Day Student Handbook

Lakemary Center School

2026-2027

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Reviewed:
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Lakemary Center, Inc.

MISSION & VISION STATEMENT

Empowering children and adults with intellectual and developmental disabilities to achieve their individual potential. Creating a world of inclusion and acceptance for people with intellectual and developmental disabilities.

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
Troy Collier, Principal – 913-259-7167
Lindsey Schultz, School Social Worker – 913-259-7785
Stacie Boehm, Special Education IEP Facilitator - (913) 543-4452

SCHOOL HOURS

Arrival: 7:50am for post graduate AIM program (5 Sunrise Circle, Paola)
8:00am for K-12 School (100 Lakemary Drive, Paola)
Dismissal: 2:40pm (2:20pm on Wednesdays) for post graduate AIM program
2:50pm (2:30pm on Wednesdays) for K-12 School
Students are not allowed in the building outside of school hours as there are no provisions made for supervision after these times for day students. Parents of guardians need to directly supervise their students if they are in the Lakemary Center lobby earlier or later than these school hours. Students must be picked up by 3:00p.m. if not riding their school district transportation, as there are no provisions made for supervision of students after school.

ATTENDANCE

An email is required from you each time your student is going to be absent, arriving late or leaving early, otherwise the absence is recorded as unexcused. Please contact Lakemary in advance or *prior to 10 a.m.* on the morning of absence. Parents and guardians will also need to contact their provided transportation company to let them know of the absence. *Students must arrive prior to 11 a.m.* to be counted as present for the day. If student arrives after 11 a.m. or leaves before 11 a.m., the student will be counted as absent for the entire day.

** Please report all attendance matters by emailing ***attendance@lakemary.org.*** Utilizing this email address helps Lakemary School keep track of and document all attendance counts**

A student absent from school for any reason is allowed *10 absences per semester*. A parent requesting additional excused absences above this limitation may submit a letter of request to the school Principal.

Attendance Tracking

Attendance tracking includes the total number of days missed, regardless of the reason, as well as the specific minutes a student is not present. Students will be marked absent for any time missed if they arrive after 8:20 a.m. or depart before 2:50 p.m.

At 6 total absences in semester / 2,550 Minutes– Email from school social worker to notify family of student nearing their absence allowance
At 10 total absences in semester/4,250 Minutes – Letter to family from school principal, optional meeting offered to discuss attendance issues and solutions
At 15 total absences in semester/6,375 Minutes – Letter to family from school principal requiring a mandatory meeting with family and home school district to devise a plan to improve student attendance & doctor's note required for all additional absences
At 20 total absences in semester/8,500 Minutes or greater – All further absences will be counted as unexcused regardless of reason -Truancy report may be made to the county attorney – If a student reaches this threshold, their case will be reviewed individually to determine if absences were excused or unexcused before a report is filed with the county district attorney.

If attendance improvement plan has been created and chronic absenteeism continues, Lakemary School has the right to issue the student and home school district a 30-day discharge notice.

Excused Absences

An email to ***attendance@lakemary.org*** is required from you each time your child is absent, arriving late or leaving early, otherwise the absence is recorded as unexcused. *Please contact Lakemary in advance or prior to 10 a.m. on the day of the absence*. An absence will be considered unexcused if you do not contact the school. Reasons for excused absences may include the following:

- Personal illness or hospitalization
- Illness or 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
- Family emergency requiring immediate action

- Family vacations arranged in advance with Lakemary School
- District provided transportation not available (e.g. weather, non-school days, etc.)
- Home school district is closed

Unexcused Absences

All absences without notice or approved reason given from guardians will be counted as an unexcused absence. If you do not contact Lakemary in advance, or prior to 10 a.m. the day of the absence, it will be counted as unexcused. Students refusing to get on provided transportation to come to school will also be counted as an unexcused absence. Kansas State statutes **require** school officials to report to the County Attorney when a student has 3 consecutive unexcused absences, 5 cumulative unexcused absences in one semester or a total of 7 unexcused absences within one full school year.

When To Keep Your Student Home

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

- **Fever** – students with an oral temperature of 100.0 or greater should remain home until they are 24 hours fever free without medication
- **Vomiting and/or diarrhea** – students that have either of these must stay home for 24 hours after the last episode
- **Contagious Diseases** – such as measles, mumps, chicken pocks, pink eye, and strep
- **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.
- **Influenza or COVID** – Fever free for 24 hours before returning

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 must provide any information which will help us care for the child, including any restrictions, or special instructions.

