



Lakeview School

Parent Handbook

2026-2027

Introduction

Welcome Parents to the 2026-2027 School Year!

Within this parent handbook, you will find an overview of some of the day-to-day responsibilities, and the various procedures observed at our school. You are responsible for knowing the policies contained within this handbook.

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Executive Director
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New Jersey Institute for Disabilities
LAKEVIEW SCHOOL

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Office Hours: 8:00 a.m. – 4:00 p.m.

Staff Hours: 8:30 a.m. – 4:00 p.m.

(Except for office manager, nursing, transportation, kitchen, and scheduler/interpreter)

Student Hours: 8:40 a.m. – 2:40p.m.

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Mission Statement

The mission of the Lakeview School is to prepare students to achieve their highest level of personal success. To this end, the Lakeview School shall:

- provide, as early as possible, evaluation, identification, diagnosis and treatment to children so that the number and severity of functional needs can be significantly reduced;
- offer academic, medical, clinical, technological and enrichment programs to enhance the development of every student;
- be a source of supports and assistance to parents and caregivers of Lakeview students;
- be a resource and a partner for life to students and their families.

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Parent Handbook

Section One

Program Overview

School Policies and
Procedures

PROGRAM OVERVIEW

Lakeview School provides full day preschool (ages 3 – 5) and special education classes (ages 5 – 21) for students with multiple disabilities. Enrolled students receive the benefit of an integrated program, incorporating education and therapy services as specified in each student’s Individualized Education Plan (IEP). All teachers and therapists are fully licensed and certified by the New Jersey State Department of Education and work cooperatively to provide each student with a highly individualized program.

Students are grouped in classes according to age and developmental abilities. Each class consists of 8 – 10 students taught by a certified special education teacher who is assisted by trained paraprofessional staff. Community-based instruction and field trips reinforce class lessons and generalization of skills. Enrichment activities in music, computers, and the arts are offered to students as well as adapted physical education classes. A full-time Board-Certified Behavior Analyst (BCBA) is on staff to provide support to staff and families for individual students as determined by the team. Some staff are certified as Registered Behavior Technicians to implement scientifically validated ABA strategies and techniques with students under the supervision of the BCBA.

Physical, occupational, and speech therapies are provided as appropriate and specified in the Individual Education Plan. Selected classes participate in Relaxation Group, Augmentative Group or Snoezelen/Sensory group. **All students receiving therapy services must have a current signed prescription for therapy from a licensed physician.** Enabling technology services include Augmentative Communication assessments and training, and Adaptive Seating and Equipment evaluations.

The Career Awareness Program (CAP) is designed to facilitate career awareness, community life and enhance skills necessary for placement into adult programs throughout the state. Lakeview School’s pre-vocational program places emphasis on positive job-related work habits, behaviors, and teamwork. Students have the opportunity to experience work activities within the school to assist them in achieving their IEP goals and objectives and to transition from school to community. Students ages 18 to 21 may participate in Work-Based Learning (WBL) with the assistance of a job coach. There they have the opportunity to engage in unpaid work experiences within the community as appropriate to their educational and transitional goals.

Medical consultants provide services in developmental pediatrics, neurology, physiatry, gastroenterology, and orthopedic health. Nutrition Clinics are scheduled monthly to address student diet, caloric intake, and health needs.

Parent conferences are scheduled two (2) times during the school year. Written reports of progress are provided three (3) times during the school year and once during the Extended Year Program. An Annual Review of the IEP is conducted yearly for each pupil with the referring Child Study Team,

Parents/Guardians, and appropriate staff involved with the student’s program. The Extended School Year program is available to each enrolled student upon recommendation and approval of the student’s referring district and New Jersey Department of Education.

STUDENT SECURITY

The Lakeview School has security measures to ensure the safety of our students as they attend our school program. Auxiliary entrances into the building (side and staff parking entrances) are **locked at all times**. The main entrance in front of the Lakeview School building is the only entrance into the school. The main center entrance will be locked at all times with the exception of morning bus arrivals and afternoon bus departures. A security guard is assigned to the entrance at all times to assure safety. Staff, students, and other individuals from within the building can readily exit from any door within the building in the event of emergency or fire drill.

Visitors, parents, vendors, and school district personnel will be directed to the main entrance for admittance into Lakeview. This entrance has a reception area and is supervised by a security guard from 8:15 a.m. to 4:15 p.m. daily. All visitors are required to register their visit with the security guard. At the time of your visit, you will be asked to provide identification and to state the reason and purpose for your visit. The security guard will issue you a visitor’s pass which must be worn at all times for the duration of your stay. You will be received by program staff who will escort you to your appointment or program visit.

Lakeview School maintains a state-of-the-art, 112-camera security system that provides continuous monitoring of the building's exterior, hallways, common areas, parking lots, entrances, and exits, as well as the loading and unloading of school buses. Operating 24/7, the system records all movement, allowing for precise tracking of visitors and activity throughout the premises. Additionally, a security guard conducts an hourly video tour of the building and grounds to enhance situational awareness and ensure a secure environment.

Parents/guardians, child study team personnel, program visitors, field placement students, medical students, consultants and vendors will be required to wear official identification badges or visitor badges issued by the New Jersey Institute for Disabilities throughout the duration of their visit to our program. If any individual is found to be in the school building without an official ID pass or visitors badge, they will be escorted to the security desk and/or the school administration office for appropriate processing in the event of infraction of security procedures.

EMERGENCY DRILLS

In accordance with NJSA 18A:41-1, Lakeview School will conduct emergency drills on a monthly basis. One fire drill and one security drill will be conducted to ensure student safety in response to any possible threats. Lakeview will conduct drills designed to:

- 1) Evacuate the building which may occur when staying in the building is deemed to be unsafe. Staff and students will exit the building and proceed to a designated area of safety until it is safe to return to school or be dismissed from that location. An example of an evacuation drill is a “fire drill”.
- 2) “Shelter in place” which may occur due to threat of harm or danger remotely outside the school building. Students and staff will stay in their classrooms and all school activity within the building will continue. No-one will be permitted to enter or exit the building for the duration of the event.
- 3) “Lock-down” which may be due to threat of harm within the school building or within close proximity outside of the school. Staff and students will be securely locked into rooms that are equipped with Rhino locking devices from within the room.
- 4) The school will also test the emergency alert procedures regularly throughout the school year. **It is the responsibility of all families to keep phone numbers and contact information current in the event of emergency.** All drills and emergency notifications will be done in accordance with state directives and safety guidelines.

