



Core Knowledge, Direct Instruction, Core Virtues

**Student/Parent Handbook  
Pre-K through Eighth Grade  
2020-2021**

Due to COVID-19 policies could potentially change

4101 Technology Parkway – Sheboygan, WI 53083

920-208-3020 phone

920-208-3022 fax

[www.lakecountryacademy.com](http://www.lakecountryacademy.com)

# Introduction to Handbook

## Welcome!

This Handbook is designed to acquaint you with Lake Country Academy (LCA) and provide you with information about the rights and responsibilities you have as a student at the school.

The information contained in this Handbook applies to all students at LCA. Following the policies described in this Handbook will help you be a successful and happy student in school. The Handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a school that provides high academic standards and character development through your elementary and middle school years.

## A Brief History of LCA

Lake Country Academy is a non-instrumentality public charter school located in the Sheboygan Area School District in Sheboygan, WI. Founded in 2001, as a private school, by several parents who were interested in a more rigorous curriculum, LCA has continued to provide excellence in education in a safe, structured environment by adhering to the tenants of its founders. In 2007, the school became a public charter school continuing to service its students in an academically challenging environment.

LCA utilizes Direct Instruction coupled with the Core Knowledge® curriculum to achieve student mastery. Students are taught in a fast paced, highly interactive teacher-directed manner and are expected to learn specific facts and skills at each grade level. The responsibility for student achievement is placed squarely on the school. There is a high level of accountability for teachers and other staff because we firmly believe that if the student has not learned, then the teacher has not taught.

Daily operations at Lake Country Academy are conducted by the school administration. A Board of Directors sets policy and vision for the school and governs school operations.

# Staff Directory

Administrator  
Assistant Administrator  
Coordinator of Student Affairs  
Office Manager  
Head Secretary  
Building Maintenance Manager  
Custodian  
Custodial Assistant

Mr. Shawn Dzwonkowski  
Mrs. Katie Beine  
Mrs. Jeanine Claypool  
Mrs. Amanda Medina  
Ms. Amanda Roethel  
Mr. Chris Warner  
Ms. Jeanie Sedlacheck  
Mr. Jason Fleishfresser

sdzwonkowski@lakecountryacademy.com  
kbeine@lakecountryacademy.com  
jclaypool@lakecountryacademy.com  
amedina@lakecountryacademy.com  
aroethel@lakecountryacademy.com  
cwarner@lakecountryacademy.com  
jsedlacheck@lakecountryacademy.com

## Primary Grades

Pre-Kindergarten  
Pre-Kindergarten Assistant  
Kindergarten

Kindergarten Assistant

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Mrs. Michelle Wagner  
Mrs. Amy Worth  
Mrs. Teresa Holcomb  
Mrs. Tiffany Bimmel  
Mrs. Viki Grunewald  
Mrs. Michelle Scharl  
Ms. Peri Luedke  
Mrs. Natalie Nolan  
Ms. Maria Hittman  
Mrs. Erin Schoenauer  
Mrs. Ruth Scharenbroch  
Mr. Andrew Schoenauer  
Ms. Crystal Canales  
Mrs. Tammy Holtz  
Mrs. Jenny Holm  
Ms. Melissa Neese

mwagner@lakecountryacademy.com  
aworth@lakecountryacademy.com  
tholcomb@lakecountryacademy.com  
tbimmel@lakecountryacademy.com  
vgrunewald@lakecountryacademy.com  
mscharl@lakecountryacademy.com  
pluedke@lakecountryacademy.com  
nnolan@lakecountryacademy.com  
mhittman@lakecountryacademy.com  
eschoenauer@lakecountryacademy.com  
rscharenbroch@lakecountryacademy.com  
aschoenauer@lakecountryacademy.com  
ccanales@lakecountryacademy.com  
tholtz@lakecountryacademy.com  
jholm@lakecountryacademy.com  
mneese@lakecountryacademy.com

## Intermediate Grades Sixth-Eighth

History  
English Language Arts  
English Language Arts  
English Language Arts  
Science  
Mathematics  
Mathematics  
Mathematics

Mr. Ryan Redmond  
Mrs. Ronna Gremminger  
Mrs. Ruth Van Der Puy  
Ms. Sara Dobberpuhl  
Mrs. Nicole Braun  
Mr. Brad Toerpe  
Mrs. Emily Meyer  
Mrs. Stephanie Schultz

rredmond@lakecountryacademy.com  
rgremminger@lakecountryacademy.com  
rvanderpuy@lakecountryacademy.com  
sdobberpuhl@lakecountryacademy.com  
nbraun@lakecountryacademy.com  
btoerpe@lakecountryacademy.com  
emeyer@lakecountryacademy.com  
sschultz@lakecountryacademy.com

## Direct Instruction Staff

Direct Instruction Coordinator

Ms. Tiffany Felde  
Ms. Christine Sandoval  
Mrs. Joan Prigge  
Mrs. Jen Redell  
Mrs. Ruth Smith

tfelde@lakecountryacademy.com  
csandoval@lakecountryacademy.com  
jprigge@lakecountryacademy.com  
jredell@lakecountryacademy.com  
rsmith@lakecountryacademy.com

## Special Curriculum Staff

Art Education  
Librarian  
Lunch Supervisor  
Music Education  
Physical Education  
Spanish KG-4<sup>th</sup> Grade  
Spanish 5<sup>th</sup>-8<sup>th</sup> Grade  
School Counselor  
Technology Coordinator  
EL (English Learner)  
EL (English Learner)

Mrs. Michele Konrad  
Mrs. Sharon Zabrowski  
Mrs. Julie Nyquist  
Mr. Brian Charbonneau  
Mr. Travis Christenson  
Mrs. Camile Olig  
Ms. Kaitlin Leppert  
Mrs. Lynda Pesch  
Ms. Liz Weavers  
Ms. Holly Komp  
Ms. Celeste Figueroa

mkonrad@lakecountryacademy.com  
library@lakecountryacademy.com  
jnyquist@lakecountryacademy.com  
bcharbonneau@lakecountryacademy.com  
tchristenson@lakecountryacademy.com  
colig@lakecountryacademy.com  
kleppert@lakecountryacademy.com  
lpesch@lakecountryacademy.com  
lweavers@lakecountryacademy.com  
hkomp@lakecountryacademy.com  
cfigueroa@lakecountryacademy.com

## Special Education

Special Education Coordinator  
Special Education Aide

Mrs. Katie Fortuna  
Mrs. Terese Wills

kfortuna@lakecountryacademy.com  
twills@lakecountryacademy.com

## Lake Country Academy Mission Statement

The mission of Lake Country Academy is to be a recognized leader in education through Direct Instruction and Core Knowledge within an environment that emphasizes core values.