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 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 because 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.

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.

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 Paola 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 Paola USD #368 does not call off school. Please check with your home district or Bus Company.

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, Group Social Emotional Therapy and Positive Behavioral support through the Lakemary Center Behavioral programming. Summer outdoor swimming is offered to classrooms based on need/availability.

CONTACTING STAFF

We encourage students' parents and guardians to contact Lakemary School staff at any time to discuss their child's school progress. All Lakemary School certified staff have an email account. 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 or your student's teacher 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 may be forwarded to the teacher's voice mail. Teachers check their voice mail often and will return your call as soon as possible.

PARENT/TEACHER CONFERENCES AND OPEN HOUSE

Teachers schedule times to conference with parents and guardians 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.

TRANSPORTATION

Transportation is offered and provided by the student's home school district. Due to our special population being served at Lakemary Schools, some students may engage in non-preferred

behaviors. If the student is struggling to exit the transportation vehicle at arrival time, the transportation company will wait at least *20 minutes post the start of school* for the student to exit the vehicle and enter the school building. If a student is struggling to load the transportation vehicle at dismissal time, the transportation company will wait *20 minutes post dismissal* time for each individual building for the student to exit school and load the vehicle.

If the student is not able to be transported safely on district provided transportation due to unsafe behaviors that day, the decision will be made by the transportation company in collaboration with Lakemary staff that the parent/guardian will need to pick up the student at Lakemary.

Lakemary does not provide transportation. It is the responsibility of the school district, the contracted transportation company, and the parent/guardian to arrange a daily ride. If the transportation provided cannot drive the student home, it is the parent/guardian's responsibility to arrange a ride home for the student. If Lakemary School cannot get ahold of a parent/guardian or an emergency contact to pick the student up, the local police department will be called for a Child in Need of Care.

Possible Scenarios:

1. At arrival, Student is refusing to exit the transportation vehicle
    a. Transportation will wait for at least 20 minutes for the student to exit the transportation vehicle and enter the school building
2. At arrival, Student is being unsafe while waiting in the transportation vehicle prior to 8am
    a. Transportation staff should use their policies and discretion on what to do with an unsafe student prior to the school day (intervene, call 911, etc.)
    b. Transportation staff may attempt to call the Lakemary contact numbers provided in an emergency, but there may not always be available assistance outside of school hours
3. At dismissal, Student is refusing to exit the building or has exited school building but is demonstrating behaviors that indicate they are not safe to transport.
    a. Transportation will wait for 20 minutes for student to calm and safely load the vehicle
    b. If student is not successful in loading transportation vehicle, student will remain in or return to the school building.
    c. Lakemary will contact the parents to inform them that they will need to pick up their child at Lakemary.
4. At dismissal, Student has loaded the transportation vehicle and becomes aggressive before vehicle has driven away
    a. Transportation staff will inform available Lakemary staff of issue.

b. Lakemary Staff will work from outside the vehicle to calm student. Lakemary Staff cannot get on the transportation vehicle

c. If student is unable to be transported safely, transportation staff will exit the student to Lakemary Staff

d. Lakemary Staff will wait with student in the time away room and call parents to transport student

5. At dismissal, Student has loaded the transportation vehicle and driven away and student becomes unsafe to transport

a. Transportation staff should pull over if deemed necessary and call 911

i. Lakemary staff are not always available after hours to assist or receive calls if student exits the transportation vehicle both before or after school on Lakemary campus and is deemed unsafe to ride. If present, Lakemary staff must follow student and escort them into the school building.

If a student must remain at Lakemary to wait on an alternate ride and student is being unsafe, student will wait in time away room. For safety purposes, 1 USD 368 employee and 1 Lakemary employee will wait with the student until their parent/guardian arrives. Program manager and school principal will assist in assigning someone to stay with student.

If necessary, restraint and seclusion can be utilized before and after the school day for safety purposes. If it is outside of school nurse hours, the PRTF nursing staff will be contacted for assessment and follow ESI reporting procedures.

ELECTRONIC DEVICES

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

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

DRESS CODE

Safety and a positive self-image are 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 as needed 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.

