

# ANNUAL NOTICES TO PARENTS/STUDENTS

Each school year, school districts are required by state and federal laws to publish notices, informing parents and students of policies of the school district.

## **2018-19 Student Academic Standards**

The Lake Country School District's academic standards have been developed over the course of the years blending the Wisconsin Academic Standards and locally developed standards. These standards can be found on our website under the Academics link.

## **District Report Card/School Accountability**

The Wisconsin Department of Public Instruction (DPI) issues a School Report Card and a District Report Card for every public school and district in Wisconsin. These Report Cards help parents and educators understand how their school is doing, as well as where it can improve to help all children learn. The most recent School Report Card information available for the Lake Country School District is for the 2016-2017 school year. The full version of the most recent school report card can be accessed via the District's website: [www.mylakecountryschool.org](http://www.mylakecountryschool.org). Under the District heading, click on LCS Facts, Figures and Reports. The next School Report Cards will become available in Fall of 2018.

## **School Performance Report Data on WISEdash**

In accordance with federal and state laws, detailed district and school information regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be accessed via DPI's WISEdash public portal. To find test results for the Lake Country School District, visit our district website at [www.mylakecountryschool.org](http://www.mylakecountryschool.org). The link to the data is under the District heading, then click on LCS Facts, Figures and Reports. If you do not have home web access, visit the Hartland Public Library. For tips on how to use the Data Analysis Section of WISEdash go to [http://dpi.wi.gov/sites/default/files/imce/wisedash/pdf/wisedash\\_quick\\_start\\_guide.pdf?rev20151022](http://dpi.wi.gov/sites/default/files/imce/wisedash/pdf/wisedash_quick_start_guide.pdf?rev20151022)

## **Educational Options/Special Needs Scholarship Program**

The Lake Country School District offers students a variety of educational options to children who reside in the District. The District's primary educational pathway and instructional program for students involves a progression from 4K through 8<sup>th</sup> grade.

Lake Country School's most recent performance category, as assigned by the Wisconsin Department of Public Instruction (DPI) under section 115.385 of the state statutes, is: Significantly Exceeds Expectations. The full version of the most recent school report card can be accessed via the District's website: [www.mylakecountryschool.org](http://www.mylakecountryschool.org). Under the District heading, click on LCS Facts, Figures and Reports.

Some of the specific education programs offered to eligible students who are enrolled in and attending Lake Country School include, but are not limited to, the following:

- ACE programs (Arts in Community Education)
- Art programs
- Career and Project Lead the Way
- Choral and General music programs
- Early childhood special education (for students who are at least 3 yrs old but not yet school-age)
- Gifted and Talented Programs
- Guidance programs
- Individualized programming and academic interventions
- Integrated Learning Experience
- Instrumental music programs
- Library programs
- One-to-one technology enhanced learning
- Spanish program
- Special education for students with disabilities
- Summer school programming

- 4 year-old Kindergarten program

Educational options for students who are enrolled in Lake Country School that involve part-time attendance at an additional educational institution include the following:

- Students may attend Arrowhead High School for advanced math courses.

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of Lake Country School include the following:

- Full-time Open Enrollment involving physical attendance in a public school of a nonresident school district or attendance through a virtual charter school that is associated with a nonresident school district.
- Beginning in the 2016-17 school year, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in a private school of the family's choosing (at the family's own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.

Educational options for children who reside in the Lake Country School boundaries but who are enrolled in and attending a private school or home-based private educational program include the following:

- Such students have the opportunity to attend summer school classes/programs offered in the District, provided eligibility requirements are met.
- Students who are enrolled in a home-based private educational program have the opportunity to:
  - Apply for approval to take up two courses per semester in public schools, provided space is available and pursuant to section 118.53 of the state statutes.
  - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.133 of the state statutes.

For more information about any of the educational options listed in this notice, please contact the Lake Country School office at 262-367-3606 or the Wisconsin Department of Public Instruction.

#### **Right to Receive Teacher Information**

Federal law requires that we share with you the qualifications of teachers in Lake Country School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All certified staff at Lake Country School have a bachelor's degree, and 76% have advanced degrees. If you would like more information about this, please contact Mark Lichte at (262) 367-3606, Ext. 114.