## Lake Country Academy Vision Statement

The vision of Lake Country Academy is to develop a community of mutual support and caring; to foster an educational environment that will allow students to develop and strengthen academics through their individual learning styles.

## Lake Country Academy's Purposes and Objectives

- To prepare appropriate learning environments for children
- To develop a community of mutual support and caring
- To promote fluent readers, writers and speakers as a result of our Direct Instruction teaching method and Core Knowledge curriculum supporting phonics, grammar and spelling.
- To provide a foundation that allows students to be competent in computation, problem solving and mathematical applications.
- To maintain an educational environment that will allow students to think and work independently as well as cooperatively.
- To teach the Core Virtues that support individuality, manners, citizenship, caring, integrity, loyalty, teamwork and fairness.
- To educate staff, parents and others in the purpose and vision of Lake Country Academy.

Lake Country Academy admits students of any race, color, nationality and ethnic origin to all the rights, programs and activities made available to students in attendance. It does not discriminate on the basis of its educational policies or any administered programs.

## Nondiscrimination Statement

It is the policy of Lake Country Academy that no person may be denied admission, denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex, Title VI of the Civil Rights Act of 1964) (race and national origin, and Section 504 of the Rehabilitation Act of 1973).

## LCA School Pledge

Today is a new beginning and I can make a difference!

I Pledge:

To be responsible for my learning;  
To always be and do my best,  
To be respectful to myself and others.  
To be honest and truthful,

As a part of the Lake Country family, I will help keep the school clean and model good citizenship.

When the day is done,  
I will take knowledge and wisdom and truth with me to help make the world a better place.

## LCA School Song

(Sung to the tune of the Notre Dame Fight Song)

Verse 1:

Lake Country Academy  
The mighty Clippers as you can see.  
Sailing on to victory,  
Confident, humble, valiant are we.  
Lake Country clippers we're on the move;  
Working, and striving this we will prove.  
Striving for integrity;  
Lake Country Clippers are we.

Verse 2:

Lake Country Academy,  
Proud of achievements we work to be.  
Teamwork is our hallmark creed;  
Caring and loyal, community.

Excellence, courage, we are the best;  
Families united, we pass the test.  
Values make us straight and strong;  
To Lake Country we belong

## Academic Promotion

A student may be promoted on the basis of academic achievement, demonstrated proficiency of the subject matter of the grade level and attendance. Students are expected to demonstrate the Core Virtues that supports our character education program. Academic achievement is determined through teacher evaluation, classroom assessments, products/portfolios, and standardized achievement measures. All students are expected to meet or exceed standards as established by the curricula in Core Knowledge and Direct Instruction. A student needs to develop social/emotional levels that are age appropriate. Students need to demonstrate a level of maturity, motivation and attitude that supports the challenges for given grade placements.

## Activity Fee

There is an activity fee for each child in a family. The activity fee covers the cost of field trip expenses, assignment notebook, consumable workbook and miscellaneous items that come up throughout the school year. The activity fee for is \$30 for Pre-K, \$65 for K-8<sup>th</sup>. A technology Usage Fee is \$40 for K – 8<sup>th</sup> (\$60 max per family).

## Attendance

Students are expected to be in attendance daily and on time unless they are sick, have a death in the family, or have a medical appointment. Parents and guardians are legally responsible to see the students are on time and in school when school is in session. School activities begin at 8:00 a.m. Students are expected to arrive at school by 7:50, prior to this time there is no adult supervision outside the school. If a student is absent the day of an after-school activity the student may not attend the activity, (i.e. sports, practices, concerts, plays, etc.)

It is important that children be in school. Make all attempts to schedule family trips and other appointments around our school calendar. It is far too difficult for students to stay caught up when they miss daily class work.

### Notifying the School of an Absence

- Please call or email the school office by 8:30 A.M. ([office@lakecountryacademy.com](mailto:office@lakecountryacademy.com))
- Send a note to school with your child when they return with the date(s) of absence, reasons, and your signature.
- If a parent forgets to call in, the school office will verify absence with a telephone call to the home.
- Please do not send siblings into the office to verbally announce an absence of their brother or sister. Notification needs to come from a parent or guardian.

### Tardies

Please make sure your child is to school on time! The first bell rings at 7:50 AM. That is the time the students should be entering the building. They have only ten minutes from that time to be in their classroom prepared to begin the day. Attendance takes place at 8:00 AM.

We have no outside supervision after 8:00 AM. For the safety of your child, we are asking that they enter the school under your supervision.

### Excused Absences

Students are required to attend all of their scheduled classes unless they have obtained parental permission. Students may receive excused absences for the following reasons:

- Student illness or injury
- Dental, doctor, or other appointments. For educational purposes, we recommend appointments be made before or after critical school hours. If you have to schedule an appointment during school hours, send a written note to the school and come to the office for your child. Your child must also check in when he/she returns. Students must bring a doctor note to the office in order to excuse the absence.
- Religious holidays observed by the family. Notify the office.
- Family Vacations. If you cannot match family vacations with school vacations, notify the office in writing.
- Other circumstances. Notify your child's teacher and the office.

## Unexcused Absences

Administration must notify the parent(s) and direct the parent to return the child to school or provide an excuse. Notification must occur by the end of the second school day after receiving a report of the unexcused absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given, Wis. Stat. sec. 118.16(2)(c). If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is “habitually truant” and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5), to the juvenile court intake worker or municipal court.

## Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1) (a) and (c).