Emergency Response

As part of a statewide initiative led by the New Jersey State Police, NJID has collaborated with the Critical Response Group (CRG) to finalize an emergency response map for Lakeview School. This project aims to enhance school safety by providing law enforcement and emergency personnel with accurate and consistent mapping of all public and private schools in New Jersey.

To align with this initiative, all rooms at Lakeview School have been renumbered to match the response map, ensuring clarity and efficiency in the event of an emergency. Additionally, exterior windows and doors for rooms and offices along the perimeter of the school have been labeled with corresponding numbers to assist emergency responders.

Immigration Guidelines – NJDOE Compliance

Rule of Law

In accordance with the rule of law, NJID and Lakeview School must honor valid judicial search or arrest warrants, court orders, and subpoenas signed by a judge.

Access to Lakeview School

To ensure the safety and security of students and staff, the following protocols will be followed:

- **Security Measures:**
 - Two NJID staff members will be stationed at the main entrance during arrival and dismissal times.

- **Protocol for Immigration Officer Requests:**
 - If an immigration officer, acting in an official capacity, seeks entry into Lakeview School, the security guard will immediately notify the **President and Executive Director of NJID**, along with the **Director of Security and the School Principal**.
 - The **President, Executive Director, Director of Security, and/or Principal** will gather information regarding the officer’s credentials, the purpose of the visit, and any supporting legal documentation.
 - The immigration officer will **remain outside the school** while administration and security personnel verify the request.
- **Legal Compliance & Documentation Requirements:**
 - Immigration officers will be informed that personnel must first receive direction from the President and/or Executive Director before granting access.
 - Access to school premises or student/staff records **will only be granted** if the officer provides a **judicial search warrant or arrest warrant signed by a judge and following the support and consultation of legal counsel**.
 - If a judicially issued warrant is presented, the **Director of Security and/or security personnel** will remain with the officer while the **President and/or Executive Director** retrieves only the information authorized by the warrant.
- **Parental & District Notification:**
 - If a student’s records are requested, the **School Principal and/or Education Supervisors** will contact the student’s parents and inform the district case manager.

These measures ensure compliance with legal requirements while prioritizing the safety and well-being of students and staff.

ATTENDANCE/ABSENCE

Students are expected to be in school each program day unless there is an excusable reason such as illness, religious holiday, or death in the family.

Whenever students are going to be absent, **parents/guardians are required** to call the Lakeview School and leave a message with the office staff. If no message is received, parents will be contacted at home or at work to determine the reasons for the child’s absence. Your local school district will be notified of all absences of five (5) consecutive days or more. Students demonstrating a pattern of absences that are considered excessive will be identified and the student’s sending district will be informed.

In compliance with NJ Administrative code 6:29-4.3, **any child who is absent from school for five (5) consecutive days due to illness cannot be re-admitted without a valid doctor’s note stating that they can resume all classroom and therapy activities**. When your child returns to school after an extended absence of 5 or more days, he/she **must** bring a note from a doctor which includes:

1. Date of absence
2. Reason for absence
3. Parent/Guardian signature

- 4. If a child is absent for five (5) or more consecutive days due to illness, a note from the attending physician is required that states **student is able to return to school and therapies.**
- 5. Changes in medical status which may include changes in medications, diet, special precautions.
 - **Changes in physical medical status or respiratory status due to surgery, bone fracture or other injury WILL require a return to therapy or a change in therapy prescriptions which parents/guardians are required to obtain from a doctor prior to the reinstatement or continuation of services.**
Medical Forms can be found on the school website at
 - www.njid.org/lakeviewschool

RELEASE OF STUDENTS

Students will only be released from school to the custodial parents/guardians, or to a designated person with prior written parent permission or a district contracted bus company providing transportation services. Families that are separated/divorced or are in the process of doing so, should provide Court Ordered custodial arrangements to the Principal of Lakeview so that the Lakeview School will have a clear understanding of its responsibility in providing for your child’s safety. This information will be held strictly confidential. Parents/guardians are also encouraged to advise their child’s case manager from their sending district of your custodial status as it changes. This information should be updated whenever Court Orders have changed.

If you make plans to have your child picked up from school by another individual, you must notify the Principal of Lakeview School in writing. In the note, you must include the date that your child will be picked up, the time, and name of the individual who will be taking the child from school. The individual assigned to pick up your child will also be asked to present identification for verification purposes. If there is an emergency situation and you cannot notify the school in advance of this arrangement, you must call the school as soon as possible and either speak with the Principal of Lakeview School or a program supervisor and advise them of your situation and need for another individual to pick your child up from school. The Principal or program supervisor will document the required information as provided by you at the time of the phone call.

When you or your designee picks your child up from school, you or the designee must sign them out at the security desk at the main entrance.

EARLY DISMISSALS

In cases when inclement weather or other special conditions force an early closing of the school, Lakeview will issue an automated call alert as well as email and/or text to all Parents/Guardians by phone prior to dismissing students.

The decision as to whether to close school early will be made by 11:00 a.m. unless there is a sudden unforeseen emergency which would necessitate an earlier school closing if necessary. Lakeview will also contact the transportation departments of your sending district. Lakeview cannot send a child home early if unable to contact either you or your designated emergency person. For these reasons, **it is imperative** that you keep your emergency information updated.

EMERGENCY CLOSINGS / DELAYED OPENINGS

It may be necessary to close school due to inclement weather or other emergency conditions. Parents/guardians, bus companies and school districts will be notified of emergency closings through the call alert which will automatically send a recorded alert via telephone. To ensure that you will always receive these alerts, your telephone contact information must be kept up to date at all times.

You may check the agency’s website at www.njid.org which will provide you with the necessary information.

