



Core Knowledge, Direct Instruction, Core Virtues

**Student/Parent Handbook
Pre-K through Eighth Grade
2023-2024**

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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 tuition free, 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 shared between the school and families. 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.

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
- To ensure a well-rounded education, by offering extracurricular activities

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

Daily Schedule

Pre-K has class every day of the week

AM Pre-K	7:50 AM	First Bell
	8:00 AM	School day begins
	11:00 AM	Dismissal
PM Pre-K	12:15 PM	School day begins
	3:15 PM	Dismissal

Activity Fee

There is an activity fee for each child in a family. The activity fee covers the cost of most field trips, planners, consumable workbooks and miscellaneous items that come up throughout the school year. The activity fee is \$30 for Pre-K, \$85 for K-8th.

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/guardians are legally responsible to see the students are on time and in school when school is in session. Our school day begins 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)
- Send a doctor's note to school with your child when they return from being absent for a doctor's appointment.
- If a parent/guardian 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/guardian.

Tardies

Students need to be at 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.

If a student consistently arrives late to school, the school will be contacting the parent/guardian regarding the accumulated unexcused tardies.

- 3 Tardies – "First Notice" Skyward Letter
- 5 Tardies – "Second Notice" Skyward Letter, Admin. Phone call home
- 7 Tardies – "Third Notice" Skyward Letter, Admin. Speak w/student, Admin. Phone call home
- 10 Tardies – "Fourth Notice" Skyward Letter, Set meeting time and date with Admin.
- 15 Tardies – "Fifth Notice" Skyward Letter, School truancy officer involvement
- 20 Tardies – "Sixth Notice" Skyward Letter, Parent/guardian meeting w/goal, Possible ticket issued

* Number of tardies reset the first day of every quarter.

Students arriving after 8 a.m. need to be walked into the front office.

Excused Absences

Students are required to attend all of their scheduled classes. Guardians must notify the office if their students will be absent or tardy. 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 are unable match family vacations with school vacations (notify the office)
- Other circumstances

Unexcused Absences

Administration must notify the parents/guardians and direct the parent/guardian 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, 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.

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 Admin. 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 with Admin.	Send "Third Notice" Skyward Letter	Send Skyward "Fifth Notice" Letter School Truancy 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	

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).

Child Nutrition Services

A breakfast program is offered daily from 7:45-8:00a.m.

A hot lunch program is available. Students may bring their own lunch. Special guests are welcome to eat with their students.

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/guardians 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. 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 add to their lunch accounts. The entire amount will be credited to the lunch account unless otherwise designated.

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 (\$2.00 transaction fee).

Parents/guardians need to make sure the office staff and homeroom teacher are aware of any food allergies. There is a 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. No caffeinated drinks are allowed during school hours.

If a parent/guardians wishes to take a child off campus for lunch, please contact the office. 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. 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. Students are not allowed to use their cellphones or smart watches to communicate with their parents/guardians during the school day.

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. Plagiarism includes use of Chat GPT and other A.I. resources.

Behavior Standards

Behavioral problems are handled with fair and consistent methods established by the staff. Teachers will inform the parents/guardians 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/guardians. Parents/guardians shall make every effort to correct the problem. If lunch detention is given, parents/guardians will be notified. If before or after school detention is given, parents/guardians will be contacted before the detention is served.

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 people's things and school property
- Obeying the school safety rules and bus safety rules

Students **MAY NOT**

- Chew gum
- Loiter or play in the bathrooms
- Have electronic devices outside their backpacks
- Push, trip, kick or fight
- Use obscene language or gestures
- Wear hats inside the building
- Bring or consume alcohol, tobacco, vape and or drugs
- Bring knives, guns, swords or other weapons to school

Consequences:

- Phone call home
- Student Discipline referral
- Lunch or After School Detention
- Students may be issued an in-school suspension or an out of school suspension

Bullying

In alignment with SASD's school board policy 5517.01. Lake Country Academy strives to provide a safe, secure and respectful learning environment for all students on our 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, and 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, including the bus.

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** - Student reports 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/guardians of all students involved will be notified of the incident and consequences

Harassment

In alignment with SASD's school board policy 5517.00, 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.

Search and Seizure

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Administration, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

All computers located in classrooms and distributed to students of Lake Country Academy are the school's property and are to be used by students, where appropriate, for educational purposes. The school retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the school's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the school with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over the police. The school reserves the right not to return items which have been confiscated.