## Tracking Attendance

Lake Country Academy tracks attendance rates, and sends out letters to parents/guardians using the following criteria:

Lake Country Academy Absence Chart											
3		5		7		10		15		20	
Excused	Unexcused	Excused	Unexcused	Excused	Unexcused	Excused	Unexcused	Excused	Unexcused	Excused	Unexcused
No Action	Send “First Notice” Skyward Letter	No Action	Send “Second Notice” Skyward Letter  Teacher Phone Call Home	Send “First Notice” Skyward Letter	Send “Third Notice” Skyward Letter  Admin. Speak with Student  Admin. Phone Call Home	Send “Second Notice” Skyward Letter	Send Skyward “Fourth Notice” Letter  Set Meeting Time and Date in Letter	Send “Third Notice” Skyward Letter	Send Skyward “Fifth Notice” Letter  School Resource Officer Involvement	Send “Fourth Notice” Skyward Letter	Send “Sixth Notice” Skyward Letter  Parent Meeting with Goal  Possible Ticket Issued
						Medical		Medical		Medical	
						Require Medical Excuse		Require Medical Excuse		Require Medical Excuse	

## Child Nutrition Services

A breakfast program is offered daily.

A hot lunch program is available. Students may bring their own lunch.

Electronic cards are used as a “debit card” for hot lunch and milk. The cards will be scanned each time your child uses it. When funds are low on the account, parents will be notified. Any card with a positive balance will be carried over into the following year. Breakfast price is \$1.40 and Milk is \$0.40. Lunch price is \$2.60 and Milk is \$0.40

If meals are purchased through the school hot lunch program, it is the parent/guardian’s responsibility to keep a positive account balance in the student's account. Students accounts can be replenished through the school office using cash or check (make checks payable to S.A.S.D.) or through [www.myschoolbucks.com](http://www.myschoolbucks.com) (\$2.00 transaction fee).

Parents need to make sure the office staff and homeroom teacher are aware of any food allergies. There is nut free zone in the lunchroom.

We ask for the safety of all students that snacks and birthday treats in the classroom remain nut free.

If a parent wishes to take a child off campus for lunch, please send a note in the morning. The child must go to the office to sign out and sign back in when returning to school.

## Classroom Interruptions and Messages

The classroom is a learning environment. When interruptions occur, students are often distracted and taken off task. All communication with students must filter through the office first. This includes such things as messages, forgotten lunches, homework, band instruments, etc. Please do not go to the classroom while class is in session. Stop in the office with your message, forgotten lunch etc. and we will gladly get it to your child.

## Code of Conduct

### Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to dishonestly present work as his/her own, will be regarded as a serious offense which may result in a grading penalty and/or disciplinary action. School staff will contact the parent/guardian of any student who is found to be in violation of this policy. Cheating of any kind on a test, written assignment or project, assisting others to cheat or altering grade records is considered a serious offense.

Offering the work of another as one's own work without proper acknowledgement is plagiarism. Any student who fails to give credit for quotations for essentially identical material taken from another source is guilty of plagiarism, also a serious offense.

### Behavior Standards

Behavioral problems are handled with fair and consistent methods established by the staff. Teachers will inform the parents of any student whose behavior is in conflict with the established rules and/or procedures. For habitual and severe infractions school administration will contact parents. Parents shall make every effort to correct the problem. If school detention is given, parents will be notified in advance.

Students will be responsible for:

- Being responsible learners and obeying classroom rules
- Following the directions given by teachers and other adults
- Being polite and kind to other students and adults; no threats, swearing, put-downs
- Being on time to school and class
- Caring for other people's things and school property
- Obeying the school safety rules and bus safety rules

Students **MAY NOT**

- Chew gum or eat during class time
- Loiter or play in the bathrooms
- Have electronic devices outside their backpacks (we discourage electronic devices in school)
- Push, trip, kick or fight
- Use obscene language or gestures
- Wear hats inside the building
- Bring knives, guns, swords or other weapons to school

Consequences:

- Phone call home
- Student Discipline Report
- Writing assignment or letter of apology
- Students may be suspended for fighting, profanity, disobedience, threats or gender, ethnic, racial put-downs.



## Bullying

Lake Country Academy strives to provide a safe, secure and respectful learning environment for all students in school our buildings on school grounds, on school buses and at school-sponsored activities. The administration has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying has harmful social, physical, psychological and academic impact on the victims, bystanders, and the bullies. Lake Country Academy consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; sexual orientation; physical attributes; physical or mental ability or disability; social, economic or family status.

Bullying behavior can be: Physical (e.g. assault, hitting or punching, kicking, theft; Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks); Indirect (e.g. spreading cruel rumors, intimidation through gestures, and social exclusion); Between students and students, students and adults, or adults and adults.

Bullying behavior is prohibited in the school buildings, on school property and in educational environments. Educational environments include, but are not limited to, every activity under school supervision.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented.

Pro-Active: All levels will complete a classroom lesson about bullying behavior, including what to do if you see bullying or are being bullied.

## Action Plan

- **Step 1** - Report incident to teacher/administration/counselor immediately
- **Step 2** - Student will complete Incident Form with teacher/principal/counselor.
- **Step 3** - Teacher/administrator/counselor will investigate incident; speaking to all parties involved
- **Step 4** - If it is determined to be a bullying incident the following administrative actions may take place but not necessarily in the order listed below.
  - **Bully and Bully-bystanders:**
    - Inform student(s) about the consequences for bullying in school
    - Have an educational discussion with the student(s)
    - Inform all relevant adults – teachers, school staff, and/or bus drivers
    - Student(s) may be required to engage in educational activities such as readings, written reflection and/or research about bullying
    - Student(s) are informed about further consequences if any form of retaliation were to occur
    - Student(s) may be asked to have no further contact with the victim
    - Student(s) can be referred to meet with the school counselor
    - Student(s) may be assigned a disciplinary consequence but not limited to:
      - Lunch/recess detention
      - Bus suspension
      - Exclusion from extracurricular activities and/or special events, including field trips
      - After school detention
      - Suspension or long term exclusion
  - **Victim(s):**
    - Have an educational discussion with the student(s)
    - Can be referred to meet with the school counselor
    - Future follow-up with student(s) and parents/guardians
- **Step 5** - Parents of all students involved will be notified of the incident and consequences

## Harassment

Harassment or intimidation may arise from a broad range of physical or verbal behavior. Harassment means behavior towards individuals 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 which substantially interferes with an individual's performance or creates an intimidating, hostile, offensive, environment. (Bigotry is included in this area).

