

Lakeside Junior High School 2016-17

Student Handbook & Planner



Home of the Gators

2750 Moody Avenue
Orange Park, Florida 32073
904-336-5575 Main Office
904-213-1813 Attendance/Guidance
<http://www.ljh.oneclay.net>

Lakeside Junior High Regular Bell Schedule

Hour	
1 st	9:30-10:20
2 nd	10:24-11:14
3 rd	11:18-12:08
4 th	12:12-1:54
	12:12-12:42 A Lunch
	12:48-1:18 B Lunch
	1:24-1:54 C Lunch
5 th	1:58-2:48
6 th	2:52-3:42

Lakeside Junior High Activity Schedule

Hour	
1 st	9:30-10:10
2 nd	10:14-10:54
3 rd	10:58-11:38
4 th	11:42-1:20
	11:42-12:12 A Lunch
	12:16-12:46 B Lunch
	12:50-1:20 C Lunch
5 th	1:24-2:04
Activity	2:08-2:58
6 TH	3:02-3:42

Day 1	Day 6	Day 5	Day 4	Day 3	Day 2
1	6	5	4	3	2
2	1	6	5	4	3
3	2	1	6	5	4
4	3	2	1	6	5
5	4	3	2	1	6
6	5	4	3	2	1

Name: _____

Dear Students and Parents of Lakeside Junior High School,

We are extremely excited as we enter into a new school year. We are striving to work with you as we develop our students and community. We are committed to providing the very best possible educational experience and education for your child.

The *2016-17 Student/Parent Handbook and Student Planner* is a reference tool to the student, parent, and staff at Lakeside Junior High School. This Handbook and Planner was developed by the Staff, Students, and Community of Lakeside Junior High School. The purpose of the Planner is to provide organizational skills for our students as well as serve as a daily communication between the school and home. This is a personalized Planner. Each student at Lakeside Junior High School is important. Each will have his/her very own book, which as the year progresses will become more and more valuable to them. The Planner will serve many useful purposes as the school year progresses. It will not only serve as an assignment organizer. It will serve as a hall pass, a communication tool between home and teacher, progress reports, social organizer, a long range and short range goal setting organizer, and journal, just to name a few uses.

Students are expected to bring their Planner with them every day to every class. It should be your ONLY calendar. The Planner will be a tool to help us become more efficient. Students who lose their book will be expected to replace it immediately by purchasing a new one for \$5.00 in the Guidance Office. This will partially reimburse the school for its costs in producing this tool. It is our hope this will become so valuable to you as students that you will take extremely good care of it. Parents, we want to thank you for your support of this project. Students, work hard and good luck!

LJHS MISSION

The BEST place for the BEST people to work and learn!"

Be

Responsible

Respectful

Positive in Your Choices

A Committed Learner

YOUR BEST YOU!

ATTENDANCE

Research shows that the single greatest factor contributing to student achievement is school attendance. While a student who is absent from school may be able to copy missed notes, complete missed assignments, and receive help after school, other important aspects of a lesson are gone forever. Discussion, listening, note-taking, and clarifications are among the important interactions that are irretrievable despite the most sincere efforts at make up.

School attendance is the responsibility of parents and pupils. Regular school attendance is required between the ages of 6 and 16 (with certain exceptions outlined in *Florida Statutes*, 1003.21) and is the responsibility of the parent. Students have the responsibility to provide the school with an adequate explanation and appropriate documentation indicating the reason(s) for an absence.

1. Absences as the result of out-of-school suspension will be considered unexcused.
2. Any work not made up after absences will receive a zero grade.
3. Parents are responsible for notifying the **Attendance Office** of ALL extended absences of more than three (3) school days.
4. A written notice will be issued upon the tenth (10th) absence to inform parents that the maximum number of absences has been reached.
5. Students are not to be counted absent due to In-School Suspension or for participation in school-sponsored activities.

6. Parents who need to take students on trips should notify the administration in writing prior to the absence whenever possible to obtain school work and have the absence excused.
7. Parents will be notified by the CCSB by telephone for all absences
8. Students who are absent twenty (20) or more days (10 in the first semester) are subject to exclusion from extra-curricular activities (i.e. athletics, co-curricular activities and competitions, field trips, and other after-school activities).

