email. In the event that school must be closed early due to inclement weather or emergency conditions, it is essential that your child know what to do. Due to the number of parents who work outside of the home and the fact that making arrangements on short notice is difficult, we are requesting that all parents/legal guardians complete an Emergency Information Form for each child. This process will provide office staff with accurate information regarding arrangements for your child. Please make sure updated information is given to office staff, homeroom teacher, and your child. The [Emergency Information Form](#) is available on the [School Website](#) or by contacting the main office at (262) 741-4118.

## **HEALTH SERVICES AND ACCIDENTS**

When a student is absent, please notify Lakeland School at (262) 741-4118 by 9:00 a.m. A medical excuse is requested if your child is absent for more than three (3) days.

Lakeland School strives to keep all children healthy and able to attend school. If your child exhibits any of the following symptoms, please consider if you should send your child to school.

- Fever (over 100.0 orally, 99.4 axillary and/or 101.4 rectally) – If your child has/had a fever, they may not return to school until they are fever free for 24 hours without use of medication (fever reducer, acetaminophen, or ibuprofen).
- Persistent cough or cold
- Nausea or vomiting
- Multiple episodes of diarrhea (runny, liquid stool) regardless of the reason
- When illness (cough, cold, etc.) prevents your child from sleeping at night
- Rashes or skin disorders which might be contagious

The most important way to prevent the spread of disease is to keep sick children at home. Many times the main symptoms of an illness have subsided, but the child is still not fully well and comes to school clearly not quite ready to be here, not participating in class, and many times sleeping throughout the day.

If your child has had any surgery, we will need written permission from your physician for the child to return to school that includes medical clearance to resume swimming, gym, OT or PT, or restrictions if there are any. Please complete the [Follow-Up Care for Return to School](#) form.

If a student becomes ill in school, that student should report to the nurse, who will determine the course of action. Students must not leave the building for any reason without authorization. If the nurse is absent, students are to report to the office.

### **ACCIDENTS**

When an accident occurs, it will be reported at once to the homeroom teacher, school nurse, and administration. An accident report will be filled out by whomever witnessed the accident or was supervising the activity. The nurse (or administration if the nurse is not available) will contact the parents or guardian.

### **CONCUSSION**

Wisconsin Stat. 118.293(4)(a) states an athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury, or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider. Wisconsin Stat. 118.293(4)(b). Note: A licensed athletic trainer can clear students/athletes from a concussion for athletic events.

Following a concussion, parents must provide documentation of medical follow up every 30 days per Wisconsin Stat. 118.16(1)(c) until student is able to fully participate in school academics and sports. Student must have a written release from a physician indicating they are able to fully participate in school academic activities prior to the student returning to physical education class, recess, or extracurricular events.

## **HEARING AND VISION SCREENING**

School based vision and hearing screenings will be provided for Lakeland students. Parents will be informed of all results. Please contact Lakeland School Main Office if you do not want your child to participate in the screenings.

## **IMMUNIZATIONS**

By state mandate, all immunizations must be up to date when entering school. An [Immunization Record](#) is required for all students. The State of Wisconsin Statutes state:

*“Any student admitted to any elementary, middle, junior or senior high school or into any day care center or nursery shall within 30 school days, present written evidence to the school . . . of having completed the first immunization for each vaccine required for the student’s grade and being on schedule for the remainder of the basic and booster immunization series . . . or must present a written waiver . . .”*

*The State of Wisconsin has a Student Immunization Law (Chapter 252.04, Wis. Stats. and DHS 144 WISAdmin. Code), which provides for religious, personal, or health exemptions to required immunizations.*

*During disease outbreaks, children who are not fully immunized may be excluded from school and all school related activities, at the directive of Public Health officials, until the outbreak is over, both for their own protection and for the protection of others.*

All students must have record of chicken pox immunization or documentation of disease, as mandated by the state.

If there is a medical or personal reason your child does not have the recommended immunizations, a waiver must be signed and on record at school.

