

STUDENT & PARENT

POLICY HANDBOOK

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

Revised August, 2016

Dear Parents, Guardians & Students:

Welcome to the new school year. The upcoming school year is promising to be outstanding. Last year proved to be very successful and we plan to build from that.

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.

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 go over what is appropriate for your child, you return the form handed out at registration indicating you have gone over the information in the handbook.

Thank you for your continued interest and support.

Sincerely,

Greg Kostechka

Greg Kostechka
Principal
Lakeland School

LAKELAND SCHOOL'S MISSION

It is our goal to create a safe learning environment that empowers the student to reach his/her individual potential. The staff at Lakeland School lead every student toward meeting his/her personal responsibilities in the areas of academics, daily living, and interpersonal skills with the goal of preparing self-confident, productive, and responsible citizens.

LAKELAND SCHOOL OF WALWORTH COUNTY

Walworth County is recognized as being the first rural county in the nation to demonstrate that its town, villages, and cities can cooperate to provide educational opportunities for children with disabilities. Its history of educational initiatives dates back to 1949 when the County Superintendent, Sheridan Ellsworth, asked for assistance from school administrators, parents and others active in their communities to help develop an effective rural approach to educate mentally handicapped students, referred to today as cognitively disabled students.

Programs and facilities for students with special needs in Walworth County have expanded from a leased basement of the Elkhorn VFW building, sufficient space to educate the fourteen students who were first enrolled in September 1950, to a large self-contained facility which serves the needs of over 250 students with a wide range of special needs who are residents of Walworth County. This new building opened its doors in July 2008.

Today, Lakeland School offers a great variety of programs to help meet the needs of students with disabilities from three years through 21 years of age. The wide range of ages and handicapping conditions of the students served necessitates the development and establishment of a wide range of programs. The Walworth County Children with Disabilities Education Board employs classroom teachers, special area teachers, clinicians, therapists, paraprofessionals, support personnel, and administrators to carry out programs at Lakeland School.

Programming for students at Lakeland School includes a greater emphasis on basic academic skill development in conjunction with self-help skills, social skills, and community awareness. Students at the secondary level are involved in a structured and sequenced vocational program, which ultimately leads to competitive employment for the majority of the students. The state-of-the-art building design and technology address the individual needs of each student.

In addition to 27 classroom teachers, working to add an essential dimension to the education provided at Lakeland School is a talented group of special area teachers, therapists, and clinicians. Three full-time physical education teachers, trained in adaptive physical education, work in dynamic ways to increase mobility, strength, endurance, coordination, and general fitness of Lakeland's students. Lakeland School's music program helps the students appreciate and respond to music, as well as create their own music. Through different modes of art, our students are able to express their creativity in art class.

Lakeland School also has six occupational therapists, three physical therapists, a physical therapy aide, four speech clinicians, a full time teacher for the visually impaired, a full time teacher for the hearing impaired, a program support teacher, a guidance counselor, and a full-time nurse. All of these people help the children learn to participate more effectively in daily living experiences, educational experiences, and interaction with others.

Working with the teachers is a dedicated group of paraprofessionals. The paraprofessionals provide essential assistance in the delivery of effective programs for Lakeland School's students.

Lakeland School is an alternative setting, which offers optimum educational experiences for students with special needs in Walworth County.

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CODE OF CONDUCT

It is the mission of Lakeland School to provide a safe environment for all students. If a quality of learning environment is to be established, specific behaviors must be expected and actively taught. Lakeland School staff is trained in non-violent crisis intervention (CPI).

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. Don't 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.

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 and 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.

STAFF AUTHORITY

It is expected that staff members will be treated, at all times, in a courteous and business-like manner. Staff members will give every possible consideration to students who make wise use of those opportunities and right to a good education. They will also have authority to correct those who continuously distract the class and refuse to adhere to the basic rules of conduct.

