

# **2023 - 2024 STUDENT – PARENT HANDBOOK**

**LAKESIDE SCHOOL  
316 Lakeside Avenue  
Pompton Lakes, New Jersey 07442**

Phone: 973-835-7100  
Absentee Line: 973-835-7100 x1501

District Web Page  
<http://www.plps-k12.org>

Dr. J. Jacob Herninko, Principal  
Andrew Howell, Vice Principal



***NOTE TO PARENTS:*** Lakeside School's Student-Parent Handbook provides the foundation for our broad, discretionary authority to maintain safety, order and discipline for your children. The policies and procedures support but do not limit the school's authority.

## Lakeside Bell Schedule 2023-2024

Period	Time
Entrance	8:14
AM HOMEROOM	8:14 - 8:28
PERIOD 1	8:31 - 9:11
PERIOD 2	9:14 - 9:54
PERIOD 3	9:57 - 10:37
PERIOD 4	10:40 - 11:20
PERIOD 5	11:23 - 12:03
PERIOD 6	12:06 - 12:46
PERIOD 7	12:49 - 1:29
PERIOD 8	1:32 - 2:12
PERIOD 9	2:15 - 2:55

### **Mission Statement**

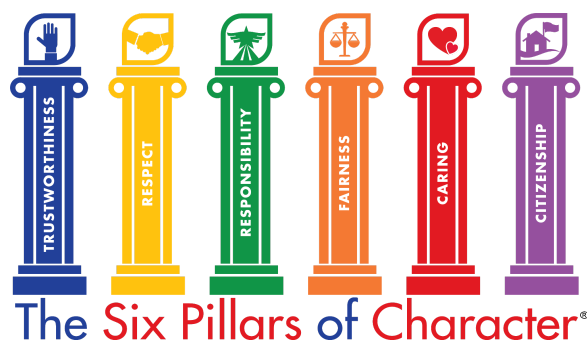
The mission of Lakeside Middle School is to help students bridge the gap between the self-contained skills structure of the elementary school and the departmental specialized structure of the high school. We accomplish this by taking advantage of the natural relationships among subjects utilizing the team philosophy of education.

We recognize that preadolescents are especially sensitive to instructional surroundings. We, therefore, provide an instructional approach which is caring, supportive and affirms the worth and potential of every student.

In order to make good career decisions in late adolescence, the middle school student needs a wide variety of experiences. Therefore, in addition to our core curriculum, we provide an exploratory program in the related arts. We also focus on enhancing students' technical knowledge and skills, while encouraging them to interact positively with their peers. Students participate in a variety of problem solving activities, which strengthen critical thinking skills and generate effective decision making techniques. The end result is an enthusiastic and confident adolescent eager to meet the challenges of high school.

### The Six Pillars of Character

Lakeside School holds these six pillars as the foundation upon which we perform our work and conduct ourselves. They represent our deeply held beliefs, our highest priorities, and what is truly important to our school. These are not values that change from time to time, situation to situation or person to person, but rather they are the underpinning of our school culture. Our Mission and Vision will be supported through the use of these core values which will be reinforced through character education and assemblies with guest speakers.



### **ROLE OF THE STUDENT**

You will gain the greatest achievement and make your years at Lakeside the happiest if you always make a sincere effort to do your best work, develop your personal standards of conduct, and practice improving your self-discipline. If you follow the guidelines mentioned here, you will find it easier to respect the rights of others, comply with school regulations, be regular and punctual in attendance, and help maintain school property and keep the school free from damage.

### **ROLE OF THE PARENT**

The academic growth and progress of your student is a collaborative effort. As a parent/guardian, the following are recommended:

1. Insist on prompt and regular school attendance.
2. Comply with school rules concerning pupil conduct and work habits.
3. Ensure that your child is prepared for class.
4. Attend team meetings as requested / needed.
5. Call to arrange an appointment with a teacher if additional conference time is needed.
6. Provide a quiet atmosphere and suitable work time in which your child may do his/her homework.
7. Assist your children with their class/homework without completing the work for them.
8. Cooperate with the school in carrying out disciplinary action.
9. Consider volunteering some of your time to assist in school programs.
10. Accept your child's own best work.

