

# Lakeland School

## Staff Handbook

2022-2023



Revised July 2022

Dear Lakeland School Staff,

Welcome to the 2022-2023 school year at 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 the expected 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 may have regarding the day-to-day operations of the school as you transition into the new school year. If you have any questions after you have reviewed the material, please let me know.

May your experience at Lakeland School of Walworth County be rewarding and enjoyable. I believe we are all here for a reason and are drawn to this profession by a commitment to service and the desire to make a difference in helping others learn. Thank you for choosing to become a part of the LAKELAND School family.

Sincerely,

Walworth County Children With Disabilities Education Board  
(CDEB) – LAKELAND SCHOOL

Matthew P. Huettl  
Director of Special Education



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

## **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 Natalie, 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

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## ACTIVITY CALENDAR

The "[Lakeland Activity Calendar](#)" will be available as a google calendar. This calendar will be shared with you through email, you will need to accept/add this calendar to My Calendars.

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) will be managed on the google calendar. Please fill out the google form to reserve a room: [Room Request](#) & [Library/ Computer Lab Sign up](#)

## 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 staff during classroom presentations or other curricular activities as approved by administration. 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.

## 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 try to plan time off schedules 3 days in advance. Due to staff/sub availability, planned absence requests may be denied by the employee's supervisor. 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 given work 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 (prorated 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 (prorated 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 Days (PTO)**

- Teachers, Speech/ and Language Clinicians, Occupational/Physical Therapists and the School Nurse will be provided two Personal Time Off (PTO) days (16 hours/prorated 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 **prior to August 1, 2018** will receive credit for 64 hours of PTO per school year (prorated 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.
- 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/prorated 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)**

- 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 Schedule time off for hourly employees hired prior to the 2018-2019 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 the first initial work day. Please notify the Front Office staff of changes throughout the school year.

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

- A. The county administrator may authorize and publicly announce that certain county operations are temporarily closed due to severe weather or other emergency conditions.
- B. 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 canceled for any reason.

### **BEHAVIORAL RESPONSE PROCEDURES**

At Lakeland, classrooms should follow individual student's IEP and sensory behavior plans as well as the handle with Care de-escalation principles as a first response to student behavior. A Crisis team has been established and can be reached through VOCERA (double tap) when a student's behavior escalates and support is needed or in emergency situations. Individual response teams have been determined for specific students, this will be shared within the department. Vocera is not your first line of defense in managing behavior.

## **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.

## **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.)

Order of dismissal:

- Students in wheelchairs and adaptive seating needs
- LSYou & High School Students
- Middle School Students
- Elementary, Primary, & Kindergarten Students

## **CLASS LISTS**

Class lists were shared in June of 2022. Teachers will need to check over their class lists in August of 2022 to ensure that all information is accurate and correct (i.e. birthdates, correctly spelled names). Note any necessary corrections to the Confidential Secretary in the front office. Any changes to a student's caseload manager, academic group assignment, schedule, and/or days/hours of attendance must have prior approval by administration. Submit requests for change, in writing (by email), to all of the following: Trish McCullough (Principal), Sarah Singleton (Assistant Director of Special Ed), and Holly Smith (Director of Curriculum and Instruction). Corrections will be made to the computer records and the student roster will be available to you through the google drive.

## **CLASSROOM ENVIRONMENT**

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. All classroom staff should listen to understand students and model respectful language, conversation, and behavior in the classroom.

Expectations for all classroom environments

- Keep windows and doors clear. No decorations.
- No tape or other adhesives allowed on walls or doors
- Classrooms should be arranged with low visual clutter
- Lights should remain on unless a darker room is needed for a specific lesson
- Holiday or Birthday decorations should be taken down within 24 hours of the celebration.

## **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.

## **CLASSROOM LIGHTS AND DOORS**

All classroom/office lights need to be turned off and classroom doors locked upon leaving for the day. The reason for this is 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 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 common areas such as the Library, computer labs, etc. and you are the last one there, turn out the lights.

## **CLASSROOM USE OF COMPUTER LAB**

Teachers need to sign up for the computer lab [Library/ Computer Lab Sign up](#). Teachers are expected to be in charge of their students' behavior during the time their students are in the computer lab. Teachers need to keep their commitment to use the computer lab or notify the Principal through email if there is a change. No food or drink is allowed in the computer lab.

## **CLASSROOM USE OF LIBRARY**

Teachers need to sign up for the library [Library/ Computer Lab Sign up](#). 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 the Principal through email if there is a change.