All staff members have an important function to perform. Teachers have the right to teach and students have the right to learn. If your child chooses not to follow the rules, it could result in one or several of the following:

- Student conference
- Loss of privileges
- Parent notification by telephone/letter
- Detention (occurs during the lunch period and parents are notified)
- Suspension

ASSUMING RESPONSIBILITY (Students and Staff Share These Responsibilities)

SHOWING RESPECT FOR YOURSELF AND OTHERS:

- Accept the consequences for your actions, behaviors, decisions, and choices.
- Respect and follow school and classroom rules.
- 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:

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

DISCIPLINE

This is a category of infraction or misbehaviors that seriously compromises the safety and order of the school. A professional team may determine what constitutes an infraction in this area. These misbehaviors 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 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

Any suspensions may result in parents accompanying the student upon the return to school to meet with administration.

SCHOOL DAY DETENTION

Detention is a period when a student is assigned to stay in an area for any infraction of unacceptable student behavior. Detentions occur during the school day.

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. (Ex. No pajama bottoms worn in school.) Students must remove hats and caps upon entering the building. The principal may use his or her 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. (Ex. 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,

STUDENT DRESS & GROOMING - CONTINUED

- 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 purposes 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 message, 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 with 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.

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.

In most cases, three (3) written reports may result in a three (3) day suspension from bus service. At any time, due to the severe nature of an incident, a child could be suspended immediately.

- Be on time for the bus – help keep it on schedule.
- Be careful in approaching bus stops. Walk on the left side of the road towards oncoming traffic.
- Locate a seat on the bus and keep seated until the bus stops. Seats will be assigned if it becomes necessary to do so.
- Do not stand or extend your head, arms, or hands out the window.
- Do not attempt to enter or leave the bus while it is in motion.
- 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.

BUS RULES - CONTINUED

- 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.
- Never sit or kneel on the seats facing the rear of the bus.
- Remain seated until the bus stops for you to get off at your destination.
- Pupils crossing the highway shall pass at least ten (10) feet in front of the bus. Watch the bus driver for signal to cross.
- The bus will make only two stops for the children – at home and at school. Continued violation of any of the above rules will be reported to the office.
- If student misbehavior poses a threat to other riders, bus privileges may be withdrawn.

PARENT/PRIVATE TRANSPORT

Respect the use of handicapped stalls. Use designated parking stalls. Do not block driveways and 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 need to sign your student in.

LUNCHROOM RULES

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

LUNCH PERIODS	First.....11:00 a.m. – 11:30 a.m.
	Second.....12:25 p.m. – 12:55 p.m.
RECESS	First.....11:35 a.m. – 11:55 a.m.
	Second.....1:00 p.m. – 1:15 p.m.

PLAYGROUND RULES

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

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. A menu will be sent home monthly with all students indicating the daily lunch menu. Any unpaid lunch balances may require you to send a cold lunch with your child until the balance is paid.

Families can apply for free or reduced lunch rates based on their incomes. Application forms for free and reduced meals are sent prior to the start of the school year and are also available any time during the school year. They will be processed immediately after all necessary information has been received. Please send lunch money or a cold lunch with your child until you have returned your application and it has been approved. Parents are encouraged to send a nutritious lunch. Soda is not permitted as part of the Lunch Program.

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, 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:

Non-discrimination Statement - Continued

(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.

This institution is an equal opportunity provider.

“SPECIAL EDITION”

The “Special Edition” is our school’s weekly 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” weekly to keep abreast as to what is happening at Lakeland School.

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 five areas for the selection of Student of the Month. They are: Early Childhood, Primary, Elementary, Middle School, and High School. Each month, homeroom teachers evaluate their students in order to nominate one student to represent the class as Student of the Month in their specific area. All teachers in that area then evaluate the nominees to select one to represent the 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; 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

Students who are observed displaying positive behavior around school throughout the year will receive a “U R Cool Pass” which can be exchanged for a prize from the principal.

EMERGENCY SCHOOL CLOSINGS

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

EMERGENCY SCHOOL CLOSINGS – CONTINUED

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	WTMJ	Milwaukee
620 AM	NEWS RADIO WTMJ	Milwaukee
TV4	TODAY’S TMJ4	Milwaukee
FOX 6	WITI	Milwaukee
TV12	WISN	Milwaukee
TV58	CBS-58	Milwaukee

In addition to the above stations, Skylert messages will also be sent via phone. 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 passed along to office staff, teacher, and your child.