If you hear a delayed opening announced, all students will be required to be at school at 10:30 a.m. In some instances, sending school districts may not provide transportation if they are closed or have a delayed opening as determined by district policy. It is suggested that you contact your transportation company and/or school district case manager if you are uncertain about your child’s transportation arrangements for inclement weather. **Staff are not required to be at school until 10:00 a.m. in the event of a delayed opening; therefore, students should not be brought to school before that time.**

TRANSPORTATION

Transportation to/from the school program is arranged by and is the responsibility of your sending district. When problems arise with transportation, it is recommended that you **contact your case manager in district immediately or the district’s transportation coordinator.** The district is responsible for transportation and contracts for services and only they will be able to facilitate changes in transportation. **Transportation services as established by your child’s sending district cannot be changed without district approval.** Parents/guardians may not request that your child be dropped off at an alternate location (other than an emergency bus stop), without district permission. When parents have made the arrangements to drop their child off at an alternate location, written notification must be forwarded to the Principal of Lakeview from the sending district. No child will be released without appropriate written notification to the school, transportation authorities and Principal of Lakeview.

If you experience difficulty in working through the problem with your district, please refer concerns or issues to the Principal or Education Supervisor at Lakeview School who will work with the transportation coordinator to resolve these problems.

For safety reasons, power wheelchairs **must be shut off or the drive mechanism disengaged** when your child is on the lift of the school bus to prevent potentially serious accidents.

Consequently, it is recommended that power wheelchairs be shut off from the time of boarding the lift until your child reaches home and leaves the bus. To ensure your child’s safety, we ask for your compliance with this request.

In the event that your child’s bus is in an accident on the way to school, the driver will contact 911 and your child will be taken to the nearest hospital for evaluation. You will need to meet your child at the hospital to be released. If the child is released with **return to school and therapies** paperwork, then you may bring your child to school. If a driver fails to call 911 at the scene of an accident and students arrive at school, the **Principal or Education Supervisor** will immediately call 911 to file a police report and notify the district. The **Nursing Department** will contact parents to inform them of the accident. Parents will then be responsible for arranging any necessary evaluation or treatment for their child.

SEE #10 for FURTHER INFORMATION

LAKEVIEW SCHOOL TRANSPORTATION SAFETY GUIDELINES

The American Academy of Pediatrics has established a guideline for “School Transportation Safety”, in which the recommended guidelines for safe transportation practices applied to all school and school-related trips. The establishment of the Individuals with Disabilities Education Act (IDEA) entitles the inclusion of students with IEPs to have transportation conditions and requirements indicated as part of a related service. Special transportation considerations are required for children with different conditions. Their guidance is based on the recommendation of The Federal Motor Vehicle Safety Standards and Regulations (FMVSS) 222 (School Bus Passenger Seating and Crash Protection) which applied to the securing of wheelchairs and their occupants in school buses. We would like to share with you this statement because it provides current guidelines for the protection of child passengers with specific healthcare needs. Below are the specific excerpts taken directly from their documentation. You can also link to their website for original documentations.

<http://publications.aap.org/pediatrics/article/141/5/e2018053/37887/School-Bus-Transportation-of-Children-With-Special>

1. Any Child who can assist with transfer or be reasonably moved from a mobility device or special seating device to a vehicle seat and use the lap-shoulder belt or child restraint system complying with FMVSS 213 (Child Restraint Systems) should be so transferred for transportation. The vehicle seat should be forward-facing, equipped with dynamically tested occupant restraints, and provided for the vehicle at the point of manufacture. Any remaining unoccupied mobility device should be secured with a 4-point tie-down in the vehicle to prevent it from becoming a dangerous projectile in the event of a sudden stop or crash.

2. Any passenger who must remain in a mobility device for travel, using a system that meets the standards of the American National Standards Institute and Rehabilitation Engineering Society of North America greatly enhanced safety. A certified transit-ready mobility device is one that meets these voluntary design and performance requirements for use as a seat by its occupant when traveling in a motor vehicle. These standards are designated as WC 18, 19, and 20, the standard applies to the system or device that both secures the wheelchair and the system of belts that restrains the wheelchair-seated occupant used in the vehicle. Collectively, these systems and devices are called WTORSs, addressed in the WC-18 standard is the securement of the wheelchair to the vehicle floor, typically accompanied by a 4-point strap type system that includes 2-straps at the rear of the wheelchair to bear the most of the crash load, and at the front to provide stability.
3. Although a mobility device's built in postural supports help an occupant maintain an upright position, in most cases, these supports are not crash tested and cannot be used for occupant restraint.
4. Occupied wheelchairs should be secured in a forward-facing position.
5. Lap trays made of metal or plastic should not be attached in the front of the mobility device during travel at any time and should be removed before loading to be secured separately for transit. If necessary for the health or well-being of the child, a foam tray may be substituted during travel.
6. Any medical equipment needed to support the child during school bus transport needs to be secured to prevent it from becoming a potentially lethal projectile during a crash, sudden braking, or a sudden stop. Any liquid oxygen transported in a school bus should be securely mounted and fastened to prevent damage and exposure to intense heat. An appropriate sign indicating that oxygen is in use should be placed on the school bus.

Other guidelines are recommendations proposed by Rehabilitation Engineering Research Center on Wheelchair Transportation Safety.

7. The wheelchair should not be transported in a tilted position. If it is necessary to tilt the chair due to medical reasons, a combined recline and tilt angle should never exceed 30° on a manual wheelchair. The power wheelchair should always be transported in an upright position; otherwise, it may compromise the integrity of the chair and may also render the restraint system ineffective.

8. The wheelchair user’s head and neck should be protected from whiplash; therefore, a headrest is recommended for all wheelchairs and mobility devices as well as for standard upholstered wheelchair backs. For those who do not need a headrest positioning device, the headrest could be used during transportation only. Vehicle headrest adjustments require it to be less than 2” from the back of the head and for the middle of the headrest to be in line with the middle of the ears.
9. The anterior chest harness and trunk support is to help maintain an upright seated position. There is concern the user will slide within the wheelchair and the harness will press along the neck. To minimize this risk, always keep the pelvic belt on the wheelchair secured tightly, the lower straps of the anterior chest harness secured as closely to the pelvic belt as possible, and the ankle/feed straps secured for the stable base of support. It was recommended ankle/foot straps are used to prevent the foot from sliding off the footplate and to improve seating stability. It is not a law to have ankle/foot strap on during a vehicle ride, however it is not anticipated there will be additional risk to someone who uses an ankle/foot strap, which is why Lakeview School has adopted it as a best practice guideline to provide a stable surface and keep the pelvis from sliding.