## **COMMUNICATION**

Being able to communicate continues to lead to the success of Lakeland School and the students who attend. As a team, we must take the time to talk to our colleagues, students, and families to best support our students' growth. Having clear communication with students about classroom expectations, colleagues about student's plans and needs, and parents about the success and challenges each day brings will bridge the gap and make the Lakeland team stronger.

It takes effort to communicate clearly and time to listen to understand. Take this time and effort with colleagues and students daily and parents regularly.

All communication to parents should come from the case manager, teachers, or therapists. Teacher Assistants should direct all conversations or inquiries from parents back to the case manager, teachers, or therapists.

## **COMMUNITY EXPERIENCE REQUEST**

The [2022-2023 Community Outing Form](#) should be completed two weeks prior to an event for approval. Once community outings are approved, they will be added to the "Outings Calendar" on the Google Calendar to notify the requesting staff. No matter how big or small, all community experience requests need to go through



the proper channels. All staff are required to send a note home to parents/guardians making them aware of the upcoming community outing. 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.

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 backpack from the nurse's office.

### **CONFIDENTIALITY**

As a staff member at Lakeland School, all matters related to the students with whom you work should be treated as confidential. It is considered best practice to be consistent in confidentiality, whether communicating at school, emailing, or connecting with friends outside of school setting. It is the hope of the Lakeland School Administrative Team that staff members will uphold practices that promote a safe and meaningful experience for students and staff. There should be no access to any school records by anyone other than current Lakeland School employees or authorized County personnel.

### **CONTAGIOUS ILLNESS**

The following information pertains to staff, use this as a guide when deciding if you should come to work when ill.

- A fever is considered a temperature of 100.0° or above. You should not come to school with any temperature of 100.0° or over. Please do not take a fever reducer, such as Tylenol or Ibuprofen, and come to school. You are still sick and need to stay home and rest. Staff need to be fever free for 24 hours before returning to school.
- Please do not come to school if you have vomited that morning, had loose stools, or have an unmanageable cough. We have many children who have compromised immune systems and could become very ill if you come to school sick. Staff should be symptom free for **24 hours** before returning to school.

### **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 Business Office Supervisor in the front office.

### **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.

## **EXPENSE REIMBURSEMENT REQUESTS**

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. All purchases must be pre approved by the Principal, either by email request or triplicate 'Request to Purchase' form. Expense Reimbursement Request Forms are processed monthly and are due to the Business Office Supervisor at the end of each month. Submit copies of all receipts (and the yellow copy of the "Request to Purchase ", if this form was the means of pre approval). 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 emails 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**

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

- No staples. Please use paper clips or tape for receipts (see below).
- If you need to highlight something, use yellow only. All other colors will "black out" when the document is scanned/copied.
- No loose receipts. If a receipt is less than an 8 ½" x 11" sheet of paper, tape the 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 signing, the employee keeps white copy and turns the yellow form in with the 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 a 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.

## **FAXES AND 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 pay the School Business Office Supervisor in the front office for copies and faxes and do not abuse this privilege.

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. Ample classroom supervision must be maintained. 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.

## **FOOD ITEMS/ DRINKS**

All 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. 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, except during lunch hours.

## **IDENTIFICATION BADGE**

In accordance with 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."

## **IEP MEETINGS**

IEP meetings should be scheduled with families and district LEA representatives at least one month prior to the meet by date. This ensures that all team members have adequate time to prepare for the meeting. When meetings are scheduled, all staff involved are required to attend. Please come prepared to the meetings to provide appropriate input. Agendas will be used to guide discussion for every IEP and Reevaluation meeting; please use templates provided to you by administration. At the onset of each school year, the Assistant Director of Special Education will share updated guidance regarding the IEP process and form completion with staff. Should questions arise related to the IEP process, student data, goals, placement, or programming, please consult with the Assistant Director.

## **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 in eduClimber as soon as possible to include information from all involved parties. Please contact the Director of Pupil Services/School Psychologist, Program Support Teacher 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 contact the parents in accordance with Wisconsin Act 125 and Act 118.

## **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.

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

### **INK CARTRIDGES AND PAPER REAMS**

- Each office is provided with two ink cartridges and four reams of paper annually. 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 in August and January. 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 email to the administration.
- Any additional ink/paper will be deducted from your annual ordering budget.

### **INTERNET/ COMPUTER USAGE**

Employees granted access to internet connected resources need to use that access in a way 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.

### **KEYS**

Keys will be handed out at the start of the school year and returned at the end 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.)