It is the policy of Lake Country Academy to provide a positive learning environment that is free of any form of harassment or intimidation toward and between students. Harassment will not be tolerated in any form and the school will take all necessary and appropriate action to prevent and eliminate harassment, including discipline of offending persons and referral to law enforcement officials where appropriate. This policy is applicable to conduct of administrators, faculty and staff toward students as well as the conduct of students towards adults and each other. In addition, this policy is applicable to conduct toward students by other persons who are authorized to be present on LCA premises.

## Daily Schedule

Pre-K has class every day of the week

AM Pre-K	7:50 AM	First Bell
	11:00 AM	Dismissal
PM Pre-K	12:15 PM	First Bell
	3:15 PM	Dismissal

Kindergarten—8th grade	7:50 AM	First Bell
	8:00 AM	Final Bell
	11:20-12:40	Lunch
	3:15 PM	Dismissal

## Damaged or Lost Items

Students are responsible for the care of all school materials, (textbooks, desks, chairs, lockers, etc.). If any school property is damaged or lost, it will be the responsibility of the child to replace it for the cost of a new replacement. We ask that students keep their books covered to help with the wear and tear on the covers. Our Core Virtues encourage students to be responsible and respectful of the school and school property.

## Direct Instruction

The school has a unique teaching method – Direct Instruction. This methodology allows us to continually assess our students in their academic areas. Teachers meet weekly to discuss the DI classes of reading, math, and spelling. Student progress is charted daily with data compiled monthly for tracking progress and assessing pace. Mobility from DI group to DI group can take place anytime. This is the beauty of our program. Children are always challenged to meet their potential. By placing them in appropriate levels they can gain success which in turn promotes self-confidence and a desire to continue on the path of success.

If a student is identified by a concerned teacher or parent the following steps should be taken:

1. DI coordinator and present DI teacher will meet to verify the need to change levels.
2. DI coordinator, present teacher and potential receiving teacher(s) will meet to discuss the benefits and/or disadvantages of the move.
3. If the student's DI placement is to be adjusted, the DI Coordinator should be notified and a telephone call made to parents and followed up with an email.
4. If the original DI placement was initiated by the parent but the decision is to keep the student in the present placement, the DI coordinator will follow-up with the parent via a telephone conversation.

# Discipline

## Classroom Expectations

LCA unifies our teaching with classroom management. The school the same expectations that are consistent across all grade levels as it benefits student learning throughout the building. Our behavior management program focuses on behavior being each student's responsibility in the classroom, playground, field trips and/or other school functions. If a student is not meeting the classroom expectations, re-teaching of expectations and a variety of behavioral management strategies will be utilized to support the student in the classroom. Teachers will communicate to the parents through the student planner indicating the student's behavior for the day.

### School wide Values

Be Safe  
Be Engaged  
Be Responsible  
Be Respectful

### Classroom Expectations

1. Talk or leave our seat only with permission
2. Be in the learning position on time, prepared with materials
3. Keep hands, feet and objects to ourselves
4. Work hard during independent work time
5. Follow directions immediately
6. Show respect to people and property

### Detentions

Students in grades 3<sup>rd</sup>-8th may serve detentions if expectations are not met. If a student's behavior warrants a detention, the following steps will be followed:

- Teacher will send correspondence home when a student receives a detention. The correspondence will indicate the infraction and the date the detention is to be served.
- Detentions are assigned for an age-appropriate time period before or after school.
- Lunch detentions may also be assigned and correspondence will be communicated explaining reason for discipline.

### In-School Suspension

In-School Suspension (ISS) is a consequence that is served during the school day. A student assigned ISS will either spend the day in the office or in another teacher's classroom. The student will be provided with his/her work for the day and is expected to complete it before the end of the school day. Upon completion of ISS the student is to leave school grounds immediately and may not participate in any after school or evening school activities.

### Out-of-School Suspension

Out-of-School Suspension (OSS) can be assigned for up to 5 days. When serving OSS students may not be on school grounds, attend school evening activities, or attend regular classes until the suspension time expires.

### Expulsion

Expulsion will be recommended in cases of serious misbehavior or when a student has repeatedly violated school rules or disrupted the school environment. The power to expel belongs to the LCA Board of Directors and may be used at its discretion when the Board finds a student guilty of repeated refusal or neglect to obey school rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority, or is satisfied that the interest of the school demands the pupil's expulsion. When expulsion is recommended by the administration the students will be suspended until the expulsion hearing and for no more than 15 consecutive school days.

## Extra-Curricular Trips

- The previous rules and regulations apply to any trip under school sponsorship.
- Pupils shall respect the wishes of the chaperones appointed by the school.
- Chaperones should inspect the bus for cleanliness upon returning to school.
- Any student that misbehaves will receive a warning; and if misbehavior continues, they will be escorted back to the school for further disciplinary action.

## Early Release Days

On occasion students are released early from a school day. Please look in the school newsletter for notices and on the school calendar for dates and times. On early release days, all students are excused from school at 11:30 AM and there will be no afternoon Pre-K.

## Extra-Curricular Participation

Throughout the school year extra-curricular opportunities may be available to middle school students that take place outside of the classroom. These extra-curricular opportunities are a privilege and students must maintain a specific level of academics in order to participate. Students must have a "C" average in all of their classes to participate in any extra-curricular activity. This means that students achieving a 70% or above are eligible for extracurricular participation. If a student is doing their best and working as hard as they can and not achieving the above benchmark, it is up to the individual teacher as to whether or not that student may participate.

## Facility Use

Use of the building for after-school activities is limited to those who have made prior arrangements with the office. Maintaining discipline and keeping the building in good condition is the responsibility of the group. Those who abuse this privilege will forfeit access to the facilities.

## Field Trips

All Lake Country Academy field trips are academically focused and tied to the curriculum. Students are expected to model the same behaviors on the field trip as they would at school. Any student that is removed from a field trip or displays inappropriate behaviors on the field trip will be excluded from future field trips for the remainder of the school year.

Parents or family members who wish to volunteer as a field trip chaperone will have a background check conducted by administration through the Wisconsin Circuit Court website. Any person associated with a crime associated to drug use or sale, physical harm, neglect, disorderly conduct, or related that could be very detrimental to a student's welfare or cause some unrest among others will not be allowed to be a chaperone. An Adult Chaperone Guideline and Agreement Form also needs to be read through and completed prior to attending a field trip.