Read and fully understand owner’s manual before using mobility devices

10. Refer to the owner’s manual of the mobility device that has been involved in a motor vehicle accident. If owner’s manual advises cessation of use that has been involved in a motor vehicle accident, notify Lakeview School or the school district for a loaner mobility device immediately. If owner’s manual advises contacting manufacturer when equipment has been involved in a motor vehicle accident then please notify Lakeview School or the school district for a loaner mobility device immediately, as it is still advised to stop using the mobility device while a determination of the integrity of the frame is assessed. The frame or components of the frame may have been changed due to the accident.

PARENT CONFERENCES

Conferences are scheduled during the fall and spring. During the Conference Days, all classes will dismiss at 1:00 p.m.

Throughout the course of the school year, Parents/Guardians will be scheduled for one (1) parent conference and one Annual Review of the IEP which will be conducted jointly with personnel from the district Child Study Team. The parent conference will be held during the Fall or Spring Parent Conference Days depending upon the date of your IEP meeting. Parents/Guardians may, however, request a conference at any time during the school year with their child’s teacher and/or therapists.

PROGRESS REPORTS

Progress reports will be sent home a minimum of three times during the school year in November, February, and May. Students attending the summer program will receive a 4th progress report at the conclusion of the program in August. Copies of all progress reports will be sent to the Department of Special Services of the student’s district.

VISITATIONS / OBSERVATIONS

Parents/Guardians are welcome to observe program activities when arrangements are made in advance. Please contact the school to establish the date and time of your visit. On the day of your visit, you must sign in at the security desk and receive a visitor's badge. You will be escorted to your destination by program staff.

Lakeview School will assure that representatives from sending districts, or the Department of Education will be permitted to observe programs:

- Visitors are asked to sign in at the Security Desk.
- Visitors are asked to identify themselves with appropriate identification from the district or department of education that they are representing.
- Visitors are asked to identify the student to be observed.

Once representatives are identified and location of the observation is determined, the Educational Supervisor of that classroom, or another Lakeview employee, as selected by the school Principal, will escort the visitor to the location, and a Lakeview employee will remain with the visitor for the duration of the observation. At the end of the observation the visitor(s) will be escorted to the Security Desk to sign out.

TELEPHONE MESSAGES

Staff members are available to speak with you between 8:30 and 9:00 am or between 3:00 and 4:00 pm. During the hours that school is in session, they are providing instruction or therapy. If you call during that time, you may leave a message, and the staff will return your call. If you are in need of a more immediate call back, you may speak to the secretary who will convey the information to the appropriate staff.

GIFTS TO STAFF

Parents and families often wish to show their appreciation for the efforts of the staff. This may be a card, photo, a donation to the school, or a thank you note. Sometimes parents choose to send in a small gift as a token of appreciation. Although appreciated, this is not necessary. Lakeview would like to stress that while this is a lovely gesture, we want to be sure that parents/families are not overextending themselves. We request that gifts for program staff do not exceed \$20.00.

LUNCH PROGRAM

A hot lunch is served daily during the school year. Lunches may be ordered on a weekly or daily basis. New applications for free or reduced lunch must be submitted annually in September. Menus will be sent home monthly. Lunch can be purchased for \$3.60. The cost of milk is \$.40. We respectfully ask that parents maintain a positive balance for lunch payments. In the event that a family falls into a negative balance, a reminder letter will be sent requesting payment as soon as possible. Please keep in mind that **Parents may apply for free/reduced lunch at any time during the school year if there are changes in family circumstances that would necessitate the need for this benefit.**

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Lakeview School promotes good nutrition and student wellness. To ensure students are provided with healthy and nutritious food choices, foods of minimal nutritional value will not be served during school hours. This includes all forms of candy, all items that list sugar in any form as the first ingredient and all foods containing more than 8 grams of fat per serving or 2 grams of saturated fats.

In support of student wellness and good nutrition, it is recommended that parents/guardians include healthy food choices when planning daily lunches sent into school as well as classroom celebrations (birthdays, parties, and social events).

CHILD ABUSE AND NEGLECT

State law requires “Any person having reasonable cause to believe that a child has been subjected to child abuse shall report the same promptly to the Division Child Protection and Permanency”. Anyone making a report under this Act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed (N.J.S.A. 9:68, 10 and 8:13). All reports of suspected abuse and neglect are investigated by the Division Child Protection and Permanency. School staff are required to report all suspected cases of abuse or neglect according to NJAC 18A:36-24 and 25. The NJ Child Abuse Hotline is toll free at (800-792-8610) and is provided for the public to report suspected cases.

CHILD MANAGEMENT / DISCIPLINE

The Lakeview School maintains a positive discipline approach to the management of student behavior. At no time shall corporal punishment, physical or verbal abuse, or confinement be used as a means of managing inappropriate or disruptive behaviors.

Behavioral management programs will be developed utilizing positive approaches to foster a healthy environment for learning and increase student self-esteem. Parents/Guardians and the student's sending district will be notified of any behavioral concerns and if necessary, a behavior plan will be developed with the parents' input and acknowledgement.

BELL TO BELL CELL POLICY

To support a safe, structured, and distraction-free learning environment, Lakeview School limits student use of personal electronic devices during the school day in alignment with New Jersey guidance.

Student Expectations

- All personal devices (cell phones, smartwatches, tablets, etc.) must be **turned off or silenced and kept in a backpack or designated area** upon arrival.
- Devices must remain stored for the entire school day.
- Students are **not permitted to text, call, access the internet, use social media, play games, or record audio/video** during the school day.