#### **No Social Promotion (Board Policy 800.53)**

The Lake Country School District assures that no student will be advanced from 4th to 5th grade or from 8th to 9th grade unless specific criteria are met. The criteria are designed to improve student and teacher accountability for students progressing through the school system to insure a meaningful and profitable educational experience. To ensure comprehensive assessment and fairness there shall be multiple elements utilized in making these decisions. These criteria shall include:

- Forward Exam Test Scores
- Aspire Test Scores
- Measures of Academic Progress (MAP) Test Scores

- Academic Achievement (Report Card)
- Other Academic Achievement Factors

### **Student Assessment Information**

Student assessment information can be found on our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org) under the District link. Look for the LCS Assessment link under Facts, Figures and Reports.

### **Non-Discrimination Statement (Board Policy 500.2 & 900.3)**

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 or handicap. If you have any comments, concerns or complaints, you are encouraged to contact:

DiAnne Pasholk, Special Education  
 Lake Country School District  
 1800 Vettelson Road  
 Hartland, WI 53029  
 Phone: (262) 367-3606  
 E-mail: [pasholkd@mylakecountryschool.org](mailto:pasholkd@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.

### **Student Religious Accommodations (Board Policy 900.21)**

The Board shall permit pupils, with the written permission of a parent or guardian, to be absent from school not more than 180 minutes per week to obtain religious instruction during the required school attendance hours.

### **Homeless Children**

The McKinney-Vento Act defines homeless children and youth (21 years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are
  - Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals, or
  - Awaiting foster care placement
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.
- If you are personally aware of, or are acquainted with, any children who may qualify according to the above criteria, Lake Country School District provides the following assurances to parents of homeless children:
- The Lake Country School District liaison for homeless children should be contacted immediately. The liaison is:
 

Mark Lichte, Ph.D., Administrator  
 Lake Country School District  
 1800 Vettelson Road  
 Hartland, WI 53029  
 (262) 367-3606  
 E-mail: [lichtem@mylakecountryschool.org](mailto:lichtem@mylakecountryschool.org)

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin shall be possible. "School of Origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notes of events, parent-teacher conferences, newsletter, and access to student records.

### **Notice of Rights**

#### **Family Educational Rights and Privacy Act (Board Policy 900.48)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have been transferred are "eligible students".

Student records are confidential and are only available to school officials with legitimate educational interests, parents and guardians and, in limited circumstances, to courts and other investigative agencies such as police and fire departments.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or official (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parents or guardians are welcome to review their child's records and may do so by contacting the school Principal. The cumulative record of the student must remain at school, but copies of the record can be made for a nominal fee.

Parents or eligible students who wish to ask the school to amend a record should write the school Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. After the hearing if the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Lake Country School District continuously evaluates its student record policies and procedures to ensure the protection of student and parent/guardian rights, that all student records remain confidential and that its policies and procedures are in compliance with state and federal legislation.

### **Student Privacy**

School districts that receive federal funds for any program administered by the U.S. Department of Education are required to provide reasonable notice of their student privacy policies directly to parents at least annually at the beginning of the school year.

In addition, districts receiving federal education funds are also required to notify parents at least annually at the beginning of the school year of the specific and approximate dates during the school year if any of the following activities are scheduled or expected to be scheduled.

(1) Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(2) The administration of any survey relating to one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental and psychological problems of the student or the student's family;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Sex behavior or attitudes;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or student's parent; or
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

(3) Any non-emergency, invasive physical examination or screening that is:

- required as a condition of attendance
- administered by the school and scheduled by the school in advance, and
- not necessary to protect the immediate health and safety of the student or other students.

### **Human Growth & Development (Board Policy 800.14)**

Wis. Stat. §118.019(3) requires that each school board shall annually provide the parents of each pupil enrolled in the school district with an outline of the human growth and development curriculum used in the pupil's grade level.

Lake Country School District has a Human Growth and Development curriculum. Parents may inspect the complete Human Growth and Development curriculum for 4<sup>th</sup> through 8<sup>th</sup> grades along with the instructional materials used by contacting the district office.

### **Special Education Procedures & Services**

IDEA, 2004 mandates a free and appropriate education for all students age 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.