VISITORS

Parents are always welcome, but they 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 requested to stop at the office first when entering the building to sign in the Visitor’s Log and obtain a visitor tag. Visitors then will be escorted to their destinations and when they finish their business, will be escorted back to the office to return the visitor tag and sign out.

You will be required to always sign in at the office first and then we will be assisting you with your visit/business at school. We ask that you always use the main entrance when entering 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.

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 get a visitor tag. All parents will be escorted to and from classrooms and/or meetings. This is one more reason to emphasize prompt arrival of all students.

PROCEDURE FOR SPECIAL EVENTS

When special events occur, (i.e. holiday concert, swim meets, 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 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.

ATTENDANCE

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. Students are expected to be present and punctual for all 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. Upon their return following the absence, students must bring a written note from their parents explaining the reason for the absence. A student is considered truant if he/she is 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 semester (Wisconsin Law). If this occurs, the parent or guardian is hereby 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. It is the responsibility of the student to make up work due to absence as soon as possible or when a teacher requires it. DO NOT ARRIVE EARLY TO SCHOOL OR STAY LATE UNLESS IT HAS BEEN CLEARED BY ADMINISTRATION.

TARDINESS

If a student arrives late to school, that student must report to the office for a late slip. Students are expected to report to school between 8:20 a.m. and 8:30 a.m. Dismissal is at 3:00 p.m.

As mentioned above under Attendance, a student is considered truant if he/she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is in session during a school semester. Therefore, being tardy counts towards days being truant.

If a student is detained in the office or by a teacher and is late for class, that student must ask for a late slip by the person who detained them.

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 a student is going to another student's home, a note must be sent by the parent of both children involved with the change. Bus companies will not transport students who are not on their normal route. Another example would be if you are having your child picked up by another individual, a note must be sent to the office letting them know who the individual is and that you are giving your permission.

STUDENT ATTENDANCE

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 reasons, or other reasons defined by the Board (see Attachment A);
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.

- Family trip that can be taken only during the normal school term (required to notify the Lakeland School principal or designee prior to leaving – for the purpose of reviewing the student’s attendance record and overall performance record)
- Extreme weather conditions
- Other reasons as specified by the parent

The following are not excusable absences in accordance with state attendance laws:

- Missing the bus
- Family trips not approved in advance
- Oversleeping

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. He/she is willing to discuss any questions or concerns you may have regarding your child’s attendance. 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.

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.

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.

PASSES FOR ENTERING AND LEAVING THE SCHOOL

Students arriving late must check in at the main office first before progressing 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.

FIRE AND DISASTER DRILLS

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly.

SMOKING / DRUGS / ALCOHOL

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

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 come and pick up the item.

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 uses of the Internet not authorized by these guidelines. When using Lakeland School computers to access the Internet, users are expected to abide by the guidelines established by Lakeland School, which include generally accepted rules of network etiquette. These include but are not limited to the following:

Acceptable Use-Responsible Users:

- Will follow rules of common sense or etiquette
- 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

HEALTH SERVICES AND ACCIDENTS

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

children need to be at home. 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 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
- Diarrhea (runny, liquid stool) regardless of the reason, be it illness or use of stool softening agents
- 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 for the child to return to school that includes medical clearance to resume swimming, gym, OT or PT, or restrictions if there are any. (See attached form)

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

WALWORTH COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

LAKELAND SCHOOL
W3905 COUNTY ROAD NN
ELKHORN, WI 53121
PHONE - (262) 741-4118 FAX - (262) 741-4135

FOLLOW-UP CARE FOR STUDENT RETURNING TO SCHOOL
FROM SURGERY OR EXTENDED HOSPITAL CARE

Student's Name: _____ DOB: _____

Return to school on _____ Full-Time _____ Part-Time _____

Reason for hospital / surgical procedure: _____

Feeding restrictions or alterations to diet: _____

Can the student resume:	PT	Yes ___	With Restrictions ___	No ___	N/A ___
	OT	Yes ___	With Restrictions ___	No ___	N/A ___
Physical Education		Yes ___	With Restrictions ___	No ___	
Recreational Swimming*		Yes ___		No ___	

Note restrictions and/or limitations: _____

*Swimming cannot be resumed until all restrictions are removed by physician and the Physical Therapist determines the student is comfortable enough for this activity. Swimming at school is recreational and not designed to meet post-operative needs or restrictions.