Damaged or Lost School Materials

Students are responsible for the care of all school materials, (textbooks, desks, chairs, lockers, Chromebooks, chargers, etc.). If any school property is damaged or lost, it will be the responsibility of the family to cover the cost of a replacement. We require 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, especially used in grades Pre-K-5th. This methodology allows us to continually assess our students in their academic areas. Teachers meet frequently 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 between DI groups can take place anytime, which is beneficial for all students.

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.

A teacher or parent/guardian can request a change in their student's Math, Reading or Spelling placement. The following steps will 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 an email is sent to parents/guardians. If the original DI placement was initiated by the parent/guardian but the decision is to keep the student in the present placement, the DI coordinator will follow-up with the parent via email.

Discipline

Classroom Expectations

LCA unifies our teaching with classroom management. The school has 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. Students are rewarded with clipper cash and other positive opportunities for meeting classroom expectations. If a student is not meeting the classroom expectations, re-teaching of expectations and a variety of behavioral management strategies, including consequences will be utilized to support the student in the classroom. Teachers will communicate to the parents/guardians through the student planner and/or email indicating the student's behavior for the day.

Classroom Expectations	
Be Safe	Keep hands, feet and objects to yourself
Be Engaged	Work hard during independent work time
Be Respectful	Raise your hand to talk or leave your seat Show respect to people and property
Be Responsible	Follow directions immediately Arrive on time prepared with materials

It is neither possible nor necessary to specify every type of improper or inappropriate behavior. Provided below are examples of minor and major infractions and possible consequences to be given by staff. Teachers will refer to the Behavior Management Flowchart when they believe the classroom behavior requires a consequence.

Minor Behaviors	Possible Consequences
<ul style="list-style-type: none">- Refusing to complete work/participate- Uniform Violations- Talking at inappropriate times/blurting- Making fun of others- Crumpling assignments- Inappropriate tone or body language- Disrupting other students- Low-grade tantrums- Making/leaving a mess- Put downs- Misuse of materials- Inappropriate bathroom behaviors- Visiting inappropriate websites- Having a cellphone out of backpack	<ul style="list-style-type: none">- Redirection- Removal to a "time out" area within the classroom- Completion of a "Reflection Form"- Change of seating location in classroom- Written referral on Skyward- Apology (written or verbal)- Service to others (help cleaning up, help teacher)- Conference with student- Note to parent/guardian- Phone call to parent/guardian- Email to parent/guardian- Removal to another setting (no longer than 30 minutes)- Loss of privileges (i.e. recess, celebration)

Major Behaviors	Possible Consequences
<ul style="list-style-type: none"> - Repeated minor behavioral issues - Possession of weapon or look-alike - Rude, hateful, inappropriate, or profane comments - Damage to property - Intent to injure another person - Throwing or damaging school technology - Leaving the school grounds - Inappropriate displays of affection - Possession and/or being under the influence of alcohol, vape, tobacco, or other controlled substances. - Large Disruption - Intimidation - Repeated interruptions or confrontations - Throwing objects in the classroom - Behavior that causes others fear - Plagiarism - Bullying 	<ul style="list-style-type: none"> - Natural consequence (clean desk that student wrote on, letter of apology, etc.) - Parent/guardian phone call - Parent/guardian email - Written referral on Skyward - Loss of privileges (i.e. recess, celebration, bus, field trips, extracurricular activities) - Hallway escort - Lunch detention - Removal to another education setting - After school detention (3rd grade and up) - Suspension (in-school or out of school) - Referral to Law Enforcement

Detentions

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

- Lunch detentions may be assigned and will be communicated explaining reason for discipline.
- Students who continue to not meet behavioral expectations after three lunch detentions will serve a before or after school detention.
- LCA staff and administration can issue an after school detention based on the severity of the behavior.

Suspension (IN-SCHOOL or OUT-OF-SCHOOL)

Suspension (In-school or Out-of-school) means temporarily withholding a student from attending school or extracurricular activities because of severe noncompliance with school rules or expectations, School Board policies, State Law, or for conduct in school, at school functions or while under school supervision which endangers the property, health or safety of others. Students who continue to not meet behavioral expectations after serving three before or after school detentions may serve an in-school suspension. LCA administration may issue an in-school or out of school suspension based on the severity of the students' behavior. Parents/Guardians will be notified prior to actual suspension. The severity of the misbehavior will determine the length of suspension, up to five (5) days, unless expulsion is being considered. Administration may revoke bus transportation during said suspension. Students serving in-school suspension will receive credit for attendance and credit for assignments or work completed. Missed tests can be made up at the convenience of the teacher.

1. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as a practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal, within his or her discretion, may also inform the student's parent/guardian of the reason for the proposed suspension prior to suspending the student,

2. Notice of Suspension

The parent/guardian of a suspended student shall be given prompt oral notice of the suspension and the reason for the suspension. It will also be confirmed in SKYWARD Discipline.

3. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent/guardian to request that the student be picked up. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

4. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period.

Removal from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Parent/guardian will be notified if their student is removed from class and sent to the office for behavior violations. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Principal. A student removed from class may also be placed in an alternative education setting, including when a student continues behaviors after receiving detentions and/or suspension.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

Violates the behavioral rules and expectations of the school; such behavior includes, but is not limited to, the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
2. Being under the influence of alcohol or controlled substances
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
5. Disruption or intimidation causes by gang or group symbols or gestures, or gang or groups posturing to provoke altercations or confrontations;
6. Pushing, striking, or other inappropriate physical contact with a student or staff member;
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidations, fear, or disruptive means;
8. Restricting another person's freedom to properly utilize classroom facilities or equipment;
9. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
10. Throwing objects in the classroom;
11. Repeated disruptions or violations of classroom rules, or excessive/disruptive talking;
12. Behavior that causes the teacher or other students fear of physical or psychological harm;
13. Willful damage to or theft of school property or the property of others; or
14. Repeated use of profanity

Referral to Law Enforcement

Behavior that relates to assault, abuse/neglect, disorderly conduct, threats, harassment, property damage/vandalism, theft, loitering, possession of weapons, possession of illegal substances, sexually explicit materials and/or

child pornographic materials, habitual truancy, or is in violation of the law may be referred to the police department for review.

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. Students who are expelled from Lake Country Academy may also be expelled from SASD schools.

Extracurricular Participation

Throughout the school year extracurricular opportunities may be available to students that take place outside of the classroom. These extracurricular opportunities are a privilege and students must maintain a specific level of academics and behavior in order to participate. Students must have a 70% "C" average in each of their classes to participate in any extracurricular activity. This means that students achieving a 70% or above are eligible for extracurricular participation. Students who receive a suspension will not be able to participate in extracurricular activities (Clubs, sports, etc.) for two weeks or longer.

Facility Use

Prior arrangements with the office for use of the building for after-school activities need to be made before an activity is scheduled, completion of a building usage form is necessary. 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. Groups are responsible to pay for any damages that may occur.

Field Trips

The majority of 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 misbehaves will receive a warning; and if misbehavior continues, they will be escorted back to the school for further disciplinary action. Students who have been removed from field trips or have lost bus privileges will need a behavior plan approved by teachers and administration and/or a parent/guardian to accompany them. 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/guardians 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, 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/Retention

The Gift of Time can be used from Pre-K through 1st grade when it is determined a child would benefit from more time in one grade before moving on to the next. Those decisions are made between parents/guardians, faculty and the administration.

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/guardians and teachers can all work together to help the student achieve his or her potential.

Parents/guardians 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/guardians 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/or password.

The following weights are applied for Primary grades:

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

Math – 40% Daily Work, 50% Tests, 10% Participation

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

The following weights are applied for Middle School:

Core Knowledge (ELA, History, Science) – 40% Daily Work, 45% Tests/Quizzes/Projects, 15% Participation

Math – 40% Tests, 35% Homework, 15% Quizzes, 10% Participation

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

Grading Policy

- Criteria for grading will be communicated to parents/guardians 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.

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/guardians, corrections, special projects, writing assignments, math fact practice, studying for tests.

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

Suggested homework times for the grade levels might be:

K & 1st grades: 15 minutes

2nd grade: 20 minutes

3rd grade: 30 minutes

4th grade: 35 minutes

5th & 6th grades: 45 minutes

7th & 8th 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/guardians 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
- Checking and signing student planners' daily
- Asking them to share their learning experiences with you
- Making sure that daily homework is complete and signed by a parent/guardian

Homework Makeup Policy

Upon returning to school after an absence, the student will have two school days 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, it is difficult for our teachers to project lesson progress while students are absent. 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. We encourage parents/guardians to make appointments outside of the school day whenever possible and to schedule vacations and days off in accordance with the school calendar.