If your child transferred from another school to Lakeland School, or is attending Lakeland as their first school, it is your responsibility to have immunization records brought to or forwarded to Lakeland School.

Visit the [Walworth County Health Department](#) online for clinic locations and time schedules. Public Health can be reached at (262) 741-3200. Please inform the school nurse of the dates of any immunizations your child receives.

## **MEDICATIONS**

To comply with the law, school employees are not allowed to administer prescription medications without a doctor’s written order and parents’ written permission. A copy of the [Prescription Medication Administration Consent Form](#) is available online and in the school office. All medication forms must be completed and in the school office BEFORE school staff can legally give your child medication.

Prescription medications must be in the original bottle labeled by a pharmacist with the directions for administration matching the doctor’s order. All medications to be given in school must have the following information printed on the original container:

1. Student’s Full Name
2. Name of the drug and dosage
3. Time to be administered
4. Physician’s name

School personnel will oversee all medication administration. Parent/Guardian requests for their child to self-administer prescription and/or non-prescription medication is subject to approval at school personnel’s discretion.

### **EpiPens/Inhalers**

We recognize the importance of students being allowed to carry an asthma inhaler and/or EpiPen; however, an Inhaler/EpiPen Release Form must be completed and signed by the parent/guardian.

### **Over-the-Counter Medications**

Over-the-counter medications (e.g., cold or pain relieving medications) that you want available for school personnel to administer must have the [Medical Consent / Information Form](#) completed and the medication supplied in the original bottle in order for the school to administer.

### **MENINGOCOCCAL DISEASE INFORMATION**

Bacterial meningitis is a rare, but potentially fatal, infection that can occur in teenagers and college students. Meningococcal bacteria may be spread through close contact with an infected person via respiratory and/or oral secretions (for example, sharing drinking containers, coughing, or kissing). Symptoms like high fever, severe headache, nausea, vomiting, stiff neck, and sensitivity to light can progress rapidly and can cause death or permanent disability within 48 hours of the initial symptoms.

It is recommended that all 11 – 12 year olds should be vaccinated. You will find more information about the disease and the availability, effectiveness, and risks of the vaccination at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines), from your physician, or Walworth County Public Health.

### **PHYSICAL EDUCATION (PE) & SWIMMING PARTICIPATION**

A student is required to have a doctor's excuse if they are unable to participate in physical education class. Students must wear appropriate clothing for physical education classes. Attire will be determined by the Physical Education department. Showers may be required for students at the Middle School through High School classes. Deodorant is required after physical education for Middle School and High School classes.

All students are required to take swimming as part of the physical education curriculum, unless a medical condition prevents the student from being able to participate. Students are required to wear a school-provided swimsuit. If your child is experiencing nasal/sinus drainage, an open wound, or undiagnosed rash or warts, they will be evaluated by staff/nurse to determine if swimming is appropriate. Students who are not fully toilet trained are required to wear a swim diaper provided by the child's parents/guardian.

### **PHYSICAL EXAMS**

Lakeland School recommends that students have a current [Student Physical Examination Report](#) completed upon admission and updated according to medical requirements. We strongly suggest that all children have a physical exam and an eye exam when entering kindergarten, middle school (6<sup>th</sup> grade), and high school (9<sup>th</sup> grade).

## LUNCH PROGRAM

A well-balanced and nutritious lunch is available for all students at Lakeland School. The Hot Lunch Program is served family style and allows for quality interaction and the promotion of healthy eating habits and positive manners among all students. The monthly menu is sent home with all students as well as being posted on our website (please see 'Website Navigation').

### **FREE & REDUCED MEALS**

We welcome all families to apply for free or reduced lunch rates at any time before or during the school year. Application forms for free and reduced meals are mailed prior to the start of the school year, are available on our website under 'Forms' and are available from the Lunch Program Manager at any time during the school year. They are processed within 10 days after all necessary information is received. Please send lunch money or a cold lunch with your child until you have returned your application and you have been notified of its approval. Parents are encouraged to send a nutritious lunch. Soda is not permitted as part of the Lunch Program.