Absence Procedure

Based upon *Florida Statute* 1003.26 and CCSB 4.01 D.4.c the following steps are required when absent from school:

1. Students should bring a written note from parent or guardian containing **ALL** of the following information and present it to your first hour teacher, or the absence will be unexcused: Student's name, date written, dates of absence, reason for absence, home phone number and/or parent's work phone where the parent can be reached during the school day to verify information, and parent's or guardian's legal signature.
2. The student has **three days following his return to school** to bring a note, or the absence remains unexcused.
3. Students who have accumulated more than ten excused absences are required to have a doctor's note to continue having absences excused.

Make-up Work

1. Arrangements for work missed for **excused absences** must be made by the student within two days or your return. Students are responsible for contacting teachers. Work missed as a result of **unexcused absences** will be handled by the individual teacher. The work will be provided, should the student request it upon return to school; however, it is the teacher's decision as to weight of the grade given, and in fact may result in no credit or partial credit given.
2. A zero will be given for work not made up in the allotted time.
3. Assignments may be obtained for students who are absent longer than three (3) school days by calling the Guidance Office (213-1813). Assignments and additional requested materials can be picked up by the end of the next school day. **One full school day** should be allowed before work may be picked up. We respectfully request students planning to return to school the following day not request assignments.
4. Assignments given **prior** to an absence must be made up on the first day returning. Late assignments for an unexcused reason will be graded according to individual teacher's grading.
5. Tests, exams, or major projects assigned prior to unexcused absences, shall be accepted for credit.

CAFETERIA

Good manners should be practiced at all times in the cafeteria. Students are responsible for picking up after themselves. Misbehavior in the cafeteria will result in disciplinary action being taken.

Students who are eligible can participate in the **Free and Reduced Lunch Program**. **Applications** are available through the Cafeteria Manager or by contacting the Media Center. Pre-payments into the account of the student may be made in the cafeteria from 9:15-9:30. Students may pay cash for lunch daily at a cost of \$2.10. Teachers will accompany students to the cafeteria door and wait with the class until they are admitted to the cafeteria.

1. Students must enter the cafeteria in orderly manner—no running.
2. Students buying lunch or other food items should line up. Students should not skip in line. Students who are not buying lunch should go immediately to their seats.
3. Once seated, students should remain seated at their tables except to dispose of trash or until an adult comes to dismiss them.
4. Any throwing of food or other items, or any misbehavior in line or at the tables will result in disciplinary action.
5. Talk in a quiet voice and stop talking immediately when an adult speaks on the microphone for quiet.

6. Clean up around your tables before leaving.
7. Wait until your section is dismissed by an adult, then leave quickly and quietly. Remember that there are classes in session when you are going to and from the cafeteria.
8. Do not take food or drinks out of the cafeteria.
9. Students may use the cafeteria restrooms.

CHECK-OUT PROCEDURES

Arrangements should be made to handle personal business during off-school hours.

1. In order to leave school during the school day, a student must bring a note requesting early dismissal to the Student Services/Attendance Office before school. Notes are to include the following information:
Reason for early dismissal
Name of person authorized to sign student out
Parent's phone number where he/she can be reached (home/work)
Time of dismissal
2. A PARENT OR AUTHORIZED PERSON must come into the Main Office to sign the student out.
3. Students arriving after the start of the school day must report to the Student Services/Attendance Office to check in.
4. The last check out that can be arranged is 3:25.

CLINIC

The clinic is open to students who become ill at school, receive an injury, or need to take prescribed medication. Students must have a pass to be admitted in the clinic. A student with pre-existing health problems needs a letter on file stating the problem. A parent must bring in ALL medications in the original container to the clinic. The ONLY exception to this will be by prior written arrangement only.

