

Little Lake City School District  
**Lakeside Middle School**



# **LAKESIDE MUSTANG PRIDE**

**Punctuality**

**Respect**

**Integrity**

**Determination**

**Effort**

11000 E. Kenney St  
Norwalk, CA 90650  
(562) 868-9422  
FAX (562) 863-9252

**LAKESIDE STAFF EMAIL:** first initial followed by last [name@llcsd.net](mailto:name@llcsd.net) (i.e. rguerra@llcsd.net)

# LAKESIDE STAFF 2023-2024

**Principal:** Rosa Alcala  
**Assistant Principal:** Miguel Vancini  
**Counselor:** Josie Hallum

## **OFFICE STAFF:**

Norma Martinez – Office Manager  
Julissa Cardiel – Guidance Clerk  
Rosie Gonzalez – Health Clerk  
Nelson Valdez – Attendance Clerk

## **SUPPORT STAFF:**

Melissa Lomenzo – Library/Media  
Matthew Toledo – Head Custodian  
Mariah Perez – Custodian  
Mercy Matthews – Psychologist  
Laura Garcia – Interventionist  
Miguel Ortega – GATE Coordinator  
Michelle Santos/Mayra Munoz – ASB  
Coordinator  
Maria Pilios – WEB Coordinator  
Frank Buntun – AVID Coordinator

## **TEACHING STAFF:**

James Beach  
Frank Buntun  
Jessica Carbajal  
Alma Cisneros  
Samantha Echaore  
Isaura Espinosa  
Laura Garcia  
Maclovia Garcia  
Linda Jimenez-Griffin  
Greg Gunderson  
Monica Herrera  
Maritza Magana-Sierra  
Brandon Lo  
Jerry Manriquez  
Eric Marsoobian  
Nicky McLean  
Mayra Munoz  
Kimberly Murphy  
Miguel Ortega  
Maria Pilios  
Gina Ramos-Martinez  
Amanda Rice  
Michelle Santos  
Kaci Ticun  
Angie Vargas  
Nikolas Woods

## TRIMESTERS 2023-2024

The Lakeside Middle School year is divided into trimesters. This means that the school year is divided into thirds. Approximately every 12 weeks you will receive a report card to show you and your parents how you are doing in school. About every 6 weeks you will receive a progress report. The report cards will be sent to your parents by mail and you will also receive one to keep in your learning log. You will take progress reports home with a signature page for parents to sign.

All classes, including extended studies classes, are on the trimester system.

First Trimester: August 16 – November 9

Second Trimester: November 13 – February 23

Third Trimester: February 26 – June 6

## INTERVENTION/ENRICHMENT CLASSES

Intervention/Enrichment classes meet 1st period and are extensions of the academic classes designed to enrich and offer extra help. They are graded with a letter grade and a citizenship grade. SBAC and common assessment scores determine initial placement in these courses.

Every six weeks the school interventionist will evaluate students' scores on common assessments and District Benchmarks to determine placement for the next six weeks. However, please note that classes such as AVID, Band, Chorus, and Journalism are year-long commitments, therefore students must be eligible to be enrolled in September.

**Enrichment Classes** – *Initial placement in these courses require SBAC score of Standard Met and/or Standard Exceeded in Language Arts and Mathematics.*

- Band (Year Long)
- Chorus (Year Long)
- Journalism (Year Long)
- 6th Grade Enrichment
- Leadership

### Targeted Classes

- Targeted Math
- Targeted Language Arts

### Intensive Classes

- ELD
- Intensive Math
- Intensive Language Arts

### AVID

- 7th and 8th grade
- Application only

## ENRICHMENT FOR ALL - SESSION 6

During the last 6 weeks of the school year, all students will have the opportunity to take an Enrichment class during 1<sup>st</sup> period. Surveys will be distributed so students can choose 3 or 4 classes that they are interested in.

Students that have fallen below the proficiency line on a common assessment will be provided an intervention for support. We not only want to celebrate those that are proficient, but encourage students to work towards proficiency. We offer many interventions to help students attain the goal of proficiency.

**Every Student Reading** is a challenge to all students to read, read, read! At Lakeside Middle School we pride ourselves on being a community of readers. Students read for a minimum of 15 minutes each day during silent sustained reading (SSR). Students are expected to read an additional 30 minutes at home.

## STUDENT AWARDS

The Lakeside staff has established student awards to recognize and celebrate student achievement. Some of these awards are presented at the end of the school year, and some are ongoing with qualified students receiving recognition on a monthly basis. In order to be considered for some 8th grade awards, students **MUST start working in the 6th grade**; these special awards are based on 6th, 7th, and 8th grade academic and/or citizenship performance.

