

Lakeside Junior High School
Student and Parent Handbook
2017-2018



2750 Moody Avenue · Orange Park, FL 32073 Phone: 904-336-5575

Lakeside Junior High School Vision Statement

We believe in instilling a life-long love of learning.

Lakeside Junior High School Mission Statement

Our mission is to instill in our students a desire for life-long learning while providing positive experiences at L.J.H. Our students will be equipped with the knowledge, skills, and personal responsibility needed to face any challenge and be successful contributors to our global society. We believe it takes students, parents, and staff working together to make this happen. Together we will elevate our students to soar to their highest levels of personal and academic excellence.

WELCOME!

Welcome students and families of Lakeside Junior High School! Enclosed is a guide to orient you to the philosophies, procedures, and practices that establish the learning environment to meet the educational needs of our students. Throughout the year there may be occasions to modify this guide. Please consider it your working document.

The 2017-18 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. Each will have his/her very own book and will serve many useful purposes as the school year progresses.

Students are expected to bring their planner with them every day to every class. 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. It is our hope this will become so valuable to you as students that you will take extremely good care of it.

Through communication and teamwork, together we will make the experience between home and school a positive one. Students and parents can communicate with the school, administration, and teachers in a variety of ways. Please see some of our most important communication outlets below, as well as a list of office staff you may need to speak with throughout the year. We hope this handbook, as well as the dedicated staff that surround students at school, will be helpful resources in your academic endeavors! Best of luck this year!

Sincerely,

Mallory L. McConnell

Front Desk: (904) 336-5575

Fax Number: (904) 336-5578

Website: ljh.myoneclay.net

Facebook: www.facebook.com/ljhengage

LJH OFFICE STAFF DIRECTORY

Mallory McConnell
Nate Warmouth
Amanda George
Cody Clark
Jennifer Johnson
Yolanda Toney
Wendy Rodgers
Donna Gysin
Debra Henry
Judy Collins
Patricia Lavigne

Principal
Assistant Principal
Assistant Principal
Guidance Counselor
Guidance Counselor
Secretary/ Substitutes
Bookkeeper
Registrar and Records
ESE Clerk
Front Desk Secretary and Attendance
School Nurse

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 SDCC 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 place it in the basket in the attendance/front office, 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

- Arrangements for work missed for excused absences must be made by the student within two days of your return. Students are responsible for contacting teachers and/or checking class websites. 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.
- A zero will be given for work not made up in the allotted time.
- Assignments may be obtained for students who are absent longer than three (3) school days by calling the Front Office (904) 336-5575. 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.
- 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.
- Tests, exams, or major projects assigned prior to unexcused absences, shall be accepted for credit.

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 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.
- Students who are tardy to school require a parent note or signature at the attendance office. Students are to be in their classroom when the tardy bell rings. The following outlines the consequences for being tardy throughout the school year. Tardies during the school day will reset each nine weeks.

1. The fourth and fifth tardy will result in the student serving lunch detention and a parent will be notified by phone.
2. The sixth through ninth tardy will result in a referral with ISS (one day per tardy).
3. Ten tardies and above will result in a referral with ISS as well as Saturday school.

Check-Outs

- In order to leave school during the school day, a student should bring a note requesting early dismissal to the 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
- **A PARENT OR AUTHORIZED PERSON** must come into the Main Office to sign the student out.
- Students arriving after the start of the school day must report to the Attendance Office to check in.
- Parents or guardians (or other responsible party indicated on the student's emergency contact list) may check out student(s) at the front desk with proper government issued identification prior to 3:25pm.
- Any person(s) not on the student's contact list may not check out the student.

Student Arrival, Departure, and Supervision 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.

Transportation Changes and Bus Passes

- Parents may call the front desk to make changes to the daily transportation schedule if needed, however changes to transportation will **not** be given after 3:25pm as we cannot always guarantee the message will reach your child before dismissal due to the volume of changes daily.
- Bus passes are to be submitted to the receptionist at the front desk in the appropriate basket. Passes will be verified during the day and students will be given the pass before dismissal. **If a parent/guardian on the contact list is unable to be reached during the day, the pass will not be approved.** Students may **NOT** board a bus they are not assigned to without proper bus pass under any circumstances.