The nurse will give the student a pass to come to the clinic at the appropriate time to take his medication. **UNDER NO CIRCUMSTANCES IS A STUDENT TO BE IN POSSESSION OF PRESCRIPTION OR OVER THE COUNTER MEDICATIONS DURING THE SCHOOL DAY OR AT A SCHOOL FUNCTION.**

The clinic does **not** provide medication **"INCLUDING ASPIRIN."**

CONDUCT AND DISCIPLINE PROCEDURES

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. Each student will receive a copy of the *Code of Student Conduct*. A copy will be made available to parents upon request. A violation of the rule will occur if the improper conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or en route to or from school on a school bus. Disciplinary action will result for the following instances of misconduct that occur while the student is under school board authority.

Assault and/or Fighting

Violence will not be tolerated under any circumstance. Students involved in physical altercations face suspension from school, possible legal action, placement in Bannerman Learning Center or expulsion.

Bullying and/or Harassment

Verbal and/or physical harassment or bullying will not be tolerated and will be dealt with accordingly. Harassment based on race, color, sex, sexual orientation, national origin or disability is a violation of the Student Code of Conduct and improper behavior will be dealt with as provided by the Code of Student Conduct.

Cleanliness

Our classrooms, restrooms, halls and campus are to be kept clean of all trash. You as a student deserve to attend a safe, clean school. Please see that any paper or trash is disposed of properly. We all must take pride in our campus.

Disrespect

A student shall not fail to comply with reasonable directions or requests by authorized school personnel. It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well.

Drugs and Alcohol

Any student apprehended for using, in possession of, or under the influence of illegal drugs, drug paraphernalia, or alcohol will be suspended and be recommended for expulsion, and the police will be notified. All school employees are exempt from any civil liability in reporting to the proper school authority any suspected unlawful uses, possession, or sales of drugs by students.

Any student who has a drug or alcohol related problem may request help from guidance counselors, teachers or administrators without fear of disciplinary action. However, the administration will not tolerate abuse of this help by any student.

Non-Educational Items

Items such as playing cards, squirt guns, electronics, or fireworks, are not to be brought to school. Items taken up by the teacher can be sent to the administration to be picked up by a parent at anytime or by the student on the last day of class. Students must report to the administrator to arrange for pick up of confiscated items. Exceptions to this rule must be made in writing by the teacher for special projects only. If an exception is made by a teacher the student must give the item to the teacher for safe keeping before school. Use of any photographic or image recording device on school board property during school and/or extracurricular activities unless it is reasonably considered to be a part of said activity is strictly prohibited. Publication on the internet of any unauthorized image recorded in violation of the prohibitions set forth as school activities is also strictly prohibited and will be deemed to be materially disruptive to the orderly process of the school per se, and will be sufficient reason to impose disciplinary measures. Please refer to your Student Code of Conduct for additional restrictions of photographic devices. The school is not responsible for any items of value not related to the educational process stolen or lost.

Paging Devices/Cell Phones

Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage. The wireless communication device must be **powered off and kept in a location out of sight** upon arrival to school and throughout the entire school day or while on school transportation at any time. If the device is "powered on," it is considered as being in "use."

"Usage" of a wireless communication device on campus upon arrival to school or while on school transportation at any time will result in disciplinary action and may carry a consequence of up to three days OSS for the first offense. Usage unauthorized by the school is absolutely forbidden during the school day and will result in one day of ISS or up to three days of OSS for the first offense.

Criminal penalties may result if a wireless communication device is used in a criminal act (*Florida Statutes* 934.215). Please refer to your Student Code of Conduct for additional restrictions on communication devices.

Physical Contact

The conduct of a Lakeside Junior High School student reflects one's family, school and community. Physical contact is to be limited to holding hands or brief hugs on school grounds.

Profanity

Profanity will be interpreted as any profane, vulgar, or unnecessarily crude utterance or gesture. Such instances will be referred to the appropriate administrator. ISS or OSS will be assigned for violations.

Safety

Running in or around the building and throwing objects of any kind will not be tolerated.