### **KITCHEN & APARTMENT ITEMS**

Items from the kitchen cannot be removed 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 kitchen. 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.

### **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.

### **LESSON PLANS**

Teachers will post weekly lesson plans in weekly dated folders on the shared Google Drive each Friday by 3:00 p.m. for the upcoming week. 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/therapists to stay current with learning progression throughout the school. Teachers are also required to plan and post (on the shared Google Drive by September 30<sup>th</sup>), a three-day "Emergency Lesson Plan" that would be available in the event of an unforeseen emergency leave.

### **LICENSE APPLICATIONS/ RENEWAL**

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 into the Special Education Data Manager (Laura) in the main 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 the [DPI website](#).

### **LOCKER ROOM PROCEDURES AND PERSONAL CARE/BATHROOM ASSISTANCE**

For student safety, we require that there always be more than one individual involved in the supervision or 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.

### **LUNCH PROCEDURES**

For the 2022-2023 school year, students will eat lunch in the cafeteria. Lunch information will be outlined prior to the school year starting.

### **MAILBOXES/ EMAILS**

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 email. Please be sure to check your mailbox throughout the day and log into a computer to get your emails regularly. Just a reminder to please keep noise levels down when you are in the main office area.

### **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.

#### **48.981 Abused and 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 (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 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.

#### **MEETINGS/ ACTIVITIES**

All scheduled meetings and activities can be found on the "[Lakeland Activity Calendar](#)" Google Calendar

The following meetings will take place throughout the year:

- Department Meetings- 2 times per month (1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month @ 7:45am)
  - Department meetings are a time to collaborate within the department about IEPs, student concerns, upcoming events, and ask questions to administration through a written agenda which will be shared with the principal. Please use the running agenda shared with you at the beginning of the school year. This time is not meant for social gatherings. Department meeting times should not change throughout the year as administration may attend meetings periodically.
- Committee Meetings- 2 times per month (2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month @ 7:45am)

- As a part of staff contracts, all should participate in a committee meeting to contribute to the growth of Lakeland School. All staff will sign up to participate in a committee of choice and remain in the chosen committee throughout the year. A running agenda will be shared with the committee for notes and questions to be recorded. All items that a committee chooses to implement needs to be approved by the building principal.
- Curriculum Meetings- As scheduled on the “Lakeland Activity Calendar”
- Department Lead Meetings- 1<sup>st</sup> Wednesday of the month
- Morning Blend- Last Thursday of the month
- Student of the Month Assemblies- 1<sup>st</sup> Friday of the month
- PBIS Meetings- As scheduled on the “Lakeland Activity Calendar”
  - These meetings will be scheduled through a Tier II model for any academic or social/emotional/behavioral challenges that arise. More information will be forthcoming as the year starts. Currently, a process is being developed and finalized where the Educlimber software will be utilized to identify current challenges and a team of support will be determined along with meeting location, team members, intervention ideas, data collection, and ultimately data analysis. Currently the Program Support Teacher and the Guidance Counselor along with administration are working on finalizing the process.
- Special Education Updates- As scheduled on the “Lakeland Activity Calendar”
- Goal Aligned Meetings- As scheduled on the “Lakeland Activity Calendar”
- Each Sunday, all staff will receive an email with the “Sunday News” that will share information about the upcoming week.

### **NEW STUDENTS AND TRANSFER STUDENTS**

When a new student will be starting at Lakeland School, the assigned homeroom teacher is responsible for setting up a “Staffing” with the parents/guardians and the appropriate school staff. The “Staffing Checklist” will be shared through the google drive to all homeroom teachers and should be used for each staffing. All staff on the IEP team should be involved in the staffing as well as the building principal and school nurse.

### **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	Matt Huettl, Director of Special Education	(262) 741-4118
Section 504 of the Rehabilitation Act of 1973	Matt Huettl, Director of Special Education	(262) 741-4118
Title IX of Federal Educational Amendments of 1972	Trish McCullough, Principal	(262) 741-4118

### **USDA 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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:

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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
  3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
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This institution is an equal opportunity provider

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### **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.



## **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 Business Office 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.

## **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.

## **PBIS PROGRAMMING**

Staff members can participate in the UR COOL Program. Any staff member can hand out UR COOL tokens to any student to reward them for appropriate behavior where students are displaying the three B's: Be respectful, Be responsible, and Be safe. UR Cool's are completed through Educlimber and a prize is provided to the student. Each day there are classroom meetings that align with PBIS to review school conduct standards. Teachers will also review expected behaviors throughout the school with their students. Visual charts can be found throughout the school that outline expected behavior.

