

2023-2024

**STUDENT/PARENT**

# HANDBOOK



**Lake Country School**

1800 Vettelson Road  
Hartland, WI 53029

Phone: 262-367-3606

Fax: 262-367-3205

[www.MyLakeCountrySchool.org](http://www.MyLakeCountrySchool.org)

August 2023

Dear Parents and Students:

On behalf of the Board of Education, administration, faculty, and staff, I would like to welcome you to the Lake Country School (LCS) District. The purpose of this handbook is to give parents and children a clear and understandable reference guide to our basic procedures and policies. Please discuss the topics addressed in this handbook with your child/ren.

The years that a student attends Lake Country School are very important. When we all work toward a common goal, the academic and social experience for students will be positive. We believe we are all partners in the educational process and encourage parents/guardians to participate in school activities with their sons/daughters.

I hope you and your child/ren find this school year a time of rewarding education.

Sincerely,



Chad E. Schraufnagel  
District Administrator

## **NOTICE OF NONDISCRIMINATION**

The Lake Country School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning, disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, gender, gender identity, transgender status, or handicap. If you have any comments, concerns, or complaints, you are encouraged to contact:

Chad Schraufnagel, Lake Country School District  
1800 Vettelson Road, Hartland, WI 53029  
Phone: (262) 367-3606 x114 | E-mail: schraufnagelc@mylakecountryschool.org

The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation. Office of Civil Rights:

<https://www2.ed.gov/about/offices/list/ocr/addresses.html>

## IMPORTANT PHONE NUMBERS

### **Lake Country School**

Lake Country School Fax

Chad Schraufnagel, Administrator

Heather Thurin, School Counselor

Kelley Berlin, School Psychologist

Andrew Joseph, Special Education

Title IX

Debby Schneider, Resource/GT

Dan Green, Athletic Director

**262.367.3606**

**262.367.3605**

**Extension 114**

**Extension 132**

**Extension 134**

**Extension 154**

**Extension 114**

**Extension 126**

**Extension 117**

### **Dousman Transportation (Busing)**

**262.966.9690**

### **Arrowhead High School**

**262.369.3611**

### **Lake Country School Board**

Peter Maurer, President

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### **Parent Teacher Organization**

Kelly Hoesly, President

See website for more contacts

[kelly.m.hoesly@gmail.com](mailto:kelly.m.hoesly@gmail.com)

### **LCS Education Foundation**

Kristin Chuckel, President

See website for more contacts

[kchuckel@gmail.com](mailto:kchuckel@gmail.com)

[www.MyLakeCountrySchool.org](http://www.MyLakeCountrySchool.org)

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## MISSION AND BELIEF STATEMENTS

Lake Country School's mission statement is:

**To inspire all students to reach their highest potential by providing a tradition of academic excellence and innovative thinking within a supportive community.**

We believe that:

1. All people have **the potential to learn and to be successful.**
2. The school will provide **a positive learning environment that is safe, challenging, and rewarding.**
3. The school community will **promote self-esteem and confidence.**
4. Learning is enhanced through an **integrated relevant curriculum and high expectations.**
5. Discipline will be consistent, timely, and carried out with **dignity.**
6. Students and staff will **assume responsibility for themselves and their surroundings.**
7. Students, staff, and parents should acquire an **appreciation for lifelong learning.**
8. To be a successful district we need to **plan for our future, be proactive in the present, and continually self-assess our effectiveness and sustainability.**
9. The success of Lake Country School is in direct relation to the **communication and collaboration of the community, parents, students, staff, Board, and administration.**

## 2023-2024 LAKE COUNTRY SCHOOL BOARD OF EDUCATION

### Board Officers:

**President:** Peter Maurer  
**Treasurer:** Jhawn Newman  
**Member:** Matt Sherman

**Vice President:** Monique Henry  
**Clerk:** Steve Maurer

### Members (Alphabetical Order):

**Monique Henry**  
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**Peter Maurer**  
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**Matt Sherman**  
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**Steve Maurer**  
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### MEETING INFORMATION

Board of Education meetings are typically held on the 3<sup>rd</sup> Monday of each month at 5:45 p.m. Additional Board meetings may be scheduled as needed. Regular, monthly meetings may be rescheduled if Board member conflicts prevent a quorum from occurring. For more information, please visit the school website. [www.mylakecountryschool.org](http://www.mylakecountryschool.org)>>My School>>Lake Country School Board of Education



## SCHOOL INFORMATION

### REGULAR SCHOOL HOURS

7:50 a.m.- 8:00 a.m.	Student drop-off begins, buses arrive, and students may enter the building
8:04 a.m.	Tardy bell
8:05 a.m.	Morning announcements
3:10 p.m.	Dismissal for students
3:20 p.m.	Buses depart

**Children should not arrive at school before 7:45 a.m.** All children need to be in a supervised program before 7:45 a.m. and after 3:25 p.m. Students may enter the building earlier when a teacher has given the student permission or special arrangements have been made. Contact the YMCA if you need before or after-school child care. Any students in the building after 3:25 p.m. should either be enrolled in the Y Care Program or under the supervision of another adult. This is for your child's safety.

### OFFICE HOURS

The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday during the academic school year, excluding holidays.

### ENTERING THE SCHOOL DURING SCHOOL HOURS

During the school day, the exterior doors of the school building will be locked. In order to enter the building, you will need to use the front entrance. At the front entrance, press the intercom button on the AIPHONE box. The front office will communicate with you through the speaker system to allow or deny access to the building.

### DROPPING OFF/PICKING UP ITEMS

If you are dropping off items for a student or staff member, the items must be left on the shelving unit located in the front lobby. Access beyond the lobby will be restricted due to school security. Complete the ITEMS DROPPED OFF FOR STUDENT form so that office staff may deliver the item to your child or a staff member. If you are picking up items for a student, the items can be found shelving unit located in the front lobby.

### SCHOOL VISITORS AND VOLUNTEERS

During the school day, the exterior doors of the school building will be locked. Visitors and volunteers must use the front entrance to "buzz" in, and to check in at the office using the Raptor check-in system, before proceeding elsewhere in the building. Visitors and volunteers will need to provide their driver's licenses to check in. Visitors and volunteers will need to wear a visitor's badge whenever they are in the building. Staff members are asked to redirect individuals to the office who do not have a visitor's badge. *Visitors and volunteers may not photograph students at school. Visitors and volunteers may not bring edible treats for the classroom or lunchroom (Wellness Policy), and may not bring items for only select students.*

## **BIRTHDAY AND OTHER CELEBRATION TREATS**

Lake Country School District promotes a healthy school environment for students and staff through education and awareness, and by providing and promoting healthy options and opportunities. The Lake Country School District will practice and promote good nutrition within the school setting. Students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. Eating habits are learned early in life. Therefore, the School Board, administrators, and staff support a school environment that promotes and encourages lifelong nutritious eating habits by following our school wellness policy.

- In the classroom, the district encourages that foods that are offered meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties, and classroom snacks brought by staff or family members.
  - **Sugary birthday treats will not be consumed in the classroom. If they are brought to school individually wrapped, they can be sent home with each student. If the treats are not individually wrapped the parent/guardian who sent the treat to school will be contacted to pick them up.**
- In the classroom, non-food celebrations will be promoted and a list of allowable party foods that meet the Smart Snack standards will be available to staff and family members online on the school website.

## **ATTENDANCE**

We encourage regular attendance throughout the school year. We do understand there will be extenuating circumstances related to absences, however, chronic student absence reduces even the best teacher's ability to provide learning opportunities. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. In accordance with Wisconsin State Law, section 118.15, all students are required to attend school regularly on a consistent and timely basis. We follow the Wisconsin Statute 118.15-16 and School Board Policy 430. If students are absent or tardy, there needs to be an acceptable excuse for missing school.

If a student will be absent or tardy, the student's parent/guardian(s) must call the school attendance line at 262.367.3606 before 8:30 a.m. on the day of the absence or tardiness. In the event that an absence has not been confirmed by a telephone call, it will be necessary for school personnel to contact the parents/guardians at home or at their place of employment.

Though we respect that parents have the right to excuse their child from school, it is at the district's discretion to determine whether or not absences are valid. Attendance is so important to the academic and social development of your child. As you may or may not know, our school report is impacted by any absences that exceed a certain percentage. The Board and its designees shall not excuse a pupil for more than 10 days per school year.

**Excused Absences:**

Student attendance will be monitored by the district daily, and students are required to attend school every day unless there is a need to be absent for one of the following reasons:

1. Personal illness of the student
2. Serious illness of a member of the immediate family causing the student to be needed at home
3. Doctor or dental appointment (families are encouraged to make doctor/dental and other personal appointments after school hours)
4. Sudden emergencies
5. Pre-planned absences (maximum of ten days per school year)
6. Approved educational opportunities
7. Suspension from school

While it is a parental right to legally excuse your child from school up to ten days per school year without a medical excuse, students who have ten or more absences in a school year may have an impact on their learning. Therefore, it is our practice to send out a letter reminding parents when their child is at or approaching ten days. Depending on attendance, subsequent letters may follow. If a child is absent too frequently a doctor's excuse may be required. An unreported absence is considered an unexcused absence. Parents are allowed to excuse their child five (5) times during each semester with a maximum of ten (10) days per year.

**Unexcused Absences:**

The Board of Education does not distinguish between being truant or unexcused. All absences not covered under the excused absences list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. A student who is absent from school without an acceptable excuse for part or all of five (5) days or more on which school is held during a semester will be considered a "Habitual truant".

**Truancy:**

Truancy (Wisconsin Statute 118.15) means any absences from school for part (including tardiness) or all of one or more school days without an acceptable excuse for students between the ages of 5 and 18. Students that are found to be truant, may be referred to the Waukesha County Department of Health and Human Services as a habitual truant if the pattern persists.

**Appointments:**

Families are encouraged to make doctor/dental and other personal appointments after school hours. When that is not possible and you need to pick your child up during the school day, please send a note with your child stating the time and reason he/she needs to be excused, or send an email to your child's teacher AND the school office. All students must check in or out of the school office when they leave and/or return to school.

**Tardies:**

Students who enter the building after the 8:04 a.m. tardy bell should come directly to the office for a tardy slip. Students are allowed three tardies per semester prior to having the tardies marked as unexcused absences. Regular school attendance helps students succeed. When students are consistently tardy, the parents/guardians will be notified by the administrator or guidance counselor to arrange a conference to discuss the circumstances that are causing the tardiness.

