

2019 - 2020

**PARENT/STUDENT**

# 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, 2019

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 of 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,

Mark Lichte  
District Administrator

## **IMPORTANT PHONE NUMBERS**

<b>Lake Country School</b>	<b>262.367.3606</b>
Lake Country School Fax	<b>262.367.3605</b>
Mark Lichte, Administrator	<b>Extension 114</b>
Heather Thurin, School Counselor	<b>Extension 132</b>
Kelley Berlin, School Psychologist	<b>Extension 134</b>
DiAnne Pasholk, Special Education	<b>Extension 154</b>
Debby Schneider, Resource/GT	<b>Extension 126</b>
Jason Blawat, Athletic Director	<b>Extension 118</b>

<b>Dousman Transportation (Busing)</b>	<b>262.966.9690</b>
--	---------------------

<b>Arrowhead High School</b>	<b>262.369.3611</b>
------------------------------	---------------------

<b>Lake Country School Board</b>	
Monique Henry, President	<a href="mailto:henrym@mylakecountryschool.org">henrym@mylakecountryschool.org</a>
See page 5 for additional contacts	

<b>Parent Teacher Organization</b>	
Lesley Wyma, President	<a href="mailto:L.A.Wyma@gmail.com">L.A.Wyma@gmail.com</a>
See website for additional contacts	

<b>LCS Education Foundation</b>	
Louisa Self, President	<a href="mailto:kevself@aol.com">kevself@aol.com</a>
See website for additional contacts	

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

## **TABLE OF CONTENTS**

<b>ACADEMICS</b>	<b>29</b>
<b>ANNUAL NOTICES</b>	<b>6-22</b>
<b>BOARD OF EDUCATION</b>	<b>5</b>
<b>EXTRA CURRICULAR ACTIVITIES</b>	<b>45-49</b>
<b>IMMUNIZATIONS, FIRST AID &amp; MEDICATIONS</b>	<b>33</b>
<b>MISSION AND BELIEF STATEMENTS</b>	<b>4</b>
<b>SCHOOL INFORMATION</b>	<b>37</b>
<b>SCHOOL RULES AND DISCIPLINE</b>	<b>50-57</b>
<b>STUDENT SERVICES</b>	<b>44</b>
<b>TECHNOLOGY</b>	<b>38-43</b>
<b>TRANSPORTATION</b>	<b>58-60</b>

This 2019-20 handbook remains in effect until a new handbook is issued to all parents in the district. If you need a specific form for completion, please contact the school office at 262-367-3606.

## 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.**

## **BOARD OF EDUCATION**

### **Board Officers:**

**President:** Monique Henry  
**Treasurer:** Brian Brandel  
**Member:** Allen Larson

**Vice President:** Elizabeth Gould  
**Clerk:** Andrea Shrednick

### **Members (Alphabetical Order):**

**Brian Brandel**  
3274 Waterleaf Lane  
Hartland WI 53029  
Cell: 262-853-0628  
E-mail: [brandelb@mylakecountryschool.org](mailto:brandelb@mylakecountryschool.org)

**Allen Larson**  
N42W32874 Mooring Line Drive  
Nashotah, WI 53058  
Cell: 262-434-0027  
E-mail: [larsona@mylakecountryschool.org](mailto:larsona@mylakecountryschool.org)

**Elizabeth Gould**  
4006 Hickory Knoll Rd  
Hartland WI 53029  
Cell: 414-333-4264  
E-mail: [goulde@mylakecountryschool.org](mailto:goulde@mylakecountryschool.org)

**Andrea Shrednick**  
3603 Ridge Drive  
Hartland WI 53029  
Home/Cell: 262-367-6087/414-870-2568  
E-mail: [shrednicka@mylakecountryschool.org](mailto:shrednicka@mylakecountryschool.org)

**Monique Henry**  
2804 Burries Rd  
Hartland WI 53029  
Cell: 262-352-4020  
E-mail: [henrym@mylakecountryschool.org](mailto:henrym@mylakecountryschool.org)

## **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)>>District>>Board of Education

## **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 the policies of the school district.

### **2019-20 Student Academic Standards**

Lake Country School District has adopted the Wisconsin Academic Standards in each subject area. The standards specify what students should know and be able to do in the classroom. They serve as goals for teaching and learning. These standards are found under the Academics link on our website.  
[www.mylakecountryschool.org](http://www.mylakecountryschool.org)>>Academics

### **Asbestos Inspection**

The Asbestos Hazard Emergency Response Act requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. We are pleased to report that our school is asbestos free. If you would like to review Lake Country School District's management plan related to asbestos, contact Mark Lichte, Administrator, 262-367-3606 Ext.114.

### **Academic and Career Planning Services for Students**

Schools are required by state law to inform parents of what academic and career planning services are available to their children, as well as offer parents multiple opportunities to participate in their children's academic and career planning. Learn more about Academic and Career Planning Services at Lake Country School by visiting the school website. [www.mylakecountryschool.org](http://www.mylakecountryschool.org)>>Academics>>Guidance or by contacting Heather Thurin, School Counselor, 262-367-3606 Ext.132.

### **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.

**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.

Federal law and USDA regulations require school food authorities to make reasonable modifications to accommodate children with disabilities, including special meals, at no cost, to children with a disability when the disability restricts the child's diet. Contact Luanne Heil, Food Service, 262-367-3606 Ext. 124.