## **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.

## **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, diminishes the level of public trust and confidence in county government and Lakeland School, or that is offensive to others. Employees shall treat families, students 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.

## **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 of Waiver"](#) annually. Please submit the completed form to the School Business Office Supervisor. Only those staff with a completed form on file in the business office will be permitted to use the MAC Room and Aquatic Center. 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. Please disinfect the equipment after use. The Aquatic Center can not be used alone, all employees must have another person present when they use the Aquatic Center.

## **PROFESSIONAL ATTIRE**

The County 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
- Masks are optional, but if worn should be black, white or medical. Masks are available in the front office if necessary.

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

- No flip-flop/thong-style beach shoes
- Spaghetti strap tops are inappropriate and not acceptable
- No midriff shirts
- Low cut or scoop neck shirts are not allowed
- No gym shorts or cut off 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 swimsuits/trunks in the pool only
- No visible tattoos or body piercing(s)
- No athletic-type sweatshirts with the exception of spirit wear
- Athletic leggings are not professional attire
- Long earrings and necklaces are a safety concern and not recommended
- On days where there is not scheduled student/parent contact, staff is permitted to dress in a more casual manner
- 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.)
- 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

## **PURCHASE REQUEST**

All purchases must be requested through the 22-23 Purchase Request Form. See the Business Office Supervisor to sign out a credit/procurement card (p-card). Receipts should be securely taped (no staples) to a sheet of 8.5" x 11" white paper. Loose receipts will not be accepted. Spring Budget will be managed separately from regular purchase requests. Spring Budget Order Booklets will be released to each individual teacher and therapist by the Director of Curriculum. A separate tab will be used for each vendor where the quantity, a description of the item, a link to the item, and the price can be provided accordingly. Once orders are complete in full, email the Director of Curriculum for approval. The Administrative Clerk III will notify individuals when their order items have arrived and are ready for pick-up.

## **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, etc. 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.

## **RESPONSIBILITY**

All Lakeland staff should model and 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 to:

- Listen when others are speaking.
- Be considerate of other people and their possessions.
- Walk in the building, so as not to disturb others and reduce accidents.
- Treat others with respect.
- Address one another using correct titles and names.
- Be punctual in our duties.
- Dress appropriately and professionally when at work.

## **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.

## **REFRIGERATOR USE**

All refrigerators are for school use only with the following exceptions: the fridge in the staff lounge/workroom and designated refrigerators in the apartment and A La Mode rooms.

## **SCHEDULES**

Teachers will be given schedules at the beginning of the year that outline class periods, special, lunch, and recess that must be followed. Any changes to your schedule need to be discussed with the Principal for approval. Therapists, HI, and VI schedules are to be completed by September 16, 2021, on the google document: [22-23 VI/HI/Therapist Schedules](#). Schedules should be kept up to date throughout the year.

## **SECLUSION AND 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 are 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 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 de-escalate 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.

## **SCHOOL VAN USAGE**

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 Business Office Supervisor's office. The packet includes a list of all required items. Please submit the 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 "Outings Calendar" on the Google Calendar.
- If the van is available, fill out a 2022-2023 Community Outing Form and obtain the necessary administrative approval.
- On the day of the community experience, you will need to obtain the van keys and mileage clipboard 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 clipboard 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.
- There must always be two staff members on the van at all times with students.

### **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 conditions**

- With winter weather conditions, there may be times in the interest of our students and staff, a community experience may have to be canceled. 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 canceling your community experience. With any of the conditions mentioned, you would need clearance from an administrator to continue with your community experience.

## **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.

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.

## **SMOKING**

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

## **SOCIAL MEDIA USAGE**

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 judgment regarding the reasonableness of personal use.

### **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.

### **SPECIAL EDITION**

Special Edition is a newsletter that is shared to provide monthly information to our families. All staff take part in sending pictures and statements about the activities going on in your classroom. We distribute the Special Edition on the last Friday of the month. Please send your information to The Principal on the last Monday of each month so your information can be shared to the families through Special Edition.

### **STUDENT FILES**

There are two types of student files: Cumulative Files and Permanent Special Education 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. Under no circumstances should teachers make copies of documents in student files and provide to others outside of Lakeland School. Records requests should be communicated to the Confidential Secretary who will determine if a Release of Information is needed, and if so, will obtain the necessary signatures and provide copies of requested information to specified recipients. Permanent Special Education Files and Cumulative Files contain confidential information; please do not place student files in a place where others may easily view/peruse the information. Student files should not be taken off-premises.

