



LAKEMARY CENTER DAY SCHOOL

HANDBOOK

Lakemary Center Day School is a private, special education school that provides specialized learning options for children and adolescents with intellectual and developmental disabilities. Lakemary School enrollment includes day students enrolled through local public schools with contracts for educational services.

LAKEMARY
100 Lakemary Drive, Paola, Kansas 66071

Lakemary Center Day School
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Lakemary, Inc.

MISSION STATEMENT

At Lakemary Center, all children are treated with dignity and respect. We believe, regardless of ability or need, students have the right to learn and grow in a caring, safe, and stable environment.

It is our goal to provide choices and opportunities to individuals that maximize their life's potential in order to participate to the greatest extent possible in their community.

Focusing on the whole child, we strive to work cooperatively with staff, parents, guardians, advocates, caregivers, and the community to help our students be accepted as valued members of society.

CONTACT INFORMATION

Feel free to contact us with questions and concerns. Voice mail messages can be left 24 hours a day.

Front Desk – **(913) 557-4000**

Lindsey Schultz, School Social Worker – 913-259-7785

Troy Collier, Principal – 913-259-7167

Stacie Boehm, Special Education IEP Facilitator - (913) 543-4452

INDIVIDUAL EDUCATION PLAN (IEP)

All students at Lakemary School have an Individualized Educational Plan. The IEP is developed and reviewed on an annual basis. Guardians or parents will receive notification of when their child's IEP meeting will be held and are strongly encouraged to attend and participate in developing the IEP.

Within the IEP, and discussed at the meeting, is a current levels report that describes progress that has been made in the past year, and a summary of any evaluations that have been performed. At the end of each quarter, students receive a report by mail, which updates progress on IEP objectives.

Contact the Special Education Facilitator for all matters related to IEP's.

CLASSROOM ASSIGNMENTS

Students at Lakemary School are assigned to classes according to their age, abilities, and needs. Classroom assignments may change from year to year or during the school year when appropriate. All students attend Music Therapy, Art Therapy, Adapted Physical Education, Lakemary Ranch and Transitional Independent Living class (referred to as “BEST” – Building Essentials for Successful Transitions) with their classroom. All classrooms are also supported by services including Occupational Therapy, Speech Therapy, Technology Services and Positive Behavioral support through the Lakemary Center Behavioral programming. Summer outdoor swimming is offered to classrooms based on need/availability.

CONTACT STAFF

We encourage student’s guardians and parents to contact Lakemary School staff any time to discuss their child’s school progress. All Lakemary School certified staff have email accounts. Email addresses are made up of the first name, period, followed by last name, then @lakemary.org. For example: Jane Doe’s email address would be: jane.doe@lakemary.org. We encourage you to use email with school staff as the first line of communication.

Communication between Lakemary School and parents is a very important part of supporting your student. Contact the School Social Worker if you have questions, need to know information, or want to let us know about a need your child has.

Calls during the school day to your student’s teacher will be forwarded to the teacher’s voice mail. Teachers check their voice mail often and will return your call as soon as possible. Staff is not able to be reached by personal cell phone during times when they are working with students during the school day.

Visits to a classroom during the school day must be set up and approved at least one week in advance with the school social worker. These visits will last for a maximum time of 30 minutes. If, during the visit, the therapeutic milieu is disrupted, the visitor(s) will be asked to leave the classroom for safety reasons and respect for other student’s privacy. As a reminder, we are a psychiatric residential treatment facility with 65 students that live on-site 7 days per week. The students in our PRTF are also students in our school during the day. In our therapeutic and educational facility, our top priority is safety in every environment for each child, staff, and visitors. We appreciate your understanding of our policies regarding visits during the school day.

ELECTRONIC DEVICES

Electronic devices with the capacity/intent to record, connect to the internet, photograph, videotape, or to track people are to be kept at home. No cell phones, Game Boys, Nintendo DS, GPS devices, etc. If students utilize these items on the bus ride to and from school, they will be asked to keep these in the school social workers office, so they are not a distraction during the school day.

IPads for educational purposes are approved on a case-by-case basis. Music devices are only to be used for transportation to and from school.

SCHOOL HOURS

The school day begins at 8:00 a.m. (7:50 a.m. for AIM) and dismissal is at 2:50 p.m. (2:40 p.m. for AIM). School will dismiss at 2:30 p.m. (2:20 p.m. for AIM) each Wednesday. Students are not allowed at Lakemary School earlier than 8:00 a.m., nor later than 3:00 p.m. As there are no provisions made for supervision after these times for day students, guardians or parents need to directly supervise their student if in the Lakemary Center lobby earlier or later than these school hours. Students must be picked up by 3:00 if not riding their school district transportation, as there are no provisions made for supervision of students after school.

If a child is removed from the bus due to behavior at dismissal, the parent will be called immediately. If the parents do not respond within 20 minutes, we will call the Paola Police Department. On a case-by-case basis, we will move forward with recommendations from Lakemary Administration and the local law enforcement.