For post-operative patients:

Weight Bearing Status: _____

Orthotic/Brace Type: _____

Wearing Schedule: _____

If medication is to be given at school, please complete the Medication Administration Consent Form.

Next Appointment Date: _____

Physician's Name: _____ Phone: _____

Physician's Signature: _____ Date: _____

RETURN TO: Alison Thurow, R.N., Lakeland School

/lem - 08/2016

IMMUNIZATIONS

By state mandate, all immunizations must be up to date when entering school.

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.

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. All students must have record of chicken pox immunization or documentation of disease, as mandated by the state. Please inform the school nurse of the dates of any immunizations your child received this summer. 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.

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....”

PHYSICAL EXAMS

Lakeland School recommends that students have a current Physical Exam form completed upon admission and updated according to medical requirements. We strongly suggest that all children entering kindergarten, middle school, or high school (13-14 years old) have a physical exam and an eye exam.

HEARING AND VISION SCREENING

School based vision and hearing screening 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 screening.

ACCIDENTS

When an accident occurs, it must be reported at once to the homeroom teacher, nurse, and administration. An incident report needs to be filled out immediately by whomever witnessed the accident or was supervising the activity. The school 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 of 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.

PHYSICAL EDUCATION 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 and high school classes.

SWIMMING

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 swim suit. 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.

STUDENT 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, rollerskating, bowling, hay ride, movie, dances, etc. Prompt payment from all families is expected.

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 regarding community experiences at registration. If a parent feels that a community experience is inappropriate, they should notify their child's teacher.

SPECIAL OLYMPICS

Currently, Lakeland School participates in the following Special Olympic events: Basketball, Swimming, Gymnastics and Track and Field. 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.

STUDENT DRIVING REGULATIONS

Student drivers are expected to arrive between 8:20 a.m. and 8:30 a.m. and dismissal will be at 3:00 p.m. unless special arrangements are made.

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.

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.

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.

Work experience students using motor vehicles are not allowed to return to the Lakeland School vicinity during noon or recess periods.

GRADUATION REQUIREMENTS

Successful completion of credits is required for graduation from the student's local district. Four years of high school enrollment is required except as otherwise provided.

Specific Graduation Requirements:

- A. Four credits of English
- B. Three credits of Social Studies
- C. Three credits of Mathematics
- D. Three credits of Science
- E. One and a half credits (1.5) of Physical Education
- F. One half credit (.5) in Health
- G. Ten – one half credits (.5) of elective courses not used to satisfy any of the above requirements.

GRADUATION REQUIREMENTS - CONTINUED

A new graduation requirement that all students intending to graduate during or after the 2016-2017 school year successfully earn three (raised from two) credits of Mathematics and three (raised from two) credits of Science. A Civics Exam is also a requirement to be considered.

The principal is responsible for determining all credits that apply toward graduation.

Enrollment Requirement

A student must be enrolled in a minimum of six credit classes each semester unless approved by the Lakeland School principal.

Adult Programming

Lakeland School has developed an adult program for Lakeland students who have completed their traditional high school years, 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*. They then return to our Adult Program, called **Life Skills You (LSYOU)** which provides individualized programming focused on their personal strengths and needs, post-secondary goals and transition services through the age of 21.

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

NOTIFICATION OF SECLUSION AND/OR RESTRAINT

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 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 receives such training.

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 is available to you upon request within two 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.

**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 there in.
- 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

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

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.

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.

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 Lakeland School, W3905 County Road NN, Elkhorn, WI 53121.

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/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, with a booster for those 26 year olds.

You will find more information about the disease and the availability, effectiveness, and risks of the vaccination at: www.dpi.wi.gov/sspw/pdf/mengcdcfact.pdf, your physician, or Walworth County Public Health.