Exceptions will be made when:

- Required by a student's **IEP**
- Needed for a **documented medical purpose**
- Approved by staff for **instructional use**

Privacy and Safety

- The use of personal devices to **take photos, videos, or audio recordings** is strictly prohibited to protect student privacy and confidentiality.

HARASSMENT, INTIMIDATION AND BULLYING

Lakeview believes a safe and civil environment is necessary within the school setting for students to learn and achieve developmentally. To ensure the welfare, comfort and security of each student, Lakeview sets forth policies prohibiting harassment, intimidation and bullying in compliance with N.J.S.A. 18A:37-15 (3) (b) (1 through 10). Students are expected to conduct themselves in a manner that is appropriate to their level of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff. Consequences and appropriate remedial plans shall be applied to all acts of harassment, intimidation, or bullying (including cyber-bullying) through the use of established program disciplinary procedures. These may range from positive behavioral interventions up to suspension or termination from the program. Student counseling may also be implemented as appropriate. All acts of harassment, intimidation or bullying shall be reported immediately to the Principal of Lakeview.

All reports will be reported to and investigated by the sending school district. Following the investigation, the sending district will decide if disciplinary action is deemed necessary based upon district policy.

ACCEPTABLE USE POLICY (School network, internet, and computer programs/equipment)

Information technology serves as a valuable means to enhance student learning and communication. Access to telecommunications allows students the opportunity to explore program libraries, databases, internet sites and to exchange information and communicate with peers throughout the world. To support this, students will have access to computers, peripherals and adaptive technologies in their classrooms, computer labs and therapy rooms. The purpose will be to support classroom learning and independence in learning, enhance therapeutic strategies and facilitate sharing of information and increase social competencies.

Lakeview School has implemented measures to protect student safety in accordance with the **Children’s Internet Protection Act (CIPA)**. Fortinet FortiGate 100 A Firewall is installed on the school’s network for filtering information and for protection from intrusion from harmful digital sources.

Web and content filtering are continuous. Program activity is monitored regularly to ensure student safety and appropriate use of the school network and technology.

Students are regularly provided with instruction on appropriate online behavior and cyber-bullying through the computer lab, classroom lessons and individual therapy sessions. Students found to be using Lakeview’s technology resources inappropriately may be subject to disciplinary actions pending the nature of the infraction. Lakeview students who are able to utilize school technology independently or with moderate support will be required to comply with the Student Acceptable Use policies. Students with Augmentative systems or personal laptops that have wireless cards for connecting to Lakeview’s network and server must also comply with these policies. All students and their parents/guardians will be required to sign the user agreement in regard to Lakeview’s Acceptable Use Policies.

Classrooms and therapy rooms are assigned iPads which may be used by students in the course of classroom instruction, therapeutic activities or for recreational purposes. Prior to using an iPad, students with programmable shunts or a VNS must be cleared to use this equipment. Forms will be sent to parents/guardians annually to keep this information updated.

A complete copy of Lakeview’s Acceptable Use Policy is on file in the School Office and is available for review upon request. Please contact either the Principal of Lakeview or Principal of Augmentative Communication and Computer Services if you wish to have the policy in its entirety.

The only exception to this rule is state agencies and DCPD (Division of Child Protection and Permanency) whereby Lakeview School is required to provide all school records and demographics requested.

SUSPENSION / TERMINATION

The Principal of Lakeview is responsible for the decision to suspend students from program when the behavior of that student presents a threat to his/her own safety or the safety of others. Whenever a student is suspended from program, Parent/Guardians and the case manager from the student’s referring Child Study Team will be immediately notified. Within ten days of the suspension, a meeting will be held including the Child Study Team, school staff, and Parents/Guardians to discuss the situation and a possible means for intervention or solution.

In the event that a student’s behavior is so serious or detrimental to the welfare of others, and all means of intervention prove unsuccessful over a designated period of time, the Principal of Lakeview will be responsible for the decision to terminate a student from program. When termination from program becomes a distinct possibility, the Principal will notify the Parent/ Guardian and referring district, in writing of the decision to terminate the student. A conference will be scheduled with Parents/Guardians, the Child Study Team, and program staff and the student, if appropriate, within ten (10) days of the notification to develop a transition plan and assist with the transfer of student records and information to an alternative placement.

DISCHARGE

If you are planning to move or are seeking alternate placement for your child, please advise the Lakeview Principal and/or your child’s Education Supervisor so we may ensure a timely and smooth transition to the new program. You must contact your Child Study Team of the district you are leaving as well as the district where you will be moving. Moving to an address in a different school district requires taking steps well in advance to prevent disruption of your child’s educational and therapeutic program and to ensure that the new district has time to make placement and contract for any transportation and nursing needs.

Student progress will be assessed throughout the school year. In the event that progress is limited over a long period of time, or the student shows regression, a conference including the IEP Team will be scheduled. If deemed necessary by the team a more appropriate program placement may be recommended, subsequent transition plans will be developed along with the staff of the alternative program. When possible, this conference will be held 10 days prior to the student’s discharge from the program.

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Parent Handbook

Section Two

Medical, Health and Safety Policies and Procedures

Emergency Information

It is required that we have two (2) emergency contacts on file for your child. Annual emergency forms must be completed and submitted prior to the first day of school. Information must be current and must list emergency **contacts that can be available if you cannot be contacted**. These contacts must be able to transport your child home if necessary. Please notify the school office of any changes to this information throughout the school year.

Annual Health Forms

All forms related to medical treatment, feeding, prescriptions, seizures, hospitalization and clearance to return to school can be found on the school website at www.NJID.org/LakeviewSchool in the Virtual Backpack.

Administration of Medication/Specialized Health Treatments

Any student requiring medication administration, specialized treatments such as the following: tube feedings, nebulizers, catheterizations, glucose monitoring, in school **must have** up-to-date prescriptions or medical orders from your treating physician. Current prescriptions and orders are required at the start of each school year in July or upon admission into the school program. Failure to provide necessary documentation may result in the student's exclusion from school until the necessary information is received.