#### **Cumulative Files**

Cumulative Files are housed in the main office and are available for your reference. They must remain in the front office unless formally checked out. Cumulative Files are maintained by the confidential secretary; the file contains the student's IEP, report cards, attendance information, and transcripts. Additional information may be included in the cumulative file by the Special Education Data Manager (i.e. ACCESS testing results, ECHO entry/exit ratings, etc.). Other student information, such as informal assessment data, classroom work samples, anecdotal notes, etc. should not be included in cumulative files. If you wish to access the cumulative file, it must be checked out to you by the confidential secretary.

## **Permanent Special Education Files**

Permanent Special Education Files are housed in the main office and are available for your reference. They must remain in the front office unless formally checked out. The Confidential Secretary can show you how to check out a student file. The Permanent Special Education file contains a record of all previous IEPs, special education evaluations, and progress notes. You may make copies of information contained in the Permanent Special Education File for reference. If copies are made, ensure that all documents are returned to the permanent file in date order. Do not remove or separate any documents from the file. Most historical IEP records are available within the Skyward System for electronic access.

## **STUDENT 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. Students and their districts will receive letters of attendance at the 5, 15, and 20 day mark of unexcused absences, from the building Principal to share the importance of being in school. During this time, the student's team will determine how we can support the family to help the student's attendance. If a student has an extended absence scheduled, an "Extended Absence" form will need to be completed and turned into the Principal.

## **STUDENT SUPERVISION**

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. Ample student supervision must be maintained.

### **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.
- 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 are prepared to welcome students. Students in other parts of the building need a hall pass.
- Please see the Master Schedule to determine student supervision



- At all recesses, supervisors need to circulate among the students, making sure all areas of the playground are covered. Please see recess maps, 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. Ample playground supervision is expected at all times.
- 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. See "Bus Loading Procedures" for additional information.

### **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 to include two 15-minute breaks per day. Schedules for all aides should be completed in the document: [22-23 TA Schedules](#) by September 13, 2022.

### **TELEPHONE CALLS AND USAGE**

It is against County policy for an employee to make long distance personal telephone calls. 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., inform a building administrator that you may need to take a phone call. Adequate staff coverage must be maintained in your absence. 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. Using personal cell phones for work related business is not advised.

### **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 the 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 concerts, 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, through VOCERA, and teachers will take students to a designated pick-up area, 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.

## **VOCERA**

All staff are assigned Vocera badges and 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. If someone is in need of extra battery or guidance on how to use the VOCERA, please see Michelle in the front office. Remember, Vocera is not the first line of defense in managing student behaviors. For basics on how to use the VOCERA, please see the directions: [VOCERA Directions](#)

## **WHO IS RESPONSIBLE FOR WHAT?**

### **School Business Office Supervisor**

- Faxes/ Copy Payment
- Purchase Requests
- Receipt Copies
- Credit Reimbursement
- Payroll Submissions
- Lunch Program (to include payments, free/reduced applications, etc.)
- All monies collected in the classroom must be turned in to the School Business Office Supervisor.

### **Human Resources**

- Benefits/Insurance/Flex

### **Front Office Staff**

- IT Help Desk Requests
- Attendance
- Van Keys/ Clipboard for Community Experiences
- Summer School notices & monies collected
- UR Cool Passes
- Photocopying of more than 20 copies to be sent to Government Center for copying- Completion of Printing Request required.
- Photocopying of less than 20 copies to be placed in the basket in the Main Office – Photocopy Request Form to be completed.

### **Confidential Secretary**

- Cumulative Folder Questions
- Transportation Issues/Questions
- Creating and sending IEP meeting notices to parents
- Adding IEP meetings to IEP Meeting Calendar
- Completing/fulfilling records requests

### **Special Education Data Manager:**

- Questions related to Google email account or Google Drive
- Questions related to KOMPAS/Medicaid Billing
- Questions related to Skyward IEP form formatting

## **WORK DAY**

Teachers' hours are 7:30 a.m. to 3:30 p.m. Friday hours are 7:45 a.m. to 3:15 p.m.

Teaching assistants' hours are 8:10 a.m. to 3:10 p.m. **(8:10 a.m. is the cut-off time for punctuality)**.

Lakeland School employees should attend meetings scheduled by Administration. Every effort will be made to schedule meetings 48 hours in advance.