Daily Rules and Expectations

- The guiding principle for all daily rules is respect. We strive to create an environment where students learn to show respect for themselves, for others, and for their surroundings. Rudeness, unkindness, or malicious behavior, whether physical, verbal, or written, will not be tolerated. This includes behavior in class meetings, all-school assemblies, and while on school transportation. Throughout the day, students are expected to demonstrate the basics of courteous behavior. Students should say "please," "thank you," and "excuse me" when appropriate.
- Assembly behavior in assemblies or any formal gathering, students are expected to:
 1. Come to order and give their attention to the speaker when asked the first time;
 2. Refrain from all hooting and screaming—enthusiasm and approval can be and should be expressed by vigorous applause;
 3. Wait to be dismissed;
 4. Leave without pushing or crowding.

5. Because classes and other school activities are always in session, every effort must be made to maintain reasonable quiet and order in the hallways, entryways, and outside areas adjacent to classrooms and offices.
6. To maintain an atmosphere that is conducive to learning, electronic devices should not be heard during school hours.

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 may view the Code of Student Conduct on the district website. 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, cafeteria, 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.

Additional Items on Campus

Items such as skateboards, 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.

Electronic Devices

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. 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.

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. Appropriate disciplinary measures will apply.

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 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.

Academic Honesty

Students shall not cheat, lie, plagiarize, falsify notes or other documents, or provide false information to school officials with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business. Cheating is producing academic work by means of dishonesty or deceit. Plagiarism is copying the language, structure, or idea of another and representing it as one's own work. Falsification is the verbal or written statement of any untruth, including forged signatures or other forgeries. Students shall not plagiarize works that you find on the Internet. Students can receive disciplinary consequences for these infractions.

Parent Teacher Conferences

- Parents may contact the guidance counselors during school hours to schedule a Parent-Teacher Conference (PTC). All PTC's will occur before school hours, by appointment only from 8:20am-9:00am.

Schedule Changes

- When making schedule changes after the first ten days of school, students must complete the Schedule Change Request Form. Guidance will complete schedule changes as appropriate.

Dress Code

The dress and personal appearance should be a positive reflection on the family, school and community. The following guidelines concerning dress and appearance are to be followed:

1. Pants

- Slacks, Jeans
- Shorts—3 inches above knee or longer
- Leggings MAY NOT be worn as pants

NOTES:

Jeans/pants/ shorts may not have any frays/holes above the knee that exposes skin or undergarments. Leggings or patches must be worn underneath.

Pants and shorts must be worn at the waistline without the necessity of support. Belts will be buckled at all times if worn.

No tights, leggings, jeggings, yoga pants, etc. may be worn as pants. In order for these items to be worn they must be worn under a garment that meets dress code.

2. Shirts

- Polo style shirt
- Button-down dress shirt
- Tee shirt

NOTES:

A shirt or blouse must cover the shoulder and not expose undergarments in any manner.

Midriffs may not be exposed at any time. The neckline of a shirt must limit exposure of the body – NO cleavage may be exposed.

3. Skirts and Dresses

- Skirts and dresses must be 3 inches above the knee or longer.

NOTE: Dresses (Top part of the dress) must meet the same requirements of the above-mentioned shirts.

NOTES FOR ALL STUDENTS:

All items of clothing must be worn in good taste and not detract from one's ability or the ability of others to learn. Non-permitted clothing may include, but not limited to:

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol, tobacco or weapon slogans
- Apparel displaying violent imagery
- Apparel that is deemed to be tight/form fitting and revealing
- Sleepwear of any form, bedroom slippers, and blankets are not allowed
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts may NOT be worn at any time—even under jackets or outer shirts
- Hats, hoods, bandannas, and caps are not to be worn in class or buildings

- Any apparel or accessory determined by administration to present a safety hazard for the student or school

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 are recognized as important. Therefore, the school system expects students to set an example in our schools and community. Teachers and staff are to monitor students throughout the day for dress code violations. Students with violations will be sent to the discipline office to correct violations before they are allowed back into the classroom. Parents will be contacted and documentation will be made for infractions.