**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.

**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 is for the 2017-2018 school year, and can be accessed at the District's website. [www.mylakecountryschool.org](http://www.mylakecountryschool.org)>>District>>LCS Facts and Reports. The next School Report Card will become available in the Fall of 2019.

**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)>>Academics>>Guidance.

## **Educational Options**

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.

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 additional educational institutions 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:
  1. Apply for approval to take up to two courses per semester in public schools, provided space is available and pursuant to section 118.53 of the state statutes.
  2. 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.

**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 records 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.

### **Homeless Children**

The McKinney-Vento Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence. The term "homeless children and youths" includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters
- abandoned in hospitals;
- living in 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;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
- migratory children living in any of the 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:

- 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, a newsletter, and access to student records.

The Lake Country School District liaison for homeless children should be contacted immediately. The liaison is:

Mark Lichte, Administrator  
Lake Country School District  
1800 Vettelson Road  
Hartland, WI 53029  
Phone: (262) 367-3606 Ext. 114  
E-mail: [lichtem@mylakecountryschool.org](mailto:lichtem@mylakecountryschool.org)

**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 at 262-367-3606.

**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 reason, 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.

**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 vaccination 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)>>School>>Health Room Info.

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

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.

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.

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.

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.

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.

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 through Skyward Family Access. A \$2.00 service fee is charged for online payments made by credit card prior to September 30, and a 3.62% service fee is charged for online payments made by credit card thereafter.

The District strongly encourages school families to establish and regularly fund a prepaid school food service account. 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.

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.

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  
heill@mylakecountryschool.org 262-367-3606 Ext. 124

Mark Lichte – District Administrator  
lichtem@mylakecountryschool.org 262-367-3606 Ext. 114

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

Districts and schools using Title III funds must notify parents, no later than 30 days after the beginning of the school year, of the following:

- The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program. Student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.
- 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.

**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

**Non-Discrimination Statement (Board Policy 900.3 & 870)**

The Lake Country School District is committed to equal educational opportunity for all students in the district. It is the policy of the Lake Country School District, pursuant to s. 118.13, Wis. Stats., and P19, that no person, on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, color, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, career and technical education, recreational or other program or activity.

The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any school's guidance office.

The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint resolution procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

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

Mark Lichte or DiAnne Pasholk  
Lake Country School District  
1800 Vettelson Road  
Hartland, WI 53029  
Phone: (262) 367-3606  
E-mail: lichtem@mylakecountryschool.org  
E-mail: pasholkd@mylakecountryschool.org

DiAnne Pasholk also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints). By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

### **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 grade levels 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 74% have advanced degrees. If you would like more information, please contact Mark Lichte, 262-367-3606 Ext. 114.

### **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.

### **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.

### **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.

### **Special Needs Scholarship Program**

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further specified in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special Needs Scholarship Program. This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI. The Special Needs Scholarship Program is further defined under section 115.7915 of the state statutes. However, special eligibility requirements not found in that statute exist for program scholarships that are awarded for private school attendance that initially begins in the 2016- 17 school year. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov>.

#### **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, 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 Section(§) 504, please contact Heather Thurin, School Counselor, 262-367-3606 Ext.132.

#### **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 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 an 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.

### **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)

### **Student Assessment Information**

Student assessment information can be found on our website.

[www.mylakecountryschool.org](http://www.mylakecountryschool.org)>>District>>Facts and Reports>>LCS Assessment.

### **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 Lake Country School Board strives to maintain a school environment free from all forms of harassment, intimidation and bullying and to insist that all students are to be treated with dignity, respect, and courtesy. As such, harassment, intimidation, or bullying of students in any form is prohibited, and the district will take all necessary and appropriate action to eliminate such conduct.

For the purpose of this policy, harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other factor which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

"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 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 to a degree that goes beyond what would be reasonably construed as constructive criticism. 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. Direct bullying includes, but may not be limited to, 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, intimidation, and bullying (including through the use of digital technologies (e.g., cyberbullying)) 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, cooperative work programs.

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, intimidation or bullying by staff toward any student shall be presumed unwelcomed and such conduct will be grounds for discipline up to and including discharge.

Students who instigate any type of harassment, intimidation, or bullying are subject to disciplinary action up to and including expulsion. Students or staff who engage in retaliatory conduct against a complainant also will be subject to discipline under this policy.

Any person who believes that a student has been the subject of harassment, intimidation or bullying, including the student him/herself, shall report the incident to the building principal or a school counselor and process a complaint pursuant to this policy. Students reporting incidents of harassment, intimidation and/or bullying in good faith will be protected from retaliation.

The District will act promptly to investigate all complaints, formal or informal, verbal or written, of harassment, intimidation, or bullying and take appropriate action to protect individuals from further harassment, intimidation, or bullying. If it determines that a violation of this policy has occurred, the district will promptly and appropriately discipline the offender, and/or take appropriate action reasonably calculated to end the behavior. The School Board will not tolerate any conduct, which fails to comply with the letter and spirit of these guidelines.

Building principals shall be responsible for informing students, parents and guardians, and staff of this policy annually and for overseeing its proper implementation.

#### **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 lifelong 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.