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.

### **Section 504**

Section(§) 504 of the Rehabilitation Act and the Americans With Disabilities Act (ADA) are federal laws that prohibit discrimination against persons with a disability in any service, program or activity of Lake Country School.

§504 and the ADA define a person with a disability as an individual who

- 1) has a physical or mental impairment that substantially limits one or more major life activities (e.g., learning, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working);
- 2) has a record of such an impairment; or
- 3) is regarded as having such an impairment.

Students who qualify under criterion #1 are eligible for a Section 504 plan that would identify accommodations deemed necessary to ensure that he/she would have equal access to educational opportunities.

Those eligible under criteria #2 or #3 are protected from disability-based discrimination under Section 504 but are not entitled to an accommodation plan

In order to fulfill its obligations under §504 and ADA, Lake Country School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices at Lake Country School.

Lake Country School District has specific responsibilities under §504 that include the obligation to identify, to evaluate and, if the child or student is determined to be qualified, to afford access to appropriate educational services.

If the parent or legal guardian disagrees with the determination made by the professional, he or she has the right to file a grievance with Lake Country School District, have a hearing with an impartial hearing officer, or submit a complaint to the U.S. Department of Education, Office for Civil rights, which enforces §504 and Title II.

If there is a question or need for additional information regarding these laws, please contact Mark Lichte, District Administrator at 262-367-3606.

### **Notice to Parents Regarding Limited English Proficient (LEP) Students**

Districts and schools using Title III funds must notify parents of the following:

- The reasons for identifying a child as limited English proficient and for placing the child in a language instruction educational program for LEP students.
- The child's level of English proficiency, including how the level was assessed and the status of the child's academic achievement.
- The instructional methods to be used in the program in which the child is participating or might be assigned to, a description of all language programs that differ in content, use of English, and a native language.
- How the program will meet the educational strengths and needs of the child.
- How the program will help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
- Specific exit requirements of the program, including when the transition will take place.
- For children with a disability, how the program will meet the objectives of an individualized education program (IEP).
- The notification must include written guidance that explains the following parental rights:
- The parent's right to have his or her child removed, immediately upon request, from the language instructional program.
- The other possible programs or methods of instruction available and the parent's option to decline enrolling his or her child.
- How parents will receive assistance in selecting another program or method if one is offered by the district. School districts are also required to notify parents of LEP children participating in a Title III program if the program is failing to help the child make progress on annual measurable achievement of objectives. This notice must be provided no later than 30 days after the failure occurs and, as with all notices, must be in an understandable and uniform format and, to the extent practicable, in a language parents can understand.

A child may not be admitted to or excluded from any federally assisted education program on the basis of a surname or language minority status.

### **Education for Employment Program**

Students who are college and career ready in reading, writing, speaking, listening, and language

- demonstrate independence,
- build strong content knowledge,
- respond to the varying demands of audience, task, purpose, and discipline,
- comprehend as well as critique,
- value evidence,

- use technology and digital media strategically and capably, and
- come to understand other perspectives and cultures.

Learn more about College and Career Readiness Curriculum at Lake Country School by going to our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org) under the Academics link.

### **Student Attendance (Board Policy 900.7)**

State law requires school attendance of a child age six to eighteen unless he/she is excused, has graduated or is enrolled in an alternative education program. The law further requires that any person having the control of such a child shall require him/her to attend school regularly during the full period and hours that school is in session.

Moreover, unless the pupil has received an approved program modification pursuant to section 118.51(1)(d), or is otherwise excused, a pupil enrolled in 5-year old kindergarten must attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

All students are required to attend all classes each day that school is in session unless an excuse is given in writing, or by phone, by the parent or guardian. (A student not in his/her assigned place at the time required shall be considered tardy.) Doctor's excuses for illness may be required if the number of days absent due to illness become excessive. School authorities shall determine whether excuses are acceptable or unacceptable.

Truancy means any absence or part or all of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student and also means intermittent attendance carried on for the purpose of defeating the state's compulsory school attendance law. Truancy notices shall be sent to the student's parent/guardian in accordance with the state law requirements.