School Bus Rules for Safety

Students and their parents are provided with school bus rules. Parents are urged to discuss the rules with their child, then to sign acknowledging they have read them. Special permission to ride an unassigned bus to and/or from school is at the discretion of the school and the School District of Clay County Transportation Department. Special Bus Passes must be dated and signed by the parent. Permission cannot be granted over the phone.

Tobacco

The use of tobacco products on school property, school buses, school-sponsored field trips, or at any school-sponsored activity, is prohibited by the Florida Law and the regulations of the School District of Clay County. Students carrying tobacco products will be treated as though they were caught using said products and will face disciplinary action. Students in possession of tobacco products are subject to being cited by the Clay County Sheriff's Office for community service or a \$25 fine as called for in *Florida Statute 775.08(3)*.

Weapons

Weapons, including knives of any kind, are not to be in the possession of the students while on School Board property.

DISCIPLINE PROCEDURES

Violations of the previous rules and/or supplemental rules may result in one or more of the following types of disciplinary action:

1. Counseling
2. Parent conference
3. Referral to Guidance
4. Silent Lunch Detention
5. In-School Suspension
 - a. ISS is used as a means to keep students in school who have infractions that are severe but not severe enough to remove the student from school.
 - b. Students placed on ISS will be restricted to the ISS area and given class assignments being done in the class they miss. CREDIT WILL BE GIVEN for work done in ISS. Students may also be assigned work details on campus.
 - c. Failure to comply with ISS guidelines (disruption, skipping, sleeping, etc.) will result in suspension from school for the remainder of the assigned time plus one day.
 - d. Students assigned to ISS for the school day will not be allowed to attend any classes.
6. Corporal Punishment
7. Out-of School Suspension
 - a. Sometimes, it becomes necessary to remove a student from the school for the benefit of other students and the school environment. However, suspension is a last resort effort on the part of Lakeside Junior High School.
 - b. Absences for students who are suspended are counted as unexcused absences. Students on suspension are not to be on campus or at school-sponsored activities. Students on suspension will be considered trespassing if on school grounds for any reason.
8. For students experiencing difficulties at LJH, placement at the Bannerman Learning Center may be recommended.
9. Expulsion recommendation to the School District of Clay County

Expulsion is the removal of the right and of a student to attend a public school under conditions set by the School Board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance.

DRESS CODE

All students shall be properly groomed and attired when on school property or participating in school activities. Outfits should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create a classroom or school disruption as determined by the administration.

School officials reserve the right to determine if the county or school dress code is being violated. Specific rules apply to the following:

Pants and shorts should be worn at the waistline without the necessity of support whether or not a shirt is worn tucked in or out.

Shorts, dresses or skirts will be 3 inches from the top of the knee; leggings may be worn under approved dress code garments only. The outer garment must meet the dress code.

Shirts or tops must be worn so as not to expose personal undergarments or the midriff area during normal activity. Tank tops and muscle shirts are not allowed.

Shirts or dresses without backs, straps and/or worn without bras are prohibited. The neckline of any shirt must limit exposure of the body as determined by school officials.

Clothing, jewelry, buttons, or other items which encourage the use of drugs, tobacco, alcohol, or violence or encourage the discrimination of a particular group are not allowed.

Appropriate footwear of some type must be worn at all times.

Bedroom slippers and/or sleeping garments are not allowed on school grounds or during school functions.

Hats, caps, or other types of headwear must be considered appropriate by the school administration.

Sunglasses are not to be worn in buildings or classrooms.

It is the philosophy and intent of the School District of Clay County and Lakeside Junior High for students to demonstrate an appropriate level of attire. Preparing students for life after high school—whether it involves the labor force, post-secondary school or other opportunities is recognized as important. Therefore, the school system expects students to set an example in our schools and community.

Students in violation of the dress code will be issued alternative clothing (provided by parent or the school) and sent back to class. Improper clothing will be kept until the end of the day, at which time any school issued clothing must be returned. Repeated violations will result in disciplinary action being taken. Our goal is to help students stay in the academic setting. Students will be given the option to call home to have appropriate clothes brought to school or stay in the ISS as an unexcused absence for the day, but our wish is for students to change quickly and return to the learning in the classroom.