Every year Lake Country School will conduct an assessment of the wellness policy and update the public of any changes. Every 3 years Lake Country School will make available to the public the Triennial Assessment report.

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 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.

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." For More Details please view Board Policy 900.62

### **Title I Program**

Since the Lake Country School District receives federal Title I program funds, parents are afforded the opportunity for special notifications and involvement. It is the desire of the district to establish positive partnerships with families and community. Everyone gains if school, home and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and community to become involved in children's education. For more details, please view Board Policy Family and Community Involvement 2000.17.

Additionally, parents and/or guardians may request and obtain information regarding: (1) the professional qualifications of their child's teachers including – whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional

status through which state licensing criteria has been waived; and the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; (2) the professional qualifications of paraprofessionals providing instructional-related services to their child. Parents will be notified if their child is assigned to, or taught for four or more consecutive weeks by a teacher who is not “highly qualified”. This applies to all teachers, not just those who work in Title I programs.

Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken. If you want to see the state qualification for your student’s teacher, you may ask personnel at the Board of Education office or access the information on the WI DPI webpage regarding educator licensing.

**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.

# SCHOOL INFORMATION

## SCHOOL HOURS

7:50 a.m. - 8:00 a.m.	Buses arrive and students 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

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.

## SCHOOL VISITORS

Parents and visitors are reminded to sign in and take a visitor's badge whenever they are in the building. During the school day, the exterior doors will be locked. Parents and visitors must use the front entrance to "buzz" in, and check-in at the office, before proceeding elsewhere in the building. Staff members are asked to redirect individuals to the office who do not have a visitor's badge. If you are dropping off items for a student, please leave the item(s) in the front office by using our ITEMS DROPPED OFF FOR STUDENT form.

## 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.

Students who are ill and have been out of school for more than three consecutive days due to illness, need to submit a doctor's excuse. In an effort to improve overall attendance, any student who has more than ten days of absences and requests an absence for vacation will not be allowed to ask for makeup work. We highly recommend that students who travel out of state for more than ten (10) consecutive days consider withdrawing from Lake Country School and, upon return, re-enroll.

If a student will be absent or tardy with an acceptable excuse, the student's parent/guardian(s) must provide the school attendance office advanced notice in writing or by calling the attendance line that the student will be absent. Excused students shall complete any course work missed during the absence by communicating with the teacher. The Board and its designees shall not excuse a pupil for more than 10 days per school year. Please also reference our Board Policy 900.7.

If a student is absent or tardy from school without an acceptable excuse for part or all of five (5) or more days per semester, a letter will be sent home to the parent/guardian(s), a meeting with the school principal will be requested, and a truancy referral may be made by the school to the juvenile court system. Please also reference our Board Policy 900.7 and Wis. Stat. sec. 118.16.

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.

To help the school maintain accurate attendance records and to assure that your child's absence will be properly excused, **please call the school office before 8:30 a.m. when he/she will be absent.** 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.

## **TARDY**

**Students who enter the building after the 8:04 a.m. tardy bell should come directly to the office for a tardy slip.** A staff member will direct students back to the office when they enter the room without a tardy slip. 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.

## **PARTIAL DAY ABSENCES**

For scheduled appointments with dentists, doctors, etc., any student needing to be dismissed for such a purpose should bring a note from home with the date, time, reason and signature of the parent/guardian. The student will present the note to the teacher for the teacher's information and signature. Parents/guardians are requested to come to the office to pick up or return their child to school. Students will be called to the school office when the parent/guardian arrives in the office to sign the student out of school. All students must check in or out of the school office when they leave and/or return to school.

## **STUDENT DISMISSAL PRECAUTIONS**

A student shall be released from the school only upon the written permission or consent from the student's parents/legal guardians. In case of divorced parents, only the legal custodian shall provide written 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.**

## **NEWSPAPER**

Lake Country Now is the official newspaper of the Lake Country School District.

## **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 are typically emailed to families bi-monthly. The administrator/editor may make alterations where needed.

Parents 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. A number of hard copies are made available in the school office for those families who do not have access to the Internet.

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 save 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**

An instructional fee is charged for each student to cover consumable supplies during the school year. Fees are determined at the Annual School Board meeting. 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. There may be other miscellaneous fees that are used during the school year in various classes such as art, music, physical education, etc.

## **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 or staff permission.

## **LOCKER ROOM PRIVACY**

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. 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 into 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.

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.

## **HOT LUNCH/MILK PROGRAM**

The school 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 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: \$3.50 per lunch

### **Delinquent Lunch Accounts**

Families will receive automated phone calls on Mondays and Thursdays 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. Students with a negative balance will not be allowed to take a second milk or entrée or a la carte items. Students with a negative balance for an extended period of time will be offered a substitute. Please contact the school office if you have extenuating circumstances. Also note that even if you have been approved for free or reduced lunches, you are responsible if your child(ren) takes a second milk and/or additional entrees.

### **LUNCH PERIODS**

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 a detention or suspension) depending upon the information concluded by an administrator. The administrator will notify parent(s)/guardian(s) if this incident occurs.

### **INCLEMENT WEATHER PROCEDURE**

The Fiscal Agent (Arrowhead High School) has the authority to cancel school for students in the morning on normal school days when inclement weather conditions exist. When the decision to cancel school is made, Arrowhead High School and its seven K-8 feeder schools will be closed for students. Transportation to parochial schools will be canceled as well.