## Gift of Time

LCA's philosophy is to place a child at a level that they are prepared to meet success. The Gift of Time is used when it is determined that a child would benefit from more time in one grade before moving on to the next. Those decisions are made between parents, faculty and the administration. The students' best interest is always foremost in those decisions.

## Grades

Lake Country Academy assesses students' progress frequently in order to encourage better student performance. When everyone stays informed about the student's performance, then the student, parents and teachers can all work together to help the student achieve his or her potential.

Parents are encouraged at any time during the school year to contact individual teachers with any questions or concerns they may have regarding their child's performance. Parents with children in grades 6-8 have access to their child's grades on Skyward, our on-line student information system. Please contact the office if you need your username and/r password.

The following weights are applied for primary grades:

Reading – 33% Charting & Participation, 34% Mastery Tests, 33% Daily Work

Math – K-5 = 40% Daily Work, 50% Tests, 10% Participation

Core Knowledge – 40% Daily Work, 50% Tests, 10% Participation

Intermediate and Specials grading criteria vary by subject and will be communicated to parents and students at the beginning of the school year.

### Grading Policy

- Criteria for grading will be communicated to parents at the beginning of the year.
- Grades are confidential between the teacher and the student. Students are encouraged not to share their grades with each other but rather take pride in their individual efforts and accomplishments.
- Our philosophy is "mastery", therefore students will be required to correct tests and homework.
- In grades K-5 all tests need to be signed by the parent/guardian and returned to school to receive extra credit.

### Late Work Policy

At the intermediate level: All homework is an important component of student success. Any graded work not turned in at the beginning of the class in which it is due will be considered late. If turned in by the end of the day, there is a 10-point deduction on the assignment grade. Students are issued two late work coupons at the beginning of the quarter. Graded work that is not turned in on its due date will be given full credit the next day with a late work coupon. After the two coupons are used in a quarter (on separate assignments), all late work will receive a grade of "0". Coupons are not replaceable or transferable. Late work coupons must be signed by the parent to be redeemed. Unused coupons can be redeemed for extra credit on tests or quizzes.

K-5th grades – All homework is due on assigned date. If turned in on the next day, there is a 10-point deduction on the assignment grade. If late two or more days, the assignment receives no points though the student is required to complete and turn it in.

### Report Cards

All students for grades K-8<sup>th</sup> will receive a letter grade A, B, C, D, F. This grade is based on quantity and quality of work that the student has accomplished in class during the particular grading period. Letter grades equate to the following grading scale:

97-100: A+	87-89: B+	77-79: C+	68-69: D+	0-64: F
93-96: A	83-86: B	73-76: C	66-67: D	
90-92: A-	80-82: B-	70-72: C-	65: D-	

## **Homework Policy**

The focus of the Lake Country Academy curriculum is academic. Your child will have homework. The homework assigned should at all times reflect the skills the student has learned in class and should depend on little or no parental input.

Examples of homework: reading to parents, corrections, special projects, rewriting class assignments, math fact practice, studying for tests.

Examples of items requiring signatures: tests, daily planners, late/detention slips, special project alerts and study guides.

Suggested homework times for the grade levels might be:

K & 1<sup>st</sup> grades: 15 minutes

2<sup>nd</sup> grade: 20 minutes

3<sup>rd</sup> grade: 30 minutes

4<sup>th</sup> grade: 35 minutes

5<sup>th</sup> & 6<sup>th</sup> grades: 45 minutes

7<sup>th</sup> & 8<sup>th</sup> grades: 60 minutes

These are only estimates and they represent the average time spent on daily homework. It is the goal of this school to keep homework to a minimum. This allows school personnel to monitor the learning process. Teachers have the background knowledge of the materials presented to students. Therefore, it is their responsibility to introduce, reinforce and give immediate corrections when needed. All efforts are made to keep learning within the school day. Any homework sent home will be materials the students are familiar with and can complete independently. We would ask that parents merely support their children through this process. You can assist in establishing your child's study skills by:

- Creating a consistent learning space for your child
- Daily checking their assignment notebooks
- Asking them to share their learning experiences with you
- Making sure that daily homework is complete and signed by a parent

## **Homework Makeup Policy**

Upon returning to school after an absence, the student will have one day for each day missed to complete and turn in missed work. Homework will not be available until 3:30 p.m. If the student is absent for part of a day, the missed assignments will need to be completed and turned in the next day. If worked out with the teacher, the student can get assignment directions upon returning to that class and turn in the completed work the following school day. If the assignments missed, due to absence, are not turned in the Late Work Policy will go into effect.

## **Homework Requests**

Because of the nature of our programming and curriculum, we encourage parents to make appointments outside of the school day whenever possible and to schedule vacations and days off in accordance with the school calendar. Direct Instruction and guided practice are integral parts of the learning experience. Therefore, daily attendance is required to receive the maximum benefit of the educational program at Lake Country Academy. When your child misses classroom time, it cannot be made up. Their grade will be affected.

ALL school work must be turned in on or before the last day of each school year for a student to receive credit for the work.

## **Library**

The school library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in the pursuit of knowledge and love of reading. Core Virtues for life-long learning are taught, practiced, and applied each week at your child's designated library time. In order for the school to maintain a high quality collection, students must learn responsibility in caring for library materials. If any library materials are lost or damaged, the student is expected to pay for them.

## Lockers

Lockers are made available for the use of students in grades 6<sup>th</sup>-8<sup>th</sup>. All lockers are subject to inspection at any time. Periodic inspection of lockers will be made and may involve the use of specially trained alert dogs and the assistance of police department authorities if necessary. In the course of a locker inspection, school officials may seize all items which are dangerous and/or illegal and which are in plain view upon opening the lockers. Student belongings within lockers may be searched, consistent with applicable law.

## Lost and Found

Each year many coats, sweaters, lunch boxes, and other items are left unclaimed in the lost and found. PLEASE put your child's first and last name or first initial and last name on all items brought to school so they can be returned to their rightful owner if they are lost. Unclaimed items may be donated to charity. The Lost and Found Closet is located next to room 202.

## Money

Students should bring money to school only when they need it for a specific purpose. Money should be sent in an envelope listing the student's name, amount enclosed and the purpose for which it is intended. Change will not be given when students are purchasing lunch. The entire amount will be credited to the lunch account unless otherwise designated.