Lakemary staff and school personnel are trained on a recurring basis in Safe Crisis Management® "SCM". SCM is a comprehensive training program focused on preventing and managing crisis events and improving safety in agencies and schools. Safe Crisis Management has a trauma sensitive approach with emphasis on building positive relationships with individuals. This policy is also available on the Lakemary Center Website.

ESI Notifications & Reporting

Lakemary School will notify the student's parent/guardian the same day the ESI is used. Contact will be made based on parent/guardian notification preference listed in the Parent Request for ESI Notification form completed at enrollment. By the following school day, a written documentation of the ESI used will be provided to the parent/guardian.

This documentation will include:

- the date, time and duration of the incident

- type of ESI used (restraint or seclusion)
- school personnel who were involved
- The events leading up to the incident
- the student behaviors necessitating the ESI
- the steps taken to transition the student back into the educational setting

Upon enrollment, parent/guardians will be provided with a copy of KSDE ESI Standards, parental rights info, information on the right to file a complaint through local and state dispute processes and local and state contact information for concerns regarding ESI. Upon receipt of ESI reports, parents/guardians are welcome to contact Lakemary School to request a meeting regarding the incident if necessary.

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.

INDIVIDUAL EDUCATION PROGRAM (IEP)

All students at Lakemary School have an Individualized Educational Program. The IEP is developed and reviewed on an annual basis. Parents/Guardians and other stakeholders will receive notification of when the IEP meeting will be held and are strongly encouraged to attend and participate in developing the IEP.

The IEP will include current level reports that describe the progress that has been made and a summary of any evaluations that have been made. At the end of each quarter, stakeholders will receive a report, which updates progress on IEP objectives. Contact the Special Education Facilitator for all matters related to IEP and meetings.

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 as well as completed their twelfth-grade year. They are also eligible to continue to receive special education services through the school year when 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 certificate of completion from Lakemary School and can participate in Lakemary School graduation ceremony.

Lakemary School Graduation requirements -- 22 total units and completion of their twelfth-grade year

Functional English Language Arts	4 Credits
Functional Mathematics	3 Credits
Financial Literacy	.5 Credits
Communication	.5 Credits
Functional Science	3 Credits
Functional Social Studies	3 Credits
Adaptive Physical Education	1 Credit
Fine Arts	1 Credit
Electives	6 Credits

AIM POST GRADUATE PROGRAM

When a student has earned all their required units of credit, are eligible for a certificate of completion, and have completed their 12th grade year, they may then qualify for the AIM (Achieving Independent Milestones to Succeed) Post Graduate Program. The student's IEP team will determine if AIM is appropriate for the student once all requirements are met. Students in the AIM program will focus on independent living and vocational skills throughout the day. Students cannot remain in AIM past the school year of their 21st birthday.

TRANSFER OF RIGHTS AT AGE OF 18

In accordance with Kansas law, when a student reaches the age of majority (18 years old), all legal rights—including educational decision-making and the authority to sign Individualized Education Programs (IEP)—automatically transfer from the parent to the student.

To ensure continuous, uninterrupted advocacy and support for our students who may be unable to exercise these rights independently, Lakemary Center requires that a legal guardian or designated advocate be established for any student over the age of 18. This process is essential for:

- Educational Decisions: Authorizing IEP goals, placement changes, and graduation tracks.
- Medical Consent: Managing healthcare needs and emergency medical decisions.
- Program Participation: Approving transitions to other programs.

Parents are strongly encouraged to begin the Kansas Guardianship and Conservatorship process well before the student's 18th birthday to ensure legal authority is in place upon their reaching adulthood.

MEALS

Lakemary School offers both breakfast and lunch to students. Parents and guardians 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. Free and Reduced Meal applications can also be accessed via the online link, which can be found on the Lakemary website.

Food Program – Unpaid Meal Charges

Lakemary will establish a charge account for students paying full or reduced prices for meals. All families are encouraged to complete an application for the Kansas meal program.

There is no limit to the number of charges a student may place on the account; however, any account which is not kept solvent is subject to review. It is Lakemary' s policy that no student will be denied a meal based on either their current charge balance or ability to pay. Lakemary values each student and will not overtly identify students with charge balances owed or insufficient funds.

The Accounting department will send a monthly statement to the student's financially responsible party, such as the parent(s) or guardian(s), for all accounts with a balance due. It is the parent(s) or guardian(s) responsibility to provide funding for a student's full or reduced-price meals. If charges remain outstanding for more than 60 days, Lakemary will utilize other contact methods such as

phone, email or personal letter to alert the responsible party of the obligation. Outstanding obligations do not end at the conclusion of a school term.