### **LUNCH ACCOUNT BALANCE INQUIRIES**

Quarterly lunch account updates are sent home with students in sealed envelopes. However, you may request email updates instead by contacting the Lunch Program Manager at (262) 741-4111. Contacting the Lunch Program Manager is also encouraged for lunch account balance inquiries between quarterly statements.

### **UNPAID MEAL CHARGES POLICY**

It is the expectation that student meals are paid for in advance. Daily meal costs are posted on the monthly menus which are distributed to all households and can be viewed via the Lakeland School webpage at [www.co.walworth.wi.us](http://www.co.walworth.wi.us).

#### Notifications

Quarterly, written statements are sent home with students in sealed envelopes. Phone calls are placed when there is a lack of response to the statements and/or when overages meet or exceed \$50.00, though phone calls may be placed to the parent/guardian when there is any delinquency.

The Student & Parent Policy Handbook, as well as the quarterly written statements, provide contact information (phone number and email) for lunch account balance inquiries.

#### Payment Options

If a lunch account becomes delinquent, a good faith payment plan may be offered by the school and may also be requested at any time by the parent/guardian.

If a student's account is delinquent and that student has money to purchase a reduced or paid meal on any given day, the student will be provided a school meal.

In the event the school has made every effort to contact the parent/guardian and the school has not received communications or payments from the parent/guardian and if the parent/guardian does not send a cold lunch with their child, although not required by the USDA, the school may offer the student a cold lunch in lieu of a hot lunch. Meal charges still apply to an alternate meal.

#### Legal Measures

In the event all above debt collection efforts have failed, Lakeland School of Walworth County, CDEB, reserves the right to file a small claims case/suit in an effort to recover unpaid meal charges.

### Policy Posting/Distribution

This policy is: included in the back-to-school, mailed 'registration' packets; printed in the Student & Parent Policy Handbook; printed on the back of quarterly, written statements; and posted on the County/School website.

### NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [USDA Program Discrimination Complaint Filing](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Lakeland School of Walworth County is an equal opportunity provider.

### **NON-DISCRIMINATION POLICY**

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

Any questions concerning this policy should be directed to the Director of Special Education, W3905 County Road NN, Elkhorn, WI 53121.

## **RECORDS**

### **NOTICE OF RIGHTS CONCERNING STUDENT RECORDS**

Parents are permitted to review and inspect any education records relating to their child. Parents who believe that the educational records collected, maintained, or used are inaccurate, misleading, or violate the privacy or other rights of the child may file complaints with the Director of Special Education, W3905 County Road NN, Elkhorn, WI 53121. (262) 741-4118. A copy of the policy concerning student records and amendment procedures is available from the Director of Special Education.

### **PUBLIC NOTICE – OPEN RECORDS**

NAME OF LOCAL AUTHORITY: County Administrator

LEGAL CUSTODIAN: David A. Bretl, County Administrator/Corporation Counsel

TIMES AT WHICH YOU MAY OBTAIN OPEN RECORDS: 8:00 a.m. – 4:00 p.m., Monday through Friday

PROCEDURE FOR OBTAINING OPEN RECORDS: You may obtain copies of or access to open records consistent with Chapter 19 of the Wisconsin Statutes by making an oral or written request to this office. Copies cost 10 cents per page. If the cost of locating the records you are seeking is \$50 or more, you will be responsible for paying the actual necessary and direct cost of that search. If the total amount of fees exceeds \$5.00, pre-payment shall be required.

Posted: June 15, 2004

Revised: March 2008



## **SCHOOL SECURITY**

Lakeland School works with the Walworth County Sheriff's Department to ensure a safe and secure school environment. Doors will be locked and all visitors must enter through the main entrance before checking in at the main office to receive a visitor badge. All parents will be escorted to and from classrooms and/or meetings.

### **EMERGENCY EVACUATION DRILLS**

Emergency Evacuation drills at regular intervals are required by law and are an important safety precaution. Lakeland School conducts Fire, Tornado, and Lockdown drills throughout the school year. It is essential that when the first signal is given, everyone obeys orders promptly.