## Neglect & Child Abuse

School personnel have specific legal responsibilities for identifying and reporting suspected cases of child abuse and neglect according to the Wisconsin State Statute, Sections 48.981 (2). Under this part of the law, school teachers, administration, counselors, psychologist, social workers, nurses, and speech, physical and occupational therapists are among those clearly designated as persons required to report cases of suspected child abuse or neglect. School employees receive training in identifying children who have been abused or neglected and in the laws and procedures under statute 48.981 governing the reporting of suspected or threatened child abuse and neglect.

## Parent Communication

### Individual Parent-Teacher Conferences

Conferences are scheduled in early fall and mid-winter (end of first and second quarters) to review and evaluate your child's growth and progress. Conferences are scheduled with the parents/ guardians and the team of teachers your child has. These conferences are designed to discuss and clarify the grades that are reflected on the report cards. A conference for specific concerns can be scheduled at any time during a school year. One of the goals of Lake Country Academy is to confer and meet with all parents. Please feel free to call at any time should you want to meet with your child's teacher.

Pre-Conference Questionnaires - Pre-conference questionnaires will be sent home a week before parent-teacher conferences. The questionnaires will allow parents to define concerns about their child's academic performance, concerns about social performance or other concerns that they wish to be discussed at the conference. The questionnaires will assist the staff in their preparation for each individual conference.

Report Cards - Report cards are issued in November, January, March, and June following each quarter's marking period. Parents/guardians need to sign the report envelope and return it to the classroom teacher. The report card can be kept for your records.

E-mail Correspondence - The weekly newsletter alerts you to events, policies, curriculum materials, and various other school-related housekeeping items. This parent communication allows you to be involved in all aspects of the school community. Teachers in grades PK-5 provide weekly newsletters with information specific to their classroom. The newsletters will keep parents updated on study skill activities, projects, curriculum and various other news. The middle school staff combines all curriculum areas in one newsletter.

Website ([www.lakecountryacademy.com](http://www.lakecountryacademy.com)) - The website is a link for the community and families and includes calendars, event listings, board minutes, etc.

Planners - Planners are issued each year for students in grades K-8<sup>th</sup>. These are purchased with funds collected through the Activity Fee. They are an important daily communication tool. Academic and behavioral information will be communicated to parents through the planner. Parents are to read the planners each day and sign them. Teachers may write/staple notes to parents. If lost, a \$3.00 fee will be assigned for additional assignment notebooks.

We welcome parents' suggestions and encourage them to take an active role in the educational journey of their child. Here are some ways you can assist:

- Support the staff with their classroom policies and procedures.
- Communicate immediately to the appropriate teacher when a problem or concern arises. It is unproductive when parents go to one another instead of the teacher.
- Remember: Your first contact when you have questions or concerns needs to be the teacher with whom your child is working. They are the source that can answer questions you might have regarding classroom issues.
- Ask your child how their day was and what they learned. You will be amazed what they can share and it shows them your interest in what they do.
- Follow through on teacher requests (i.e. signing tests, assignment notebooks etc.).

## Parties

Parties scheduled by the school are held in the classroom and supervised by teachers and room parents. Parties are held for special holiday celebrations and birthdays – Halloween, Christmas, and Valentine's Day. On occasion a party is held that centers on a curriculum area. Please be aware of any allergies that might exist in the classrooms. Nuts are not allowed in classrooms. Children's health is the first priority.

## Party Invitations

In order to prevent heart-breaking situations with private parties, no party invitations whatsoever are to be distributed at school. This means birthday, slumber, and any such party held in a private home.

## Phone Use

Students may use the school's telephone for emergency purposes only. Arrangements for after school activities are to be made at home ahead of time and, if necessary, a note sent to school. Students are discouraged from bringing cell phones and other personal communication devices to school. The school is not responsible for lost, stolen or damaged devices. Such devices may not be used during school hours.

## Physical Education

All students are required to take physical education. The essential knowledge and skills in physical education emphasize a balanced program of instruction including physical fitness, motor skill development, rhythmic activities, games, sport skill development, and tumbling skills.

Students in grades 5<sup>th</sup>-8<sup>th</sup> are required to wear gym uniforms for physical education classes. Any plain gray or navy shirt and any navy **mid-thigh** to knee length shorts are permitted. Any brand gym shoes are acceptable as long as they have non-marking soles.

Any student not able to participate because of extended illness or injury must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity. Non-participation for three days or less will be excused by a parent's note explaining the circumstances.



# Safety and Emergency Procedures

## Inclement Weather – School Closing

The schools of Sheboygan cooperate in closing school in cases of weather emergency. The Sheboygan Area School District Superintendent, will announce the closing. If the announcement is made that school will be closed, this automatically includes LCA. Find information on delays or closing:

WBAY–TV 2

WTMJ–TV 4

WFRV–TV 5

WITI–TV 6

WXER-104.5 FM

WCLB-950 AM

WHBL-1330 AM

WKTT-98.1 FM

Internet: [www.sheboygan.k12.wi.us](http://www.sheboygan.k12.wi.us)

The school has a comprehensive safety plan designed to offer maximum protection for our students in case of emergencies. Drills and staff in-services help students and staff stay current on emergency procedures.

## Special Education

Students having an identified disability may be referred to receive academic and/or behavioral assistance provided by the Sheboygan Area School District. Students in this program are formally evaluated and then placed on an Individual Education Plan (I.E.P.) developed cooperatively between the parents and teachers. If parents suspect that their child may have special academic needs, they may contact administration or the classroom teacher to have their child considered by the Special Education Team, (Speech, Learning Disabled, Intellectual Disabilities, Motor & Physical Delay.)

## Standardized Testing

Three of the fundamental purposes for standardized testing are (1) to identify students' relative strength and weakness in subject areas, (2) to monitor year-to-year basic skills, and (3) to describe each student's developmental level with each test area. The following tests are administered throughout the school year.

- The Phonological Awareness Literacy Screening (PALS) is administered for grades 4k-2<sup>nd</sup>.
- Star 360 is administered for grades 1<sup>st</sup>-8<sup>th</sup> in Reading and Math.
- Wisconsin Forward Exam (State Required) for grades 3<sup>rd</sup>-8<sup>th</sup>.

## Student Health

### Administering Medication

Medication should be administered to a student by their parent/guardian at home whenever possible. In the event this is not possible, written consent must be given to the office personnel. Each time a parent/guardian requests medication to be administered, a new authorization form must be submitted to the office. All medication, including non-prescription medications, prescription, and herbal medications require parent/guardian's written authorization.