## **STUDENT DISMISSAL PRECAUTIONS**

A student shall be released from the school upon written (email is permitted) permission or consent from the student's parents/legal guardians. In the case of divorced parents, only the legal custodian shall provide written (email is permitted) permission for student dismissal from school. **\*It is the legal custodian's responsibility to bring to school the court order that indicates who may/may not access and/or pick up the child while at school.**

## **LEAVING SCHOOL GROUNDS**

Students will not be permitted to leave the school or school grounds without written permission from their parent(s)/guardian(s) and the administrator. Students who leave the school or school grounds without written permission will be disciplined (issued detention or suspension) depending upon the information concluded by an administrator. The administrator will notify the parent(s)/guardian(s) if this incident occurs.

## **MAKE-UP WORK FOR ABSENCES**

It is very difficult for students to miss school for extended periods of time due to vacation, extracurricular, or co-curricular activities and still be successful. Teachers plan their themes and units by the week or month, but daily lesson plans are planned one to three days in advance of the lesson. So for students who are absent, it is logical for them to complete the work when they return and not in advance. Teachers will set deadlines for when the work is to be completed.

Students who have more than 10 days of absences and in addition are absent for vacations will not be allowed to ask for make-up work. In grades 5-8, students will find the work to be completed on the website. Students must turn the work in on the day they arrive back at school. No make-up exams will be given.

In grades 4K through 4<sup>th</sup> grade, there is no expectation that students will be given any work to be completed.

## **HOMEWORK POLICY**

Homework is considered to be any assignment given to a student to be completed outside the regular school day. It is part of the learning process as it helps reinforce key concepts, practice skills, and strategies learned in class and helps to build positive study habits. Teachers will assign various amounts of homework.

If students do not return homework, their grades will be affected. If a student repeatedly misses assignments, the student may miss free time, stay after school, come to school early, or return the missed assignment the next day. Teachers in each grade level have a specific plan that will manage missed assignments. If you have questions about homework, please contact your child's teacher.

## **GRADE BOOK AND PROGRESS REPORTS**

Fifth through eighth-grade parents have access to their child/ren's assignments and grades through Skyward Family Access. Gradebooks for grades 4K-4 are not available.

Report cards are issued quarterly for grades 1-8 and are available to parents via Skyward Family Access. K4 and K5 report cards are issued each semester.

## **CURRICULUM**

Our curriculum reflects current research and is aligned to standards set for each discipline and grade level by the Wisconsin Department of Public Instruction. This alignment is an ongoing task, and it is one we take seriously.

The Lake Country School District's academic standards have been developed over the course of the years blending the Wisconsin Model Academic Standards, Common Core Curriculum Standards, and locally developed standards. These standards may be found on our website under the Academics link. We are proud of how our high standards positively impact student learning. In annual statewide assessments, our students consistently score well above the state average in all subject areas.

The basic curriculum consists of courses that are academic in nature. The coursework promotes student achievement in basic learning skills, academic excellence, and academic concepts that are built upon from the previous grade level. Each teacher guides the child toward proficiency in independent learning while keeping in mind the need to learn throughout life. Through a wide variety of curriculum experiences, students are involved in situations that develop social skills, values, and multicultural understanding. Currently, students complete academic work in language arts, reading, mathematics, science, social studies, world language, physical education, music, art, health, technology, and guidance. Students in grades seven and eight will choose from a variety of fine arts and technology electives offered on a semester basis.

## **PARENT/TEACHER CONFERENCES**

Formal conferences are held during Quarter 1 to discuss, share, and plan a child's academic and social development. At the end of Quarter 3 conferences *may* be scheduled, but may have a different format than conferences in the fall. Other conferences may be scheduled during the school year if a specific need or problem needs to be addressed.

## **7<sup>th</sup>/8<sup>th</sup> GRADE HONORS**

Seventh and eighth-grade students who earn the letter grades of A- and A in *all* of their academic courses for quarters 1-3 will be recognized with honors. Any student receiving an F in any subject, on any assignment, will be disqualified. Any student who has 10 or more absences, or 5 or more tardies will be disqualified. Student recognition is scheduled to occur in the month of May or June.

## **DISTRICT TESTING PROGRAM**

Throughout the school year, students at various grade levels will participate in standardized testing. Standardized testing is one method of evaluating the academic program of the school. Classroom and grade level performance and assessments provide additional information about our academic program as well as student learning. It is important that children are in attendance during standardized testing. Students who are relaxed, well-rested, and motivated usually perform better on this type of test.

## ADDITIONAL TESTING

Should the need for further evaluation of a child be necessary, an individual referral will be made to a student services specialist (example: a school counselor or psychologist).

The following overview outlines the standardized tests administered at each grade level:

GRADE LEVEL	TEST NAME	TEST DESCRIPTION	ADMINISTRATION TIMELINE
4K, 5K, 1, 2	Star Early Literacy	Administered by classroom teacher in small group & one-on-one settings; untimed; assess skills necessary for beginning reading and continued success in reading	Fall and spring of each school year; varies by grade level <a href="https://www.renaissance.com/products/star-early-literacy">https://www.renaissance.com/products/star-early-literacy</a>
1-6	MAP (Measures of Academic Progress)	Computerized assessment that adapts to each student; untimed; assess Wisconsin Academic Standards in reading & mathematics; yields individual & group comparisons to national norms	Fall & Spring of each school year; math and/or reading (varies by grade level) (see parent letter or <a href="http://www.nwea.org/resources-parents-and-students">http://www.nwea.org/resources-parents-and-students</a> for more information)
3-8	Forward Exam	Computerized assessment created by the Data Recognition Corporation in conjunction with the Wisconsin Department of Public Instruction; untimed; assess Wisconsin Academic Standards in English Language Arts, Mathematics, Science, Social Studies & Writing	Spring of each school year (subjects tested varies by grade level) (see parent letter or <a href="https://dpi.wi.gov/sites/default/files/imce/assessment/pdf/Forward%20brochure%20for%20families.pdf">https://dpi.wi.gov/sites/default/files/imce/assessment/pdf/Forward%20brochure%20for%20families.pdf</a> for more information)
7 & 8	Aspire	Computerized assessment developed by ACT testing service; timed; assess College & Career Readiness standards in Reading, English, Science, Mathematics & Writing	October of each year (see parent letter or <a href="http://www.discoveractaspire.org/parent-overview/">http://www.discoveractaspire.org/parent-overview/</a> for more information)
	ACCESS	ELL English Language Learners	The State determines the testing window (typically in winter).
	DLM (Dynamic Learning Maps)	Identified Special Education Students	Same as Forward Exam

Parents will be notified prior to the start of the testing and will receive communication regarding their student's performance. Parents who have questions about standardized testing should contact Debby Schneider, District Assessment Coordinator at 262-367-3606 Ext. 126.

## **WEB PAGE**

District information regarding School Board Meetings, Minutes, Agendas, Committee Meetings, Wildcat Clips newsletter, and other school functions can be accessed through Lake Country School's Web Page. The site address is: [www.MyLakeCountryschool.org](http://www.MyLakeCountryschool.org)

## **WILDCAT CLIPS**

The Wildcat Clips is the school's newsletter. The newsletter contains information on school events, activities, and other school news. Distribution dates and times are determined each year, but the newsletter is typically emailed to families bi-monthly. The administrator/editor may make alterations where needed. Parents/Guardians are emailed when a new issue is available on the Lake Country School website ([www.mylakecountryschool.org](http://www.mylakecountryschool.org)). Please take the opportunity to stay current on school news.

The Wildcat Clips has a section titled "Community Bulletin Board" for announcements of non-school-sponsored events. Individuals interested in acquiring more information about the event(s) listed on the bulletin board should contact the event coordinator whose name and number is included in the information. Occasionally there may also be additional information available in the school office.

Community groups shall indemnify and forever hold harmless the Lake Country School District, the Board of Education, and its officers, agents, and employees from any and all claims whatsoever kind, nature, or description arising out of the use of any school facilities and communications.

## **SUPPLIES AND FEES**

A registration fee is charged to each student, each year, to cover consumable supplies during the school year. Fees are payable at registration. Families that have three or more children will not be assessed more than the total fees for three children in a school year.

School supply lists are posted online. If your family is unable to provide school supplies for your child, please contact the Administrator or School Counselor for assistance.

## **SCHOOL MATERIALS**

Students are accountable for the care of equipment and textbooks that are assigned to them. The school will assess a fine or replacement cost when equipment or textbooks are damaged, misused, or lost.

## **LOST AND FOUND ARTICLES**

The responsibility for personal belongings is the student's. The school cannot assume any financial responsibility for items lost or stolen. Labeling property with the student's name (first and last) is strongly advised. The school has two "Lost and Found Boxes" - one by the recess doors and one downstairs. Occasionally students/parents should check the boxes for lost items. During Winter and Spring Break and one week after the school year is completed, all items left behind will be donated to a local charity.

## **TELEPHONE**

Students will be given permission to use the office phone for illness and other school emergencies. During the school day, the students are allowed to use the phone in the office with a teacher's or staff's permission. Cell phone use is not permitted at Lake Country School. If a student must use a cell phone while at school, they must report to the school office to do so.

## **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES**

Students are prohibited from using or possessing any electronic communication devices (ECDs) including, but not limited to, cell phones, I-Pads, I-Pods, smartwatches, and others during the school day or at school-sponsored activities that occur during the regular school day unless given permission by a teacher for educational purposes only. If a student brings an ECD to school, it must remain in the student's locker and be turned off until the end of the school day. There may be special circumstances that necessitate student use of ECDs, such as medical, educational, and/or family emergencies. Therefore, students with the written consent of the District Administrator may be granted permission to possess and use ECDs. If a student is found using an electronic device or cell phone without permission, it will be confiscated and held in the office. If there are recurring offenses, the item will be confiscated and held in the office for parent pick-up, in addition to Administrative consequences. There is a telephone available for student use in the school office.

## **LOCKER ROOM PRIVACY**

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The superintendent or their designee shall be responsible for enforcing this policy. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the administration or by District policy. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone in any manner in the locker room.

## **SURVEILLANCE CAMERAS**

The Lake Country School District recognizes the District's responsibility to maintain safety and discipline on school property. The Board also desires to afford students and staff reasonable privacy. Therefore, video surveillance cameras may be used in any place on school premises where the public, students, and staff have no reasonable expectation of privacy. These video surveillance cameras do not produce audio (other than the front door entry buzzer), only video. The purpose of surveillance cameras is to reduce vandalism and provide security. The District or employees of the district will not monitor the system continuously. A visible sign notifying the use of surveillance cameras will be posted at the front entrance of the school.

Only individuals authorized by district administration (or the district administrator's designee) may view the digital recordings. Students, or others found to have violated disciplinary policies, will then be subject to discipline in accordance with established procedures. Should a digital recording become a part of a student disciplinary action, the recording will become part of the student's behavioral record and be handled consistently with the district's student records policy. The District does reserve the right to provide copies of digital recordings to enforcement agencies, as it deems appropriate and consistent with the law.