A good rule of thumb: If there is a question whether an outfit would be acceptable, choose another. Time missed from class as a result of dress code violation will be considered unexcused.

EXTRA-CURRICULAR ACTIVITIES, CLUBS & ATHLETICS

All students wishing to participate in extra-curricular activities must maintain an overall minimum **unweighted** GPA of 2.0 or above in courses taken each semester.

Students who are absent twenty (20) or more days (10 in the first semester) are subject to exclusion from extra-curricular activities (i.e. athletics, co-curricular activities and competitions, Field Trips and other after-school activities).

An extensive extra-curricular program is available to all students. Talk to friends, listen to P.A. announcements, read the bulletin boards, and attend functions to become more involved in the variety of activities.

Academic, and Co-Curricular Clubs

Band	Chorus
Family & Consumer Science Leaders of America	
Future Business Leaders of America	
Math	Robotics

All clubs and organizations need funds to conduct routine yearly operations. We are proud to see our students willing to work to raise money. However, we must control the quantity and type of sale for the benefit of the community. Student organizations are not permitted to have door to door sales or sell food items that compete or conflict with the school lunch program.

Student Athletic Policy

- A. Athletics are open to all students who meet the following requirements:
1. Scholastic eligibility as set forth in FHSAA By-Laws. (2.0 Cumulative Semester Average).
 2. Current (Less than one year) Physical Exam (documented by a doctor).
 3. Insurance coverage.
 4. Parent or guardian permission.
 5. Have on file a medical release form.
 6. Be a "student in good standing" as determined by the administration of the school.
- B. As a Gator athlete and representative of the school, athletes are expected to:
1. Conduct themselves as ladies and gentlemen at all times.
 2. Be well groomed. Coaches will establish dress guidelines for team travel.
 3. Be a "Cut Above."
- C. Termination of participation during a season.
- A student should not be permitted to quit an athletic squad without a conference with the head coach. The coach should know why the student is dropping the sport. When an athlete who is in good standing chooses to quit a team, the athlete is ineligible to participate on another team until the season of the sport he has dropped has terminated, unless given permission by the head coach of the sport the athlete has dropped and the Athletic Director. When a student who is in good standing is cut from a team, the student is ineligible at that time to participate in another sport.
- If a student is suspended or dismissed from a team for disciplinary reasons, the student is ineligible to participate in any other sport unless granted permission by both coaches and the Athletic Director. Appeals will be handled by the Principal.
- D. Dual Participation—An athlete may participate simultaneously on more than one school athletic team provided he has permission from all coaches concerned and the Athletic Director. A "priority sport" must be named.
- E. Game Day Attendance—On game day when school is in session, students must be in attendance for at least three classes in order to participate in the event.
- F. Suspension From School—An athlete suspended from school is automatically suspended from an athletic team for that period of time. This means the athlete cannot practice or participate in contests until he is reinstated in school. Furthermore, the athlete will not be allowed on the bench during contests while the suspension is in effect.

- G. Obligations—If a student has an obligation (uniforms, monetary, etc.) to a team, he/she may not participate on another team until the obligation has been cleared. Lost or mishandled equipment will be charged to the athlete. Extenuating circumstances must be cleared through the Athletic Director.
- H. Injuries – All athletes should report injuries to the coach responsible so proper treatment or advice can be given.
- I. Training Rules – Each sport will have its own set of rules supplied by the Head Coach. Smoking, drinking, or the use of drugs in or out of season can be cause for not being permitted to try out for a team later in the school year and dismissal from the current team.
- J. Student/Athlete Responsibility – Your participation in athletics is of your own choosing; loyalty to the team, your teammates, coaches, and teachers is your first responsibility. Any participation in unacceptable behavior on or off campus will not be tolerated.

FOOD AND DRINK

Food and drinks of any kind are not allowed in classrooms unless designated by the teacher. Selling candy, gum or any other items on school grounds is prohibited.