All medication must be labeled with the student's name, correct dosage and time to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in the school office. By law, school personnel cannot cut tablets. In accordance with the standards of nursing practice, the school may refuse to administer any medication which based on professional judgment has the potential to be harmful, dangerous or inappropriate. In these cases, the school shall notify the parent/guardian of the reason with the refusal explained. Under Wis. Stat. 118.29(2)(a)(3), anyone with the authority to administer a nonprescription or prescription drug to a student is immune from civil liability unless the act or omission constitutes a high degree of negligence.

### Immunizations

Any student admitted to any school shall, within 30 school days, present written evidence to the school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and booster immunization series for the designated diseases. A parent or guardian can sign necessary paperwork to waive immunizations for reasons of health, religion or personal conviction. At the beginning of each school year, student records will be updated and notification sent to those families where children are in need of immunizations.

## **Notification of Health Condition**

It is important that the school personnel be aware of each student's personal health. Parents are asked to complete the student health records form at the beginning of each school year. The more we understand about your child and how they physically and mentally function, the better we can serve them.

The school is required to report communicable diseases to the Sheboygan County Division of Public Health under the WI Statute Chapter 252.05. Some of the common disease include measles, rubella, chickenpox, meningitis, mumps as well as cases of head lice, scabies and clusters of illnesses (i.e. influenza, strep infections.)

According to Wisconsin state law H49.01, any teacher, principal, or nurse may send home for the purpose of diagnosis and treatment, any pupil suspected of having a communicable disease. Some examples are: lice, strep throat, and impetigo.

## **When to keep your child home:**

One of the major issues confronting parents today occurs when a child complains of not feeling well. Should the child stay home or go to school? The following are guidelines to assist parents in making an informed decision whether to send a child to school or keep him/her at home. The information below is not intended as medical advice. It is designed to provide guidelines to be followed until your doctor can be reached for medical advice.

**Fever:** A child with a temperature over 100.4 should stay home. Children should stay home from school until they have been without a fever for 24 hours.

**Strep Throat:** Students must stay home for 24 hours from first dose of antibiotic.

**Vomiting and Diarrhea:** If vomiting occurs, keep your child home until he/she can keep food and liquids down. A child with diarrhea should always be kept home.

**Colds:** Common colds are an everyday part of life. However, children with a hacking cough or heavy nasal congestion should be kept home, even if there is no fever. If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat, a fever is present, or if the sore throat lasts longer than two days, keep your child home and call your doctor.

**Headache:** A headache alone is generally not a reason to keep a child home from school. If the headache is severe, causes vomiting, or is following a fall or other injury, call your doctor immediately.

**Rash:** A rash may be the first sign of an illness, such as chickenpox. A rash or spots may cover your child's entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said it is safe to do so. Also make sure your child's immunizations are up to date.

**Bathroom Accidents:** Students at LCA are required to be toilet-trained. It is not the responsibility of staff to attend to a child when he/she soils themselves. If this habitually occurs, we will call the parent to come to the school and take care of the problem. Until the parent arrives, the student will remain separate from the class.

## **Emergencies**

In the event that your child becomes ill or has an accident at school, you or an emergency contact person will be notified immediately. Please be sure emergency contact information is on file in the office. If your child needs to be transported to a medical facility, we will attempt to secure approval from the parent/guardian first. If we are unable to reach a parent/guardian, school personnel and medical attendants on site will assess the situation and make a decision. The transportation from the school to another facility via an ambulance will be at the parent's expense.

## **Recess**

In order for a student to stay indoors due to an illness or an injury a doctor's note is required to be brought in to the office.

## Student Internet Access

Students may be given access to Lake Country Academy's electronic communications system for educational purposes. The electronic communications system is defined as the network, servers, computer workstations, peripherals, applications, databases, library catalog, online resources, Internet access, email and any other technology designated for use by students.

With this educational opportunity comes responsibility. It is important that students and parents read the LCA Administrative Regulation for Acceptable Use. Inappropriate use of LCA's electronic communication system will result in the consequences below including loss of the privilege to use the education tool.

Please note that Internet access is part of the LCA's electronic communication system. It is possible that students may run across areas of adult content or material students (or their parents) might find objectionable. While LCA uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and acceptable use.

### Rules for Appropriate Use

- Students must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff to do otherwise.
- Internet use at school must be directly related to school assignments and projects.
- Students may be assigned an individual account and must use only those accounts and passwords that they have been granted permission by LCA to use. All account activity should be for educational purposes only.
- Students are responsible at all times for their use of LCA's electronic communications system and must assume personal responsibility to behave ethically and responsibly even when technology provides them the freedom to do otherwise.

### Inappropriate Uses

- Using LCA's electronic communications system for illegal purposes.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering, or other security measures.
- Sharing your username and password with others or borrowing someone else's username (i.e. teacher or student), password or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto LCA's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting or abusing school resources through unauthorized system use.
- Gaining unauthorized access to restricted information or network resources.

### Consequences for Inappropriate Use

- Suspension of access to LCA's electronic communications systems;
- Revocation of LCA's electronic communications system account(s); and/or
- Other appropriate disciplinary or legal action in accordance with the District policies.

## Student Records

The school will authorize students and student's parent/guardian to access the student's files or records in the presence of the administration of the school. The school will authorize teachers and other school personnel to access the student's files or records but not to divulge the contents thereof.

Other persons may gain access to the student's records or file by presenting the original copy of a release of information statement signed by the parent or guardian stating the specific items to be released and to whom the information is to be given. All such files or records shall be maintained so as to separate academic and disciplinary matters. A copy of student records is also released to other educational institutions as provided for in the Federal Act with guardian or parental consent to which the student transfers.

The student and his/her parents or guardian also have the right to seek to have corrected any part(s) of an educational record which they believe to be inaccurate, misleading or otherwise in violation of the student's rights. This particular right includes the right to a hearing on the issue of whether the student record should be changed if the administration decides not to alter the student's records as requested by the student or parent/guardian.

Lake Country Academy uses a cumulative record which follows a student from pre-kindergarten through eighth grade. This record contains personal data, family data, health records, scholastic records, standardized test records and attendance records.