**SUPER MUSTANGS:** 2.5 – 2.99 GPA, No “D’s” or “F’s”, No “N’s” or “U’s”, No Suspensions/ Truancies

**HONOR ROLL:** 3.0 – 3.99 GPA, must have a “B” Average, No “D’s” or “F’s”, No “N’s” or “U’s”, No Suspensions/ Truancies

**PRINCIPAL'S AWARD:** 4.0 GPA, All “A’s”, Straight "A's", No Suspensions/ Truancies

**ASSISTANT PRINCIPAL'S AWARD:** Straight "O's" in citizenship, No Suspensions/ Truancies

**COUNSELOR'S IMPROVEMENT AWARD:** Raise GPA by 0.5% (Up to a 2.5 GPA), No “F’s”, No “N’s” or “U’s”, No Suspensions or Truancies from the previous grading period.

## GRADING POLICY

- Students will receive a grade in four core subjects (math, ELA, science and social studies).
- The grade will be based on two common assessments per trimester as well as teacher given assignments.
  - Trimester I - common assessments 1 & 2
  - Trimester II - common assessments 3 & 4
  - Trimester III - common assessments 5 & 6

## Final Grades

- The final grade in the four core areas (math, ELA, science and social studies) will be cumulative.
- The final grade in physical education, intervention/enrichment courses, and electives will be the same as the achievement grade.
- GPA is cumulative for all courses.
- Progress Reports will reflect the grade, not progress, for 6-week classes.

## PROMOTION AND PARTICIPATION

• The current Board of Education policy states that 8th grade students not meeting standards in the areas of academics, citizenship, and/or attendance **will not be** permitted to participate in end-of-the-year activities.

### **This includes the following:**

- Students must have a minimum grade point average of 2.0 for the 8<sup>th</sup> grade (cumulative). All classes will be included as part of the GPA.
- Students must not be absent 21 or more days throughout the school year.
- Students must not receive 5 or more “U’s” in citizenship throughout their 8th grade year in all classes.
- These standards also apply to all 6th and 7th grade students in regards to end of the year activities.

## ATTENDANCE

- Regular and punctual attendance is necessary for school success.
- Excessive absences and tardies are **NOT** acceptable.
- For students who are absent, Lakeside requires a note from the parent or guardian on the day the student returns.
- Students are also responsible for asking their teachers for make-up work when absent. **This is not the responsibility of the teacher.** It is also up to the discretion of the teacher to give make-up work to students who are absent due to extended trips, vacations, or any other unexcused absence.
- Students who do not bring a note upon return have to do so within 2 days, or it is considered truancy.
- Nutrition detention will be assigned to students who do not bring a note.
- When a student is absent a parent must call the Lakeside office at 562-868-9422.
- A note is required even if a parent phone call was made.
- For an early release, parents must sign the child out in the attendance office and have a doctor’s note when returning.

## READMITTANCE

- Every time a student is absent, a readmit slip is required on the day of return.
- Readmittance takes place in the attendance office, which opens at 7:40 am. Students must give their note signed by a parent or guardian to the attendance clerk.
- Students are to enter through the back door; do not cut through the front office.
- **Students must get the readmit before school; students will be tardy if they do not have their readmit before the tardy bell.**
- Students must get each teacher's signature on the readmit and then leave it in their 6<sup>th</sup> period class.

## TARDINESS

- It is the responsibility of ALL students to be on time for school and ALL classes. Students who enter class late, in addition to missing crucial instruction, disrupt the entire class.
- A 5-minute warning bell rings in the morning and 4-minute passing periods are provided between classes.
- **Students who are not in homeroom class and in their seats when the 8:00 am bell rings must report to the attendance office.**
- Nutrition detention will be assigned on that day for any unexcused tardy.
- Tardies may only be excused for the same reasons as an excused absence (medical appt., ill, etc.).
- Failure to attend nutrition detention will result in a lunch detention the following Monday.
- Chronic tardiness will be referred to the administration.
- Tardies in excess of 30 minutes constitute truancy.

## PERFECT ATTENDANCE AWARDS

- Monthly "On-Time" awards are given to the homeroom with the fewest tardies.
- Annual perfect attendance awards are given to students with zero absences for the school year.
- Perfect attendance means zero absences.
- Excused absences disqualify students from perfect attendance awards.
- Perfect attendance means no tardies or leaving early from school.

## LAKESIDE SCHOOL-WIDE RULES

School is a place to learn. Students have a right to learn and teachers to teach without interference. It is the intention of the Lakeside staff to provide and maintain a safe and orderly campus environment and a classroom climate that contributes to learning. It is the intent and purpose of the school-wide rules to foster and to approve only those standards of good conduct that assure continuity of class work without disruption, protect the school community against disorder and ensure the rights and welfare of others. *Excellent behavior and good manners are expected of all Lakeside students. Students at Lakeside are encouraged to respect others and assume responsibility for their own actions.*

No set of rules can address every situation. A rule of thumb is to think before acting. When in doubt, ask or wait. Lakeside rules include, but are not limited to, the following:

### 1. STUDENTS ARE TO BE ON TIME AND BE APPROPRIATELY PREPARED FOR EACH CLASS.

- Have required materials daily and complete a learning log.
- All students are required to have an SSR book with them every day.