If a child is absent without acceptable excuse for part or all of five or more days on which school is held in a semester, he/she shall be determined to be habitually truant. Then the school shall take such steps to end the truancy as are necessary according to law and the district's truancy plan. Students who attend music, art, and/or acting activities outside the State of Wisconsin and in excess of ten days per year should withdraw from school.

### **Program or Curriculum Modifications**

The Board of Education shall strive to meet the educational needs of all students enrolled in the District, help each student develop to his/her maximum potential, and pace the educational programs to reflect a variety of learning rates and styles. The Board recognizes that program or curriculum modifications may occasionally be called for to meet the individual needs of certain students. Following a request for program modification, the Board shall issue a written response. If the Board denies the request, the Board shall give its reasons for the denial.

### **Student Communication Devices (Board Policy 900.56)**

The Lake Country School District prohibits all pupils from using or possessing any electronic communication devices while on premises owned or rented by or under the control of the school. Use or possession of such a device by a pupil may be allowed if the Board of Education determines that the device is used or possessed for a medical, school, education, vocational, or other legitimate use.

### **Student Harassment, Intimidation and Bullying (Board Policy 900.53)**

The District does not tolerate harassment, intimidation, or bullying in any form and will take all necessary and appropriate action to eliminate it.

For the purpose of this policy, harassment includes striking, shoving, kicking, throwing object at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort, or humiliate another person, or which interferes with the victim's academic or work performance. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person

or group because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.

Harassment also includes sexual harassment, which for the purpose of this policy, refers to behaviors that are not welcome, that are personally offensive, that debilitate morale, and that interfere with the academic performance of its victims or their peers. Sexual harassment may also include, but is not limited to, actions such as sexually-oriented verbal “kidding” or abuse, pressure for sexual activity, sexual contact and unwelcomed touching, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s acceptance of resistance to, or refusal of sexual overtures.

Intimidation is defined as an individual intentionally behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.

Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal, or psychological and is of a repetitive nature. It can be direct (face to face) or indirect (behind someone’s back). Indirect bullying includes exclusion and gossip.

Harassment, intimidation, and bullying are prohibited in all academic and nonacademic settings. This includes, but is not limited to, school classrooms and hallways, school buses, cafeteria, athletic competitions, field trips, locker rooms, and cooperative work programs.

It shall be a violation of District policy for any student to harass, intimidate, and/or bully anyone through conduct regarding race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age. This policy also prohibits harassment, intimidation, and/or bullying from third parties not directly subject to District control (i.e., persons who are not students or employees) when such persons are engaged in school district/recreation department-sponsored activities. Examples of third parties include audiences and competitors at inter-district athletic competitions, service contractors, school visitors, and employees of businesses or organizations participating in cooperative work programs with the district.

Sexual harassment by staff toward any student shall be presumed unwelcomed. Individuals who experience sexual harassment from a peer (e.g., adult to adult, student to student) should be encouraged to make it clear that such behavior is offensive to them.

Students who instigate any type of harassment, intimidation, or bullying are subject to disciplinary action. Individuals who experience any type of harassment, intimidation, or bullying may process a complaint pursuant to this policy. Students reporting incidents of harassment will be protected from retaliation. Students who engage in retaliatory conduct against a complainant will be subject to discipline under this policy.

The District will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment, intimidation, or bullying because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age; to promptly take appropriate action to protect individuals from further harassment, intimidation, or bullying; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student who is found to have violated this policy, and/or take appropriate action reasonably calculated to end the harassment.

### **Lockers (Board Policy 900.57)**

The Lake Country School District retains full ownership and possessory control of all pupil lockers. School lockers are the property of the Lake Country School District. At no time does the Lake Country School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reasons at any time, without a search warrant. At no time will students be allowed to attach any item to the outside of the lockers. The student’s daily schedule is the only item allowed to be attached on the inside of the locker. Any and all damage to the locker will be the responsibility of the student.



### **Access to Public Records (Board Policy 2000.20)**

The Lake Country School Board of Education shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with state law.