In addition, the folder may contain copies of letters mailed to parents and information useful in evaluation of the student's educational experiences.

## Transportation

### **Busing for Sheboygan Students**

Busing is available to all students in the Sheboygan Area School District. We ask that students ride the bus at least 4 times a week due to the high demand of busing. We expect that the families and children take this privilege seriously and follow bus policies and procedures. Students must behave on the bus. Students will lose bus privileges after three behavior notifications from the bus driver. Bus service is provided by Prigge's Bus Company. Prior to the beginning of school, bus routes are established for each family. If you have problems with schedules, routes or bus personnel, please contact Prigge's office for assistance.

### **Out-of-District Students**

There is no busing to or from areas outside of the Sheboygan Area School District. Families who live outside of the District can apply for Free Transportation that would allow a student to be transported within the District.

### **Pre-Kindergarten Students**

There is no mid-day busing for our Pre-K students.

### **Regulations on the bus**

When waiting for the bus, students are to conduct themselves in a respectable manner. They are representing Lake Country Academy. They are to be cooperative, exhibit appropriate behavior and follow all safety rules on the bus. Students are to remain in the designated area outside for bus students and listen to the supervising teacher.

While on the bus

- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons, glass containers or other potentially hazardous material on the bus.
- Pupils shall remain seated while bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not hang on or hitch onto the outside of the bus.
- Pupils shall not extend their hands, arms, or heads through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of driver.
- Pupils shall keep the bus clean, and must refrain from damaging it.
- Pupils shall be courteous to the driver, fellow pupils and passersby.
- Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege.

## **Bus Discipline**

In matters that require disciplinary measures, the following procedures will apply:

1. The Driver will request the student to behave properly. If students fail to obey
  - First Offense – The Driver will make a written referral to the administration. They will receive a warning and the parents will be notified.
  - Second Offense – Parents will be notified of the infraction, and receive notification that the third offense will result in a five-day suspension from the bus.
  - Third Offense – Parents will be notified of the infraction and the student will lose transportation privileges.
2. LCA reserves the right to deny bus privileges at any time based on the level of infraction.

## **Going To and From School**

The school grounds are supervised in the morning from 7:45 to 8:00 a.m. Students should arrive no earlier than 7:45 a.m. and they are expected go home directly after school. Please be prompt at 11:00 a.m. for morning 4K or 3:15 for all other grades. Students will not be allowed in the building until the bell rings at 7:50 a.m. unless it is raining or bitterly cold.

## **Cars**

Safety during drop-off and pick-up is of utmost importance for the school. There will be staff outside each morning and afternoon directing cars. All parents need to respect the directions of the staff. Please refrain from using cell phones during drop off and pick up procedures.

No drop off or pickup is allowed in the front of the school from 7:30am to 8:00am and 2:45pm to 3:30pm. The front of the building is reserved for bus drop off only.

## **Students staying for after-school activities**

An adult must be here by 3:10 p.m. to supervise an activity so they can start at 3:15, (i.e. basketball, Scouts, etc.) If no parents report to the office by 3:10, it will be announced that those students will to pick-up and return to the office when pick up concludes. Siblings of students in after-school activities are to be picked up at 3:15. Parent volunteers can choose to keep a sibling but they must be supervised at all times. Siblings need to go straight to the activity.

## **Leaving School Early**

If a child needs to leave school before 3:15 PM for whatever reason, the parent/guardian or responsible adult must come to the office to sign the student out. Students who need to leave early must submit a note to their homeroom teacher when they arrive in the morning. All early release pick-ups must be by 2:45 PM.

## **School Communication – Newsletters**

Classroom newsletters are provided by e-mail on a weekly basis. The newsletter lists important dates, activities and upcoming events. The LCA school newsletter is emailed each week on Monday afternoons. This newsletter provides important information from the office, school community updates, and volunteer sign-up opportunities.

## **School Electronics**

Students are asked to not bring devices to school, in any form, including but not limited to; cell phones, tablets, media devices, smart watches, etc. If a student is using an electronic device without permission, the device will be confiscated and retained in the office until an administrative decision has been made to return it to the student.

## **School Pictures**

Student pictures are taken at school in the fall. All students will be photographed with the fall picture becoming part of the class composite picture. Package plans will be made available; however, there is no obligation to purchase student pictures. Students are to wear their uniforms for picture day.

## Visitors to the School

Parents and other members of the community are encouraged to visit the school. Doors are locked at all times; visitors will only be allowed entrance by the office staff. Visitors must first obtain permission to be in the school by signing-in at the office and obtaining a visitor pass. Open Houses for families that wish to take a closer look at Lake Country Academy are scheduled at various times during the school year. Check the school calendar for dates and times. If children want to bring other student visitors to school, they must obtain permission from their classroom teacher. Parents are not allowed to interrupt classes without permission from the office, in which case the teacher will be contacted by office personnel to determine if an interruption is appropriate.

### Confidentiality

We are fortunate at Lake Country Academy to have many parents who volunteer their time in our school. As a result of the time that parents spend with our students, they periodically see or hear information about students that needs to remain confidential. Please consider the following guidelines if you choose to volunteer in our classrooms or if you have direct contact with students in school, on the playground, or during a field trip.

1. All academic information is confidential. It is especially important not to compare student performance. Please note that outstanding or exemplary student work is also confidential.
2. Periodically students may share information about their family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
3. If a student exhibits behavior problems or reluctance to follow through with directions, it is best to share this information with the classroom teacher. We ask that parents do not share their impressions of student behavior in the community.
4. If a student shares information with you that suggest that he/she may be physically, sexually, or psychologically abused; the information should be shared immediately with the classroom teacher or administration. This information should remain confidential in the community.

## Volunteers

The administration of Lake Country Academy believes parent involvement is so important that the school's contract with SASD was written with the intent that parents volunteer 40 hours per school year.

1. You can go into the school office and log all your hours by hand into the volunteer hour's binder.
2. You can send an email to [ivolunteer@lakecountryacademy.com](mailto:ivolunteer@lakecountryacademy.com).

If you have any questions about your volunteer hours please email [ivolunteer@lakecountryacademy.com](mailto:ivolunteer@lakecountryacademy.com) and we will answer them as soon as possible.

## Yearbook

Yearbook orders will take place throughout the year. Yearbooks will be distributed the last day of the school year.