If your child requires any medication in school (including over the counter, nonprescription medication, i.e., Tylenol, Ibuprofen, Sudafed, Benadryl, Desitin, Mylanta, Balmex, etc.) on either a regular or as needed basis, EpiPen for emergencies, or specialized medical treatments such as catheterization, suctioning, tube feedings, or dressing changes, the nursing staff must have:

1. An **original written prescription** of medical orders from your physician which states the **dosage, route of administration, time to be given, and purpose of the medication** or the nature of the specialized treatment which is signed by the physician.
2. Signed parental permission to administer the medicine/treatment to the child.
3. Medications **must be labeled and in the original bottle from the pharmacy**. The prescription bottle will remain in school and sent back home for refills as needed.

Whenever it is necessary to administer an EpiPen, an emergency protocol will be enacted, and your child will be taken to the emergency room for medical follow up.

G-Tube Insertion:

If your child has a Gastrointestinal tube which comes out at any time while at school, **the Lakeview Nurses cannot re-insert the tube. The area will be cleaned and covered with gauze.** Parents will be called immediately to school to reinsert the gastrointestinal tube.

If parents are unable to come to school, 9-1-1 will be called and the student will be transported to an area hospital. It is recommended that an extra gastrointestinal tube kit be kept with the Lakeview Nursing Department in case this situation arises.

Medical Marijuana Policy:

If your child has a doctor’s order for the administration of medical marijuana while at school, the following protocol must be followed:

1. A parent, guardian or primary caregiver must complete the Lakeview School Medical Marijuana Application.
2. Lakeview staff, including the nursing department, will not have **any involvement** in the administration of medical marijuana.
3. Only the parent, guardian, or primary caregiver with the documented certification to administer medical marijuana is permitted to administer it to the student at school. Upon arrival, the registered administrator must sign in, identify the student by name, and the dosage that will be administered. Upon leaving, the administrator must sign out at the security desk.
4. The administration of medical marijuana by inhalation or smoking is prohibited.
5. Records related to the administration of medical marijuana shall be maintained in a separate file.
6. Medical marijuana must be transported by the parents and cannot be stored at school at any time.

Seizure Disorders/Administration of Rescue Medications that stop Seizures

If your child has doctor’s orders for the administration of Diastat, Valtoco, Medazolam, Ativan, or any type of Benzodiazepine, in an emergency for a prolonged or atypical seizure, parental permission to administer the medication and physician orders are **required**, at the start of each school year in July or upon admission into the school program. It must state the exact dosage of the medication, the parameters under which it should be dispensed, and a follow-up protocol of the care after the administration of the medication. **Parents will be requested to pick up their child from school and take them home for monitoring when these medications are administered at school.**

When the administration of any rescue medication does not stop the seizure, the emergency protocol will be enacted. Your child will be transported to the nearest hospital for emergency care. Lakeview staff will accompany your child to the hospital until either one or both parents arrive at the hospital.

Changes in seizure status (increased frequency of seizures, prolonged seizure activity or changes in the seizure pattern) should be reported to your child’s neurologist or the physician following your child’s medical condition as well as the Lakeview Nursing Department. Any changes noted in seizure patterns at school will be documented and referred to the parents/guardian’s attention for follow-up.

If any changes are made to your child's rescue medication, please notify the Lakeview Nursing Department immediately.

Immunizations

As per the **State Sanitary Code (NJAC 8:57-4.1 to 8:57-4.19)**, all pupils at all grade levels must be in compliance with all immunization regulations. No child will be allowed entry into school unless all required immunizations for their age are up to date as verified through your child's primary care physician's office. Booster immunizations must be up-to-date and received by the specific age required by law. **Medical exemptions stating that the child cannot have the required immunizations must be documented in writing by the child's primary care physician annually. Parents/guardians seeking religious exemption must submit written documentation annually. Children who do not have up-to-date immunizations or boosters will be excluded from school.**

Illness

The school nurses at the Lakeview School coordinate health services for the students and staff. Please check your child each day for signs of illness and keep children home from school if they show signs of the beginning of any infection, illness, or skin rash. As per the Department of Health regulations, students will be excluded from school for communicable diseases. In addition, Lakeview School policy requires that students stay home from school with the following parameters:

- Until free of fever, vomiting, or diarrhea (without medication to reduce) for **24hours (at minimum 1 day)**
- Wounds must not be draining, bleeding, or weeping (clear fluid)
- Until body rashes are not itching or causing fever with a Drs. note to return
- Ringworms must always be covered.

Please keep your child at home when there are any signs of illness (i.e., vomiting, consistent coughing, diarrhea, fever above 100.4°F, severe cold symptoms with heavy nasal discharge, or skin rashes). If your child's temperature reaches 100.4°F or greater, nursing will call parents/guardians to pick up their child from school because the child cannot remain in school. This protocol is for your child's protection and comfort, as well as the protection of others. When your child has been **symptom-free for 24 hours, he/she may return to school with a written note explaining the reason for the absence. The school nurse will require a doctor's note for medical clearance for readmission if your child is absent five (5) consecutive days, as per N.J.A.C. 6:29-4.3.**

COVID-19:

**see attached COVID-19 protocols from the NJ Health Department. COVID-19 protocols are subject to change under the direction of the NJ Health Department.

Medical Clearance to Return to School/Therapy

The following changes in your child's medical status require that you provide medical clearance by the treating physician, prior to your child's **return to the program and participation in therapies** for:

- Prolonged illness; i.e., pneumonia, respiratory infection, cardiac condition (clearance for feeding in school will also be required when the absence is due to these reasons).
- Skin rashes possibly due to ringworm, impetigo or other infectious disease
- Fractures or injuries

Any hospitalizations/emergency room visits. If your child is hospitalized, goes to the emergency room, during the school year, our Medical Form #156 must be filled out and returned to school **one (1) day prior** to the student's return to school.

- Clearance is not required for planned testing or treatments in hospitals such as Botox shots, EEG's, swallow study, or sleep study.
- **Bus Accidents On/Off Premises**
 - If a student is involved in a motor vehicle accident to or from school, it is highly recommended the student be transported to a hospital to be evaluated. The Lakeview Nursing Department assumes no medical liability; therefore, the Lakeview nurses will not assess the students. Students will either be transported by EMS to the hospital or released to the care of their guardians. All students will require a return to school and resume therapies clearance.
- Any other orthopedic/medical intervention including stitches which changes your child's current medical status or will require short-term administration of medication or other nursing and therapy intervention
- Feeding orders specifying:
 - oral and/or tube feeding
 - amount of feeding
 - duration of feeding
 - specific diet modifications/recommendations

If a student returns with only a note to return to school but not specifically to return to therapies, therapy sessions will be discontinued until the return to therapy clearance has been received at school.