SCHOOL CALENDAR

Guardians and parents will receive a school calendar each summer with the “Back to School” Enrollment packet which designates the days that Lakemary School is in session. **Guardians and parents of day students should be aware that if their local school district has no school or an early dismissal, that Lakemary School might still be in session, and they should check with the home school district or the bus company regarding transportation on those days.** The school bus company has a copy of the Lakemary School calendar and knows all the days school will not be in session throughout the school year.

PARENT/TEACHER CONFERENCES AND OPEN HOUSE

Teachers schedule times to conference with guardians and parents on scheduled conference days during the school year.

A “Back to School” open house is scheduled each year during the Fall semester, so that parents and guardians can see their student’s classroom and talk with all Lakemary School certified staff.

SNOW DAYS

When Paola USD #368 cancels school because of inclement weather and related road conditions, Lakemary School will NOT be in session for day students. Please watch your local news channel for USD #368 closures.

If your home district cancels school for a “snow day”, it is unlikely that they will be transporting students to Paola due to road conditions/safety concerns, even if USD #368 does not call off school. Please check with your home district or Bus Company.

ATTENDANCE

We strongly encourage all students at Lakemary School to have regular attendance so that they can get the optimum support in achieving IEP goals that have been determined by the IEP team, including parents and guardians. Achieving these educational goals will lead to each student’s optimal integration into productive living as an adult.

Parents and guardians must report the reason for the absence to the school social worker or classroom teacher by 10 am the day of the absence otherwise it will be counted as unexcused. If the school is not informed, school personnel will reach out to parents and give 24 hours to respond with reason for absence for it to be excused. Parents and guardians will also need to call the school district bus company to let them know of the absence.

Examples include:

- Personal Illness
- Illness of death of a family member
- Necessary appointments that cannot be made outside of the school day
- Obligatory religious observances of the student’s own faith
- School Activities
- Personal matters
- Emergencies requiring a student’s service or presence at home
- Family vacations arranged in advance with school social worker or administration

A student absent from school for any of the above-mentioned examples is allowed (10) excused absences per school year. A parent requesting additional excused absences above this limitation may submit a request for additional excused absences to the school Principal.

**After (10) initial excused absences, all other absences will be considered unexcused.*

Please be advised: At any point during the year, a student accrues (20) total absences, Lakemary will request a meeting with parents and the home school district to discuss excessive absenteeism. This discussion will explore the causes of the excused/unexcused absences and determine what interventions are necessary to the student’s attendance, well-being, and/or

academic and learning progression. During this meeting, the team will also discuss if Lakemary day school is the student's Least Restrictive Environment and best placement moving forward.

*If attendance does not immediately improve, Lakemary day school will issue the home school a 30-day discharge notice for the student.

Truancy

According to the state of Kansas Statutes, if a child is inexcusably absent for three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, the child shall be considered not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

*In the case of unexcused, excessive absences of individual day students, this information will be passed on to the authorities and the local school district as a case of truancy.

ATTENDANCE: MISSING SCHOOL DUE TO ILLNESS

Parents and guardians are asked to keep ill students at home. Examples of illnesses that should keep your student home may include, but not limited to:

- **Contagious Diseases** – such as measles, mumps, chicken pox, pink eye and strep.
- **Influenza or COVID** – cannot return to school for 5 days after prognosis.
- **Skin Rashes** – especially if the cause is unknown or if accompanied by fever or drainage.
- **Head Lice infestation** - that has not been treated with an anti-parasitic shampoo.
- **Fever** – students with an oral temperature of 100.0 or greater should remain home until they are 24 fever free without medication.
- **Vomiting and/or diarrhea** – students that have either of these must stay home for 24 hours after the last episode.

It is our expectation that students who become sick at school are to be picked up within 1 hour of receiving a phone call unless arrangements have been made with Lakemary school personnel. If your child becomes ill at school and we are unable to contact you, the emergency number on file will be contacted.

After hospitalization or extended absences due to illness, parents please provide any information which will help us care for the child, including any restrictions, or special instructions. Students must be fever/symptom free for 24 hours before returning to school.

MEDICAL EMERGENCIES

In the event of illness or injury, Lakemary School staff will:

- 1) Attempt to contact a parent or guardian
- 2) Attempt to contact one emergency contact person listed on file
- 3) If Lakemary cannot contact you or an emergency contact person, a representative of Lakemary School will do any or all of the following: a) call a physician, b) call an ambulance, c) have the child taken to an emergency room at a hospital in the company of a staff member. Any expenses incurred will be borne by the child's family.
- 4) Lakemary School will not be responsible for anything that may happen as a result of false medical information given at the time of enrollment.

Parents may submit a specific plan for emergency medical care, approved by a physician, to the school nurse and the principal, which needs to be updated annually.