It shall be the normal procedure to make the decision to cancel school, due to inclement weather conditions. An administrator will contact Skylert to begin the parent notification of school cancellations or delays.

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).

The decision to cancel school on a district-wide basis, once students are present, will also be made by the fiscal agent.

The decision to cancel an individual school after the start of the school day is to be coordinated through the fiscal agent. This is necessary to coordinate the bus routes that use common buses.

In the event of any school closings, it is the sole responsibility of the fiscal agent to notify pre-selected media.

The Skylert system will work in the following way for a snow day/school-closing situation. When it has been determined that school will be canceled, the district administrator places a call to the Skylert network and records a brief message that school is closed due to weather or other emergency. After placing this call and leaving a message, the Skylert network goes into operation and calls every parent and staff's home phone number (cell number if that is your home number) to relay this information. The Skylert system will begin calling as early as 5:30 a.m.

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

personally call parents of students **in 4K thru 2nd grade who are only children and/or have siblings that are in 4K thru 2nd grade, in order to be sure that these young students are not going home to an empty house.**

Because Lake Country School wants to be as accurate as possible in the event we need to place a Skylert call, it is essential that the phone numbers in our database be correct. If you change any of your contact numbers, please make sure to notify Lisa Acton in the School Office 262-367-3606 x115 or email her at [actonl@mylakecountryschool.org](mailto:actonl@mylakecountryschool.org), OR make the appropriate changes yourself in Skyward Family Access under the Skylert tab.

## **EMERGENCY DRILLS**

Fire drills and severe weather drills are two types of emergency drills, which will be conducted during the school year.

### **FIRE DRILLS**

Fire drills are conducted monthly. Students and staff are expected to leave the building quickly and proceed to their designated area as posted on the fire drill sheet in each classroom.

### **TORNADO DRILLS**

Tornado drills are conducted in the fall and spring. Students and staff are to move to a designated shelter as outlined on the tornado plan sheet posted in each classroom.

### **INTRUDER DRILLS**

Intruder drills are conducted once per year.

## **PUBLIC SALES ON SCHOOL PROPERTY STUDENT FUND RAISING ACTIVITIES**

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

## **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 in the music hallway and one downstairs. Occasionally students/parents should check the boxes for lost items. One week after the school year is completed, all items left behind will be donated to a local charity.

## **SCHOOL BUILDING USAGE**

The school building is available to clubs, youth groups, athletic activities, etc. The application for the use of the school building is available on our website or upon request, in the school office. Applicants must complete the facility usage request form and return it to the school office with the applicable proof of insurance. The administrator will determine whether or not the group may use the building. Groups that use the building may be charged a fee per board policy.

## **PARENT/PUBLIC CONCERNS/COMPLAINTS (Board Policy #870)**

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.

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 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.

## **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%.
- 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 grade 6 through 12 for schools that meet the 99% compliance level in the previous year. See Student Immunization Law Age/Grade Requirements on following page.

### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) <sup>1</sup>	4 DTaP/DTP/DT <sup>2</sup>	3 Polio	3 Hepatitis B <sup>6</sup>	1 MMR <sup>7</sup>	1 Varicella <sup>8</sup>	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td <sup>2,3</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>	
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>2</sup>	1 Tdap <sup>4</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1<sup>st</sup> birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1<sup>st</sup> birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.



## **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 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. In addition to the information listed below, general reporting requirements are described in Wisconsin Statute Chapter 252, Chapter DHS 145, Chapter DHS 145 - Appendix A. Questions concerning this information may be directed to: Bureau of Communicable Diseases, 608-267-9003, or the Bureau of Environmental and Occupational Health, 608-266-1120.

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

**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 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:** 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 sleeve or use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.

**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. Exception is pink eye. Your doctor's office will decide if 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.

**Common Childhood Diseases:** If a child has chicken pox, measles 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.

**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.

## **FIRST AID**

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 injury or illness. 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 aide (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

## **SCHOOL MEDICATION POLICY**

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

1. Written orders and instructions from the student's physician must be presented, detailing the name of the drug, dosage, times to be given and when medication is to be discontinued.
2. Written permission from the parent or guardian authorizing school district personnel to carry out the physician's orders and instructions **MUST** be received.
3. Only limited quantities of medicine should be brought to school and **ONLY** in containers properly labeled by the physician or pharmacist.
4. All medicine will be stored in a locked cabinet or drawer.
5. The administration of injections to students **will ONLY** be carried out by fully qualified health care providers.
6. 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.
7. 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.)
8. 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.
9. 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.

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

It is very difficult for students to miss school for extended periods of time due to vacation, extra curricular or co-curricular activities and still be successful. When students miss school due to vacation or other activities, teachers will prepare a packet of materials that they actually used in the classroom during the time the student was absent. When the student returns to school, the student can then complete the same work that the other students completed during their absence.

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 since what the teacher prepares may not be what is actually taught. 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.

## **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 Arrowhead district during the course of the school year. For field trips outside of the Arrowhead 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 upon 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 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.

## **HARDSHIP FEES**

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 a financial hardship and can not pay for a child/children 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.