Therapy Prescriptions

As per Lakeview School Policy, orders or prescriptions for therapy (physical, occupational, and speech) are required for all students receiving therapy services. These orders must be renewed annually prior to the start of the school year in July. The law requires an original prescription signed by a doctor; it should read OT, PT and Speech for the current school year. Faxed copies will not be accepted. The physician must sign all prescriptions. **Stamped signatures will not be accepted.**

Children that are NPO (nothing by mouth) and tube fed will not receive oral feedings, therapeutic oral feeding, oral motor therapy or tasting therapy of any kind without signed physicians' orders. When the decision is made **to initiate oral feeding, the attending specialist** (i.e., Gastroenterologist or Ears/Nose and Throat physician) **must submit signed prescriptions or orders to begin feeding therapy**. This prescription must be specific and contain the following:

- Duration of feeding or oral motor/sensory therapy not to exceed 45 minutes
- Volume/quantity to be fed
- Texture(s)/Consistencies per standardized dysphagia guidelines
- Precautions/restrictions

Changes in therapy for feeding/swallowing cannot occur without medical documentation with regard to swallow safety and an original prescription. **It is the parent/guardian's responsibility to keep the treating therapist updated with all pertinent information regarding their child's medical condition including providing doctors' reports as necessary**. Your child's speech therapist and our medical department will coordinate specific needs for feeding therapy with you whenever this process is initiated. Whenever there is a significant change in your child's feeding status, a referral will be made to our feeding therapy. Your child will be evaluated for safety in continued oral feeding or oral motor therapy. A copy of the report will be provided to you and your sending district.

When appropriate, our Occupational Therapy department can fabricate hand splints/hand orthotics for use in the school program. Parents will be informed of the therapists' recommendations and will be requested to review the use of hand splints/hand orthotics with the child's physician.

Parents/guardians may choose to have hand splints or other orthotics fabricated through another source outside our school program. If parents/guardians want these devices to be utilized within the school program, then a signed prescription from the child's physician must be in place stating the following:

- Purpose of the splint or device.
- Specific conditions or circumstances when the device must be used.
- Length of time the device is to be worn by the child.
- Precautions or considerations the treating therapist should note when using the device within the treatment session or school setting.

Lakeview therapists cannot change, modify, or repair splints or orthotics fabricated by outside vendors.

Expectations for Staff

- Do not bring restricted citrus items into classrooms, staff lounges, or common areas.
- Review personal care items, cleaning products, and air fresheners to ensure they do not contain citrus extracts or oils.
- Post signage on classroom doors if citrus is discovered in a student’s lunch or backpack for that day.
- Follow proper cleaning and hygiene procedures (surface cleaning, safe disposal of citrus waste, handwashing).
- Be prepared to recognize symptoms of an allergic reaction and follow the school’s emergency response protocol.

Expectations for Students and Families

- Students should not bring restricted citrus items to school in lunches, snacks, or personal belongings.
- If citrus is mistakenly brought in, staff will ensure proper precautions are taken to minimize risk.
- Families are encouraged to carefully check labels on packaged foods before sending items to school.

Emergency Preparedness

All staff are trained to:

- Recognize signs of anaphylaxis (difficulty breathing, difficulty swallowing, swelling, rash, dizziness).
- Respond quickly by contacting the school nurse and following emergency protocols.

Compliance

- All members of the Lakeview community are expected to support this policy. Non-compliance places individuals at serious medical risk.

For clarification or additional information, please contact the Principal’s Office.

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Parent Handbook

Section Three

Services and Clinics
Policies and Procedures

SOCIAL SERVICES

The Social Work Department conducts the following services:

- Peer support and self-esteem classroom groups
- Individual short-term counseling for students and families
- Participation in IEP meetings

In addition, Social Workers offer information or referral for the following services:

- Coordination of case management services to students and their families
- Assist families and students with transition to the school program
- Short-term individual counseling for students and families
- Assistance with registration with the Division of Children and Families (DCF) for students under the age of 18 or Division of Developmental Disabilities (DDD) for students 18 and older
- Assistance with registration for community-based programs and resources
- Assistance with funding sources for equipment and medical services
- Assistance applying for Social Service Benefits and Medicaid
- Spanish translation for families
- Summer Camps and resources for recreation
- Organize holiday food drives and donations
- Assistance with insurance claim forms
- Transition Planning for students as they graduate from Lakeview School

FEEDING THERAPY

Our feeding therapy offers comprehensive oral motor and feeding skills evaluation and intervention services to Lakeview students and outpatients. The program is staffed by American Speech-Language Hearing Association (ASHA) certified speech language pathologists who are licensed by the state of New Jersey and have certification through the Department of Education.

Services offered through this program at the Lakeview School and on an outpatient basis are:

- evaluation/assessment of oral motor and feeding skills
- evaluation/assessment for adaptive feeding equipment/self-feeding
- consultation services in the classroom, therapies or at home
- trial of adaptive feeding equipment
- training and in-service to clients/students and staff
- advancing textures and diets
- development of therapeutic eating skills program

Lakeview students will be seen in feeding therapy as needed to monitor their feeding status and oral motor development. Parents/Guardians may request evaluation and consultation.

Orders/prescriptions for therapy are required prior to the student's acceptance into the school program and must be renewed annually by your child's pediatrician. We respectfully ask parents who need to cancel a scheduled clinic to please give at least 24 hours' notice so that the schedule can be revised in advance. Clinics that are cancelled more than two times will be asked to request an appointment at the physician's office.

NUTRITION CLINICS

Nutrition Clinics are conducted on a monthly basis. A registered nutritionist is available to consult with parents/guardians and staff for student needs regarding caloric intake, monitoring weight gain and other related health issues. A written report with recommendations will be given to the student's school district and parent/guardian.

