



Parent Handbook

6490 Wing Lake Road
Bloomfield Hills, Michigan 48301

Office: (248) 341-7900

Attendance: (248) 341-7910

Fax: (248) 341-7949

<https://winglake.bloomfield.org/>

For Hearing of Speech Impaired Individuals
Please call Michigan Relay at 1-800-649-3777

Updated April 2024

Mission Statement

All students will be provided with meaningful experiences appropriate to their needs and skill levels; in order to promote personal growth and enjoyment, and to enhance their ability to function within society. Each student's program will be comprehensive, individualized and functional, while addressing both current and future needs in the home, school, and community.

Welcome Letter

Dear Parents, Caregivers and Students:

Welcome to Wing Lake Developmental Center. Wing Lake is one of several programs in Oakland County serving students with severe cognitive and severe multiple impairments from ages three through twenty-six. Costs for our program are covered through a combination of countywide special education levy and state funding, channeled through resident school districts. The Wing Lake program is operated by the Bloomfield Hills School District. Eligible students come to the Wing Lake Program through their resident district and an IEPT meeting.

The Wing Lake staff is extremely proud of their reputation for providing excellent educational programming for students. We believe ALL children can learn when given appropriate resources and support. At Wing Lake, the goal is to provide optimal education opportunities; which are accessible and engaging for our students in order to help them reach their fullest potential. Trusting and collaborative working relationships are at the core of meeting each child's individual needs.

This handbook contains important information for you regarding school policies and guidelines. If you have any questions, please call us. We welcome you to our school and look forward to working with your child.

Sincerely,

Rebecca Anders

Rebecca Anders, Ed. S., LMSW
Supervisor of Special Education

Educational Program

Wing Lake provides a comprehensive educational program in a caring and supportive environment. We are a separate center-based program with little to no ability to interact with general education peers. A full day program that runs year-round, (July-June); is provided for all students, different from the Bloomfield Hills Schools' district calendar. The school day for students is from 8:45am to 2:35pm. Our school calendar is available in the school office and can be found online at <https://winglake.bloomfield.org/about/calendar>

An Individualized Education Plan is written to meet the needs of each student. Long-range goals and short-term objectives are based on the Michigan Department of Education Standards, as well as individualized plans. An educational team considers each student in the area of pre-academic skills, secondary transition, communication, socio-emotional/behavioral needs, gross and fine motor, independent/adaptive living (e.g. self-care), and medical/health. Our programs include adaptive physical education, swimming/hydrotherapy, and adaptive music. Our students experience a variety of community-based instructional activities. These experiences give students the opportunity to take the skills they learn in the classroom and use them in real life situations. Additionally, inclusion and acceptance is promoted.

Building Hours	
Class	8:45 a.m. to 2:35 p.m.
Half Days	Dismissal at 11:30 a.m.
Office	7:30 a.m. to 3:30 p.m.

Individualized Educational Planning

An Individualized Educational Planning Team (IEPT) meeting is convened on an annual basis to discuss your student’s progress and to determine the appropriate educational program to be implemented during the coming year. Parents and a resident school district representative will receive notice of the meeting and are encouraged to attend and participate in the planning process. A re-evaluation IEP is done every three years. Quarterly progress reports will be sent home.

School/Home Communication

Daily communication between home and school is very important at Wing Lake. This can be done in a variety of ways including phone calls, e-mail, or a student notebook; that goes back and forth every day. Sharing information between families and classroom staff is vital and it oftentimes the key to success! Home to school communication and collaboration also help our students generalize the skills they are learning at school.



Wing Lake Support Staff

We presume competence of all students at Wing Lake. We believe all students can learn when given the appropriate accommodations and resources. School-based related services are designed to assist students progress in their program. The related service delivery model includes direct or consultative services to students, teachers, and parents. Related services include: School-based Health Services, Physical Therapy, Occupational Therapy, Speech/Language Therapy and School Social Work services. All related service times are determined at the IEP team meeting.

School-based Health Services

School-based health services are provided by registered nurses who support students with special health needs within the Wing Lake building. They are able to dispense medications and treatments as prescribed by a physician. They are authorized to handle medical emergencies. Wing Lake nurses also provide training to all staff. Nurses are available to families/caregivers for consultation regarding students' overall health. Please notify the school nurse or school administrator if there are any significant changes in your child's health status.