### **THE ROLE OF TEACHERS**

Teachers are eager to assist in the development of fundamental skills in reading, mathematics, science, social studies, language arts literacy, world language, physical education, health, financial literacy, art, technology education, music, dance, and computer education. Additionally, it is the role of the teacher to help students become independent individuals who will be increasingly able to accomplish wider varieties and greater amounts of work as they progress through their middle school years. The faculty hopes to make learning at Lakeside Middle School attractive and interesting while accomplishing the important task of education. Teachers report on student progress through four (4) report cards each year which are posted on OnCourse.

### Health Office

Mrs. Jeanette Liguori RN School Nurse, ext. 1502

<https://www.plps-k12.org/domain/131>

### Guidance Department

Mrs. TinaMarie Shea - Last names A-K, HIB Specialist, ext. 1549

Mrs. Susan Russo - Last names L- Z, Counselor for Academically At-Risk, ext. 1537

<https://www.plps-k12.org/domain/130>

The school counseling department effectively collaborates with students, parents, teachers, support staff, and community organizations to deliver an integrated school counseling program. For more information please visit the link above.

## **ATTENDANCE PROCEDURES**

Please refer to [Board Policy 5200](#) which can be found on the district website. Regular, punctual attendance is vital to student success at Lakeside Middle School.

**Parents must call the 24-hour school attendance line at (973 -835-7100 ext.1501) prior to 8:10 a.m. if a student is going to be absent.**

**For medical updates or emergencies please contact our school nurse, Jeanette Liguori at (973-835- 7100 x1502)**

- As per the State code, absences are considered excused only for religious observances and Take Your Child to Work Day.
- Unexcused absences exceeding eighteen (18) days may result in the following:
  - Student loss of privileges
  - Retention in grade level
  - Assigned to the next grade level without a certificate of advancement and the privileges it entails
  - Requirement to attend and successfully complete summer school courses
- Students absent from school for any reason are responsible for the completion of all assignments missed because of their absence.
- Any student receiving a grade of incomplete on the report card has an amount of time equal to the absence, if not on home instruction, to complete the assignments.
- The taking of student vacation during any time the school is in session is discouraged. The Board and administration shall adopt and publish the annual school calendar well in advance of the opening of school in order to provide families with the opportunity to develop vacation plans that do not interfere with regular school attendance. Student absence for vacation will be treated as an unexcused absence. Students are responsible for following up on any assignments that were missed.

The following procedure is to be followed regarding a student's attendance record:

- Attendance reported on the report card each cycle
- Day 1 of absence: A call from the school nurse if there was no prior notification from the parent or guardian
- Day 10: Letter to parent with a possible request for parent conference with counselor, and/or administrator
- Day 15: Letter to parent requesting conference and citation of relevant sections of Article 18A: 38, conference with administrator and other relevant staff (team and attendance committee members)
- Day 20: Administrative and Attendance Committee will review and take action, which may include legal action per statutes NJSA 18A: 38-27 instituted in municipal court.

**Tardiness:** If a student arrives after 8:30 am, they **MUST** report to the office **with their parent/guardian(s)**. **The parent must sign their child in.** If the student arrives after 8:30 am without a parent, the parent will be called.

- Tardy 3 times (unexcused) - a 20-minute central detention will be assigned.
- Tardy 10 times (excused or unexcused) - a 20-minute central detention will be assigned for each future tardiness.
- Tardy 15 times (excused or unexcused) - 40-minute central detention for each future tardiness.
- Tardy 20 times - a 60-minute central detention or a suspension will be assigned for each future tardiness.