Late Work Policy

K-3rd grades – All homework is due on the assigned date. If turned in 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.

4th-8th grades

- Students have until the end of the school day to turn in an assignment that is due on that day.
- Beginning the day after an assignment is due, 10% will be docked from the student's score for each day late up to day 5.
- From day 5 to day 10, a late assignment will earn a 50%.
- On day 11 and after, the assignment will earn a 0.
- As with everything, teacher discretion is to be used when circumstances warrant it.
- Homework passes and other PBIS menu items that apply to homework may be used at the discretion of

the teacher. (i.e. In ELA, we do not accept homework passes for projects that are counted as a test score. However, we do allow the students to purchase an extra 24 hours)

Report Cards

All students for grades K-8th 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:

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

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. Lake Country Academy's library is run primarily by volunteers. 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 damages, the student is expected to pay \$7.00 per book.

Lockers

Lockers are made available for the use of students in grades 6th-8th. All lockers are subject to inspection at any time, and may involve the use of specially trained alert dogs and the assistance of police department authorities. 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.

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.

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

Parent Teacher 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/guardians. Please feel free to call at any time should

you want to meet with your child's teacher.

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

Report cards will be posted on your parent/guardians Skyward accounts in November, January, March, and June following each quarter's marking period. K-5 report cards will receive a paper copy for as well. All students will have 4th Quarter report cards will be posted to Skyward.

The weekly school newsletter alerts you to events, policies, curriculum materials, and various other school-related housekeeping items. This parent/guardian communication allows you to be involved in all aspects of the school community.

Teachers in grades Pre-K-5 provide weekly newsletters with information specific to their classroom. The newsletters will keep parents/guardians updated on study skill activities, projects, curriculum and various other news. The middle school staff combines all curriculum areas in one newsletter.

The website is a link for the community and families and includes calendars, event listings, board minutes, etc. www.lakecountryacademy.com

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

We encourage parents/guardians 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/guardians 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 may be held for special holiday celebrations - Halloween, Christmas, and Valentine's Day. 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. Refer to your classroom family directory for names and contact information.

Phone Use/Student Electronics

Arrangements for after school activities are to be made at home ahead of time and, if necessary, communicated to the office. During the instructional day cell phones and electronic devices must

remain out of sight and in silent mode. Students are strictly prohibited from using their cell phones or other devices with picture/video capabilities in bathrooms, locker rooms, designated changing areas, or any other area where a reasonable expectation of privacy exists. The school is not responsible for lost, stolen or damaged devices. Such devices may not be used during school hours. If students need to place an emergency phone call during the day or are not feeling well, they will need to go to the office to use an office phone.

Students may not bring devices to classrooms, 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.

Students may want to bring personal electronic devices and other electronics with headphones/earbuds to pass the time on the bus. Personal electronic devices used on the bus could be searched at school and/or by Prigge's Bus Service and/or by SASD, if there are reports of misuse/bullying/inappropriate content being shared with others. The bus company and Lake Country Academy are not responsible or liable for any items brought onto the bus, including if they get lost or broken.

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 6th-8th 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. Please see school uniform policy for reference.

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 parents/guardians 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.lakecountryacademy.com, 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.

School Security Cameras

All students and staff and adult visitors should be aware that security cameras have been installed in the parking lot

area, hallways, cafeteria, playground and entrance areas. Camera locations may vary and/or additional cameras may be installed, if needed.

Lake Country Academy may use video cameras on school buses for the purpose of enforcing school bus rules with a view to preventing student misconduct and vandalism on buses. A video camera may or may not be present on a particular bus each day and a recording may or may not be prepared as a result. The video cameras shall be rotated among buses on an as needed basis. The presence or absence of the camera will not be disclosed to passengers.

The isolated segment of video recording that documents student or other misconduct may be viewed by the identified student(s) and/or his/her parent(s)/guardian(s) in the presence of a school administrator.

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 and yearbook. Package plans will be made available; however, there is no obligation to purchase student pictures. Students are to wear their uniforms for picture day.

Special Education

Students with disabilities are provided specially designed instruction to meet their learning needs. Special education teachers design individual educational plans for students with cognitive, emotional, and learning disabilities, speech/language and early childhood needs. The related services of occupational and physical therapy, specially designed physical education and services for students with visual and hearing impairments are also provided when needed. Our SASD provided school psychologist services students, parents/guardians, and teachers through consultation, assessment, and program planning to promote appropriate, child-centered, and effective educational experiences for all students.