Social Work

The Wing Lake social worker provides services to families including: parent support groups, advocacy, referrals to community agencies, and transition planning. The social worker is also available to assist staff in conducting a Functional Behavioral Analysis (FBAs) and to help create Positive Behavior Support Plans (PBSPs)/Behavior Intervention Plans (BIPs), as well as providing any other needs outlined in the student's IEP.

Psychologist

The school psychologist is available to assess cognitive ability and adaptive behavior, provide guidance to parents with the guardianship process, and assist staff in conducting and reviewing data for FBAs, PBSPs, and BIPs.

Adapted Music

All classrooms receive music experiences. A variety of activities are offered including keyboard, rhythm instruments, hand chimes and singing. The session is interactive and designed to allow students to participate.

Adapted Physical Education

Wing Lake's adapted physical education is led by our certified adapted physical education teacher and includes sensory awareness and movement opportunities, as well as traditional gym games and activities. In addition, hydrotherapy is available at Wing Lake along with a swimming program, offered at North Hills Middle School. Team Wing Lake (with parent participation) also sends student athletes to the county Special Olympics each spring.

School Policies/Procedures

For more information, please view the Uniform Code of Student Conduct:

https://www.bloomfield.org/uploaded/Departments/Comm_Team/Online_Registration_Graphics/5301_Uniform_Code_of_Student_Conduct.pdf

Technology

Every student's learning environment is individually assessed and enhanced to increase active engagement in learning. All of our students are given the opportunity to use low/high technology to help them access their curriculum. In the classroom and throughout the school, students use a variety of adaptations, symbols and devices to communicate with others. All classrooms use an Interactive Board, computers/iPads, sound field systems, document cameras, augmentative

and alternative communication devices, and provide switches as appropriate; making it possible for all students to participate meaningfully in lessons.

School Breakfast/Lunch Program

Wing Lake provides breakfast and hot lunches that are prepared within the building. Parents have the option of electing to receive breakfast and/or hot lunch for their child or sending food from home. Menus are sent home to parents on a monthly basis; describing the options planned for each day. For more information, please visit our Food Service Website: <https://www.bloomfield.org/current-families/food-services>

BHS Food Allergy Plan

Bloomfield Hills Schools (BHS) is committed to providing a safe and nurturing environment for our students and understands the increasing prevalence of life-threatening allergies among school populations. We recognize that the risk of accidental exposure to allergens can be reduced in the school setting, and are committed to working in cooperation with students, parents, and healthcare providers to minimize risks and provide a safe educational environment for all students. **BHS is a nut restricted district.** Notify the building of any food allergies and/or dietary needs before the start of the school year, and/or when diagnosed.

Transportation

The resident school district is responsible for the transportation of students to and from school. Parents/guardians should communicate directly with transportation supervisors from their local districts to make long term changes, register special requests, discuss pick up times, etc. **It is the responsibility of the parents to notify their own district transportation departments when their child will be absent from school.**

School Closings

Wing Lake is part of the Bloomfield Hills School District. Therefore, if Bloomfield Hills Schools are closed, Wing Lake will be closed as well. In the event that your local district is closed and Wing Lake is still open, transportation in your district will not be available, but you are welcome to transport your student to and from Wing Lake. To be notified of school closings, parents are encouraged to enroll in the Bloomfield Hills Schools Emergency Messaging System, through MyBloomfield Family Guide at https://www.bloomfield.org/uploaded/Departments/Comm_Team/My_Bloomfield_Family_Guide_Updated_91416.pdf Please ensure contacts in the parent portal are updated annually, and/or when changes occur.

Attendance

Regular school attendance is vital to successful educational growth and demonstrates caring and respect for self and others. It is the intent of Bloomfield Hills Attendance Policy to provide opportunities for all students to achieve their fullest potential. Every minute of the school day provides opportunities for instruction. Each student is an irreplaceable resource, necessary for the interaction that forms an essential part of classroom learning. When absences (or tardiness) occur, the educational experience of all students in the class is diminished. Parents, teachers, support staff, and administrators have the responsibility to assist the students in meeting the goal of acceptable attendance. Students are expected to be on time for school, and in class everyday.