### **PASSES FOR ENTERING AND LEAVING THE SCHOOL**

Students arriving late must be accompanied by their parent/guardian to check in at the main office before proceeding to the classroom. All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission is classified as truancy.

### **PROCEDURE FOR SPECIAL EVENTS**

When special events occur, (i.e. holiday concert, swim meets, etc.) tables will be set up in the foyer area by the office where families and visitors will sign in. We also ask families to indicate at that time if they will be taking their child home after the event. If you are taking your child home, you will be required to either remain in the event area or by the front foyer area to pick up your child. We will let you know which area when you sign in. You will not be able to walk down to your child's classroom or other areas of the building.

### **PUBLICITY NOTIFICATION/PERMISSION POLICY**

Photographs/video recordings of students, individually and as groups, may be taken throughout the school year. These photos and/or recordings may be used for media publication (website/social media, newspapers, television, etc.), instructional purposes, inclusion in the school yearbook, and/or displays/presentations in the school building, at Prom, or at other school events. If you **do not want your child** to be granted publicity permission, please return the "Specific Permission" form provided with registration materials. The form is also available on the website and can be requested from the school office.

**UPDATE:** Specific permission is granted by category in Online Forms in [Skyward Family Access](#).

### **VISITORS**

Parents are always welcome, but are encouraged to make an appointment to see a teacher, to see the principal, or to visit their child's classroom. Other visitors need prior permission from administration so that there is no conflict with the student's and teacher's schedules.

All visitors are required to stop at the office when entering the building to sign the Visitor's Log and obtain a visitor badge. Visitors will then be escorted to their destinations and, when they conclude their business, will be escorted back to the office to return the visitor badge and sign out. We ask that you always use the main entrance when entering and leaving the school. All other entrances are locked and secured. This procedure will increase the safety and security of the building for your child and reduce classroom interruptions.

## **SECLUSION AND/OR RESTRAINT - NOTIFICATION**

Because we place utmost importance on the safety of all Lakeland School students and staff, we would like to update you on practices we employ when students present a clear, present, and imminent risk to the safety of themselves or others at school.

The State of Wisconsin has established rules about the use of seclusion and/or restraint in schools. These rules are outlined in Wisconsin Act 125. Lakeland School abides by these rules which place an importance on practicing positive strategies with students before using seclusion and/or restraint. These strategies are the result of studying and paying close attention to what the student is communicating or trying to accomplish with behavior. In addition to positive reinforcement, strategies might include addressing sensory needs or offering alternative behaviors, while providing clear expectations and predictable consequences. These interventions are outlined in a Behavior Intervention Plan (BIP) that may include a Sensory Escalation Intervention Plan, so that staff can respond consistently to head off or safely manage challenging behaviors. If your child does not have such a plan and an incident arises that as a last resort requires seclusion and/or restraint, we will contact you to review and revise the IEP to reflect necessary interventions.

The State of Wisconsin requires that school staff routinely receive specific training in aspects of positive behavior management as well as in the proper use of seclusion and/or restraint should either become necessary. Lakeland School staff receive such training using the Handle With Care® behavior management system.

As parents, you should expect that we do all we can to protect your children, preserve their dignity, and teach them the skills they need to remain safe with others. We will only resort to use of seclusion and/or restraint if a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and other less restrictive interventions have been tried without success. If we must rely on these restrictive interventions, we will supervise the student while secluded and/or restrained, offer them bathroom or water breaks and medications if scheduled, as well as lunch when served. When using physical restraint, all measures of safety will be employed, as safety to every student and staff member is our primary concern. We also limit the length of time for either seclusion and/or restraint to only what is needed to resolve the risk of injury to self or others.

The State of Wisconsin requires that we keep specific records on the incidents that lead to, and follow use of seclusion and/or restraint, and a written report will be shared with you within three business days of an incident. The State of Wisconsin also requires that parents be notified when we use seclusion and/or restraint on their child. We have created a standard e-mail/telephone notification to meet this requirement. In consideration of confidentiality, the message will not include extensive details of any seclusion/restraint incident. Those details can be obtained from school administration during school hours.