### 2. STUDENTS ARE EXPECTED TO EXHIBIT RESPECT FOR THEMSELVES AND ALL OTHERS.

- Students are expected to follow the directions of ALL staff members.
- No profanity, vulgarity, bullying, intimidation, or obscene acts or gestures from any student to anyone on campus.
- Students are not to engage in ANY inappropriate displays of affection, i.e., holding hands, hugging, kissing, etc.
- Students will not engage in gambling, forgery, extortion, or lying. Cheating is NOT acceptable.

**3. FIGHTING ON OR NEAR THE CAMPUS, BEFORE, DURING, OR AFTER SCHOOL IS PROHIBITED; THIS INCLUDES ON THE WAY TO AND FROM SCHOOL. ALL PARTIES INVOLVED ARE SUBJECT TO DISCIPLINE AND MAY BE CITED BY THE SHERIFF'S DEPARTMENT OR PUBLIC SAFETY. (Education Code 48900/48915)**

#### **4. STUDENTS ARE EXPECTED TO EXHIBIT RESPECT FOR THE LAKESIDE CAMPUS AND COMMUNITY.**

- Acts of vandalism or damaging property, including graffiti in any form, is prohibited.
- No permanent markers or white-out products are allowed (i.e. Sharpies). Washable fine tip color markers (like Pentel or Crayola) are permissible. Possession of a permanent marker may result in a citation and fine from the City of Norwalk.
- Littering is prohibited.
- No chewing gum or candy is allowed at school.
- No aerosol items may be brought to school.
- No sprays or aerosols are allowed in the locker rooms.
- Food and drinks are allowed only in designated areas.
- No "seeds" of any type should be at school.
- Cosmetic items are NOT to be used in the classroom. They will be confiscated.

#### **5. STUDENTS MAY NOT TOUCH THE PROPERTY OF ANYONE ON CAMPUS WITHOUT THAT PERSON'S PERMISSION. STEALING/THEFT WILL NOT BE TOLERATED AND MAYBE SUBJECT TO LAW ENFORCEMENT BEING INVOLVED.**

#### **6. STUDENTS MAY NOT POSSESS, USE OR SELL THE FOLLOWING ITEMS ON OR NEAR CAMPUS:**

- Tobacco/cigarettes/ E-Pens/Vape Pens
- Narcotics or other drugs
- Weapons of ANY type/knives of any type
- Matches/lighters
- Alcohol/alcoholic beverages
- Drug-related paraphernalia
- CO2 spray (pepper spray)
- Fireworks or explosives of any type, i.e., caps or poppers
- Laser Pens
- Any dangerous instruments or objects
- Any items brought from home either homemade or store bought.
  - Title 7, *Code of Federal Regulations* [7 *CFR*], Section 210.11[a][2]. 7 *CFR*, Section 210.11[a][4], 210.11[a][5], & 220.12. 210.11(b) and 220.12 of 7 *CFR*. California enacted *California Education Code (EC)*, sections 49430–49431.7. Assembly Bill 626

#### **7. STUDENTS MUST OBSERVE STANDARDS TO ENSURE A SAFE ENVIRONMENT FOR ALL.**

- Stay in supervised areas.
- Cross street only in crosswalks.
- When leaving campus, students walking east are to exit the gate near the flagpole. Students walking west are to use the gate by the 800's.
- Students should not walk in the driveway or be in the parking lot.
- Bikes, skateboards, scooters, or skates may not be ridden on campus. Bike helmets **MUST** be worn.
- No skateboards or scooters on campus at any time; they will be confiscated and released only to a parent.
- Keep hands, feet and **ALL** objects to yourself. No throwing pods from the trees.
- Walk at all times on campus; no pushing, shoving or "horseplay".
- Do not walk on grass or pick flowers; use sidewalks and walkways.
- Use restrooms and drinking fountains appropriately.

**We will NOT be accepting student lunches** in the front office. Please ensure that if your child needs a lunch, they remember to bring their lunch.

- Also please note that we will not be accepting the dropping off of PE clothes, notes or money.
- No loitering on campus; campus should be cleared by 3:00 pm, 2:04 pm on Mondays, and 1:40 pm on minimum days.
- *Please be advised that the office will NOT be taking messages for students and/or interrupting instruction. Nor will the office take money for students. School projects will not be accepted in the office nor will students be called out of class.*

**8. STUDENTS MAY NOT BRING VALUABLES AND/OR OTHER INAPPROPRIATE ITEMS TO SCHOOL. THESE INCLUDE, BUT ARE NOT LIMITED TO:**

- Cell phones, cameras, radios, iPad, MP3's, PSPs, Switches, CD'S, Air Pods, and/or players, etc.
- Skateboards/skates/scooters
- Gum, candy, seeds, soda, energy drinks
- Large sums of money
- Hats/caps unless being used at PE for sun protection
- Toys, balloons, stuffed animals, flowers
- Selling items of ANY type on campus is prohibited
- Expensive jewelry should not be worn to school.
- Fidget spinners
- No slime or gooey substances
- Gifts are prohibited. This includes but is not limited to flowers, cakes, deserts, or other items delivered to school.