ORTHOTICS CLINIC

The orthotic clinics are usually conducted several times per month. With a prescription from the treating physician, a licensed and certified orthotist is available to fabricate orthotics for upper or lower extremities and/or trunk to promote proper body alignment, to provide a gentle stretch for tight muscles or to assist with weight bearing and standing and/or facilitate functional movement. The orthotist works closely with your child's occupational and/or physical therapist during the clinic visits. Parents/guardians are invited to attend clinics. Requests for Orthotic clinic services should be scheduled with your child's treating therapist(s).

SEATING AND ADAPTIVE EQUIPMENT DEPARTMENT

The Seating and Adaptive Equipment Department provides our students with equipment that will enhance their posture and functional ability as well as enable them to be as independent as possible at school and in the community. All of the comprehensive evaluations and recommendations are part of our program and there are no additional fees to families for enrolled students. The seating clinic will work closely with your child's rehab team and a durable medical supplier, recommended by our seating coordinator. As a parent/guardian you have the right to choose the durable medical provider for your child's equipment needs, however, we ask that you first consider a provider from our approved vendor list. These are reputable vendors who, over the years, have delivered consistent quality products and services to our students. If you choose to use a vendor outside of our approved list, our seating clinic cannot be responsible for the outcome and final disposition of the equipment.

When your child is in need of new adaptive equipment, please discuss this issue with your child's treating therapists to gain their input. When it is determined that new equipment is needed, either you or your child's treating therapists can request a seating evaluation. Updated insurance information and a copy of your most recent insurance cards are necessary in order to verify your coverage for Durable Medical Equipment.

The Coordinator of Seating and Adaptive Equipment Services will send your insurance information to a durable medical supplier before setting up an appointment for a seating evaluation.

Parents/Guardians are mandated to attend this initial evaluation. Nothing will be processed or ordered without your written consent. After the recommendation is made, this clinic will assist you to obtain a prescription from your doctor and complete a full evaluation report along with a Letter of Medical Necessity to be submitted to third-party payers. Simultaneously, the durable medical supplier is preparing the quote to be submitted together to the third-party payer. This process usually takes about one to two months depending on the complexity of the particular equipment ordered. The duration for your third-party payer to make a decision regarding the equipment varies from one to three months or longer. **Parent/Guardian must be responsible for following up with their insurance company as most insurance companies do not communicate with anyone except the policy holder.** Once the funding is approved, your child will be re-measured before the equipment is ordered. An interim fitting will then be scheduled prior to the final delivery of the equipment. Parents are required to be in attendance. In order to expedite this process and to receive equipment in a timelier manner, the following is recommended:

- Provide the Coordinator of Seating and Adaptive Equipment Services with current insurance information and always keep it updated if changes occur throughout the school year.
- Familiarize yourself with the benefits that you are entitled to from your insurance carriers regarding durable medical equipment.
- Find out the name and number of your case manager in your insurance company or Medicaid.
- Register with DDD for backup funding.
- Do not wait until the last minute when ordering equipment. There is an average six-month or more delay from initial evaluation to receipt of equipment.

With your written permission, our Rehab Tech is able to do emergency repairs and minor adjustments to your child’s existing equipment. You must contact your medical supplier directly to do modifications on the frame, headrest, seat cushion, and tilting mechanisms.

The Adaptive Seating Clinic cannot modify or repair wheelchairs or equipment done by outside vendors or ordered through other seating clinics.

AUGMENTATIVE COMMUNICATION AND COMPUTER SERVICES PROGRAM

The Augmentative Communication and Computer Services Program provides assessment and consultation services to students within the Agency’s school program to determine the appropriateness and specifications for augmentative communication systems and assistive technology, including computer access. This program works closely with your child’s team and any appropriate vendors or specialists.

Prior to any recommendations being made, pertinent information will be reviewed by the Principal and an evaluation or consultation will be provided if necessary. The Coordinator of Augmentative Services serves as a resource for professionals, families, and other community agencies relative to training and program development in these areas. Assistance is also provided in regard to obtaining equipment through various funding options.

Services through this program are:

- evaluation/assessment on augmentative systems (both electronic and manual), assistive technology for educational support, computer access, and software selection
- consultation services in the classroom and/or at home
- short-term training
- training and in-service to students and staff
- computer options for home use
- cultivating funding resources

In addition to the above-referenced services, the Lakeview School Computer Lab offers:

- variety of adaptive interfaces
- internet connections
- video conferencing resources
- a lab teacher and teacher assistant support services to students and staff
- a meeting place for in-service and computer training to outside agencies

To request services:

- Referral for evaluation or requests for information can be made to the program by the therapist, teacher, parent, or a school District. Funding assistance is also available. For augmentative communication and assistive technology – Obtain and complete the Referral and Pre-assessment Forms and return to the Coordinator of Augmentative Services, Principal or your child’s therapist or teacher. This will provide us with information on the specific requests and /or concerns. If information is desired on buying a computer or software, request the Parent Computer Questionnaire.
- Parents/Guardians are invited to attend any assessments, observe lab program, or meet directly with the principal or computer lab teacher. No equipment or material requests will be processed or ordered without parent consent. After the recommendations are made, the program will assist you in understanding your funding options and provide the necessary paperwork along with a Letter of Justification for the appropriate funding source. This process usually takes about one or two months, depending on the complexity of the report and particular equipment ordered. The duration of a third-party payer to make a decision regarding the equipment varies from one to six months longer.

- The parent/guardian must be responsible for following up with their insurance company, district or other funding source since most companies do not communicate with anyone except the policyholder.
- For any funding assistance or questions, contact the Coordinator of Augmentative Services
- DDD may also assist with funding of devices or equipment for registered families.

The Computer Lab teacher provides support to the teachers, individualized or group instruction to the students, and, along with the Coordinator of Augmentative Services, can assist parents in their selection of computers and software for home use.

SUMMARY

The policies in this handbook have been established to foster a safe and pleasant school experience for your child and your family. Your cooperation in complying with them ensures that we can work together for your child’s benefit.

Lakeview School

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