GRADING SYSTEM

A – 90 to 100 Superior	4.0
B – 80-89 Excellent	3.0
C – 70 to 79 Good	2.0
D – 60 to 69 Deficient	1.0
F – 59 and below – Failure	0.0

Interim Reports

Interim Progress reports will be posted to Focus half-way through each quarter. This report will notify parents of the student’s progress and attendance.

Promotion Requirements

In order to be promoted from Grade 7 to Grade 8 and Grade 8 to Grade 9 a student must successfully complete Language Arts, Mathematics, Science, and Social Studies AND a total of five subjects. Students can make up to one credit in Summer School in Language Arts, Mathematics, Science or Social Studies.

Florida Statutes provide for three graduation options including an accelerated eighteen credit diploma. The exercise of the accelerated eighteen credit option needs to be decided prior to entering the ninth grade year. Various Graduation Options are available on our website. Parents and students should contact the Guidance Office for more information on this program and a determination as to whether your child would be eligible and interested in this program and its ramifications.

Report Cards

Report cards will be posted to Focus at the end of each nine weeks’ grading period and sent home with students on the published date.

GUIDANCE SERVICES

The Guidance Department is especially concerned for you. We want you to feel good about school and about yourself, and we provide many services that will guide you through the year. Our counselors work to help you learn more about yourself, your abilities, and your interests. We encourage all students to come to the Guidance Office which is located near the Main Office. Parents are always welcome, too. We want to help in any way we can.

More than anything, we want you to feel good about yourself. You are a very special person...one of a kind. We want you to grow in to the best person you possibly can.

Parent/Teacher Conferences

In the event you would like to schedule a conference with your child’s teachers, you may do so through the Guidance Office. Conferences will be set between 8:20 and 9:00 am.

Schedule Changes

Each year, teachers are hired based on the courses requested by students. If a student, with his advisor's and parents' help, freely chooses to take a course, he obligates himself to that course. Failure to return a schedule form will result in the student being placed in courses remaining **after** all other students have been scheduled.

When making schedule changes after the first ten days of school, these guidelines must be followed:

1. Parent conference with counselor/teacher.
2. Leveling must be within the same specific subject.
3. All leveling must be done by the change of the semester.
4. Any withdrawals made after the first quarter would require a withdrawn "F" for the course.

Weekly Progress Reports

With a written request from parents, students will use their planners to request a weekly progress report from a teacher(s). The teacher will provide the progress report on Wednesday of the week requested in the planner. The information on the progress report will provide only a report of the weekly progress; it is not designed to show quarter grades to date. The progress report is a means of communications between school and parents which will work if students and parents assume the following responsibilities:

1. Parents initiate the request in the Student Planner Calendar on the Week of the request in writing.
2. The Planner should be given to each teacher at the beginning of the class on Wednesday and will be returned to the student at the end of class.
3. Teachers will complete the request in the Planner only during the student's regularly scheduled class period.
4. Students should take the completed planner home to their parents for appropriate follow-up.

HALL PASSES

Students should not be out of class without this **Planner** signed by a teacher. It will be the student's responsibility to have the **Planner** every day in every class. Students will have to purchase a new organizer if they lose the one they are given at the beginning of the year. New **Planners** can be purchased for \$5.00.

HOMEWORK

Homework is a separate activity to be completed at home as assigned. It will be counted as no more than 20% of the total grade for each class.

HONOR ROLL

There are two Honor Rolls – the "A" Honor Roll which requires all "A's" and the "B" Honor Roll which requires "B" or better.

LIBRARY RULES

1. Hours are 8:45 a.m. to 3:42 p.m. Monday-Friday.
2. Books can be checked out for a period of 14 days. Students are responsible for the books they check out and will be required to pay for any lost or damaged book. Reference books may be checked out overnight only.
3. Students must have their planner to enter the library except before or after school and must return to the issuing teacher before the end of the period.
4. Students must sign in upon entering the library.
5. Students are expected to conduct themselves in a quiet and orderly manner at all times.