The use of digital recordings from surveillance equipment shall be subject to, and guided by, the policies of the District and state statutes concerning student, personnel, and public records. The Board shall maintain a digital copy of surveillance records for a 120-day period.



## **PUBLIC SALES ON SCHOOL PROPERTY & STUDENT FUNDRAISING ACTIVITIES**

All fundraising and sales projects or activities need to have prior permission from the District Administrator.

### **HARDSHIP - FEE WAIVERS**

The school acknowledges that field trip fees, musical contests, and other curriculum-related contests might cause a financial burden for a family. If your family is facing financial hardship and can not pay for a child/children to participate in a program, please contact the administrator. The administrator will use information from the *Free/Reduced Hot Lunch Application Form* to determine the needs of the family. This information will be kept confidential.

### **HOT LUNCH/MILK PROGRAM**

The school's hot lunch program is available to all students of the school district. The hot lunch program meets the guidelines and procedures developed by the United States Department of Agriculture. Students have the choice of taking all the food items offered or at least three food items from the menu.

#### **Free or Reduced Lunches**

Parents/guardians who believe their child(ren) may qualify for the Free or Reduced Lunch Program can request a Free or Reduced Lunch Application from the school office. They are also available on our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org), and are included in the family folder you receive at the open house. After the parent/guardian has completed the form, return the application to the office for processing. The results from the application will be kept strictly confidential and mailed home. The reduced lunch price for a student is \$0.40 per meal.

#### **Lunch Fees**

Each family is assigned a "family lunch account" into which money is deposited for lunch and milk. Each student is assigned a 4-digit lunch number, which is linked to the "family lunch account". Each time the student takes a hot lunch or milk, the money is withdrawn from the "family lunch account".

Lunch prices are as follows:

- Student Milk \$ 0.30
- K4-8th grade students: \$2.80 per lunch
- Adult Lunch: \$4.65 per lunch

#### **Delinquent Lunch Accounts**

Families will receive weekly automated phone calls when their lunch account is in the negative. These phone calls will prompt you to make a deposit to your child's account. Negative balances must be taken care of within one week. Please contact the school office if you have extenuating circumstances. If you have been approved for free or reduced lunches, you are responsible for payment of second milks, additional entrees, and a la cart.

## **FIELD TRIPS**

As a part of the educational program, students participate in field trips. During online registration, parents/guardians should sign the release for their child(ren) to attend any field trip in the Lake Country School District during the course of the school year. For field trips outside of the Lake Country School District, a written permission slip will be sent home with the child prior to the class trip. All trips are supervised by the teachers involved. Parents/guardians are often asked to help as chaperones. Please note that siblings of children are not allowed on field trips.

Teachers and administrators will review students' behavior and academic progress prior to the field trip event. Student eligibility for each field trip will be based on the school's and teacher's academic behavior expectations. Missing assignments and in- and out-of-school suspensions will be considered prior to each field trip to help determine whether or not a student may attend the field trip. Students who remain at school will receive school assignments. The teacher or administrator will notify the parent(s)/guardian(s) of students who may not attend the field trip.

If the cost of a field trip places a financial hardship on a family, please contact the administrator to make other arrangements. This information is kept strictly confidential.

## **MOVIE GUIDELINES**

Any movies shown in the classroom that have other than a G-rating require administrative approval prior to showing and a permission slip for each student that is signed and dated by the parent/guardian.

## **BRINGING PETS TO SCHOOL**

Occasionally students ask to bring their small pet to show in the classroom, for sharing, or because it relates to what the class is learning. Before a student brings in a pet, it must be cleared by the teacher, administrator, and school nurse.

## **INCLEMENT WEATHER PROCEDURE**

The decision to close school will be a collaboration with the area superintendents including Arrowhead High School and the other local K-8 districts, the National Weather Service, law enforcement, and Dousman Transport Company (bus). When considering closing schools, our priority is the safety of our students and staff.

When it has been determined that the school will be canceled or delayed, the district utilizes the Skylert Messenger system. The system calls every parent and staff's phone number to relay the information. The Skylert Messenger system will begin calling as early as 5:30 a.m. An email will also be sent.

If the decision is made to run buses on a late basis, the standard delay will be two hours (all bus pickups will be two hours later than normal).

If there is an emergency that requires the school to close mid-day, the Skylert Messenger system will call all home phones, work phones, and cell phones that we have on record.

It is imperative that the phone numbers in our database be correct. If you change any of your contact numbers, please make sure to make the appropriate changes in Skyward Family Access under the Skylert tab, and also notify the school office to make changes to our records.

## **SCHOOL SAFETY DRILLS**

The safety of all children and staff in our school is very important. In order to maintain a safe environment for children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise and check our procedures.

The students and staff of Lake Country School will be practicing 4 types of emergency drills each year. They are “FIRE DRILLS”, “TORNADO DRILLS”, “EVACUATION DRILLS”, and “EMERGENCY LOCKDOWN”.

### **Fire Drills**

The school will conduct a “fire drill” each month that school is in session. This is a requirement for all Wisconsin public schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

### **Tornado Drills**

The school will conduct a “tornado drill” two times per school year. This is a requirement for all Wisconsin public schools. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornados.

### **Evacuation Drills in Case of a School Safety Incident**

The school will conduct an “Evacuation Drill” each school year. Students will be safely escorted along a designated evacuation route to one of our predetermined evacuation locations or sites. This is a requirement for all Wisconsin public schools. At the conclusion of the drill, all students will be escorted back into the school.

### **Emergency Lockdown in Case of School Safety Incident**

The school will conduct an “Emergency Lockdown” each school year. This type of drill will secure the school building and safely shelter all students, staff, and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

## **STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS**

Every year schools are required to assess all students’ immunization records to determine compliance with the Wisconsin Student Immunization Law, as described in the Wisconsin Student Immunization Law Timeline: Actions Required of Schools (P-01442). Students have until the 30th school day to provide the appropriate documentation of immunization or a signed waiver. Starting on the 31st school day, noncompliant students in kindergarten through grade 5 must be excluded from school if one of the following is true about the school: the school is a public school and the school district's compliance level from the previous school year was less than 99%, or the school is a private school and the school's compliance level from the previous school year was less than 99%. Exclusion is optional for grades 6 through 12 for schools that meet the 99% compliance level in the previous year. See Student Immunization Law Age/Grade Requirements on the following page.

## **SCHOOL HEALTH ROOM**

A health room is located in the front office. When a student is ill and would like to leave school early, they must report to the health room to be assessed prior to calling their parent/guardian to pick them up. When it is determined a student is too ill to remain in school, the health room will call the parent/guardian or emergency contact, and plans are made for transportation home. If the health room aide is not available, staff members in the front office will assist. Staff members may administer first aid for minor injuries or illnesses. If additional care is needed and/or the injury is a cause of concern, the parent, guardian, or emergency contact individual will be contacted by the health room personnel.

Students are not allowed to carry any over-the-counter or prescription medications at Lake Country School. All medication is dispensed from the health room with the exception of inhalers for asthma, EPI-Pens for allergic reactions, and insulin for diabetics. Students may carry these only after an individual health plan has been completed by their parents and physician. Parents are responsible to provide a limited supply of all medications to be kept in the health room in the original medication bottle after completing the Prescription Medication Consent form or the Over the Counter Medication Consent form.

Health room personnel duties are as follows:

- Giving first aid (according to the Lake Country School Guidelines)
- Comforting sick children
- Administering prescribed medications
- Maintaining school health records including vaccinations
- Arranging for transportation home of a sick student at the direction of school authorities
- Assisting children as necessary including calling 911 in an emergency health situation

It is understood and agreed that health room personnel will not:

- Make a diagnosis or prescribe treatment or medication
- Give any medication that is not authorized by a parent/physician in writing
- Give treatment to eyes or ears (except flushing the eyes with clear water)
- Apply antibiotics or monitor blood pressure
- Perform any invasive treatment
- Divulge confidential information

## **REPORT OF COMMUNICABLE DISEASES**

When children and teens are together in group settings such as schools, child care facilities, camps, and sporting activities, some disease-causing germs are easily spread among them. Communicable diseases are those diseases caused by bacteria, viruses, parasites, and protozoa that are passed from one person to another. It is important to recognize when someone in a group setting is sick with a communicable disease so steps can be taken to obtain medical care and prevent the spread of the disease to others.

A communicable disease is an illness that can be transmitted from person to person, animal to person, or inanimate object to person. The diseases and conditions listed on The Wisconsin Department of Health Services website (<https://www.dhs.wisconsin.gov/disease/diseasereporting.htm>) are considered to have significant public health impact, and any confirmed or suspected cases must be reported promptly.

Requirements for the timing of reporting, once the disease or condition is recognized or suspected, vary by disease. Questions concerning this information may be directed to: the Bureau of Communicable Diseases, 608-267-9003, or the Bureau of Environmental and Occupational Health, 608-266-1120.

## **COMMON ILLNESS & SCHOOL ATTENDANCE GUIDELINES**

### **100 Degree and Greater Fever**

Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever-reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate in and attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

### **Colds (Respiratory Infections)**

Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to cough or sneeze into their sleeves or use tissues to cover sneezes and coughs and wash their hands after contact with the secretions.

### **Other Infections**

Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin, and strep infections. The exception is pink eye. Your doctor's office will decide if the exclusion is necessary to protect others from being contaminated.

### **Diarrhea**

Children with diarrhea should remain home until they are symptom-free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.

### **Vomiting**

A child who has vomited the evening before or in the morning before school, should remain home until they are symptom-free for 24 hours.

### **Diseases**

If a child has chicken pox, measles, COVID-19, or any other known untreatable contagious disease, they must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Contact your doctor or nurse for additional information and period of contagion.

### **Medications**

If your child is on medications at home, but not at school, please let your school nurse know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems. If your child will need to take medication while at school, an authorization form will need to be filled out. This form can be picked up from the school office or found online on the school website.

## **SCHOOL MEDICATION POLICY**

Guidelines for the safety and protection of the student, their classmates, and school personnel are as follows:

1. Authorization form provided by the school **MUST** be received.
2. Only limited quantities of medicine should be brought to school and **ONLY** in containers properly labeled by the physician or pharmacist.
3. All medicine will be stored in a locked cabinet or drawer.
4. The administration of injections to students **will ONLY** be carried out by fully qualified health care providers.
5. Nonprescription medication, such as aspirin or other cold medicines, will **ONLY** be given when accompanied by a completed Medication Form. These bottles **MUST** be marked with the student's name and are to be kept in the Health Room.
6. A parent/guardian or their delegate must transport the medication to school. No medicine (including aspirin, Tylenol, Motrin or any commercial health product) may be kept with a student, in a student's locker or backpack. (See item 8 regarding asthma inhalers and Epi-Pens.)
7. Students will not be allowed to take medication on their own. Students may carry an inhaler or Epi-Pen if the medication form is completed and signed by a parent and physician. If the student uses the inhaler inappropriately or irresponsibly, this privilege will be taken away.