## **PARENT/TEACHER CONFERENCES**

Scheduled conferences are held in the fall (1<sup>st</sup>) and spring (3<sup>rd</sup>) quarters to discuss, share, and plan a child's academic and social development. All parents are encouraged to attend these important conferences. Parents can request a conference at any time during the school year when a concern or question arises. Teachers will contact parents for a conference when, in the opinion of the teacher, a specific need or problem needs to be addressed. In conclusion, parents and teachers are joined together in the most important responsibility - the education of children.

## **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 course work 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.

If you have questions about the curriculum, please contact a member of the administration.

## **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.

## **REPORT CARDS**

Report cards are issued quarterly for grades 1-8 and are available to parents via the Skyward Family Access link on the Lake Country website [www.mylakecountryschool.org](http://www.mylakecountryschool.org). You will need your login information and password to access the Skyward link. If you don't have or have misplaced this information, please contact the school office. K4 and K5 report cards are issued at semester.

## **PROGRESS REPORTS**

Progress reports are issued quarterly to students in fourth grade in the form of a hard copy. Fifth through eighth grade parents have access to their child/ren's assignments, grades and progress reports through Skyward. These reports help inform the parent and student about their academic and social achievements.

## **7<sup>th</sup>/8<sup>th</sup> GRADE HONOR BREAKFAST**

Seventh and eighth grade students who earn the letter grades of A's or B's in all of their academic courses for two or more quarters are invited to attend the breakfast program with their parent(s)/guardian(s). Any student receiving an F in any subject, in any quarter, will automatically be disqualified. This program 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.

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

GRADE LEVEL	TEST NAME	TEST DESCRIPTION	ADMINISTRATION TIMELINE
4K, 5K, 1, 2	PALS (Phonological Awareness Literacy Screening)	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 (see parent letter or <a href="http://www.palswisconsin.info/">http://www.palswisconsin.info/</a> for more information)
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.

## **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: school counselor or psychologist).

## **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 the surveillance cameras is to reduce vandalism and provide security. The District or employees of the district will not monitor the system continuously.

The District shall notify its students and staff that video surveillance may occur on school property. This notice will be in the student handbook, which is updated annually, and available to both students and staff via our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org), or by a hard copy in the school office. Visible signs 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 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.

Legal References: Chapter 19, subchapters II and IV, Sections 103.13, 188.125, 120.13(1) Wisconsin Statutes; Family Education rights and Privacy Act

Cross references: Student Records Policy, Personnel Records Policy, Public Records Policy

## **TECHNOLOGY AND INTERNET USAGE**

Policies of the Board of Education

Section K– School-Community Relations

### **TECHNOLOGY ACCEPTABLE USE POLICY** **2000.18** **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 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 other'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.

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 restriction 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 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 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 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 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 Title 1 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.

*Adopted by the Board on 8/17/10*

*Revised by the Board on 12/14/12*

*Legal References: ss. 120.13(1), 947.0125, Wis. Stats.  
Section 106-554; 47 USC 254 (h)(5)(b); S. 1492[110<sup>th</sup>]*

*Cross-Reference: Children's Internet Protection Act – Public Law 106-554 and 47 USC 254(h)(5)(b),  
Protecting Children in the 21<sup>st</sup> Century Act – Pub. L. No. 110-385 Title II, and  
Broadband Data Improvement Act 2008 – S. 1492[110<sup>th</sup>];*

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

As outlined on **Lake Country School District's Technology Acceptable Use Policy (2000.18)**, 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: \_\_\_\_\_

**CONTINUED NEXT PAGE**

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

### PLEASE READ AND COMPLETE THE FOLLOWING:

Occasionally, Lake Country School District publishes photos of school activities on the school's web page, Twitter 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

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

Y  N

Does 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 be printed. It is available only in Skyward Family Access to LCS families who have a login and password.*

Y  N

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

Y  N

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

Y  N

Does 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

Each student must have a signed form on file. Signature line is on page 1 of 2.

## **SPECIAL EDUCATION**

IDEA (**Individuals with Disabilities Education Act**), 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.

## **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

## **CONTENT MASTORY CENTER (CMC):**

The CMC 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 unit 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 (Rtl)** policy, Lake Country is continuing to implement Rtl system levels of support. High quality instruction, balanced assessment, and collaboration are the three essential elements of Rtl. 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 Special Education page of our school website, [www.mylakecountryschool.org](http://www.mylakecountryschool.org), or contact Dianne Pasholk, Director of Special Education, 262-367-3606 Ext. 154.

## **EXTRA CURRICULAR ACTIVITIES**

Some of the extra curricular 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 Arrowhead 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.

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

Throughout the school year, dances will be held at the seven K-8 school districts in the Arrowhead school area. The Arrowhead area school dances are only for students who reside in the Arrowhead district. 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 Arrowhead School District.

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 Arrowhead area for the remainder of the school year.

**If a student loses his/her school identification card, a second card can be purchased for \$5.00 through the school office.**

## **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, 262-367-3606 Ext. 132.

## **POLICY AND GUIDELINES FOR EXTRA-CURRICULAR 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 limited to: excessive office visits, demerits, suspensions, chronic classroom adjustments and modifications, disrespectful classroom and playground behaviors, 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 the immediate dismissal from the activity. Recurring offenses may result in dismissal from the team or organization. Further consequences, as deemed by 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: \_\_\_\_\_



## Concussion in Sports Fact Sheet for LCS Parents and Students



### WHAT IS A CONCUSSION?

*A CONCUSSION IS A BRAIN INJURY THAT:*

- Is always serious and can change the way your brain works.
- Can occur during practices or games in any sport or recreational activity or motor vehicle accident.
- Can happen even if you have not lost consciousness.
- Is caused by a bump, blow or jolt to the head or body.
- Can be serious even if you have just been dinged or “had a ringer.”