If your child is absent, you are asked to:

- Phone the school attendance line (248-341-7910)
- State the reason for absence, along with an estimate of the duration of the absence
- Call your own resident district transportation department

If your child is absent due to a hospital admission, surgical procedure, or communicable illness, **the parent/guardian must provide the school with:**

- A physician's written release/authorization to return to school
- A list of any restrictions and
- A record of medication changes

With two Registered Nurses on staff, we have the capacity at school to manage students who are considered medically fragile. We are collaborative in working with families to meet each students' individual health needs.

If the student returns without the physician's release/authorization, the nurse will call the parent/guardian to pick up the student from school. The student may not return until the information is provided.

If your child is absent for an extended period, your local district Director of Special Education will be notified. It may be necessary to reconvene an IEP in order to consider any changes needed or other educational options for your child. It should be noted that we have a responsibility to refer severe attendance problems to the Oakland County Truancy Officer.

Student Illness

Wing Lake Developmental Center Health and Wellness Policy

If your child comes to school sick or becomes ill at school, we will call you and ask that you pick up your child immediately. If we cannot reach you, we will call your emergency contact person to pick up your child. If there is an extreme emergency regarding your child, 911 will be called.

To help reduce the spread of illness to students and staff, please keep your child home for the reasons below. Parents are strongly encouraged to have their children seen by their medical provider. All students are excluded from school until fully recovered and are at least 24 hours free from fever before returning to school without any fever-reducing medication. Symptoms are unrelated to a preexisting health condition.

- Severely ill: A child is lethargic or less responsive, has difficulty breathing or has a rapidly spreading rash.
- Fever: A child with a temperature over 100.4°F with or without respiratory symptoms (e.g., cough, sore throat). The child should not return until 24 hours of no fever, without the use of fever-rOPI
- Persistent sneezing, or thick discharge from the nose.
- Rash: Check with the health care provider before bringing a child to school with a rash. Undiagnosed rashes pose a health threat to other students and adults
- Sores and crusts on the scalp face or body particularly if red and swollen or draining.
- Any skin eruptions or rash (children with rashes must be kept home until a diagnosis by a health care provider is made.)
- Cough, particularly if productive or persistent
- Sore throat
- Pain and stiffness of neck and headache
- Swollen and sore glands about the face and neck
- Nausea and Vomiting: A child who has vomited 2 or more times in 24 hours should stay home. S/he may return to school after 24 hours without vomiting and is back on a regular diet.
- Diarrhea: A child who has 2 or more loose stools in 24 hours should stay home. S/he may return to school after being diarrhea-free for 24 hours.
- Persistent abdominal pain: A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.

Goals of the Health and Wellness Department:

- **Advocate for our students with any type of disease process or medical concerns that may need to be addressed while at school.**
- **Providing staff education and guidance on issues related to school health, we also follow-up on health concerns, support students with emergency plans for medical needs and address student specific health concerns.**

Bloomfield Hills Schools is committed to providing a safe and healthy school environment. Updated Medical Action Plans (MAPs) and Medical Management Plans (MMPs), along with our BHS Authorization for Prescription and Non-Prescription Medication forms are required at the start of every school year and expire on the last day of school instruction. These forms provide BHS with required medical direction from your child's licensed healthcare provider and allows staff to provide services including medication administration, medical procedures and/or medical interventions. Without prescribed orders, only interventions including soap, water, adhesive bandages, ice and age appropriate comfort will be provided. **With the requirement to report, we are asking that parents/guardians and staff complete the below Notify the Nurse form to report student and staff cases of Covid-19 and other diagnosed communicable diseases. Buildings may continue to report flu like illness, unspecified illnesses and stomach virus conditions independently.**

Please direct any questions that you may have by calling the district nurse at 248-341-5435 or by clicking the following link: [NOTIFY THE NURSE](#)

For more information, please visit our Health & Wellness link:
<https://www.bloomfield.org/our-commitment/health-and-wellness>

Health Records

The school nurse maintains a confidential health record for every child. Your assistance is needed to keep these records up-to-date. If the student receives additional immunizations, is injured, or has been hospitalized, please notify the school nurse. Should your child's health status change significantly, please schedule a meeting with your child's teacher, school nurse and school administrator in order to review important details; and develop a Health Emergency Plan.