**All inappropriate items taken from students will be kept until June 6, 2024 and may only be picked up by a parent. Lakeside is not responsible for items confiscated. Lost items will not be replaced.**

**9. SEXUAL HARASSMENT OF ANY FORM WILL NOT BE TOLERATED ON THE LAKESIDE CAMPUS.**

- Any suspected sexual harassment should be immediately reported to a staff member.
- Students involved with sexual harassment may be suspended and law enforcement may be called in to assist with the case.

**CELL PHONE POLICY**

**The administration at Lakeside Middle School recommends that students do not bring cell phones to school. Parents and students who decide that cell phones are necessary for student safety or medical reasons are asked to comply with the following guidelines. Please note that if parents and students decide not to follow the recommendation, Lakeside Middle School is not responsible for any lost, stolen, or damaged cell phones.**

- Cell phones must remain off and in students' backpacks at all times.
- Cell phones are not allowed to be carried in students' pockets.
- Students who do not abide by the guidelines will have their cell phones confiscated.
- 1st offense- Students will have their cell phone confiscated and parents/students can pick up the phone at the end of the school day.
- 2nd offense- Confiscated cell phones will be available for pick-up by parents only every Friday (or the last day of a given week) from 3:00 – 4:00 in the office. The phones will be kept at the school until the Friday that the phone was confiscated.
- 3rd offense- Parents must meet with a school administrator in order to pick up the cell phone. Moving forward, students must turn in their cell phone in the main office daily.
- **Lakeside Middle School is not responsible for lost, stolen, or damaged cell phones.**

**SUSPENDABLE OFFENSES –EDUCATION CODE SECTION 48900**

- **EC48900 (a) (1)** - Caused, attempted to cause, or threatened to cause physical injury to another person (including fighting, “play fighting”, etc.). **Extreme clause: In cases of assault/battery, the violating student may be arrested.**
- **EC48900 (a) (2)\*CR** – Willfully used force or violence upon the person of another, except in self-defense.
- **EC48900 (b)\*CR & (m)** - Possessed, sold, or otherwise furnished a firearm, a firearm replica, knife, explosive, or dangerous object. **\*\*ANY LOCKING BLADE KNIFE IS A FELONY ON A SCHOOL CAMPUS. \*\***
- **EC48900 (c)\*CR** - Possessed, used, sold, furnished or was under the influence of a controlled substance, alcoholic beverage, or intoxicant.
- **EC48900 (d)\*CR** – Offered, arranged or negotiated to sell a controlled substance, alcoholic beverage or intoxicant: sold, delivered or furnished a look-alike or in-lieu substance.
- **EC48900 (e)\*CR** - Committed or intended to commit robbery or extortion.
- **EC48900 (f)\*CR (>\$100)** - Caused or attempted to cause damage to school or private property.

- **EC48900 (g) & (1)\*CR (>\$50)** - Stole, attempted to steal or knowingly received stolen school or private property.
- **EC48900 (h)** - Possessed or used tobacco or products, which contain tobacco or nicotine.
- **EC48900 (i)** - Engaged in habitual profanity, vulgarity or committed an obscene act.
- **EC48900 (j)\*CR** – Offered, possessed, arranged, or negotiated the sale of drug paraphernalia.
- **EC48900 (k)** – Disrupted school activities or willfully defied authority.
- **EC48900 (n)\*CR** - Committed or attempted to commit sexual assault or sexual battery.
- **EC48900 (o)** – Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against pupil for being a witness or both.
- **EC48900 (r)** - Engaged in an act of bullying. "Bullying," means any severe or pervasive physical or verbal act or conduct (see Ed Code 48900 (r. A-D).
- **EC48900.2 (grades 4-8)** – Committed sexual harassment.
- **EC48900.3 (grades 4-8)** – Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- **EC48900.4 (grades 4-8)** - Intentionally harassed, threatened or intimidated a student, or group of students to the extent of having the actual and reasonable expected effect or materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- **EC48900.7** - Made terrorist threats against school officials or school property.

**Any student suspended will be placed on a discipline/behavior contract. \*\*Extreme clause: At the discretion of the principal, the extreme clause superseded all infractions or combination of rules broken.**

As of January 1, 2016, bullying as a cause for student discipline is defined as follows:

Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.