An administrator will determine the suitability of attire in question. Students will be given the option to change attire into school dress code apparel, go to ISS for the day, or have a parent bring appropriate attire to school. If parent chooses to bring appropriate attire, student must wait in ISS until parent arrives. Failure to return the school issued dress code clothing back to the clinic will result in a fine. The charge is \$10.00 for tops and \$10.00 for pants. Repetitive dress code infractions will result in a referral. Additionally, students who argue with faculty members concerning dress code or refuse to go to the clinic will be issued a discipline referral.

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.

Physical Education Dress Code

- Students are required to dress out during Physical Education classes. Gym uniforms are available for purchase for \$20 a set (includes a shirt and shorts). It's important to maintain all personal belongings in locked lockers while in class. Lakeside Junior High School **is not responsible** for items that are not locked up properly in a locker which are stolen or missing.

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.

Report Cards

Report cards will be posted to Focus at the end of each nine weeks' grading period by homeroom teachers. Printed report cards can be requested through guidance.

Honor Roll- Awards / Recognition

- There are two Honor Rolls – the "A" Honor Roll which requires all "A's" and the "B" Honor Roll which requires "B" or better. Student awards are scheduled at various times of the school year. Academics, attendance, and/or behavior are recognized.

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.

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.

Extra-Curricular Clubs / Athletics / Organizations

- Extra-curricular school related activities are an essential part of positive student development. All students wishing to participate in extra-curricular activities must maintain an overall minimum un-weighted 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 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
Drama
Math Counts
Robotics
Technology Students Association
Yearbook Staff

- 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/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 eligible 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.

Focus Access

- Students and parents will receive access to FOCUS to track their progress in each class.
- Parents may be granted FOCUS access by contacting the registrar and providing proper identification. Providing identification helps to ensure the safety of each student's personal information.

Social Media

- When issues arise on campus that stem from social media off campus, staff may deem fit to intervene. Any alterations, which result from social media conversations, cyber bullying, threats, etc. and that cause disruption to the everyday safe operations of the school or disrupt the learning process could result in disciplinary action from the school.

Before and After-School Tutoring

- Teachers may offer their own tutoring services at various times throughout the school year. Please confirm with the teacher before your student begins tutoring.
- Transportation home **will not** be provided for any tutoring services.

Food and Gum Policy

- Food and gum are not permitted in the classrooms or anywhere on campus unless designated by the teacher. Selling candy, gum or any other items on school grounds is prohibited.
- Students may only have a clear water bottle containing water only around campus. Students may not have cups in their possession while entering the classroom. This will result in being asked to throw it away to avoid unnecessary spills within classrooms. This includes Yeti style cups, etc.

Computer Labs

- There are times when teachers take their classes to one of the various computer lab locations on campus for daily assignments, testing, etc.
- Students are expected to behave accordingly and it is reminded that computers/monitors, etc. are school property and should be treated with respect.
- Any vandalism towards school property while in the computer labs will be handled with appropriate disciplinary consequences with mandatory parent contact.

Textbooks

- Books that are misplaced, damaged, or lost must be accounted for financially. Students are responsible for all books issued to them. It is to their advantage to see that ALL books are covered upon issue. 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.

First Aid / 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 ASPRIN.**”

Lunchroom Procedures

- The administration and non-instructional staff will handle lunchroom duty in order to provide a 30 minute duty-free lunch for faculty. Students are to follow the expectations set forth to maintain the safety of all students as well as getting them through the lines in an appropriate and quick manner. Students found horse-playing or not listening could be given lunch detention or other appropriate disciplinary consequences.
- Students would remain respectful and responsible 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. Prepayments into the account of the student may be made in the cafeteria from 9:15-9:30. Teachers will accompany students to the cafeteria door and wait with the class until they are admitted to the cafeteria.
- Parents wishing to drop off lunch for any student(s) must report to the front office at the receptionist desk. Parent will write the name of student(s) (first and last) and grade level where the lunch will be delivered. Anyone wishing to have lunch on campus **MUST** sign into the front office and receive an appropriate visitor badge. Parents may **NOT** walk lunches to the cafeteria without checking into the office.