Michigan Department of Community Health

IMMUNIZATION REQUIREMENTS

The Michigan Public Health Code does provide a provision that allows students to attend school if they have received a minimum of a 1st dose of a series, and that they must complete the series within 4 months. The legal document is linked on the website but we do not have this expressed anywhere. All students are required to be immunized pursuant to the provisions of Michigan Public Health Code (MCL 33.9201-9229). Students not meeting the immunization requirements of this code shall be excluded from school as required by provisions of state law and Oakland County Health Status Code. The State of Michigan now requires that children ages four and older receive four doses of Diphtheria, Tetanus & Pertussis (DPT); three doses of Hepatitis B are required. Effective 2009/10 school year two doses of Varicella (chickenpox) or history of disease is required.

Fostering Positive Home School Culture

Parent Group

A Parent Group led by the Social Workers meets once a month. This group sponsors speakers and a variety of activities throughout the year. If you have any questions, call our Social Worker at 248-341-7008.

Community Volunteers

We offer community members, local schools and families the opportunity to volunteer. Our district-approved volunteer background check form must be completed 24 hours prior to visit. Our volunteer form can be accessed using the following link: **Volunteer Background Checks**. A reminder to our families that **Volunteer Background Checks** are required for all visitors, volunteers, and chaperones.

School Wide Events

Family involvement is welcome and encouraged.

- Fall Curriculum Night
- Field Day
- Special Olympics/Pep Rally
- Assemblies/Music Programs
- Bloomfield Public Township Library Storytime

Wing Lake PTO

On behalf of the Wing Lake Parent Teacher Organization (PTO), we would like to invite all parents to volunteer their time. The PTO has a long history of remaining dedicated to supporting activities and projects for our students and staff. Together the teachers and the PTO work hard to create exciting activities throughout the year for our students. PTO fundraisers assist with funding these important events. Notices and minutes of PTO meetings are sent home to parents in order to keep you informed of special activities planned during the school year.

None of what the PTO accomplishes would be possible without the help of our Wing Lake parents and other family members. The PTO is always looking for new volunteers and new energy. We understand the busy schedules of our parents, and realize that sometimes it is not possible to attend PTO meetings, but you can get involved and help in a variety of ways. Participating in any way that you can with our PTO will give you the opportunity to meet other parents, staff, and most importantly, to be a part of helping support our students and school.

Visit us on Facebook: www.facebook.com/WingLakePTO

To join our PTO, please complete the membership application via

https://drive.google.com/file/d/1hZ48XsLAX6w_l44DLknTjRpnA_Ws61fc/view

<https://www.bloomfield.org/about-bhs/news-and-spotlights/news-posts-page/~board/wing-lake-news/post/join-the-wing-lake-pto>

Visitor Guidelines

We are proud of our school and are eager to share the good things done here with others. Due to the large number of requests to visit Wing Lake, we have guidelines to help regulate the number of visitors entering the building. In an effort to preserve the integrity of our programming, protect the confidentiality of our students, and to ensure safety while maximizing instructional time; the supervision of all visitors is a necessary precaution.

The following guidelines were developed with those things in mind:

- All visitors **must** make prior arrangements to visit the building. This includes professionals from other programs, prospective and current students/parents, job applicants, members of the Bloomfield Hills community and family members of the Wing Lake staff.
- A visit should be scheduled and approved by the school administrator **24** hours in advance. Arrangements will then be made with the classroom teacher(s) involved.
- A visitor must sign in and out at the school office, noting the rooms visited; and wear a visitors badge while in the building.
- Requested tours, prior to student placement, must be coordinated through local resident districts; in collaboration with Wing Lake's Supervisor and School Social Worker.
- All classroom volunteers will need a complete observation form on file

Our classroom observation form can be accessed using the following link:

https://docs.google.com/document/d/e/2PACX-1vT9U8FRMYgJQi_RAIVrKvo1-MtgTVx5V68TIj3b3sMJr8qs0bfpg-EK-R90BtXZMVskhwkma_Tel57U/pub



Eagles
S.O.A.R.

Safe
On-Task
Attitude
Respect