The District Administrator is designated as the legal custodian of school district records. The legal custodian shall safely keep and preserve school district records, which includes records of the Board and any committees, advisory boards or other authorities created by resolution of the Board, and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with state law. The legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

As the legal custodian of the records of the District, the District Administrator shall be responsible for a timely response to any request for access to the public records of the District. The legal custodian shall be responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location, reproduction and/or mailing or shipping of such records, as well as for the preparation of written statements denying access in whole or in part. The legal custodian is authorized to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

A public records notice shall be displayed in designated locations throughout the District and procedures shall be developed to implement this policy.

### **Meningococcal Disease Information**

Beginning in the 2006-2007 school year, each school district must provide the parents/guardians of students enrolled in grades 6 to 12 in the district with information about meningococcal disease including: (a) the causes and symptoms of the disease (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness, and risks of vaccinations against the disease. The Department of Public Instruction is required to make this information available to school districts. A fact sheet is available on our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org) under the School Information link.

### **Child Nutrition Programs (Board Policy 700.32)**

The Lake Country School District participates in the National School Lunch Program. An application form for free or reduced-price lunch is given to each family every August, and is also available on our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org), at registration, or at any time in the school office.

### **Meal Charge Policy Notification (Board Policy 700.31)**

#### **Key Responsibilities of Parents and Guardians**

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account, including making prompt payment of any charges. Parents and guardians should communicate with their child about how meals, snacks, and other food will be provided each day.

#### **Meal Charges for Elementary and Middle School Students**

When a student wishes to purchase a school meal or any other food service items, but does not have enough money to pay for the items at the time of service, the District's food service account system normally allows a student to charge up to \$50.00 in his/her account as a negative balance before the District will take steps to restrict the student's food choices. Students who are not eligible for free school meals, who do not have money to pay for their food, who are not permitted to charge items, and who do not bring food from home will be offered an alternate meal for lunch only. The alternate meal provided is at the discretion of the Food Service Director.

#### **Consequences for Abuse of Privileges**

School officials will address any possible abuse of the privilege of charging food service costs and, if applicable, any overuse of the alternate meal option with the student's parent or guardian. The District may suspend one or both of these privileges if the District determines that there has been an abuse of the privilege.

### **Negative Account Balances**

A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student). Debt that is owed within the food service program does not affect a student's right to access a regular school meal at the time of meal service if either (1) the student is currently eligible to receive free meals at school, or (2) the student has sufficient funds to pay for the meal at the time the meal is purchased.

### **Collection Procedures for Food Service Debts**

Once a student's account has a negative balance, the District will make an initial and follow-up attempt to collect the debt by providing the student's parent or guardian with notice (e.g., by mail, email, telephone, or similar methods) of the amount owed. Payment is due immediately upon notice. If these attempts are not successful, a school official will attempt to make a person-to-person telephone contact or schedule an in-person meeting with a parent or guardian. The parties may discuss payment plan options. If a negative balance still has not been paid after the previous steps:

1. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drops-out, etc.).
2. At its discretion, the District may continue to pursue collection efforts.
3. Debts owed to the District's food service program may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges.

### **Online Account Management**

The District offers an online system that a parent or guardian can use to monitor and manage each child's school food service account, including making payments. Online payments can be made with a credit card thru Skyward Family Access. A \$1 service fee is charged for online payments. Additional information about the online account system can be obtained thru [www.mylakecountryschool.org](http://www.mylakecountryschool.org) when you log into your Skyward Family Access account, or by contacting the staff listed below in this notice.

### **Prepayment**

The District strongly encourages school families to establish and regularly fund a prepaid school food service account for each student in the household.

### **Making Payments**

In addition to using the online account system to make payments, a person who needs or wishes to make a payment for a student's meals or food service account may (1) present a payment in person using cash or check during normal school hours to the main office, (2) bring cash to the main office of the student's school in order to pay for a student's meal or other food service items on the actual day of service, (3) provide a student with cash to pay for items on the day of service, or (4) request consideration of other methods by contacting the school District Administrator. The District charges a fee of \$30.00 for each check that is returned or denied payment by a financial institution. After a check is returned or denied payment, the District may refuse to accept payment by personal check in the future.

### **Payment while an Application for Free or Reduced-Price Meals Is Processed**

An application for free and reduced-price meals can be submitted at any time during the school year. However, unless a specific exception applies (such as the temporary carryover of prior eligibility), parents and guardians who submit an application remain responsible for payment of all school meals that their child receives until approval is granted. In addition, approval of an application does not eliminate or reduce any charges that were accumulated prior to the date the application was submitted.