We are proud of our efforts to maintain a safe, positive environment for all Lakeland students and staff. Helping students learn to manage their own behavior is an important goal for many of our students. We greatly appreciate your support in this effort. If you have any questions or concerns, please contact Lakeland School administration.

## **SERVICE ANIMAL POLICY**

The Walworth County Children with Disabilities Board (CDEB) "Lakeland School" recognizes that there may be occasions when animals are present on school property as well as 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. Service animals, usually dogs, can provide excellent support for people with disabilities. Service animals are individually trained to perform tasks that help a person manage and navigate their environments. These tasks can include anticipating seizures, signaling self-stimulation behaviors, alerting to important/alarming sounds, providing deep pressure sensory input, interrupting self-harm behaviors, and preventing elopement, among others.

Lakeland School's formal policy regarding Service Animals has not been finalized at the time of this publication. If you have questions regarding the presence of Service Animals at Lakeland School, please contact Tracy Moate, Director of Special Education, at (262) 741-4118. If you have specific questions or would like to gather further information regarding the roles and responsibilities of a Service Animal and the facilities they are in, please visit the American with Disabilities Act website at: <https://www.ada.gov/>.

## **"SPECIAL EDITION"**

The "Special Edition" is Lakeland School's monthly informative newsletter. Each issue includes a calendar of upcoming events and special activities in which students have been or will be involved. The "Special Edition" also includes any current issues we want to share with you. Please make sure to review the "Special Edition" monthly to keep informed of what is happening at Lakeland School. The "Special Edition" is sent via e-mail and uploaded to the [For Parents](#) section of the Lakeland School website. A hardcopy is available upon request to front office staff.

## **STUDENT ACTIVITIES**

### **STUDENT / ACTIVITIES FEE**

A student fee is to be paid at the beginning of every school year. This covers the swim fee, school-wide field trips, and numerous activities such as, but not limited to, camp, roller skating, bowling, hay rides, movies, dances, etc. Prompt payment from all families is expected. It is the expectation that student activity fees are paid in full at the time of registration.

### **UNPAID STUDENT/ACTIVITY FEE POLICY**

Notifications: In an effort to collect activity fees, written statements are sent home with students in sealed envelopes, and phone calls may be placed to the parent/guardian. The Student & Parent Policy Handbook, as well as the written statements, provide contact information (phone number and email) for activity fee balance inquiries.

Payment Options: Payment collections take place at student registration, prior to commencement of the new school year. If payment is not collected at registration, a good faith payment plan may be arranged between the parent/guardian and Lakeland School's collection personnel. If a student's fee is delinquent, the student may provide a payment for a specific event to participate in the event.

Legal Measures: In the event all above debt collection efforts have failed, Lakeland School of Walworth County, CDEB, reserves the right to file a small claims case/suit in an effort to recover unpaid fees.

## **COMMUNITY EXPERIENCE / NOTIFICATION**

Parents will be notified of upcoming community experiences by a note sent home with the student from their teacher. Community Experiences will also be listed in the “Special Edition” (school newsletter) under the school calendar section. Parents need to sign the Permission Form (Online Forms) regarding community experiences in [Skyward Family Access](#). If a parent feels that a community experience is inappropriate, they should notify their child’s teacher. Transportation will be provided to the community event through the school van or through a purchased service provider.

## **SPECIAL OLYMPICS**

Currently, Lakeland School participates in the following Special Olympic events: Basketball, Swimming, Gymnastics, Snowshoe Racing, Skiing, Athletics (Track and Field), and Volleyball (New for Fall 2019). To be eligible, athletes must meet the state requirements for Special Olympics, including a physical. Parent permission is needed, along with a commitment from parents to provide support and transportation since events are held on weekends.

Special Olympics is considered a school event and student behavior must be appropriate to that expected during any school activity. A student’s behavior may impact participation in Special Olympics.