## **SEARCHES**

As part of the principal's investigation of the facts, if the principal or administrative designee has a reasonable suspicion that a particular student has committed a violation, the principal may search the student by ordering the student to empty his pockets, by conducting a "pat down" search, or by searching a student's locker, book bag or purse. We also employ Interquest Detective Canine Services as an additional comprehensive detection and deterrence program which reduces the presence of drugs, alcoholic beverages, abused medications and weapons on campus and school grounds. (Ed Code 48900 K) New Jersey vs. T.L.O., 105 S. St. 733 (1985) If the Canine positively identifies the personal belongings of a student, then the student needs to be picked up by the parent/guardian to have their belongings washed and will be issued appropriate interventions.

## **POSITIVE BEHAVIOR PLAN**

At Lakeside Middle School we enlist the help of teachers, staff, parents, and students to help create a positive learning environment. The creation and maintenance of this positive learning environment is based on three "Do No Harm" principles:

DO NO HARM:

- **To Yourself**
- **To Others**
- **To the Environment**

So that effective teaching and learning can occur on a daily basis.

## **SCHOOL ID POLICY:**

Lakeside is committed to maintaining a safe and secure campus for everyone. It is therefore necessary, at this time, for students, staff and visitors to wear identification visible to all. All students must wear an UNALTERED Lakeside school ID at all times while on campus. The ID card is to be clearly visible, attached to clothing and located on the front of the body, above the waist. This card must not be lent to, or worn by, any other person. Students who lose/deface their ID or come to school without it must purchase a new ID at a cost of \$5. (The students will be provided with their first ID card at no cost.) Failure to comply with the policy is in violation of school rules and will have appropriate consequences.

## **BEHAVIOR MANAGEMENT PLAN**

In the event that the positive behavior plan is insufficient in remedying poor behavior choices, the behavior management plan will be enacted. Administrative referrals are made **only after** the classroom progressive discipline plan has been exhausted. Parents will be notified by mail of all administrative referrals. Consequences from administrative referrals are as follows:

- Conference with Assistant Principal
- Phone Call Home
- Nutrition Detention
- Lunch Detention
- Referral to Counselor
- Parent Conference with Administrator
- After School Character Development
- "Choices" Program
- Class Suspension
- In-House Suspension
- Class Schedule Change
- Referral to FIT (Family Intervention Team – City of Norwalk)
- Suspension
- Red Card Contract
- Alternative Placement (Transfers)
- Expulsion

## **DRESS CODE**

Lakeside Middle School has adopted this dress code in an effort to provide for students' individual taste as well as prohibiting dress styles that are unsafe or disruptive. We appreciate your assistance in abiding by the dress code. Please remember that the dress code is designed to provide you with a safe environment that enhances the learning process. **(Education Code 35183)**

- All clothing must be neat and clean.
- Caps, hats, bandanas, hoodies, and hairnets are not allowed.
- No chains attached to belts or wallets, hanging from clothing or body.
- Tops/dresses may not be low cut or show bare midriffs. Tops that are too tight or revealing are not allowed. Tank tops, spaghetti straps, or halter styles are not allowed. Undergarments should not be visible; all buttons on tops must be done or the shirt must be covering the undergarment. No sheer, mesh or see through tops. **Also no sleeveless shirts or cold shoulder tops. No crop tops/no tank tops.**
- Pants are to be no more than 1 size (2 inches) larger than the waist size of the student. They may not be baggy or sagged. In addition, they must be of appropriate length and not drag on the ground. Undergarments must not be visible. Rubber bands, etc. are not to be worn around ankles.
- Shorts providing modesty are acceptable for school. Short-shorts are not acceptable.
- Shirt/tops may not be longer than the end of the student's fingertips with his/her arms to the side. Students will be asked to tuck in or remove oversized shirts.
- Clothing with depiction of violence, obscenity, alcohol/drugs, tagging, or illegal activity (this includes shirts depicting guns, spray cans, etc.) is not allowed.
- **No frayed, torn, cut, slit, etc., clothing is acceptable.**
- Leggings may only be worn with an appropriate skirt, dress, or shorts. No "jeggings" type jeans will be permitted.
- Pajamas or "lounger" pants may not be worn.
- High socks while worn with long shorts below the knee are not acceptable.
- No sunglasses, sports-like headbands or energy drinks.
- Hair must be clean, well-groomed and be a "natural" color, i.e., black, brown, auburn, blonde, etc. The cut/style must not be extreme. Excessive make-up is not acceptable. Tattoos may not be visible.
- **Due to safety concerns, no earrings or body rings of any type may be worn during Physical Education. Therefore, we encourage students to refrain from piercing during the school year in order to allow time for the piercing to heal. Failure to adhere to this suggestion may result in a lower PE grade due to non-suits/non-participation.**
- All students will wear appropriate and safe footwear to school. Shoes must be tied or fastened properly, i.e., no socks under shoe tongues (stuffing shoes). Flip flops, sandals, soft-sole moccasins, slippers/house shoes, open toe shoes and steel-toed boots/shoes are not allowed.