All medications and medical devices must be picked up by a parent/guardian before the end of the week, following the last day of school or they will be discarded, at no cost to the school.

## **BICYCLE RIDING OR WALKING TO/FROM SCHOOL**

In the opinion of the City of Delafield Police Chief, the roads around Lake Country School are not suitable for students riding bicycles to and from school. The high traffic volume, speed limit, lack of road shoulder space, and the road's gravel shoulders are all factors that led to this decision.

With the unsafe road conditions in the school district, students will not be permitted to ride bicycles to or from school. If a student rides a bike to school, his/her parent/guardian will be contacted and asked to pick up the bicycle after school and the student will be sent home on his/her assigned bus route.

Students will only be allowed to walk to and/or from school if the office has a signed note that the child's parent or guardian and is duly noted by the administrator.

## **BUS ROUTES**

1. Students are expected to be ready five (5) minutes prior to the time printed as the bus pick-up time.
2. Walking distance has been established as .3 miles for elementary students.
3. Buses have a numbered plaque posted on the left side of the doors for identification purposes.
4. Dousman Transport Company has been hired by the Lake Country School District District Transportation Cooperative. The terminal is open from 6:00 a.m. to 5:00 p.m. on the days school is in session. The terminal phone number is 262-966-9691. When you have a concern or issue, please contact the administrator with the appropriate information.
5. The bus driver is the individual responsible for order and behavior on the bus after the bus leaves the school grounds.
6. The school district provides supervision on school grounds for unloading and loading students.

## **STUDENTS RIDING AN ALTERNATE BUS ROUTE**

If a student requests permission to ride a different bus other than his/her assigned bus, a written permission slip, signed by the student's parent/guardian, must be brought to the school office for approval. Bus drivers will not allow students to ride the bus without a note signed by office personnel.

## **SCHOOL BUS CONDUCT**

Students shall follow the rules and regulations that apply to bus transportation and conduct themselves in a manner that ensures their safety and the safety of other students. Riding the school bus is a service provided by the school district for all kindergarten through eighth-grade students. School buses are equipped with video cameras to help ensure the safety of all riders. The use of these recorders is for professional use only and remains confidential. Please review the rules listed below with your child.

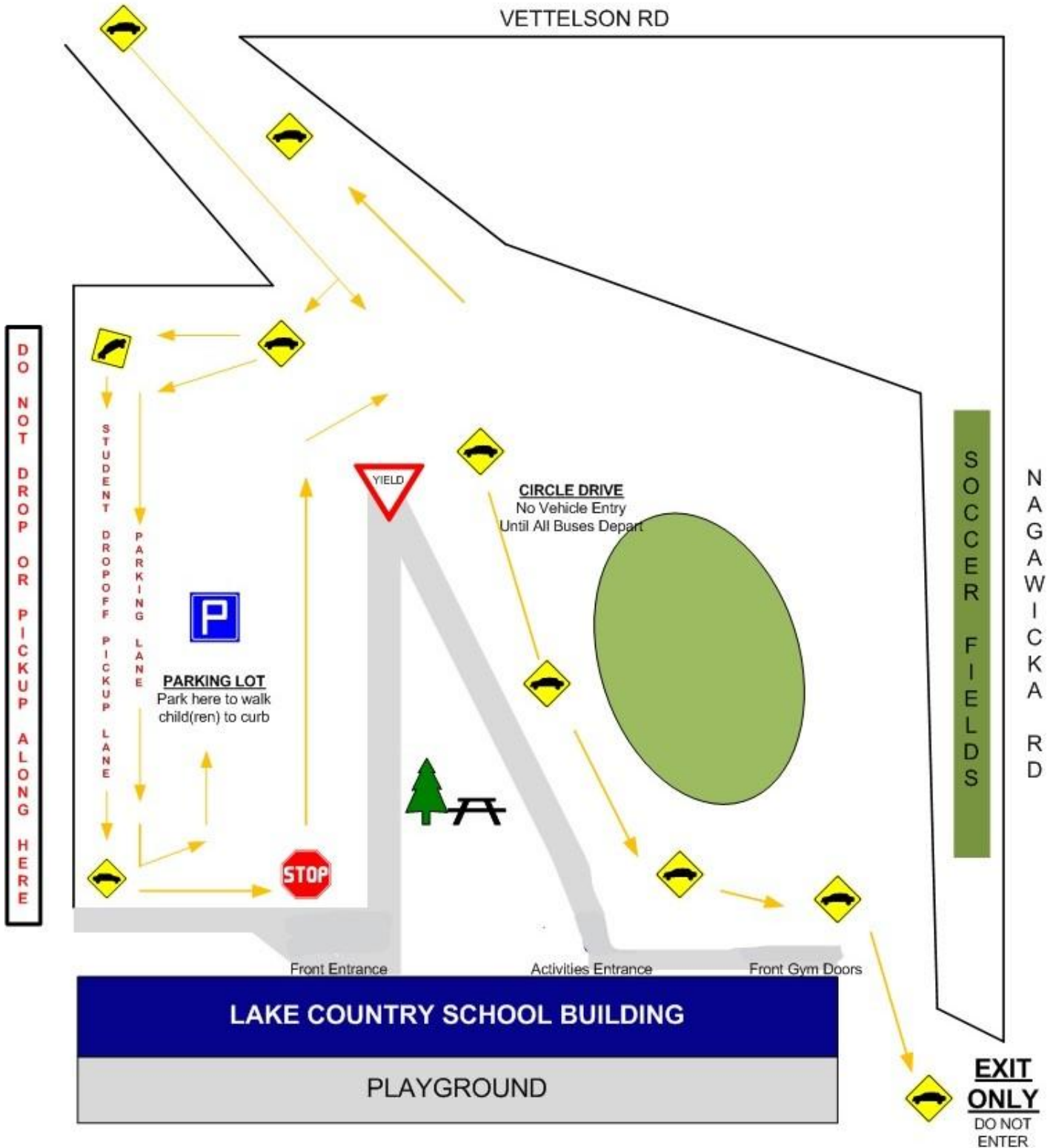
### **WHILE ON THE BUS:**

1. Remain seated at all times.
2. Keep your feet, hands, and objects to yourself. Throwing any object is not allowed on the bus.
3. Keep the bus clean and free of damage, no littering.
4. Use proper language and a quiet voice.
5. Be polite to other students and the bus driver.
6. Arms, heads, or other body parts are not to be extended out of the window.
7. Fighting, pushing, tripping, or profanities are allowed.
8. No skateboards or rollerblades, sleds, or large objects will be transported on the bus.
9. No cell phone use on the bus.

Consequences for not following bus rules include the following: Bus Conduct Report, a conference between parent(s)/guardian and administrator, loss of privileges, assigned seating, and loss of bus riding privileges. The parent(s)/guardian of students who are suspended from the bus are to assume the responsibility of transporting their child to and from school.

## **STUDENT PICK-UP/DROP-OFF**

- **Student Drop-Off** begins at 7:50 a.m. The tardy bell rings at 8:04 a.m.
- **Student Pick-Up** begins at 3:10 p.m. **Do not use Activities Circle until the buses leave at 3:20 p.m.**
- **MAIN parking lot must be used if a bus is present in the ACTIVITIES CIRCLE.**
- If one lot is backed-up, use the other lot.
- The Activities Circle drop-off is one lane. Please do not pass others in the inside lane.
- There is no parking along the gym.
- We welcome you to help your child, but this must be done in the parking lot not the drop off/pick up lane. Park your vehicle and walk with your child in the parking lot.
- You may not hold up the drop off/pick up lane. The flow must keep moving. If your child is having trouble, please pull away and park in a parking spot.
- Vehicles may *not* enter the school parking lot from the Nagawicka Road entrance, however, you may exit the school parking lot this way. See the parking lot map.
- Pull all the way up to the beginning of the line before waving to your child. Do not exit your car to assist your child(ren) in the lane.
- Children must remain on the sidewalk until their parent/guardian parks their car and walks to the sidewalk or pulls up to the sidewalk. Children may not walk in the parking lot without their parent/guardian.





## **SPECIAL EDUCATION**

IDEA (**Individuals with Disabilities Education Act**), 2004 mandates a free and appropriate education for all students aged 3 through 21 who have an identified impairment and need for special education. The Lake Country School District provides the following services: learning disabilities, emotionally disturbed, speech and language needs, cognitive disability, vision and hearing, early childhood, and physical/occupational therapy. A referral requesting an evaluation to determine eligibility for this program can be initiated by teachers, parents, and/or community agencies.

## **SPEECH/LANGUAGE PROGRAM**

The speech and language program offered through the Lake Country District Program serves children with difficulties and their related communication skill deficits. Areas addressed include

Articulation – pronunciation of speech sounds | Voice – pitch, loudness | Fluency – repetitions of sounds

## **RESOURCE**

RESOURCE is designed to assist all students in need of additional support and students identified as special education. Under this model, the regular and special education departments work together to provide the best education possible for all students.

## **SCHOOL PSYCHOLOGIST**

The school psychologist is responsible for assessing students who are suspected of having special educational needs as well as regular education students who exhibit academic and/or social problems. Assessment techniques involve the use of diagnostic tests. The results of these tests are shared with parents and school personnel. The school psychologist consults with parents and staff to provide strategies that will assist in addressing educational and behavioral concerns.

## **RESPONSE TO INTERVENTION**

In response to Wisconsin's mandated **Response to Intervention (RtI)** policy, Lake Country is continuing to implement RtI system levels of support. High-quality instruction, balanced assessment, and collaboration are the three essential elements of RtI. This multi-level system of support provides the structure needed to increase success for all students. By gathering information from multiple sources (state & district testing, classroom assessments, and teacher input), Lake Country staff regularly analyze student progress toward Common Core State Standards. Our focus is to ensure that each child is progressing toward state and national proficiency norms.

The goal is for each child to remain in the regular classroom for all critical instructional activities, but also to provide another time for each identified child to receive additional intervention in the areas of reading and/or math. Progress is monitored approximately once per week and decisions regarding student interventions are made on a monthly basis.

When making special education eligibility decisions, initial SLD evaluations at Lake Country School will use progress data from intensive, scientific research-based or evidence-based interventions. If you have any questions or would like more information, you may refer to a link on the Special Education page of our school website, [www.mylakecountryschool.org](http://www.mylakecountryschool.org).