DRESS CODE

Safety and a positive self-image is paramount for a successful learning environment. If we feel intervention is needed, we will ask that such items as ties, belts, hats, jewelry, etc. be left at home. Dresses are allowed to be worn if there are shorts underneath. Shorts are permitted to be worn during warm weather months.

Keep at home: Hard-soled boots such as cowboy boots; clothing which does not fit or sags, is see-through, has midriff showing or has an inappropriate message.

DISCIPLINE & POSITIVE BEHAVIORAL SUPPORTS

All discipline is conducted in accordance with Lakemary Center policies and procedures. Discipline procedures are developed to foster a positive self-concept and learning environment for each individual student. Formal Behavior Support Plans (reviewed during IEP meetings) are provided for students at the Lakemary School. Discipline, which is humiliating, frightening or physically harmful to the individual shall not be used at any time.

Emergency Safety Interventions

Lakemary Center is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an Emergency Safety intervention. Lakemary Center encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the Lakemary Center's website. In addition, this policy is also outlined in the ESI Parent Information Handbook.

ESI REPORTING

Procedures for school district reporting vary due to individual district preference. Each district has been contacted by the principal for their individual preferences and information that they would like to receive. We have worked with each district individually to establish a procedure for communicating pertinent information that will best suit their needs. Immediate reporting of serious occurrences and critical incidents, including ESI, will be communicated with parents/guardians.

Emergency Safety Intervention, including assists, seclusion, and restraint, is documented per occurrence, and maintained in the Lakemary medical record document management system.

Lakemary submits information for the KSDE - KAN-DIS report at the required reporting dates.

HIGH SCHOOL GRADUATION

Each student's timeline for graduation is developed by their IEP team. Students are eligible to graduate from Lakemary School when they have completed the required 22 units of credit. They are also eligible to continue to receive special education services through the school year they turn 21 if the IEP team deems it appropriate. Progress toward graduation for all high school age students is monitored annually and recorded on a transcript of credits. Those students who satisfactorily complete graduation requirements will receive a high school diploma from Lakemary School.

Graduation requirements (22 total units needed to graduate)

4 units Language Arts

4 units Math

3 units Social Studies (must include 1 unit of U.S History, ½ unit American Government, and Kansas History)

2 units Science

1 unit PE

1 unit Fine Arts

7 unit electives

MEALS

Lakemary School offers both breakfast and lunch to students. Guardians and parents are required to fill out a Free/Reduced Meal application at enrollment. After processing, they are then notified of the cost of each meal. Meals are billed monthly, and payment is due upon receipt of the billing. Students may also bring a sack lunch to school.

It is requested an application for free and reduced meals be completed for each student yearly, even if the child will not qualify so that Lakemary School has record that the information was provided to each household. If the household chooses not to complete the application, the

guardian or parent is asked to send a statement to the school social worker stating that they are declining to complete the application for that school year. **Applications need to be completed before August 15th to avoid undue charges to the parent/guardian.**

**Free and Reduced Meal applications will be accessed via the online link, which can also be accessed on the Lakemary Website. <https://schoolmealsapp.ksde.org/Home/welcome/X0749>

SEARCHES OF STUDENTS

To protect the health, safety and welfare of students and staff at Lakemary School, appointed school personnel are authorized to search students. No strip searches shall be conducted by school personnel. All searches shall be carried out in the presence of an adult witness. At least one of the school authorities (searcher or witness) must be of the same sex as the student to be searched. When it has been determined by the building principal or other appointed school personnel that there is reason to believe that a student is in possession of an object that can jeopardize the health, welfare or safety of others, the student shall be escorted to the principal's office, seclusion room, or other private area. Searches may also be conducted as part of a student's behavior plan or based on knowledge of the student's disciplinary problems.

Search Procedure:

1. Search all student belongings, to include, but not limited to, backpacks, lunch boxes, coats, or purses.
2. Instruct the student to empty all pockets.
3. The student may be requested to remove their shoes.
4. Instruct the student to lift their pant leg and check socks for objects.
5. Instruct the student to remove all layered hoodies, sweatshirts, and other shirts. The student is to keep the shirt closest to their skin on.
6. Instruct the student to expose the waistband of their pants or jeans to check for objects.

Non-Compliance and/or Discovery of Contraband:

1. Escort the student directly to time out and notify the principal or other appointed school personnel immediately.

Trained School Personnel Authorized to Search Students:

1. Principal
2. Assistance Team
3. School Social Worker
4. Special Education Facilitator
5. Classroom Teacher

- Any school staff may act as the witness -- only the above personnel may perform the search

Involvement of Law Enforcement

1. It is the discretion of the school administration to contact law enforcement should a

dangerous weapon be found on a student during a search. A dangerous weapon may be defined as "any object which may cause a serious injury or fatal wound", such as, but not limited to, a gun, knife, or bomb.

BULLYING POLICY

Lakemary School's bullying policy can be found and referenced on the Lakemary Center website.

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