### **Additional Information and Assistance**

For assistance with all issues and questions related to the District's food service program, including eligibility and applications for free or reduced-price meals, student food service accounts, the District's online account management system, as well as the specific issues addressed in these procedures, school families can refer to or contact any of the following:

Luanne Heil – Food Service Manager  
[heil@mylakecountryschool.org](mailto:heil@mylakecountryschool.org) 262-367-3606, ext. 124

Mark Lichte – District Administrator  
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### **School Wellness (Board Policy 900.62)**

The 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.

Lake Country School District will provide organized health and physical education curricula and related programs.

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The district has adopted curriculum standards and learner outcomes for physical education that include an emphasis on physical fitness and lifetime activities. Physical education is taught at all levels by state licensed physical education teachers.

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for life long healthy eating habits and physical activity. The district has adopted curriculum standards and learner outcomes for health education that include an emphasis on good nutrition, disease prevention and healthy lifestyles.

Elementary students (kindergarten through grade 5) will be provided with an average of at least 30 minutes of physical activity daily. Students will not lose more than two recess periods in a week due to incomplete class work.

The district provides additional opportunities for physical development and fitness through co-curricular and intramural sports, health and wellness programs, and will work cooperatively with other entities (i.e. the City of Delafield, Village of Hartland and other Arrowhead High School feeder programs) to provide additional programming whenever and wherever possible.

### **DISTRICT NUTRITION**

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.

#### **The Lake Country School District rule is to:**

1. Provide a positive environment and appropriate knowledge regarding food.
2. Ensure that all students have access to healthy food choices during school and at school functions.
3. Provide a pleasant, safe and comfortable eating environment for students and staff.
4. Provide adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time that the children are seated.)
5. Provide recess previous to the lunch hour as it encourages appetites and settles students down before resuming classroom activities.
6. Provide convenient access to hand washing facilities before meals.
7. Enable all students through comprehensive curriculum to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
8. Ensure nutrition practices taught in the classroom and implemented in the school meal program.
9. Ensure school personnel serve as nutrition educators and role models for healthy lifestyles.
10. Ensure that all school activities, including classroom practices and incentives, are consistent with the sound nutrition practices taught in the classroom and implemented in the school meal program.
11. Integrate nutrition education across the curriculum and physical activity will be encouraged daily.  
*Goal: To continue providing health education with one unit related to nutritional standards for grades 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup>*
12. Educate students about healthy foods. (PE/Health/Recess)  
*Goal: Through PE, teachers will continue to introduce healthy living and nutrition standards.*
13. Ensure the integrity of the school lunch program by limiting food and beverages that are in direct conflict with the guidelines of the school lunch program.
14. Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value.

15. Restrict student access to minimal nutritional value foods in vending machines, school stores, concession stands, clubs or fundraisers which students have access to during the school day and other venues that compete with healthy meals in all grades, 4K through grade 8.  
*Goal: To continue not having vending machines in our school.*
16. Prohibit the vending or non-vending sales of soda or artificially sweetened drinks for students on school grounds both prior to the start of the school day and throughout the instructional day, excluding after school activities such as PTO, ACE, Booster, etc. Sale of these items can only occur a minimum of one-half hour before or after school hours.
17. Permit the use and sale of milk and water. We serve only skim or 1% milk products.  
*Goal: To continue to encourage the promotion of drinking water. Students have access to water stations.*  
*Goal: To continue to not allow caffeine products during the school day.*

### **Food Service:**

1. Posters or other materials promoting healthy eating habits in cafeteria.
2. Selective pricing that favors sales of healthy foods.
3. Articles in school newspapers and etc.
4. Students will be given the opportunity to provide input on local, cultural and ethnic favorites of the students through surveys.
5. Post menus.
6. School food service staff members that are properly qualified according to current professional standards and regularly participate in professional development activities will administer the Child Nutrition Program.
7. Food safety will be a key part of school food service operation.
8. Ala Carte items are Smart Snacks compliant.
9. Food/Health service will provide nutritional information to parents on purchased lunch items. (Available upon request – Food service manager has a binder located in the kitchen.)