## GENERAL SCHOOL RULES

### I. BE KIND. BE SAFE. DO THE RIGHT THING.

### II. PERSONAL APPEARANCE AND GROOMING

Lake Country students, parents, and the school share the responsibility of exercising good judgment in maintaining an educational atmosphere. Reasonable regulations concerning dress, hairstyle, and cleanliness is vital not only to the individual student but also to those with whom we share the school day. Lake Country School maintains the right to regulate dress and grooming when the student's appearance presents a danger to health and safety, creates a disruption to the educational program, or causes an excessive maintenance problem.

### III. DRESS CODE

We ask that parents guide their children in making decisions about appropriate apparel for school. Clothing must not detract from, or interfere with classes or student learning. Clothing that causes a disruption or concern for safety will not be allowed.

Expectations for students include the following:

- All shirts and tops must be full length. No midribs should show.
- Undergarments should not be visible from beneath shirts, skirts, blouses, shorts, or pants.
  - Tank tops need to have a minimum 1" strap width. Spaghetti strap shirts must be worn under other clothing.
  - Low-cut or revealing shirts are not appropriate for the school setting.
  - Top part of boxers/underwear should not be visible. Wear a belt or shirt that covers the butt.
- Skirts should be of modest length or be worn with leggings.
- Shorts need to have a minimum 4" inseam. Capri-length pants are always appropriate.
- Leggings/tights must be worn with clothing that covers the butt. (ie. wear leggings/tights under a skirt or shorts; or wear a long sweater/shirt over the top of the leggings/tights.)
- Hats, coats, bandannas, sports caps, etc., are not to be worn in the school building (exceptions may be made for "special event" days that are part of the school experience).
- Backpacks may be carried to and from school but must remain in the student's locker or cubby during the day. Students may not take them to classes.
- Clothing promoting bullying, alcohol, tobacco, smoking, sex, violence, or gore, is not appropriate.
- Students should wear shoes that provide stability and support for running activities and games. If a student chooses to wear sandals, they should keep an extra pair of stable, supportive shoes for running activities and games in a cubby or locker.
- Appropriate outerwear should be worn in inclement weather. Students go outside for recess unless the weather is severe.

Students who wear clothing that is disruptive, see-through, or revealing, causes a safety or health hazard, or cause undue maintenance (such as chains, cleats, or rivets) will be required to change clothing. Students wearing unacceptable clothing or accessories will be asked to change into other clothing, turn the garment inside out, or will be asked to remove the accessory for the day. Students repeatedly wearing unacceptable clothing or items will face progressive disciplinary action. An administrator will contact the parent(s).

## **REGULATIONS ON PERSONAL ITEMS**

Student usage or possession of the following items is prohibited and can result in suspension and/or expulsion from school. The police department may also be contacted according to administrator discretion.

### **A. Tobacco:**

Wisconsin Statutes 120.12(20) prohibits the use or possession of all tobacco products on school grounds or buildings. Smoking is not permitted by students, employees, and/or individuals attending school-sponsored events and meetings. This no-smoking policy extends to school-owned vehicles, facilities, and grounds.

### **B. Alcoholic Beverages:**

Wisconsin Statutes 125.09(2) prohibits the possession or consumption of alcoholic beverages on school premises or while participating in school-sponsored activities.

### **C. Illegal Drugs and Paraphernalia:**

No person shall possess or use illegal drugs and/or drug paraphernalia, including vaping, while at school or on school grounds. Wisconsin Statutes 161.49(1) addresses this issue.

### **D. Weapons/Fireworks:**

No one shall possess or use a dangerous weapon in or on school grounds, the building, or at school activities. Examples of dangerous weapons include a gun, knives, razors, and martial arts equipment. A student with a dangerous weapon will be referred to the local police department.

### **E. Roller Blades, Skateboards, etc.:**

Roller blades, skateboards, etc., do not have a purpose at school. These types of sporting goods need to remain at home.

### **F. Cellphones:**

School policy prohibits students from using or possessing communication devices while at school or on the school grounds unless the device is required by the teacher for educational purposes. This includes any harassment through the use of the device or cyberbullying of any type while on school grounds.

### **G. Headsets, I-Pods, I-Pads, Smart Watches, Video Games, Trading Cards, etc:**

Unless required and/or needed by a teacher for a class project, headsets, I-Pods, I-Pads, video and card games, etc. have no place in the school building and should not be brought to school. These articles have the possibility of being broken or stolen and disturbing the educational process. These articles should be left at home. Articles mentioned in "F" and "G" will be confiscated by staff members and returned at their discretion. Repeated violations of this rule by a student will result in the article being held in the school office and returned at the end of the school year.

### **H. Laser Pointers:**

Laser pointers were developed as a lecture tool and unfortunately have become popular "toys" for students. While the student thinks it's cool to have a pointer, they are potentially very dangerous to others. Lasers can cause permanent retinal damage in less time than it takes to blink an eye if it is pointed directly at a person's eye. In consideration of the serious health conditions associated with laser pointers, it was decided by the administration that they are not to be brought to school by students. Students who are in possession of a laser pointer will have it removed from their possession and it will be stored in the school office. A conference will also be scheduled between the parent(s)/guardian, student, and administrator.

## **RECESS/LUNCHROOM GUIDELINES**

Lake Country School is committed to giving all students the opportunity for safe play and an enjoyable recess.

### **RECESS PROCEDURES AND RULES**

- Students are to take their outdoor wear with them when going to recess.
- Students are not to take food or beverages onto the playground.
- Students are to remain on the school grounds at all times.
- Students should have proper attire for the seasons. Per policy, appropriate outerwear should be worn in inclement weather. Students go outside for recess unless the weather is severe.
- Students are not to re-enter the school until the teacher or the recess aide has dismissed students, except in an emergency situation.
- Good language and sportsmanship must be observed.
- No toys from home outside for recess.
- Return all balls used during recess to the ball rack prior to lining up to go inside for lunch.
- Do not play on top of the slides or other equipment (meaning the outside of the slide).
- Go down the slides, do not climb up them.
- Walk behind the swings not in front.
- No more than 8 students may be in the Gaga Pit at one time.
- If you skip in line, you will need to go to the back of the line.
- No throwing snow.

### **LUNCH ROOM CONDUCT AND RULES**

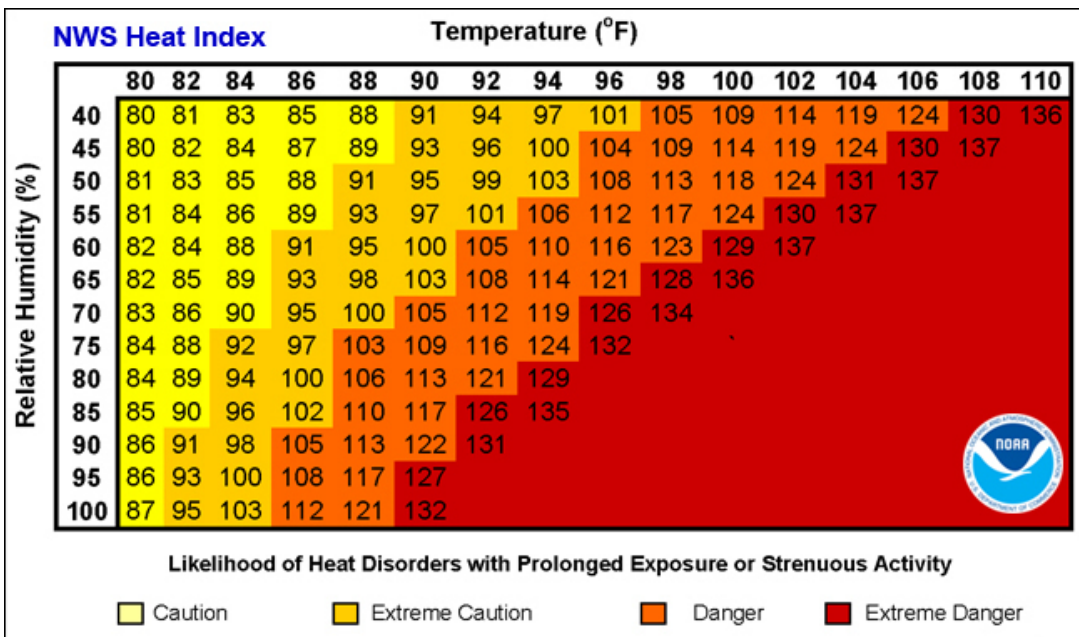
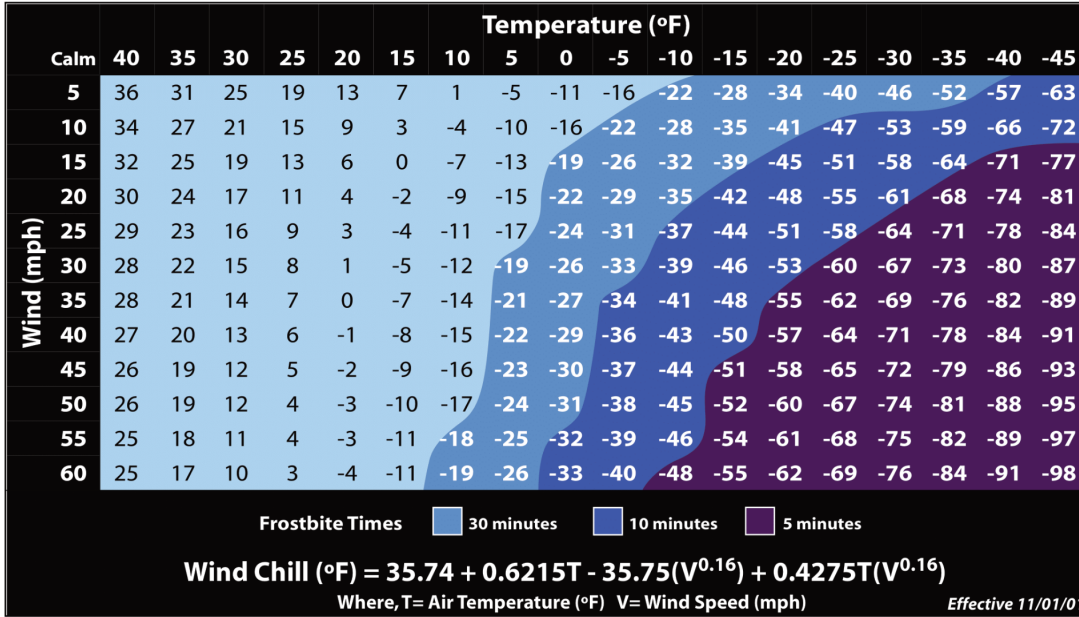
- Students should use a level 2 volume when talking. Level 2 is TABLE TALK, a normal conversation voice that 2-3 people may hear.
- All food and beverages are to be eaten in the cafetorium.
- Students will have assigned areas/tables where they will eat their lunch.
- Students should remain at their lunch table and will be dismissed one table at a time by a supervisor.
- Students are responsible for the cleanliness of their area.
- Students are not allowed to litter or throw food, paper, etc.
- If a student needs help or has questions, the student should raise a hand and one of the supervisors will respond.
- Kitchen equipment will only be operated by a staff member.
- Students may throw garbage away at the end of the lunch period.
- One student per table may use the restroom.