The following rules are provided to assist in an orderly operation in the cafeteria:

- Students must enter the cafeteria in orderly manner—no running.
- Students buying lunch or other food items should line up in two straight lines—one student behind another. No skipping the line. Students who are not buying lunch should go immediately to their seats.
- Once seated, students should remain seated at their tables until told to clear the table or until an adult comes to dismiss them.
- Any throwing of food or other items, or any misbehavior in line or at the tables will result in disciplinary action.
- Talk in a quiet voice and stop talking immediately when an adult speaks on the microphone or raises his hand for quiet.
- Clean up around your tables before leaving.
- 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.
- Push your chair under the table to make it easier for others to get in and out of the area.
- Do not take food or drinks out of the cafeteria.
- Students may use the cafeteria restrooms.

Safety Protocol During Emergency Situations

- During emergency situations that may arise on campus (lock-downs, evacuations, natural disasters, etc.) it’s important to remember that safety of the students is our number one priority. During these situations, parents will receive notification once the situation has been investigated and assessed to appropriately provide accurate information. Although someone may be located at the front desk to answer phone calls, on occasion, minimal information may be given until the appropriate personnel have assessed the situation in its entirety to provide the most accurate information. We appreciate your understanding and cooperation during these unfortunate circumstances, which may occur and apologize for any inconvenience it may cause.

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 July via Facebook and our website. 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 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.

Library

1. Hours are 9:00 a.m. to 3:42 p.m. Monday-Friday. The library will be closed Tuesday mornings.
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.

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.

Check Writing

- Your check is welcome! We accept checks under the following conditions: If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law.
- The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions. The phone number for Insuracheck is 1-866-268-0030. If your check is returned, this procedure will be utilized and any questions you have will need to be directed to Insuracheck.

Visitors on Campus

- Lakeside Junior High School is a CLOSED CAMPUS. Any person having legitimate business on campus MUST contact the Main Office and sign 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.

Bell Schedule



2017-18 Lakeside Junior High School Bell Schedules

<u>Regular Bell Schedule</u>	<u>Activity Bell Schedule</u>	<u>Homeroom Bell Schedule</u>
HOURL 1 9:30 to 10:20	HOURL 1 9:30 to 10:10	<u>HOMEROOM</u> 9:30 to 9:50
HOURL 2 10:24 to 11:14	HOURL 2 10:14 to 10:54	HOURL 1 9:54 to 10:37
HOURL 3 11:18 to 12:08	HOURL 3 10:58 to 11:38	HOURL 2 10:41 to 11:26
HOURL 4 12:12 to 1:04	HOURL 4 11:42 to 1:20	HOURL 3 11:30 to 1:08
LUNCH A 12:12 to 12:42	LUNCH A 11:42 to 12:12	HOURL 4 12:12 to 1:04
LUNCH B 12:48 to 1:18	LUNCH B 12:16 to 12:46	LUNCH A 12:12 to 12:42
LUNCH C 12:4 to 1:04	LUNCH C 12:50 to 1:20	LUNCH B 12:48 to 1:18
HOURL 5 1:58 to 2:48	HOURL 5 1:24 to 2:04	LUNCH C 12:4 to 1:04
HOURL 6 2:52 to 3:42	<u>ACTIVITY</u> 2:08 to 2:58	HOURL 5 1:58 to 2:48
	HOURL 6 3:02 to 3:42	HOURL 6 2:52 to 3:42

THE REGULAR BELL SCHEDULE FEATURES 50-MINUTE CLASSES WITH 4 MINUTES PASSING.
THE SCHOOL DAY IS FROM 9:30 TO 3:42 FOR STUDENTS.
AFTER 1ST HOUR, STUDENTS WILL MOVE TO THEIR 2ND HOUR CLASS AND SO ON.

PLEASE SEE THE ROTATING SCHEDULE BELOW TO KNOW
WHICH CLASS STUDENTS SHOULD FOLLOW EACH DAY.

ROTATING SCHEDULE

<u>Day 1</u>	<u>Day 6</u>	<u>Day 5</u>	<u>Day 4</u>	<u>Day 3</u>	<u>Day 2</u>
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