Smoking

Smoking of any kind is not tolerated on school grounds.

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.

- Star 360 is administered for grades K-8th in Reading and Math.
- Wisconsin Forward Exam (State Required) for grades 3rd-8th.

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/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/guardians are asked to complete and update their student health records form at the beginning of each school year, located in registration. 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/guardians 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/guardians 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/guardian to come to the school and take care of the problem. Until the parent/guardian 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 updated on your family Skyward account. 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 parents/guardians 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 will be given access to Lake Country Academy's Chromebook and internet for educational purposes.

With this educational opportunity comes responsibility. It is important that students and parents/guardians 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/guardians) 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 will 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)
- 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/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/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/guardians 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 daily 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. 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 bus personnel, please contact Prigge's office for assistance. Any daily change in bus pick up or drop off needs to be submitted in writing or email to the LCA office 2 hours prior to end of the school day, requests sent after may or may not be honored. Students who are not bus riders are not allowed to ride the bus. Before starting

bus service families must read and sign the Lake Country Academy Bus Behavior Matrix found in the following link or QR code:



[Lake Country Academy Bus Behavior Matrix](#)

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.

Lake Country Academy Bus Behavior Matrix

Going to and from School

Be Safe	Be Engaged	Be Respectful	Be Responsible	Consequences
Remain in your seat at all times until your ride is done	Choose an appropriate method to pass the time on the bus	Use kind words	Pick up, throw away any garbage (even if it's not yours), and keep all food and drink from spilling.	1st offense - Reminder of expectations, email to parents/guardians
Face forward or toward your seatmate	Watch for my drop off location because I know that will make the ride faster for all students	Use a level 2 voice, (conversation voice) or lower	Keep your area clean.	2nd offense - student conference with principal and communication with parent/guardian
Hands, feet, property to yourself		Listen to and obey the bus driver and other adults	Take all your things with you. Double check!	3rd offense - loss of privilege such as a PBIS celebration or recess
Stay away from the bus danger zones (10 feet from the bus on all sides)		Keep bus windows up unless the driver gives you permission to lower them	Be on time	4th offense - removal from the bus for a week, parents/guardians invited to bus behavior conference before reinstatement to create a student, parent/guardians, and bus contract
Keep body and objects inside the bus		Keep the seats clean and free of marks and holes	Report unsafe behavior to an adult (driver, office staff, teacher)	5th offense - based on the contract, may result in removal of the bus for the remainder of the school year and will have low priority for bus transportation next year.
Exit bus one seat at a time				

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. 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/guardians need to respect the directions of the staff. Please refrain from using cell phones during drop off and pick up procedures.

Student drop off/pick up is not allowed in front of the building. Please park accordingly in the parking lot. 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/guardians report to the office by 3:10, it will be announced that those students will remain in their homerooms during pick-up and return to the office when pick up concludes if not picked up. Siblings of students in after-school activities are to be picked up at 3:15. Parent/guardians 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 Pre-K-2 must come to the office to sign the student out. To expedite the early pick up process, please contact your student's homeroom teacher and the school office. All early release pick-ups must be by 3:00 PM.

Visitors to the School

Parents/guardians 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. Parents/guardians 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/guardians who volunteer their time in our school. As a result of the time that parents/guardians 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/guardians 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/guardian involvement is so important that the school's contract with SASD was written with the intent that parents/guardian volunteer 40 hours per school year.

1. Log all your hours into the volunteer hour's binder located in the school office; or
2. Log your volunteer hour's through the Google form that will be shared with you throughout the school year. See LCA website for link.

If you have any questions about your volunteer hours, please email office@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.

Uniform Policy

Statement of Policy

It is the policy of Lake Country Academy to regulate the attire of students during the school day. All students in grades Pre-K-8 shall wear a Lands' End school uniform. In addition, the uniform policy covers "head to toe" therefore all hairstyles, accessories and footwear must be in compliance.