### **INDOOR RECESS GUIDELINES**

Indoor recess will occur when there is steady rain, there is lightning, there is a severe thunderstorm warning, there is a tornado warning, the NOAA National Weather Service Wind Chill Chart reads frostbite at 30 minutes or less, the NOAA National Weather Service Heat Index is listed at Danger or above, and/or there is a dangerous threat in the area.



## Wind Chill Chart



## **STUDENT BEHAVIOR AT SCHOOL-SPONSORED EVENTS OR AFTER-SCHOOL ACTIVITIES**

When students attend school-sponsored events and/or after-school activities, the following behavior and expectations are to be followed by the students.

- Use appropriate and acceptable language;
- Remain in the designated area of the building; students may not wander around the building
- Food and drinks are to be consumed in the designated areas;
- Follow all school rules.

If there are behavioral problems at an event, parent chaperones/staff members will report the behavior incident to an administrator for discipline through our regular discipline policy. Attending after-school events by a student is a privilege, which can be removed by an administrator.

Transportation to and from the event(s) will not be provided by the District. Transportation to and from the event(s) is the responsibility of the student's parent or guardian. The District assumes no liability for any transportation-related issues connected to the event(s).

## **HALLWAY BEHAVIOR**

All students are expected to:

- Walk in the halls staying on the right-hand side of the hallway.
- No shouting or use of inappropriate language, remember that other classes are in session.
- No jumping down a flight of stairs.



## **LAKE COUNTRY WILDCAT STYLE PBIS**



### **What is PBIS?**

Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide behavior. PBIS applies evidence-based programs, practices, and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. The goal of implementing PBIS at Lake Country School is to build on our existing strengths, complementing and organizing current programming and strategies. The PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. - See more at: [http://rti.dpi.wi.gov/rti\\_pbis#sthash.qeKMilv3.dpuf](http://rti.dpi.wi.gov/rti_pbis#sthash.qeKMilv3.dpuf)

### ***What changes will my child experience at Lake Country School?***

This initiative is intended to have year-round, school-wide activities that build positive communities across all school environments (classroom, playground, hallways, etc.). The focus will be on teaching and reinforcing positive behaviors observed by our students. Visible reminders will be put up around the school to support positive behaviors. There will be different themes during the four quarters, which will be presented in all-school assemblies, classroom buddy activities, and conversations within their classrooms.

## **DISCIPLINE**

The school board, administration, and staff members at Lake Country School believe that discipline should be fair, firm, consistent, and carried out with dignity. We believe that adults and children need to work diligently on developing trust and respect for each other. At Lake Country School, parental/guardian support is vital to our effort.

### **All students have the right to**

1. An education
2. Attend a safe school
3. Physical safety and protection of personal property
4. Not be discriminated against

To help students develop positive and safe behavior, three school-wide rules were written. The three school-wide rules are: **BE KIND, BE SAFE, and DO THE RIGHT THING**. By following these rules, students will have a successful school experience. Students will make mistakes with the opportunity to learn from their mistakes and develop into responsible, self-directed individuals. Repeated and/or serious school violations may require a conference between parents/guardians, child, teacher, and administrator.

### **BEHAVIOR INTERVENTIONS AND RESPONSES:**

School staff will use the guidelines presented in the Behavior Interventions and Responses document to help make appropriate decisions. This document can be found on the following pages of this handbook.

### **IN-SCHOOL SUSPENSION:**

The Administrator may remove a student from the regular classroom for a designated period of time. A student who receives/serves a suspension will not be able to participate in any school-sponsored events/extracurricular activities during the time of the suspension. If a student receives more than three in-school suspensions, the fourth suspension will be an out-of-school suspension.

### **OUT-OF-SCHOOL SUSPENSION:**

The Administrator may exclude a student from attending school for a period of up to five (5) school days. However, if a notice of an expulsion hearing has been sent, the pupil may be suspended for up to 15 consecutive school days. A student who receives/serves a suspension will not be able to participate in any school-sponsored events/extracurricular activities during the time of the suspension.

### **SUSPENSIONS:**

The number of days for a suspension will be based on the severity and frequency of the infraction and is at the discretion of the Administrator. The parent or guardian of a suspended student must be given notice of the suspension and the reason for the suspension. A sample Notice of Student Suspension can be found on the following pages of this handbook.

### **EXPULSION:**

Wisconsin public schools have a responsibility to ensure schools are safe places to learn. The School Board of Education has the authority to expel a student from school by following the procedures outlined in Wisconsin Statutes 120.13 (C).

## BEHAVIOR INTERVENTIONS AND RESPONSES DOCUMENT

School staff will use the following guidelines to help make appropriate decisions in the discipline at Lake Country School.

<b>Level 1: Classroom Managed Behaviors</b>	<b>Interventions and/or Responses</b> <i>Parent/Guardians may be contacted</i>
<ul style="list-style-type: none"> <li>● Violation of classroom or building expectations</li> <li>● Disruption</li> <li>● Disengagement from activities</li> <li>● Failure to be prepared for class</li> <li>● Dishonesty or cheating</li> <li>● Inconsiderate use of school property</li> <li>● Dress code violation</li> <li>● Disrespect to peers or staff</li> <li>● Theft</li> <li>● Throwing objects</li> <li>● Technology violation</li> <li>● Bus violation</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal correction</li> <li>● Break from the classroom</li> <li>● Loss of recesses or other privileges</li> <li>● Confiscation of object</li> <li>● Reteaching expectations</li> <li>● Assigned seating</li> <li>● Teacher &amp; student conference</li> <li>● Administrator conference</li> </ul>

<b>Level 2: Classroom or Administrative Managed Behaviors</b>	<b>Interventions and/or Responses</b> <i>Parent/Guardians must be contacted</i>
<ul style="list-style-type: none"> <li>● Repeated or extreme level 1 violations</li> <li>● Physical aggression</li> <li>● Profanity or verbal abuse</li> <li>● Insubordination</li> <li>● Harrassment/Intimidation (see Policy 443.71)</li> <li>● Bullying (repetitive   see Policy 443.71)</li> <li>● Verbal, nonverbal, written threat</li> <li>● Theft</li> <li>● Multiple technology violations</li> </ul>	<ul style="list-style-type: none"> <li>● Administrator conference</li> <li>● Loss of recesses or other privileges</li> <li>● Bus suspension</li> <li>● In-school suspension</li> <li>● Out of school suspension (Up to 3 days)</li> <li>● Any other appropriate disciplinary actions determined by administration</li> <li>● Referral to Student Services</li> </ul>

<b>Level 3: Administrative Managed Behaviors</b>	<b>Interventions and/or Responses</b> <i>Parent/Guardians must be contacted</i>
<ul style="list-style-type: none"> <li>● Repeated or extreme level 2 violations</li> <li>● False Alarms</li> <li>● Fighting</li> <li>● Serious threats to staff or students</li> <li>● Vandalism or Major theft</li> <li>● Bomb threat</li> <li>● Serious or chronic misuse of technology</li> <li>● Possession of tobacco, nicotine, vape, controlled substance, illegal drugs, or alcohol</li> <li>● Possession of a weapon</li> </ul>	<ul style="list-style-type: none"> <li>● Administrator conference</li> <li>● Exclusion from extracurricular activities, field trips, or reward activities</li> <li>● Bus suspension</li> <li>● Out of school suspension (Up to 5 days)</li> <li>● Any other appropriate disciplinary actions determined by administration</li> <li>● Referral to Student Services</li> <li>● Expulsion</li> </ul>



**NOTICE OF STUDENT SUSPENSION TO PARENT, GUARDIAN, OR CUSTODIAN**

This notice was sent on (date): \_\_\_\_\_

To the Parent/Guardian/Custodian of: \_\_\_\_\_

Grade: \_\_\_\_\_

Special Education:  Yes     No

Date the pupil was provided an opportunity to present their version of the conduct prior to a determination of the proposed suspension: \_\_\_\_\_

The student was suspended for one or more violation(s) of the district's discipline policy. The violations are identified below.

The authority of a school district to suspend a pupil is found under s. 120.13 (1) (b), Wis. Stats. The law permits a school district administrator, any principal, or a teacher designated by the school district administrator to suspend a pupil:

- For disobeying school rules.
- For conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by explosives.
- For conduct while at school, or under the supervision of a school authority, which endangers the property, health, or safety of others.
- For conduct while not at school, or while not under the supervision of school authority, which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health, or safety of any employee or school board member in the pupil's district. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
- The law requires suspension if the student possessed a firearm while at school or under the supervision of the school authority, s. 120.13 (1) (bm), Wis. Stats.

The event(s) and/or rule violation(s) that led to the student's discipline include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This notice is to inform you that the above-named student has been suspended  In School     Out of School from school for \_\_\_\_\_ days beginning \_\_\_\_\_ through \_\_\_\_\_.

The student may return to school on \_\_\_\_\_.

If you would like to schedule an informal conference to discuss the student's suspension, please contact the Lake Country School District Administrator as soon as possible at 262.367.3606 x114.

A pupil suspended shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period, as provided in the attendance policy established under s. [118.16 \(4\) \(a\)](#).

Out of School Suspension: The student is expected to be under the supervision of a parent/guardian throughout the suspension. If the student is unsupervised, he/she will be considered truant. While on suspension, students are not permitted to be on Lake Country School District's property or to attend any school-related events or extra-curricular activities. If the student is on school property or at a school-related event while suspended, he/she may be charged with trespassing.

A parent or pupil may, within five school days following the commencement of a suspension, have a conference with the school district administrator or his/her designee. The designee may not be the principal, an administrator, or a teacher in the child's school. If the school district administrator or his/her designee finds that the child was suspended unfairly or unjustly, or the suspension was inappropriate given the nature of the offense, or the child suffered undue consequences or penalties as a result of the suspension, reference to the suspension must be removed from the child's records. The finding must be made within 15 days of the conference, 120.13 (1) (b), Wis. Stats.