### WHAT ARE THE SIGNS AND SYMPTOMS?

*SIGNS OBSERVED BY PARENTS OR OTHERS*

- Appears dazed or stunned
- Is confused
- Forgets instructions
- Is unsure of game, score, or opponents
- Moves clumsily
- Shows mood, behavior, or personality change
- Cannot recall events prior to hit or fall
- Cannot recall events after hit or fall

*SYMPTOMS REPORTED BY THE ATHLETE*

- Headache or pressure
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Just not feeling “right” or “feeling down”

### CONCUSSION DANGER SIGNS

Be alert for symptoms that worsen over time. Your child should be seen in an emergency department right away if he/she exhibits any of the following symptoms:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Any loss of consciousness should be taken very seriously

### WHAT TO DO IF YOU SUSPECT A CONCUSSION:

**TELL THE COACH, TEACHER, OR PARENT.** They need to know if you have had a head injury or if you have had a previous concussion.

**SEEK MEDICAL ATTENTION.** A health care professional experienced in evaluating concussions will be able to diagnose and treat a concussion and determine when it is safe to return to play.

**STAY OUT OF PLAY UNTIL FULLY RECOVERED.** A concussed brain needs time to heal. While the brain is still healing there is a much greater chance of another concussion. Repeat concussions can slow recovery and increase the likelihood of long-term problems. In rare cases, repeat concussions can result in permanent brain damage and even death.

**INFORM SCHOOL STAFF OF ALL CONCUSSIONS.** A concussion can impact a student’s ability to do academic work and other activities such as computer use, studying, or exercising. If needed the school nurse and your teachers can help adjust school activities during the recovery period.

## **RETURN TO PLAY GUIDELINES**

### **REST IS THE ONLY TREATMENT FOR CONCUSSION.**

Physical and cognitive rest is necessary for the brain to return to normal functioning. Any activities that provoke the recurrence of symptoms should be discontinued.

Children with a concussion should never return to sports or recreation activities on the same day the injury occurred. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider. This means the athlete will not return to play until they are cleared in writing by a health care provider for both:

- Physical Education (PE) class,
- Sports practices or games.

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion. The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

- |                    |   |
|--------------------|---|
| <b>STEP ONE:</b>   | About 15 minutes of light exercise: stationary biking or jogging.           |
| <b>STEP TWO:</b>   | More strenuous running and sprinting in the gym or field without equipment. |
| <b>STEP THREE:</b> | Begin non-contact drills in full uniform. May also resume weight lifting.   |
| <b>STEP FOUR:</b>  | Full practice with contact.   |
| <b>STEP FIVE:</b>  | Full game clearance.  |

***If you think you have a concussion: Don't hide it! Report it! Take time to recover!***

\*This information comes from the Centers for Disease Control and Prevention, "Heads Up, Concussion in High School Sports", www.cdc.gov



## Lake Country School PARENT & ATHLETE CONCUSSION AGREEMENT



**As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions.** By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury. *This form must be completed for every student-athlete prior to participation in an athletic activity.*

### Parent Agreement:

I \_\_\_\_\_ have **read** the Parent Concussion and Head Injury Information and **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 providing written clearance from an appropriate health care provider to his/her coach. I understand the possible consequences of my child returning to practice/play too soon.

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

### Athlete Agreement:

I \_\_\_\_\_ have **read** the Athlete Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. 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 provide written clearance from an appropriate health care provider to my coach before returning to practice/play. I understand the possible consequences of returning to practice/play too soon and that my brain needs time to heal.

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **GENERAL SCHOOL RULES**

- I.**
1. Be kind.
  2. Be safe.
  3. Do the right thing.

## **II. PERSONAL APPEARANCE AND GROOMING**

Lake Country students, parents and 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 which 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.)
- No loungewear (pajama type bottoms).
- 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 causes 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 building. 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, knife, razor 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 cyber bullying of any type while on school grounds.
- G. **Headsets, I-Pods, I-Pads, 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 disturb 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 violation 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 in 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 an administrator.

## **NOON HOUR RECESS PROCEDURES**

- Students are to take their coats with them when going to recess.
- Playground equipment is to be taken from and returned to the classroom.
- 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.
- Students are not to re-enter the school until the bell rings, except in an emergency situation.

## **CAFETORIUM/LUNCH CONDUCT**

- Students should use an indoor classroom tone of voice while eating lunch.
- 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.
- The maximum number of students at a table is eight (8).
- Students are responsible for the cleanliness around 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 receive demerits for not following the above-mentioned rules.

## **STUDENT BEHAVIOR AT SCHOOL-SPONSORED EVENTS AND/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. The attending of an after-school event 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.

Students not following the hallway rules can receive a demerit slip.

## **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.



## **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 in 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?***

Lake Country staff members have been meeting over the past school year to discuss our school needs and develop what PBIS will look like at Lake Country. This initiative is intended to have year-round, school-wide activities that build positive community 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 POLICY**

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 the 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. We can provide your child with a safe, positive learning environment.