Lakeside Middle School has banned gang-related dress styles due to concerns about the safety of all students and thus the following will not be permitted on campus. Students wearing gang attire become a target for violence even if they are not gang members. Local law enforcement officials indicate that the following types of dress contribute to gang association and violence **(Education Code 32282)**:

- Oversized, baggy clothing, including pants (waists & legs), white T-shirts and tank style undershirts.
- Oversized belts, insignia or initial belt buckles, steel-toed boots.
- Athletic jerseys (shirts) or clothing with Raiders, White Sox's, Georgetown or Kings logos.
- Dickies type shorts/pants, Pro Club sweatpants, and checkered shorts

## **DRESS CODE CONSEQUENCES:**

With all violations, students will be required to change into Lakeside loaner clothing. All borrowed clothing must be washed and returned or the student will be placed on the debt list. Students who misplace their loaner clothes may pay off their debt for \$5. Clothing will only be returned to a parent. We will notify (via school newsletter or memo) the dates and times that the items will be available for pick-up.

1<sup>st</sup> Violation: Warning/Student may pick up after 3 pm.

2<sup>nd</sup> Violation: Parent conference may be required/Parent may pick up.

3<sup>rd</sup> Violation: Clothing will not be available for pick-up until the end of the school year.

4<sup>th</sup> Violation: Discipline consequences may be issued for habitual defiance of school dress code with parent conference.

**NOTE: LAKESIDE MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. THEREFORE, WE ENCOURAGE ALL STUDENTS TO ABIDE BY THE DRESS CODE.**

### **ACCIDENTS/ILLNESS**

Lakeside does have a part time health clerk in the office to assist students as needed. If students are ill during class or between classes, they must obtain a pass to the health office from the teacher prior to coming to the health office. **In an accident or emergency, the student should go directly to the health office. In case of an accident on the grounds, summon the teacher or any other staff member on duty. Report all accidents / injuries to a staff member. Parents, please keep updated contact information on file.**

### **MEDICATION AT SCHOOL**

**No student may carry medication at school**; this includes prescription and over-the-counter drugs. Students who need to take medicine during the school day **MUST** comply with the following:

- Have medication form signed by a parent.
- Have medication form signed by a physician.
- Medicine must only be in the original, properly labeled, container from the pharmacist/store.
- Medicine will be kept in a locked cabinet in the health office.
- Students may carry medicine only when the doctor has given written permission - **THIS INCLUDES INHALERS NEEDED FOR P.E.**
- Students are responsible for administering their own medication at the appropriate time.
- For medication prescribed unexpectedly (i.e., over a weekend) the parent must provide a note, the medication, and the doctor's name and phone number, in order for the student to take the medicine at school.
- Parents may come to school and administer medicine to their own child if the appropriate forms are not completed.

### **TRANSPORTATION**

#### **SCHOOL BUS PRIVILEGES/FIELD TRIPS AND HOME TO SCHOOL TRANSPORTATION**

Riding the bus is a *privilege* extended to many students at Lakeside. The *privilege* may be suspended or revoked if a student does not follow the rules of conduct and if a bus permission slip is not on file at the school. These rules include:

- Follow all instructions of the bus driver
- No vandalism, defacing, graffiti
- Remain seated until the bus stops
- No profanity or rudeness to driver or fellow students
- Keep all parts of the body inside the bus
- Line up in an orderly manner
- No eating, drinking, or chewing gum
- Objects may NOT be thrown inside/outside the bus
- Talk quietly
- Ride assigned bus and use assigned stop

**\*\*\*Citations will be issued by the driver for infractions. \*\*\***

## **BUS PASSES**

All Lakeside bus riders will be issued a bus sticker on their school ID. **The pass must be shown to the bus driver in order to board.** Students who do not have their passes must report to an administrator or teacher on duty for assistance. No bus student is to walk home without parental notification/permission. **TRANSPORTATION IS NOT PROVIDED FOR STUDENTS ATTENDING LAKESIDE ON PERMIT. BUS PASSES ARE NOT TRANSFERABLE; STUDENTS MUST NOT USE PASSES BELONGING TO OTHERS.** Bus passes must be obtained in the office before school, during nutrition and/or lunch.

## **CAR TRANSPORTATION**

Parents driving children to school are asked to observe practices that provide safety for all, and to watch their speed. Students should exit cars only at the curbs east and west of the main office, not in front of the office, on the parking island, across the street, or in the parking lot. Parents who wait for students should park their cars at the curb; not in the driveway or on parking island. Students may cross only at the crosswalks. Students are not to cross in the school driveway. Parents are asked to use the second parking lot by Fairford Street for dropping off and picking up students; this area provides safety for students.