Based on the violation(s) a recommendation for expulsion  **will**  **will not** be made by the school principal to the Superintendent.

When the pupil returns to school, the following conditions will apply:

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District Administrator

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Date

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Method of Delivery of Notice

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Time

---

Date

**PARENT COPY**  
**ACADEMIC HONESTY**

All schoolwork submitted for the purpose of course or class requirements must represent the efforts of the individual student. Students, parents, and faculty members are all-important contributors to the upholding of academic integrity in our school. Any form of academic dishonesty is prohibited. Academic dishonesty includes but is not limited to *plagiarism, forgery, copying, stealing of another's work, providing another student with the answers on tests, or stealing quizzes.*

Faculty and administrators will have the responsibility for monitoring the above conditions. It is also the responsibility of the faculty members to monitor students' work to avoid any academic dishonesty and administer disciplinary action.

Procedures for dealing with alleged academic dishonesty shall be:

**First Offense:**

1. The teacher will notify parents of the student or students involved and send home a copy of the Academic Honesty Policy for a parent's signature.
2. Students involved in the incident will receive a zero for the assignment.
3. The student will return a copy of the Academic Honesty Policy signed by his/her parents.

**Second Offense:**

1. The teacher will notify the parents of the student or students involved.
2. Students involved in the incident will receive a zero for the assignment.
3. The student will receive a one-grade reduction on their final grade for the marking period.
4. A meeting between the student, parents, guidance counselor, and administration will be arranged.

**Third Offense:**

1. The teacher will notify the parents of the student or students involved.
2. Students involved in the incident will receive a zero for the assignment.
3. The student will receive a one-grade reduction on their final grade for the marking period.
4. A meeting between students, parents, teachers, guidance counselor, and administration will be held, with an in or out-of-school suspension being issued.
5. Other factors deemed appropriate by the administration may be issued.

## **TECHNOLOGY AND INTERNET USAGE**

### **TECHNOLOGY ACCEPTABLE USE POLICY 363.2**

For Student/Parent, Staff and Community Use of the  
Lake Country School District Technology/Communication Network

#### **INSTRUCTION**

##### **Internet Safety and Acceptable Use of Technology**

###### **Purpose and Expectations**

Technology is the property of the Lake Country School District and is provided for students and staff to help achieve excellence in education. Technology includes computer facilities, all hardware and software, the Internet, e-mail, phone and voicemail systems, audio/video equipment, peripherals, networks, servers, telecommunications, and related services.

Access is a privilege, not a right. All individuals using the system must have approval from school officials. For security purposes, all authorized users will be issued user accounts and passwords that are age-appropriate, which they will be required to use.

Access entails responsibility. Students and staff are responsible for good behavior on the Board's technology equipment and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's equipment assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Utilization of technology for non-school-related purposes may occur, but only to a reasonable degree. All users must be aware that personal privacy is not, and cannot be guaranteed.

User accounts may be treated like school lockers (Legal Reference: WI Statute 118.32 and 118.324). In other words, users of the district's technology have no right to privacy, and the technology administrators may review any user's files, internet history, downloads, communications, etc., to maintain system integrity and ensure that users are using the system responsibly.

Furthermore, the district does not warrant network functionality and is not responsible for any information that may be lost, damaged, or irretrievable when using the network. Likewise, the district does not guarantee the accuracy of information received via the Internet by its users.

Unacceptable use of the district's technology includes but is not limited to, the following examples:

- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language;
- Harassing, insulting, threatening or attacking others, including racial or sexual slurs (i.e. cyberbullying);
- Damaging equipment or networks;
- Plagiarism, piracy or copyright and/or patent infringement;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Unauthorized access such as hacking;

- Intentionally wasting resources;
- Regularly employing the technology for commercial, political or religious purposes;
- Illegal activities;
- Unauthorized disclosure, use, and dissemination of personal identification information;
- Unauthorized installation of software.

Users are responsible for reporting occurrences of unacceptable use to school staff or officials. A failure to report violations of this policy constitutes grounds for discipline.

### **Sanctions**

1. Violations may result in usage restrictions including loss of access to the Internet, and/or user account/files.
2. Additional disciplinary action (i.e. suspension) may be determined at the building level in line with existing practice regarding inappropriate behavior.
3. When applicable, law enforcement agencies may be involved.

### **Internet Safety (CIPA and NCIPA-Compliant)**

#### **Introduction**

It is the policy of the Lake Country School District to make a good faith effort to: (a) prevent the user (students, staff, minors, adults) access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called hacking, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and the Neighborhood Children’s Internet Protection Act (NCIPA) .

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Realizing that no internet filtering device is 100% effective, the Lake Country School District shall make every effort to maintain effective filtering continuously.

The District acknowledges that the potential exposure to inappropriate information is not and cannot be entirely avoided. It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. A student, staff member, parent, or citizen may complain, either to the school administration or directly to the FCC if banned material repeatedly gets through the filter.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Lake Country School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications (whether the use is intended or accidental).

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision, and Monitoring**

It shall be the responsibility of all instructional members of the Lake Country School District staff to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act (Pub. L. No. 110-385 Title II).

The Lake Country School district will promote safe online activity for children and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This includes but is not limited to

1. Teaching students how to locate and evaluate appropriate electronic sources.
2. Teaching students information literacy skills, including an understanding of safety, copyright, ethical practice, and data privacy.
3. Teaching students proper safety procedures when using electronic mail, chat rooms, social networking websites, cyberbullying awareness and response, and other forms of direct electronic communication.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Systems Specialist under the direction of the District Administrator.

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

#### Technology Protection Measure.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

#### Harmful to Minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### Sexual Act; Sexual Contact.

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of Title 18, United States Code.

This is a sample form, a signature is not required within this handbook. Students/Parents are required to sign this agreement through online registration each year.

### **District Internet and Email Rules for Students/Parents - Page 1 of 2**

As outlined in the **Lake Country School District's Technology Acceptable Use Policy 363.2**), the District sets the following conditions and rules for use. Appropriate use is that which supports, enhances, or explores the curriculum of the school district. Any other use is not appropriate. Inappropriate use includes, but is not limited to, the following:

- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language and/or accessing obscene or pornographic materials
- Harassing, insulting, threatening or attacking others, including racial or sexual slurs (i.e. cyberbullying)
- Damaging equipment or networks
- Plagiarism and violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Unauthorized access such as hacking
- Intentionally wasting resources
- Regularly employing the technology for commercial, political, religious or illegal activities
- Unauthorized installation of software
- Attempting to gain access to student records and/or restricted information
- Printing, from the Internet, information and/or files without permission from a staff member

#### **Penalties for Improper Use**

- Users are responsible for reporting occurrences of unacceptable use to school staff or officials
- Violations may result in usage restriction including loss of access to the Internet, and/or user account/files
- Additional disciplinary action (i.e. suspension) may be determined at the building and/or district level in line with existing practice regarding inappropriate behavior.

All penalties are subject to review by the Administration.

I have read and understand the above rules and guidelines and agree to be bound by them.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the above rules and guidelines, have discussed them with my son/daughter, and understand that my son/daughter will be bound by them.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## District Internet and Email Rules for Students/Parents - Page 2 of 2

**PLEASE READ AND CHECK YES OR NO:**

Occasionally, the Lake Country School District publishes photos of school activities on the school's web page, Twitter, Facebook and/or the PTO Facebook page. These pictures may include photos of students. NO names will be used to identify the pictures. Does Lake Country School District have your permission to post your child's picture on the sites listed above for school activities?

Y    N

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Does the Lake Country School District have your permission for school publications to use your child's photo when in a classroom picture?

Y    N

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Does the Lake Country School District have your permission for your child's name, parent/guardian's name & email, home address, phone number, email address and classroom teacher to be included in the school directory? *NOTE: The school directory is no longer printed. It is available only in Skyward Family Access to families who have a login and password for Lake Country School.*

Y    N

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Does the Lake Country School District have your permission to include your child in the school yearbook?

Y    N

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Does the Lake Country School District have permission to transport your child within the Lake Country School District Area School District to attend activities without your written permission for each occurrence as long as you are aware of the activity?

Y    N

---

Does the Lake Country School District have permission for the Administration to gather academic data regarding your child during their years at Lake Country School District High School?

Y    N

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Does the Lake Country School District have permission to release important medical information concerning your child to the bus company, such as bee sting allergies, asthma, a heart condition, or other potentially severe condition that might need medical attention?

Y    N

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I have read and understood the above questions.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **EXTRACURRICULAR ACTIVITIES**

Some of the extracurricular activities that have been offered at Lake Country School are: Art Enrichment, Basketball, Chess Club, Fall Musical, FIRST Lego League Robotics, Forensics, Foundation Theatre, Fun Run, Jazz Band, Mad Science, Solo & Ensemble, Spanish, Student Council, Talent Show, Track & Field, and Volleyball. Please note that these activities are subject to change and can vary from year to year.

### **ARROWHEAD AREA MIDDLE SCHOOL ATHLETIC CONFERENCE (AAMSAC)**

The seven K-8 public school districts of the Lake Country School District area have formed an athletic conference. The purpose of this conference is to promote and support curricular and co-curricular activities that:

1. Foster sportsmanship and good citizenship in an atmosphere of friendly rivalries for participants and spectators.
2. Build character.
3. Promote and support better understanding among conference members.
4. Provide a structure of operational bylaws for activities offered by member schools whereby there are consistent rules and regulations that conform with school district guidelines that dictate how activities are to be administered annually.
5. Provide a structure for annual evaluation of the bylaws whereby change can be made as recorded in the constitution.

All students need to complete the Policy and Guidelines for Extra-Curricular Activities form before participating in a practice or game. Students are required to follow the policies.

### **SCHOOL DANCES FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE STUDENTS**

Throughout the school year, dances *may* be held at the seven K-8 school districts in the Lake Country School District school area. Each student is responsible for bringing his or her school identification card for admission to the dance. Students without an identification card will not be allowed to enter the dance. This decision was reached and agreed upon by all of the administrators within the Lake Country School District. If a student loses his/her school identification card, a second card can be purchased for \$5.00 through the school office.

While attending dances, students are expected to behave in a responsible manner before, during, and after the dances. A student whose behavior warrants removal from the dance will be removed, their school identification card confiscated and their parents/guardians will be notified. If the identification card is confiscated, the student will not be allowed to attend any dances in the Lake Country School District area for the remainder of the school year.

### **ARROWHEAD HIGH SCHOOL FRESHMAN GUIDE**

Copies of the Arrowhead High School Freshman Guide are available to interested parents/guardians or other interested individuals. If you would like a copy of this brochure, please contact Heather Thurnin, School Counselor, at 262-367-3606 Ext. 132.