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, child, teacher and administrator.

### **KINDERGARTEN THROUGH SECOND GRADE COMMUNICATION SHEETS**

The members of the Discipline Committee believe that the students in grades kindergarten through second require a different discipline approach than students in the upper grade levels. This is based upon the age, maturity and issues that younger students encounter. When an adult decides that a student(s) needs to

review the school rules, a discussion between the adult and student(s) will occur with a Communication

Sheet being completed. The Communication Sheet will be sent home to inform the parent(s) of the situation. The Communication Sheet should be sent back to school the next day signed by the parent (See Appendix A). We felt that the communication between the adult, child(ren) and parents should be viewed as a constructive learning opportunity on how a child should respond in a situation. Student(s) may be assigned a "Time Out" session with a staff member or administrator depending upon the behavior of the child(ren). Serious discipline issues will be referred to the administration for disciplinary consequences. Examples of these issues would be fighting, unacceptable language and bullying.

### THIRD THROUGH EIGHTH GRADE STUDENTS

One or more of the following consequences will be issued should an infraction occur:

**Demerit System** – A student can receive a demerit slip for each infraction of a school rule. The infraction may warrant up to three demerits. (See appendix A) A copy of your child's demerit slip will come home for your signature each time a demerit slip has been issued. If a demerit slip is issued it is not for a parent to agree or disagree with, but a notification of student misbehavior. Demerit slips are used as a communication tool from the school employees to the parents.

After three demerits, the child will be issued a detention. Note: Each student will start each quarter with zero demerits.

**Detention** – When your child has received a total of three demerits, a notice of detention to be served will be sent home with your child. After a detention is served, a guidance counselor will conduct a follow-up conference to discuss the student's written reflection sheet. (See appendix B) Detentions can be served Monday through Friday from 3:20 to 4:00 p.m. Students will not be excused from the detention room until a parent/guardian signs the detention logbook. At the administrator's discretion, a student who receives/serves a detention will not be able to participate in any after-hour's school-sponsored event.

### Infractions Requiring Administrative Action

**In-School Suspension** - An administrator removes 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 after-hour's school-sponsored events. If there are three in-school suspensions, the fourth will become an out-of-school suspension. Some examples of incidents that may result in an in-school suspension are disrespect towards a staff member, defacing or destroying school property and inappropriate language. (See appendix C)

**Out-of-School Suspension** - For severe behavior, an administrator may exclude a student from attending school for a period of up to five (5) days\*. A student may be suspended out of school for not more than five (5) consecutive school days under Wisconsin Statute 120.13. Some examples of incidents that may result in an out-of-school suspension are fighting, defiant behavior and possession of illegal substances. A

student who receives/serves an out-of-school suspension will not be able to participate in any after-hours school-sponsored events, including extra-curricular activities.

\*The number of days for an in-school or out-of-school suspension will be based upon the severity and frequency of the infraction. (See appendix C)

#### Procedures for Infractions That May Require Expulsion

**Expulsion** - Authority to expel a student is granted in Wisconsin Statutes 120.12 (1) (C): "School Boards may expel a pupil from school when it finds him or her guilty of repeated refusal or neglect to obey the rules, or finds that he/she is engaged in conduct while at school or under the supervision of school staff which endangers the property, health or safety of him/herself and is satisfied that the interest of the school demands his/her expulsion." In cases of expulsion, the student shall first have been suspended for offenses as referred to earlier. The district administrator shall make the expulsion referral to the School Board of Education.

For severe infractions that may require the expulsion process be initiated, the following steps will be followed.

1. A formal letter will be sent to the parents citing the state statutes relating to expulsion\*. The letter will also state that a preliminary hearing will be held with the superintendent during which the superintendent will consider the recommendation to the Board of Education for the expulsion of the child. However, if a letter contract is generated after hearing the charges and the recommendations of the contract are successfully completed, the expulsion can be held in abeyance.
2. If there are further severe behavioral concerns and there is a violation of the contract, this would be the basis for proceeding to a hearing with the Board of Education. During this meeting, the Board could again, hold the expulsion in abeyance if the student complies with the recommendations of the Board. Examples of some recommendations could include but not be limited to, psychological evaluations, anger management classes, etc.
3. If there are further behavioral concerns and/or unwillingness to comply with the Board's recommendations, the student can be expelled.

**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 student's 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 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 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 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 student, 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.