LOCKERS

Lockers may be "rented" on a first come-first serve basis on selected days prior to the start of the school year as advertised in a July Newsletter. Students may pick lockers based on where classes are. Prior to the start of school, students may rent lockers in the Attendance Office. There will be a designated area during orientation and Open House. Once the school year starts, lockers may

be rented from the ISS Room. If a student loses a lock, he/she must pay \$5.00 for the lost lock and rent another one from the ISS Room. Only school locks are permitted to be placed on lockers, and any others will be removed. Rental fee is \$5.00. Lockers should not be shared. Each student is responsible for the contents of his/her locker.

Locks not on assigned lockers will be removed at student's expense.

Mechanical problems with locks or lockers should be reported to the Assistant Principal's Office immediately for repairs.

Florida Statutes state: The Principal or other administrators may search a student's locker or other storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker or storage area.

LOST AND FOUND

The school assumes no responsibility for lost articles. When a student loses an article, an inquiry should be made in the Clinic where all articles found will be turned in. Items not claimed by semester or after summer school will be donated to charity. Students should avoid bringing large sums of money or other valuables to school.

PHONES

Telephones in school offices and in classrooms are not for student use during the school day. Personal communications should be taken care of during non-school hours.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Florida Statute 1003.31 in part states students enrolled in school shall be supervised: during the time she or he is attending school; during the time she or he is on the school premises participating with authorization in a school-sponsored activity; during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises, be under the control and direction of school personnel. "Reasonable time" is further defined in the statute as, "thirty minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer." It is the parents' responsibility to provide transportation within thirty minutes of the activity's conclusion. School Board supervision beyond this limit cannot be assumed.

TARDY POLICY

The administration and faculty at LJH view punctuality as an important aspect of the educational process. Students need to be in classrooms where interruptions are kept to a minimum. Students who are more than five minutes late to class will be considered skipping.

Excused Tardy To School

Students abusing the check-in procedure (more than 3 excused tardies per quarter), will face disciplinary action unless a doctor's verification can be obtained. A parent may physically accompany his/her student at the time of check in, and the student will not be subject to disciplinary action. This must be done at the time of the tardy.

TEXTBOOKS

Books that are misplaced, damaged, or lost must be accounted for financially. Students are responsible for all books issued to them. The good care given to text will result in little need of paying fines. Failure to pay for lost or damaged books may result in suspension from participation in extracurricular activities or repayment of the debt by the pupil through community service activities at the school site as determined by the administration.

VIDEOTAPING OF STUDENTS

Many students at this school have the opportunity of being videotaped at school. Some of these tapings may eventually air on Cable Channel 29, an educational access channel. In addition, some videotaping is utilized at local, state, or national conferences or workshops.

If you have an objection to your child's name or videotape being used for the above purposes, you must notify the school in writing within 48 hours of your child's enrollment at Lakeside Junior High School.

VISITORS

Lakeside Junior High School is a CLOSED CAMPUS. Any person having legitimate business on campus MUST come to the Main Office and check in. An unauthorized person (without a visitor's pass) on any Clay County campus during school hours is a breach of the *Code of Student Conduct* and/or Florida Statute and subject to arrest by Clay County Sheriff's Department for trespassing.

IT'S WHAT'S INSIDE THAT COUNTS

There was a man, they thought him mad:

The more he gave, the more he had.

That giving all, it seems to me,

Is not so far from victory.

People are like stained-glass windows;

They sparkle and shine when the sun is out,

But when the darkness sets in, their true beauty is revealed

Only if there is a light from within.

You are the person, who has to decide,

Whether you'll strive for the goal that's far,

Or just be content to stay where you are.

Take it or leave it! There's something to do!

Just think it over—it's all up to you.

The color of a balloon does not tell how high it will rise.

It's what's inside that counts.

GATOR CREED

"I am somebody"

I am responsible for my behavior, the result of my behavior, and what I become in life.

Life does not accept excuses.

I will not let my need to be accepted by the group keep me from doing what is right.

I am somebody. I am one of a kind. There has never been and never will be another person like me.

Therefore, "When faced with a mountain, I will not quit! I will keep on trying until I climb over, find a pass through, tunnel underneath – or just stay and turn the mountain into a gold mine."

I will do my best. I know I can. I am a winner. I am somebody