



## **Parent Handbook**

6490 Wing Lake Road  
Bloomfield Hills, MI 48301

Office: (248) 341-7900  
Fax: (248) 341-7949

<https://www.bloomfield.org/schools/wing-lake-developmental-center>

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

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## ***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.

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**Wing Lake Developmental Center  
is PEANUT and TREE NUT FREE.**

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 age 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 supports. At Wing Lake, the goal is to provide optimal educational opportunities; which are accessible and engaging for our students in order to enhance their ability to function within society. 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. A full day program that runs year-round, (July-June); is provided for all students, where focus is placed on students reaching their fullest potential. The school day for students is from 8:45am to 2:35pm. A school calendar is available in the school office and can be found online at [www.bloomfield.org](http://www.bloomfield.org)

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 individual therapy plans. An educational team considers each student in the areas 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 program includes gym, swimming and hydrotherapy. Wing Lake also provides music class. 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. This allows the community to get to know us!

### **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 is oftentimes the key to success!

Each teacher has created a web-based My-Bloomfield page for on-line communication. Visit [www.bloomfield.org/MyBloomfield](http://www.bloomfield.org/MyBloomfield).

## **Wing Lake Support Staff**

### **Therapy**

School-based therapy programs are designed to assist students who have disabilities to progress in their program. The therapy service delivery model includes direct, group or consultative services to students, teachers and parents. Therapy services include: Physical Therapy, Occupational Therapy, and Speech/Language Therapy.

### **Nursing**

Professional nurses provide necessary support to 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. Nursing staff is 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 and to help create Positive Behavior Support Plans.

### **Psychologist**

The school psychologist is available to assess cognitive ability and adaptive behavior, provide assistance to parents with the guardianship process, and assist staff in conducting and reviewing data for Functional Behavioral Analysis/Positive Behavior Support Plans.

### **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.

### **Gym**

Wing Lake gym experiences are led by our Special Education Teacher Consultants and include 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 through a local community center. Team Wing Lake (with parent participation) also sends student athletes to the county Special Olympics each spring.

### **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 a Promethean 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; and **Wing Lake is a nut free school**. Parents have the option of purchasing 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. Your child's classroom teacher has information about the Free and Reduced Lunch Program. Billings to parents are done directly through Food Services at 248 341-5880.

### **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 [www.bloomfield.org/MyBloomfield](http://www.bloomfield.org/MyBloomfield).



## 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)**, or your child's classroom teacher on the **first day** of absence and
- 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**

Many of our students immune system is compromised. In an effort to support all students medical needs, should your child exhibit any of the symptoms listed below please **do not** send your child to school. Students must **stay at home** until completely well, including a 24-hour fever-free period. If your child becomes ill at school, **pick your child up immediately following a phone call.**

### **Symptoms include:**

- Thick, colored discharge from nose
- Persistent and productive cough
- Red or runny eyes, persistent sneezing
- Fever suggested by flushed, warm skin
- Sore throat
- Diarrhea
- Nausea/vomiting
- Open sore
- Any rash abnormal to your child

For more information regarding School Attendance, please view the District Code of Conduct:  
<http://bloomfieldhills.novusagenda.com/agendapublic/CoverSheet.aspx?ItemID=1610&MeetingID=14>

## **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**

Parent(s)/Guardian(s) of School Entrants  
(Kindergarten and Entrants New to the School District in  
Grades 1 – 12)

**To Enter School:** State law (Part 92, Act 368 of the Public Acts of 1978, as amended) prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, and **hepatitis B**.

**To Stay in School:** You must provide the school with a record showing that your child has received all of the required immunizations.

**CHILDREN who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED IMMUNIZATIONS have been GIVEN, or have a waiver on file.**

### **Parent Group**

A Parent Group led by the Social Worker meets twice 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**

Community volunteers embrace Wing Lake students. High school volunteers and foster grandparents are examples of community ties.

### **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 works 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](http://www.facebook.com/WingLakePTO)

### 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, it has become necessary to develop 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; 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 room's visited; and wear a visitors badge while in the building.
- ◆ Volunteers will need to make arrangements through the Volunteer Coordinator. Volunteers must complete the District's Volunteer Background Check form and receive approval prior to their duty.
- ◆ Requested tours, prior to student placement, must be coordinated through local resident districts; in collaboration with Wing Lake's transition coordinator.

### **From Our Wing Lake Parents' Perspective:**

- Wing Lake has wonderful staff!
- We are very satisfied with our child's program and services.
- Wing Lake's staff is very professional.
- This is a wonderful school that provides an environment that is safe, secure and happy.
- The staff takes wonderful care of my child and he is truly thriving.
- The school responds to our concerns.
- Wing Lake staff has a positive attitude toward each child.
- This is the best program to be in.
- The school staff is very helpful and knowledgeable.
- The relationship between home and school is very strong.
- There is excellent communication between school and home.
- The teachers and therapists have enthusiasm, patience and love.
- Wing Lake does its best to make sure each child reaches their potential.
- Wing Lake provides great support and dedication--beyond compare.
- The staff motivates each child to learn and grow.

## NOTES

[illegible]



# Eagles

# S.O.A.R.

Safe  
On-Task  
Attitude  
Respect