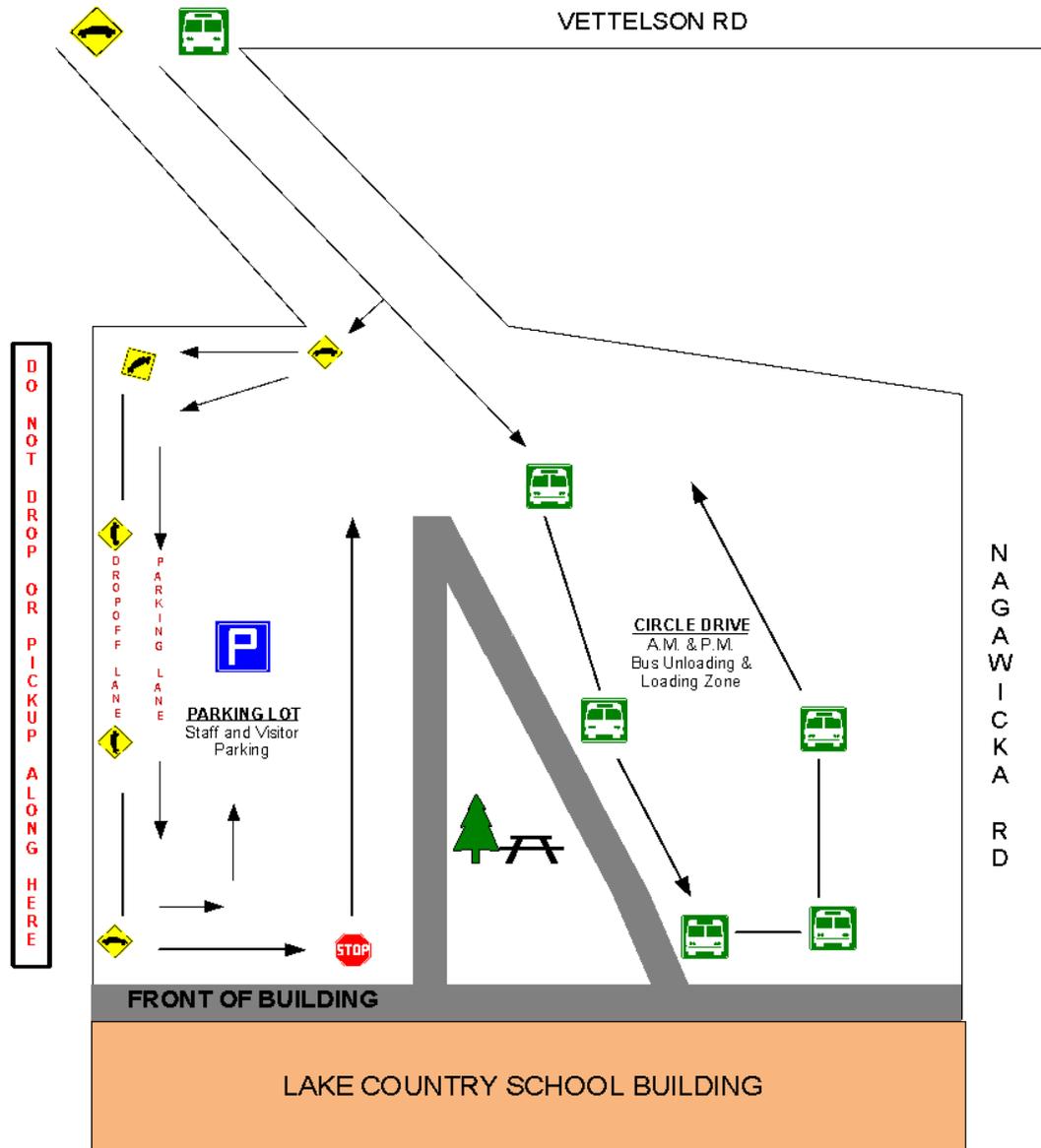
Please sign below and return to the District Administrator.

Print Parent Name: \_\_\_\_\_

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

**STUDENT DROFF/PICKUP PROCEDURES**

- Buses use circle drive entrance in A.M. & P.M.
- Parents parking cars to walk students into school use parking lot entrance
- Parents dropping off students (no parking) use parking lot entrance and need to stay to the right. Pull all the way forward to the stop sign and then proceed out.
- **NOTE: There are now two lanes of traffic once you are in the parking lot... one along the west perimeter to allow for student dropoffs and one to allow cars to pass and park.**



## **BUS TRANSPORTATION**

### **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 number plaque posted on the left side of the doors for identification purposes.
4. Dousman Transport Company has been hired by the Arrowhead 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.

### **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 are for professional use only and remain 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.
3. KEEP BUS CLEAN AND FREE OF DAMAGE.
4. USE PROPER LANGUAGE AND A QUIET VOICE.
5. BE POLITE TO OTHER STUDENTS AND THE BUS DRIVER.
6. THROWING OF ANY OBJECT IS NOT ALLOWED ON THE BUS/OUT OF THE BUS.
7. ARMS, HEADS OR OTHER BODY PARTS ARE NOT TO BE EXTENDED OUT OF THE WINDOW AT ANY TIME.
8. NO LITTERING, FIGHTING, PUSHING, TRIPPING OR PROFANITIES ARE ALLOWED ON THE BUS.
9. NO SKATEBOARDS OR ROLLERBLADES WILL BE TRANSPORTED ON THE BUS

**\*\*Failure to follow these rules can result in a Bus Conduct Report\*\***

Consequences for not following bus rules include the following: demerits, conference between parent(s)/guardian and administrator, detention, 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 for the required period of time.

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

Students are required to ride their assigned bus to and from school. However, during the course of the school year, students may request permission to ride a school bus to a friend's house for after school activities. 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, needs to be brought to the school office before 9:30 a.m. for office approval. A number of conditions will be taken into consideration before approval is granted, such as: the number of students assigned to the bus, school activities that evening, etc.

Bus drivers will not allow students to ride the bus without a note signed by office personnel. The bus driver will notify a school administrator when a student without a permission note wants to ride the bus.

## **BICYCLE RIDING 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 the child's parent or guardian and is duly noted by the administrator.