For information on Special Olympics Wisconsin, visit their website at: <https://www.specialolympicswisconsin.org/>

## **STUDENT OF THE MONTH PROGRAM**

The Student of the Month Program at Lakeland School is a monthly program recognizing students for their achievements. The school is divided into six areas for the selection of Student of the Month: Early Learning, Primary, Elementary, Middle School, High School 1, and High School 2. Each month, homeroom teachers nominate one student to represent their class. All teachers in an area evaluate the nominees to select the Student of the Month for that area. Evaluations of the students are based on positive attitude, appropriate classroom behavior, and behavior in all situations including classroom and special work areas.

Individuals selected as Student of the Month are honored at an all-school assembly, where they receive a certificate of achievement and an award. Students are to be congratulated for receiving this award because they have worked hard to achieve it.

## **U R COOL PROGRAM**

A “U R Cool” ticket is awarded to students who are observed displaying positive behavior aligned to the 3B’s:

### **Be Respectful, Be Responsible, Be Safe**

The 3B’s are aligned to Lakeland’s PBIS (Positive Behavior Intervention Supports) framework. The U R Cool ticket can be exchanged for a prize from the principal. At the end of each month, students who have earned U R Cool tickets have an opportunity to be selected to spin the PBIS prize wheel.

## TECHNOLOGY

### COMPUTER USE

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. 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 use 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
- May use the Internet to research classroom projects
- Will respect and uphold copyright laws
- Will respect the rights and privacy of others by not accessing private files
- 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
- Will follow the directions of the adult in charge of the computer lab or other areas where computers are used

#### 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
- Access or use gaming sites without teacher permission
- 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

### ELECTRONIC DEVICES

Electronic devices (cell phones, CD players, MP3 players, etc.) are NOT allowed in school unless prior approval by administration. These items can be used on the bus, but must be put away upon entering the building. **Students are responsible for any item lost or stolen.** If cell phones are brought to school, they should be turned off and then turned in to the homeroom teacher upon arrival. The teacher will return the phone to the student at the end of the school day prior to dismissal. Violation of the policy may result in confiscation of the items listed above. Students will have those items returned at the end of the day with their first offense. Any additional offenses will require a parent to pick up the item.

If your child has a GPS device intended to be worn at school, Administration must be made aware. The audio function must be disabled during the school day and during school related events.

## **TRANSPORTATION**

### **CHANGES IN YOUR CHILD'S "DEPARTURE FROM SCHOOL" ROUTINE**

All students must bring a note from home any time they will not be traveling from school in the usual way. For example, if you are having your child picked up by another individual, a note must be sent to the office indicating who the individual is, and that you are giving your permission. If a student is going to another student's home, a note must be sent by the parents of both children involved with the change.

Bus companies will not transport students who are not on their normal route.

### **PARENT/PRIVATE TRANSPORT**

Parent and/or private transport providers are asked to follow these guidelines for drop off and pick up:

- Respect the use of handicapped stalls
- Use designated parking stalls
- Do not block driveways and/or sidewalks

Those transporting are responsible to make sure their student is safe from their vehicle to the school door.

If you arrive after 8:40 a.m., you will need to accompany the student to the main office to sign in.

### **STUDENT DRIVING REGULATIONS**

Any student driving a motor vehicle to Lakeland School must have written permission for specific dates or for the entire year. Students driving motor vehicles to Lakeland School must park their vehicles in the designated area.

Student drivers are expected to arrive between 8:20 a.m. and 8:30 a.m. Dismissal will be at 3:00 p.m. unless prior arrangements are made. Students driving to school will not operate or enter their vehicles between the time of arrival and dismissal of classes unless permission is granted by the principal. Work experience students using motor vehicles are not allowed to return to the Lakeland School vicinity during noon or recess periods.

Students driving to school will not transport other students without written permission from the parents of both the passenger and the driver.

There is no student insurance coverage for students who ride to school in private vehicles.

## **WEBSITE**

Visit the [Lakeland School Website](#) for more information.

Sign up at [Notify Me](#) to receive Alert and Calendar updates as they are posted.