Statement of Purpose:

The LCA Board of Directors has determined that regulation of school attire can further important educational interests, including:

- Reducing distraction and loss of self-esteem caused by teasing or competition over clothing
- Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school
- Providing an environment where students can focus more on learning
- Reducing the cost of school clothing
- Providing an educational environment where financial disparities between students, as reflected in clothing, are minimized
- Creating a greater sense of community and school pride amongst the students
- Instilling discipline in students
- Helping students and parents/guardians to avoid peer pressure
- Helping to prepare students for future roles in the professional workplace
- Creating an atmosphere reflecting seriousness of purpose about education

Parent Responsibility

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of the administration that parents/guardians hold their children to the highest standard in regards to school attire. Parents/guardians should support the Board's efforts to create a level playing field for all students at LCA and reduce many existing distractions, disruptions and safety concerns relating to student attire. Parents/guardians should further support the Board's efforts to maintain a serious educational environment that is conducive to learning and that helps to prepare LCA's students for future success in the professional workplace.

Staff Responsibilities

School personnel, including substitutes, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the School Uniform policy. **The administration reserves the right to make the final decision on any clothing, accessory, or hairstyle that may challenge the Uniform Policy.**

Mandatory School Uniform for PK-8

All students shall wear selected Lands' End uniform clothing and follow all other guidelines outlined in the Uniform Policy. LCA has a listing of selected uniform clothing on the Lands' End website.

(www.landsend.com -> SCHOOL -> SHOP BY SCHOOL -> ENTER SCHOOL NUMBER: 900062548)

Opt-Out Option:

Families may apply to any other public or charter school in the Sheboygan Area School District that does not require uniforms. A list of these schools is available on the SASD website.

Clothing:

Clothing must be neat, clean and in good repair. Ill-fitting clothing is not permitted. All students must wear a collared shirt. All uniform shirts must be tucked in. Short sleeve shirts cannot be worn over long sleeve shirts. If students choose to wear a base layer(undershirt) it must be white. "Spirit Wear" can be worn only on designated "Spirit Days."

All uniform tops need to be light blue, navy blue or white. Lands' End navy zip up fleeces are the only jackets allowed to be worn in the classroom. All uniform bottoms need to be khaki or navy blue. **See LCA's specific clothing options on Lands' End's website.**

Belts:

All students in grades **3rd through 8th** must wear a belt. It must be one color and either white, brown, black or navy. Belts do not need to be Lands' End brand.

Leggings and Playground Pants:

Girls may wear **navy tight-fitted, full length leggings** under their skirts, skorts, or jumpers. Wearing leggings alone is not allowed. Leggings do not need to be Lands' End brand but they must be plain, non-textured **solid navy** with no embellishments.

Playground pants are tight shorts or bike shorts worn under skirts or jumpers. Girls can wear playground shorts in black, navy or tan and they must be shorter than the skirt or jumper. They do not need to be Lands' End.

Socks:

Students need to wear socks. If students choose to wear knee high or calf length socks they need to be black, grey, navy or white, no patterns allowed. Tights need to be plain navy or white, no patterned tights are allowed. Socks and tights do not need to be Lands' End brand.

Shoes:

The primary color of shoes worn with uniforms must be tan, brown, blue, gray, black or white. A small amount of another color is acceptable, (i.e. brand logo, lacing, stitching, piping, etc.) No open toe, open back or sandals are allowed. No "character" tennis shoes, light-up shoes, heels and glitter shoes. Boots of any kind are not allowed (i.e. ankle boots, fashion boots, cowboy boots, etc.). (Winter boots can only be worn outside.) Shoes do not need to be Lands' End.

Spirit Day:

Spirit Days are non-uniform days for students. Students may wear LCA branded tops and school appropriate black, blue, brown, denim, grey, or khaki bottoms. Students may choose to wear their school uniform instead of LCA branded tops. LCA branded tops are sold in the school office.

Gym Uniforms:

6th-8th graders are required to wear gym uniforms for physical education classes. Any plain black, gray, white or navy shirt and any navy, grey or black mid-thigh to knee length shorts are permitted. Any brand gym shoes are acceptable as long as they have non-marking soles.

Hair:

All students must wear hair in a natural color and no style can be worn that would make a statement or draw unnecessary attention to a child's hair. Hairstyles are to be worn neat and off students face. Hats are not to be worn within the school building.

Make-up:

No make-up can be worn by any student. Students may wear nail polish in one solid color.

Jewelry/Accessories:

Students may wear studded earrings. No facial piercings. Students may wear one of each of the following: necklace, bracelet and/or ring. All other accessories are not allowed (i.e. bandana, chains, pins, etc.).

Tattoos:

Any visible tattoos, temporary or permanent, are not allowed.

Compliance:

All students are required to adhere to the Uniform Policy. Failure to comply will result in communication from staff and/or administration.