This is a sample form, a signature is not required within this handbook. Students/Parents are required to sign this agreement through online registration each year.

## **POLICY AND GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

The extra-curricular activities of Lake Country School District are a vital part of the educational process helping each individual reach and meet their physical, mental, emotional, and social potential. Transportation to and from games and activities is the responsibility of the student's parent or guardian. The District assumes no liability for any transportation-related issues connected to any extra-curricular events.

### **CODE OF ETHICS**

***Athletes, coaches, parents, and students, involved in programs will follow the Code of Ethics listed below:***

1. Strive to improve the skills, knowledge, and appreciation of all extra-curricular activities.
2. Conduct yourself in an appropriate manner and recognize that you are a representative of the Lake Country School District.
3. Strive to develop and maintain good citizenship, sportsmanship, and leadership.
4. Abide by the rules of the game or activity.
5. Respect the judgment and integrity of sports officials, judges, and fellow members.

### **ATHLETIC CODE**

1. Academic coursework has priority over extra-curricular activities. Directors and sponsors of extra-curricular activities as well as administrators will periodically check with teachers to determine students' academic AND behavior records. Conferences between the student, teacher, coach, administrator, and parent may be in order when concerns develop. The teacher or administrator may require students with recurring or serious academic or behavior problems to be removed from extra-curricular activities. Students receiving an F in any class, or a D in two or more classes will not be eligible to participate in extracurricular activities until the grade has been improved and he/she will be placed on an academic improvement plan.
  - a. If at the start of a new grading period, the student had any of the above qualifiers prior to the start of the new quarter, the student will still need to have the teacher check off that he/she is maintaining adequate progress before he/she is allowed to participate in the activity.
  - b. Chronic behavior problems will be defined as such by administration and teachers and will include, but not be limited to excessive office visits, demerits, suspensions, chronic classroom adjustments, and modifications, disrespectful classroom and playground behaviors, and inappropriate physical contact.
2. Student conduct applicable to this code includes conduct at school AND at all school-related activities, including, but not limited to after-school activities, field trips, dances, special school-related programs, and on the school bus.
3. Students who have received in-school suspensions or out-of-school suspensions will be placed on extra-curricular probation or dismissed from the team or organization for the remainder of the season. Any behavior or academic problem or detention issued to that student following a suspension will result in that student's immediate dismissal from the team or activity.
4. The use of alcohol, drugs, tobacco, and socially inappropriate behavior will result in immediate dismissal from the team.
5. Students must attend school or attend a school function for at least half of the school day in order to be eligible to participate in after-school activities. Missing an activity for health reasons does NOT take the place of an activity suspension if one is being served. That is, if you are issued a one-game suspension for bad behavior, and are sick and home from school the day of the next game, you still must serve the game suspension when you return to school.
6. Language or conduct that is viewed as being inappropriate will result in immediate dismissal from the activity. Recurring offenses may result in dismissal from the team or organization. Further consequences, as deemed by the coach or administrator may be in order.

***I have read and understand the above policies and guidelines.***

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This is a sample form, a signature is not required within this handbook. Students are required to sign this agreement through online registration each year.

### **PARENT & CHILD CONCUSSION AND SUDDEN CARDIAC ARREST AGREEMENT**

As a parent/guardian and as an athlete it is important to recognize the signs, symptoms, and behaviors of concussions and sudden cardiac arrest. By signing this form, you are stating that you have read the Department of Public Instruction's (DPI) and the Wisconsin Interscholastic Athletic Association (WIAA) Concussion and Head Injury information sheet and the Sudden Cardiac Arrest Information sheet.

This form must be completed for every student-athlete prior to participation in an athletic activity including physical education class. Scroll through the pages of this document for more information about the signs, symptoms, and behaviors of concussions & sudden cardiac arrest.

**Parent Agreement:**

I, \_\_\_\_\_ have read the DPI's Concussion and Head Injury Information sheet. I have had the opportunity to read more information about concussions on the Centers for Disease Control and Prevention's (CDC) websites. I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I understand that my child cannot return to practice/play until they are evaluated by an appropriate health care provider and provide written clearance from the health care provider to their coach.

I understand concussions can have a serious effect on a young, developing brain and need to be addressed correctly.

I have read the Sudden Cardiac Arrest information sheet. I understand that my child should stop activity/exercise immediately if they have any warning signs of sudden cardiac arrest. I understand it is recommended that if my child has any warning signs of sudden cardiac arrest while exercising, they have a medical examination before exercising or returning to participation in their sport. I understand that I or my child should report a family history of heart problems or warning signs of sudden cardiac arrest to the healthcare provider doing the medical examination.

I understand how to request at my cost the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity. I understand the athletic director may be able to assist me.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Athlete Agreement:**

I, \_\_\_\_\_ have read the Concussion and Head Injury Information sheet. I have had the opportunity to read more information on concussions on the Centers for Disease Control and Prevention's (CDC) websites. I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must be evaluated by an appropriate health care provider and provide my coach written clearance to participate in the activity from the health care provider before I may return to practice/play.

I understand that after a head injury, my brain needs time to heal and that it may not heal properly if I return to practice/play too soon.

I have read the Sudden Cardiac Arrest Information sheet. I understand that I should stop activity/exercise immediately if I have any warning signs of sudden cardiac arrest and report the symptoms to my coaches and my parents/guardians.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By completing this form electronically, typing your name in the signature field is evidence of your signature and acknowledges your agreement to all document's contents.*

## **Concussion and Head Injury Information**

### **Wis. Stat. § 118.293 Concussion and Head Injury**

What Is a Concussion? A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

What are the signs and symptoms of a concussion? You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling if symptoms are getting worse, or if you/they just “don’t feel right.” Most concussions occur without loss of consciousness.

If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

#### **These are some SIGNS of concussion (what others can see in an injured athlete):**

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

#### **These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):**

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering Irritable, sad, or feeling more emotional than usual
- Sleeps more or less than usual

#### **Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.**

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

#### **If you or your child or teen has signs or symptoms of a concussion**

Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration.

*[Information adapted from the Centers for Disease Control and Prevention’s \(CDC\) Heads Up Safe Brain. Stronger Future.](#)*

*[For more information view the CDC’s Heads Up to Youth Sports webpages for athletes, parents, and coaches.](#)*

## **Sudden Cardiac Arrest Information**

### **Wis. Stat. § 118.2935**

Sudden cardiac arrest; youth athletic activities Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sports competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. Athletes should inform the healthcare provider performing their physical examination about their family's heart history.

What is Sudden Cardiac Arrest? Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest, the heart stops beating.

#### **What warning signs during exercise should athletes/coaches/parents watch out for?**

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain/tightness with exertion
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)

**Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.**

#### **Speak up and tell a coach and parent/guardian if you notice problems when exercising.**

If an athlete has any warning signs of SCA while exercising, they should seek medical attention and evaluation from a healthcare provider before returning to a game or practice.

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

**What are ways to screen for Sudden Cardiac Arrest (SCA)?** [WIAA Pre-Participation Physical Evaluation](#) – the Medical History form includes important heart-related questions and is required every other year. Additional screening using an electrocardiogram and/or an echocardiogram may be done if there are concerns in the history or physical examination but is not required (by WIAA). Parents/guardians/athletes should discuss the need for specific cardiac testing with the medical provider performing the review of family history and physical evaluation or after experiencing warning signs of sudden cardiac arrest while exercising. The cost of the pre-participation physical and any follow-up examinations or recommended testing including an electrocardiogram is the responsibility of the athlete and their parents/guardians. Not all cases or causes of SCA in young athletes are detected in history, examination, or with testing.

**What is an electrocardiogram, its risks, and benefits?** An electrocardiogram (ECG) is one of the simplest and fastest tests used to evaluate the heart. Electrodes (small, plastic patches that stick to the skin) are placed at specific spots on the chest, arms, and legs. The electrodes are connected to an ECG machine by wires. The electrical activity of the heart is then measured, interpreted, and printed out. No electricity is sent into the body. Risks associated with having an ECG are minimal and rare. The benefits include that it is an easy procedure to do, can be performed in many health care offices and it may detect heart conditions in children with no symptoms. **ECGs are good at detecting certain heart conditions that may increase the risk for SCA but may not detect all such conditions.** If not performed correctly the information is not valid and may lead to more (unnecessary) testing and further examinations. ECGs should be interpreted by experts in reading ECGs in children (i.e., pediatric cardiologists). For more information, view the Johns Hopkins Medicine - Electrocardiogram website.

**How may a student-athlete and parent/guardian request the administration of an electrocardiogram and a comprehensive physical examination?** Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Other youth sports have similar requirements. Although the cost of these medical examinations is the responsibility of the athlete's family, many school districts can assist students to find low-cost or no-cost ways to obtain these examinations. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, a family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.

## COMPLAINT PROCEDURES

### TITLE IX (Student Sex Discrimination & Sexual Harassment)

#### What is the role of our Title IX Coordinator?

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the school district and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination.

It is the policy of the Lake Country School Board to maintain a school environment free from all forms of harassment and to insist that all students are to be treated with dignity, respect, and courtesy. Any comments, gestures, or conduct relating to a person's protected status are unacceptable as are any threats to, or intimidation of, any person. All students have rights under state and federal laws to be protected from such harassment and are encouraged to report incidents.

#### Where do I find more information?

See board policy #443.73 - STUDENT SEX DISCRIMINATION & SEXUAL HARASSMENT

#### Who do I contact?

Lake Country School District, 262.367.3606

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### OTHER COMPLAINTS

The School Board believes that the Board and school staff should welcome and respond to concerns and complaints from the public. A concern is defined as "a cause of anxiety or worry". A complaint is defined as "a statement that a situation is unsatisfactory or unacceptable." For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

#### Where do I find more information?

See board policy #870 - PUBLIC COMPLAINTS

See board policy #872 - PUBLIC COMPLAINTS ABOUT PERSONNEL

See board policy #411 and #411 Rule - EQUAL EDUCATIONAL OPPORTUNITIES

#### Who do I contact?

The Board relies on its teachers, staff, and administrators to resolve such concerns or complaints from the public. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible. Further, if such a resolution cannot be accomplished, procedures shall be available for review at the highest administrative level with an ultimate opportunity for appeal to the Board.

If someone is not satisfied with the resolution or outcome of a concern or complaint, they have the right to bring it to the Board. It is preferred that they contact the President of the Board. (However, they may choose to contact another member as well.) The recipient of the concern or complaint will acknowledge it and bring it to the Board. Depending on the nature of the concern or complaint, the Board will determine if it needs to be addressed sooner than at the next Board meeting. If this is the case, they will make every attempt to meet within 10 business days upon receipt of the concern or complaint to review it.