Accounts which are overdue by more than 30 days are considered past due and accounts which are overdue as of the date of discharge are considered bad debt for the purposes of federal law concerning unpaid meal charges. Lakemary reviews outstanding meal charges on a quarterly basis and considers the likelihood of collection. Charges which are determined to be uncollectible are not expended to the food service fund. Lakemary reserves the right to utilize a collection agency for unpaid meal charges following discharge. Any costs related to collection efforts are not charged to the food service fund.

Payments for school meals may be made at the school or via mail to the accounting department. Parents and guardians of students are encouraged to prepay for meals.
Lakemary will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into Lakemary at the time of transfer. The terms of this policy will also be communicated to all Lakemary staff responsible for enforcing any aspect of the policy at the beginning of each school year. Records of how and when it is communicated to households and staff will be retained.

SAFETY

Students have the right to feel safe at school. Safety is essential to maintaining a supportive learning environment and necessary to the academic success of students. As such, priority is given to building and maintaining relationships that are healthy, supportive, reflective and inclusive. We respect our students and expect our students to show respect to others so that all students feel comfortable learning and grow in this educational setting.

Sign In/Out Procedures:

If a student will be arriving at school late or picked up early, they are required to be signed in/out by the person transporting them. The front desk will require an ID be shown when picking up a student. Only approved individuals may pick up a student. Please communicate any late arrival/early dismissal needs to the school as soon as possible. Students and parent/guardians must use Main Entrance for any arrival or dismissal outside of the regularly scheduled school day.

Metal detectors: Upon arrival, all students and their personal belongings, including backpacks, lunchboxes, and coats—will undergo security screening using a handheld metal detector to ensure no unauthorized materials enter the building.

Searches of Students: If items are detected during security screening, or further searching is necessary, 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, including, 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 students 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:
Escort the student directly to designated area 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:
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.

PARENT AND GUARDIAN CLASSROOM OBSERVATION POLICY

Procedure

1. General Restriction: Parents and guardians shall not be permitted to observe classrooms, treatment areas, instructional programming, or student activities while other students are present.

2. Confidentiality and Privacy Considerations: LMC has an obligation to protect confidential and personally identifiable information related to all students. During classroom activities, visitors may inadvertently observe:

- Student behaviors;
- Behavioral interventions;
- Educational records or materials;
- Protected health information;
- Disability-related information;
- Crisis responses or Emergency Safety Interventions (ESI); and/or
- Other confidential information protected under applicable privacy laws.

For these reasons, classroom observations by parents or guardians are prohibited.

3. Alternative Parent Engagement Options: LMC encourages family involvement through alternative methods that do not compromise student confidentiality or disrupt the educational environment. These may include:

- Scheduled parent-teacher conferences;
- Treatment team meetings;
- IEP meetings;
- Progress updates;
- Educational reports;
- Communication with school administration or treatment staff;
- Scheduled tours of non-student occupied areas; and/or
- Review of student-specific educational information permitted under applicable law.

4. Exceptional Circumstances: Requests for exceptions to this policy may be reviewed on a case-by-case basis by the Executive Leadership Team, Compliance Department, Educational Administration, and/or Legal Counsel when deemed clinically, educationally, or legally necessary.
Approval of any exception shall be rare and may include specific restrictions, supervision requirements, confidentiality agreements, or limitations determined necessary by LMC.

5. Visitor Conduct: Unauthorized attempts to enter classrooms, treatment areas, or restricted student spaces may result in removal from the premises and/or restriction of future visitation privileges consistent with organizational policy.

Definitions:

Classroom Observation - The act of entering or remaining within an active instructional, behavioral, therapeutic, vocational, or educational setting for the purpose of watching, monitoring, or evaluating classroom activities, student behaviors, educational programming, staff interactions, or treatment interventions.

Parent/Guardian - A biological parent, adoptive parent, legal guardian, educational surrogate, or other legally authorized representative of a student.

Regulatory References

- Family Educational Rights and Privacy Act (FERPA)
- Individuals with Disabilities Education Act (IDEA)
- Health Insurance Portability and Accountability Act (HIPAA), where applicable
- Kansas State Department of Education (KSDE) confidentiality guidance
- KDADS licensing and confidentiality requirements
- LMC Confidentiality and Privacy Policies