## **BICYCLES**

Lakeside provides bicycle racks in a designated area on the grounds so that students may have a safe place to put their bicycles while they are in class. Bicycles **MUST** be locked when parked on school grounds. For the student's protection, it is required that the bicycle be licensed with the Sheriff's Department (L.A. Co. Ordinance 3027). The school is not responsible for damaged or stolen bicycles. Bicycles are to be walked on campus at all times; this includes all sidewalks and driveways. Those who choose not to follow these rules will **NOT** be allowed to bring their bicycles to school.

**California law requires that all students riding bikes to school wear a helmet. Students not wearing helmets will have bikes held for the parent to pick up.**

## **LIBRARY/MEDIA CENTER**

Lakeside has a library and developing media center. The books and other materials are for each student's use; please take advantage of this opportunity. The hours that the library will be open may be obtained from teachers. Each student is responsible for the books they check out, also returning them in a timely fashion so that they may be enjoyed by others. Lost or damaged books must be paid for by the student. The library will be open during nutrition and lunch for students. Parents must sign a library agreement allowing students to check out books. Students who do not return library books will be placed on the debt list. **Report cards will be withheld until the debt has been cleared.**

## **TEXTBOOKS**

At Lakeside, textbooks are issued to students from the library free of charge. It is suggested that the book numbers be listed in a notebook or other safe place to use in reclaiming, if lost. Students must take good care of all books as they will need to be returned in good condition at the end of the year or trimester. Students are not to write in or deface textbooks. A fee will be charged for damaged or lost books and report cards will be held for any textbook charges during the school year. Parents must sign a textbook agreement, prior to the student being issued a book for use at home. Students who do not return textbooks will be placed on the debt list. **Report cards will be withheld until the debt has been cleared.**

## **ASSEMBLIES**

Students are expected to be courteous and considerate during assemblies. Guest speakers form opinions about Lakeside based on behavior observed at assemblies.

## **STUDENT INSURANCE**

The Little Lake City School District does not provide medical or dental insurance to pupils injured on school premises or at school activities. Information and applications for student insurance are sent home for all families who do not have a current insurance plan. Contact the office for additional information.

## **LIABILITY OF PARENTS**

Any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the responsibility of the parents. This includes, but is not limited to, vandalism, graffiti, willful destruction of school or personal property, and/or acts of violence against another person.

## **EMERGENCY PROCEDURES**

Emergency drills (fire, and/or earthquake) are conducted regularly at Lakeside. Students are responsible for knowing all emergency procedures and the safest exit route from all classes and school buildings. Exit procedures are posted in all rooms. In the event that a serious emergency occurs during the school day, students will be kept at school and released only to a parent/guardian or another individual so authorized.

## **TELEPHONE USAGE**

The school office phones are for business only and are not routinely available to students, except should there be an EMERGENCY. The office will not be taking messages for students and interrupting instruction; please remember to communicate with your child. Note: forgotten lunch money, homework, books, and P.E. clothes are not considered emergencies and we will not interrupt class. Also, **P.E. clothes will not be accepted in the office.**

## **LAKESIDE SOCIAL MEDIA CONTRACT**

Lakeside Middle School recognizes that access to technology is necessary in the modern educational setting. Technology gives students, teachers, and parents greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. However, technology, specifically, social media sites, also has the capability to act as a distraction and impediment to the daily learning goals at Lakeside. For that reason, it is necessary that ALL students read through the contract below and commit to using social media in a responsible and safe manner. All students and parents must agree to the “Acceptable Use Policy” below.

### **Lakeside Middle School Social Media Policies:**

- Lakeside Middle School expects students to follow the same rules for good behavior and respectful conduct online as offline. Treat other students with respect and dignity online.
- Social media sites will not be used for cyberbullying (pursuant to **Education Code 48900.2, 48900.3, and 48900.4**) or any other illicit behavior that interferes with school safety.
- All students must comply with the age requirements for social media sites as stated in the “privacy policy” of each site and as spelled out in the Federal **COPPA** Laws.
- Misuse of Social Media can result in disciplinary action by Lakeside Middle School administration and
- Lakeside administration has a right to investigate students; social media sites, in the event of allegations of
- inappropriate online conduct. Pursuant to the California Education Code, including but not limited to Sections **220,234, 234.1, 32261, and 48900.**
- Lakeside Middle School Administration has the right to discipline students for online conduct which is related to a school activity.
- Lakeside Middle School makes a reasonable effort to ensure student safety online, but **WILL NOT** be held liable for harm or damages that result from student misuse of social media technologies.

### **Children’s Online Privacy Protection Act (COPPA)**

- Social Media sites have included in their “Privacy Policies” language to ensure they are compliant with COPPA laws. Many social media sites **REQUIRE** that you must be **AT LEAST** 13 years old in order to use the social media service.
- If it is discovered by Lakeside staff that any student under the age of 13 is misusing social media (per the expectations above), the student may be reported to the social media site.

- The student account will likely be terminated if it is discovered that a student has falsified information in order to obtain access to a social media account.