The District encourages parents to provide safe and nutritious food in their children's bag lunches. Parents are encouraged to enjoy lunch with their students at school.

The Child Nutrition Program will provide nutritious meals that reflect current research and comply or exceed federal and state standards.

### **Fundraising:**

1. School administrators will monitor fundraising activities in order to ensure that they are not in conflict with sound nutrition messages.
2. Items being sold must not interfere or compete with the National School Lunch Program.
3. Items must not be sold during school hours in cafeteria.

### **Classroom Incentives:**

1. Teachers are encouraged to consider non-food items as a teacher to student incentive. Should teachers decide to use a food item, they are encouraged to adhere to the nutritional guidelines.
2. Teachers should encourage healthy snacks in the classroom.

A healthy diet can include all foods, as long as snacks, desserts, side dishes and entrees are appropriately proportioned. Competitive foods should not take the place of a nutritionally balanced diet.

Lake Country School encourages parents/guardians to support their child's participation in physical activity, to be physically active role models, and to include physical activity in family events.

*Goal: Continue Jump Rope for Heart*

*Goal: Continue Family Fit Run for School*

*Goal: Continue 1 recess plus lunch recess for grades K-6.*

*Goal: Continue to promote the use of our fitness track, disc golf course, hiking trails, and other facilities for exercise - both during and after school.*

*Goal: Continue to offer a variety of extra-curricular sport activities at Lake Country such as basketball, volleyball, dance, and track and field.*

Whenever possible, the school will:

- Offer low-fat salad dressings
- Offer a minimum of choices of fruits/vegetables at all grade levels
- Offer whole grain foods to help meet bread requirements

The school will provide healthy food choices wherever possible when foods are sold at school sporting events or other special school activities. Frozen yogurt, fruit smoothies, popcorn, milk, cheese/crackers). Offering healthy options will support students and adults in making healthful eating decisions.

The menus will meet the nutrition standards established by the U.S. Department of Agriculture and WI Department of Agriculture, conforming to good menu planning principles and featuring a variety of healthy choices consisting of fruits, vegetables, whole grains and dairy foods that are low in fat, sugars and sodium, that are tasty, attractive, of excellent quality and are served at the proper temperature.

We will include on the menu the following statement, "This institution is an equal opportunity provider". For all other information related to the website, we will use the following statement, "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

#### **Directory Information (Board Policy 900.49)**

Lake Country School District, in compliance with the Family Educational Rights and Privacy Act and State Statute 118.125(1)(j) has designated the following as Directory Information: student's name, recorded images of the student that are not being maintained by the District for a separate purpose such as a behavioral record, student's school/grade level, degrees and awards received by the student, participation in officially recognized activities and sports, the name of the school most recently previously attended by the student, dates of attendance (not including daily attendance records), student's date of birth, student's home address, student's telephone number. Specific information included as Directory Information may be released and appropriate for school purposes to the Waukesha County Technical College, alumni reunion committees, the United States Military Services, district publications, area newspapers, and appropriate private and public sponsored magazine, journals, monographs, etc.

Parents/Guardians or eligible students may request that all or any part of the Directory Information NOT BE DISCLOSED by completing the appropriate portion of the Student Registration Form.

Parents/Guardians or eligible students who believe that the District has failed to comply with the Family Educational Rights and Privacy Act may file a complaint with the U.S. Department of Education.

#### **Asbestos Inspection**

As part of our asbestos inspection done on May 21, 1996, we are required to provide notice to our community of the inspection on a yearly basis. We are pleased to report that our school is asbestos free. If anyone would like to review Lake Country School District's management plan related to asbestos, feel free to contact Mark Lichte, Administrator.

#### **Student Transportation (Board Policy 700.18 & 700.26)**

It is the policy of the Arrowhead District Transportation Cooperative (ADTC) to provide safe, regular, and economic transportation services in compliance with the laws of the State of Wisconsin and the regulations of the Department of Public Instruction and the Department of Transportation relating to student safety and transportation. The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that all students have a safe and positive experience while riding on the bus. The district recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The district further recognizes that any videotapes created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videotapes are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records.