### **Specific Age requirements from various social media sites**

- Facebook, Twitter, Instagram, Pinterest, Tumblr, YouTube, and Snapchat all require users to be AT LEAST 13 years of age in order to open a social media account.
- Kik requires all users to be AT LEAST 18 years old.
- 

### **Best Practices for Social Media Use**

- Be Aware that Privacy Settings are NOT Foolproof. Lakeside Middle School students are highly encouraged to use privacy settings on social media sites. However, students should be aware that privacy settings are not a guaranteed safeguard against potential online threats.
- Avoid Posting Confidential Information. Be aware of the kind of information you are posting on social media sites. Everything you post can be seen by others including county, state, and federal criminals worldwide.
- Avoid unprofessional public profiles and/or comments. Any information you put on social media sites are
- considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Your posts and/or comments are a direct reflection of you. Do not post things that you may regret later and do not post things that may likely cause harm to others.
- Avoid posting illegal activities. Photos posted on social media become the property of the social media site. You may delete the photo from your profile but the photo may still be accessible to others.
- Avoid Bullying/ Threats of Violence. Bullying is a serious problem and is not limited to physical student to student interactions. Social media sites are commonly used for acts of cyberbullying. It is important that Lakeside students refrain from any acts of bullying online.

<b>Our Values</b>	<b>Classroom Media Center</b>	<b>Hallways</b>	<b>Lunchtime Areas Cafeteria/MPR</b>	<b>Restroom</b>	<b>Dismissal Areas</b>	<b>Bus</b>	<b>Drills</b>
<b>Punctuality</b>  <i>Right place—right time</i>	<ul style="list-style-type: none"> <li>*In class on time, ready to work</li> <li>*Homework Completed</li> <li>*Projects completed on due date</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to next class</li> <li>*Walk quickly</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive on time</li> <li>*Line up quickly</li> <li>*Choose before it's your turn</li> <li>*Money ready</li> </ul>	<ul style="list-style-type: none"> <li>*In and out quickly</li> <li>*Backpacks outside</li> <li>*Use before school, nutrition, lunch and after school</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to area</li> <li>*Bus riders line up quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive at bus stop on time</li> <li>*Report to and load bus promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Line up quietly and quickly</li> </ul>
<b>Respect</b>  <i>Treat others as you want to be treated</i>	<ul style="list-style-type: none"> <li>*Follow adult directions</li> <li>*Make all efforts for learning</li> <li>*Handle equipment and materials with care</li> <li>*Wait your turn</li> <li>*Ask to use what is not yours</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language</li> <li>*Keep private information quiet</li> <li>*Be aware of personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Follow adult directions</li> <li>*Use good table manners</li> <li>*Only talk with those at your table</li> <li>*Use conversation voice</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Keep the restroom neat and clean</li> <li>*Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directions</li> <li>*Respect personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>*Greet your driver</li> <li>*Maintain low noise level</li> <li>*Keep hands, feet and objects to self</li> <li>*Remain in seat</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directions</li> <li>*Respect personal space</li> </ul>
<b>Integrity</b>  <i>Do what is right</i>	<ul style="list-style-type: none"> <li>*Turn in items left behind</li> <li>*Do your own work</li> <li>*If you have a phone, keep in backpack, turned off</li> </ul>	<ul style="list-style-type: none"> <li>*Turn in items that you find</li> <li>*Report misbehavior</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> <li>*Pick up dropped food and trash</li> <li>*Maintain personal space</li> <li>*Place garbage in trash can</li> </ul>	<ul style="list-style-type: none"> <li>*Flush the toilet after use</li> <li>*Wash your hands</li> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Exit quickly and safely</li> <li>*Correct behavior mistakes</li> </ul>	<ul style="list-style-type: none"> <li>*Stop, think and make good choices</li> <li>*Report unsafe acts</li> <li>*Avoid rough play</li> </ul>	<ul style="list-style-type: none"> <li>*Maintain an orderly line</li> <li>*Be where you are supposed to be</li> </ul>
<b>Dedication</b>  <i>No less than best effort</i>	<ul style="list-style-type: none"> <li>*Ask if you don't understand</li> <li>*Try to understand</li> <li>*Do your best</li> <li>*Never give up</li> </ul>	<ul style="list-style-type: none"> <li>*Move quickly and orderly</li> <li>*Remember others are learning</li> </ul>	<ul style="list-style-type: none"> <li>*Get all that you need before sitting</li> <li>*Remain seated</li> <li>*Focus on eating to finish on time</li> <li>*Walk when bell rings</li> </ul>	<ul style="list-style-type: none"> <li>*Use water wisely</li> <li>*Garbage in the trash can</li> </ul>	<ul style="list-style-type: none"> <li>*Keep technology in backpack</li> </ul>	<ul style="list-style-type: none"> <li>*Keep the bus safe</li> <li>*Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to designated area</li> <li>*Wait for instructions</li> <li>*Stay in your place in line</li> </ul>