**Early departure:**

- If a student needs to be dismissed early from school, they should bring a dated note stating the reason, the time of departure, who will be picking up the child (if not a parent or guardian), and must be signed by a parent or guardian. These early dismissal notes should be brought to the office during a.m. homeroom where a dismissal form will be given to the student.
- When the time arrives for the student to leave, he/she will be called to the office. The parent/guardian must sign the student out in the main office.
- If the student returns to school during the day, he/she should report to the office and get a pass before going back to class.
- A student who feels ill during class must ask permission to see the nurse, who will determine if a parent needs to be called. In the event that someone other than the parent/guardian will be picking up a child from school, he or she must be listed as an emergency contact on the student's emergency information card, or if they are not listed, an email from the parent or guardian will be required giving permission to release the child.

If a parent requests for another adult including a sibling to pick up their child during the school day, this request along with the person's full name must be presented to the office in writing along with a parent signature and a copy of the parent's photo ID. An email will be accepted as long as a copy of the parent's photo ID is also received.

According to New Jersey State law, all students must attend a total of **four (4) instructional hours** to be considered present for a school day. Children who attend a portion of the school day that is less than four total hours will be considered absent.

## **SCHOOL ENTRANCE**

Students should arrive between 8:00 and 8:10 am. Students are not permitted to enter the building prior to the 8:10 am entrance bell. Once a student arrives at school, they are not to leave the school grounds at any time during the school day without approval by the administration. Students are to report directly to designated areas upon arrival.

## **DISMISSAL**

Students are dismissed to their lockers for departure preparation directly from their 9th period class at 2:55 pm. Upon dismissal at the end of the day, students are to leave the school grounds immediately unless being supervised by school personnel. Parents are not permitted to park in the school parking lot.

## **EMERGENCY EARLY DISMISSAL**

Parents will be notified through the School Messenger Alert System on all submitted telephone numbers and email addresses and the [district website](#). Please update your School Messenger account with any new phone numbers or email addresses.

## HONOR ROLL, GRADING AND PROMOTION

Report cards are issued four (4) times per academic year. Students' grades will be based upon meeting course requirements. A breakdown of letter representation of averages is provided below:

### Academic Achievement

A+	97 – 100
A	93 – 96
A -	90 – 92
B+	87 – 89
B	83 – 86
B -	80 – 82
C+	77 – 79
C	73 – 76
C -	70 – 72
D	65 – 69
F	Below 65

### Effort and Conduct

1	Outstanding
2	Satisfactory
3	Needs Improvement
4	Unsatisfactory

Students who receive below average or failing marks in one or more academic courses will be contacted by their team teachers, the I & RS committee, and/or their counselor. There are several interventions offered to students at Lakeside School. Interventions include but are not limited to:

- Required attendance to the after-school and/or lunch/recess homework center(s)
- Receiving assistance from a teacher or peer tutor.
- Mandatory attendance to the summer enrichment program
- Retention

### Honor Roll & High Honor Roll

Four times during the school year a list is compiled of those students who have distinguished themselves academically during the marking period. In order to attain the High Honor Roll status, a student must receive all A's in all subjects. There may be no "Unsatisfactory" grades as an effort comment. In order to attain Honor Roll status, a student must receive A's or B's in all subjects.

## LOCKERS

On the first school day students will be issued a hall locker, a lock and combination. This locker is loaned to the student as a place to keep materials and inspections will be made frequently. **Lockers are subject to search when there is reasonable suspicion that illegal or unauthorized items may be there.** In order to ensure the safety of all materials and students, the following guidelines were created and should be followed to avoid locker problems:

1. Lockers must remain locked. Students should not write their combination where others may see it.
2. A locker must not be shared. Sharing lockers or leaving them unlocked will result in disciplinary action.
3. If the locker is malfunctioning, the students should immediately ask a custodian or the office for help.
4. Locks should not be dropped. Cost of a replacement lock is \$7.00.
5. Students must use the school issued lock. They are not permitted to use personal locks.

## BREAKFAST/LUNCHROOM/RECESS

Lakeside School is under the Federal School Breakfast/Lunch Program. Applications for free or reduced price breakfast/lunches will be sent home.

	Time	Cost	Details
<b>Breakfast</b>	7:45 am	\$2.25	Enter side door and report directly to cafeteria
<b>Lunch</b>	Periods 5 & 6	\$3.75	<a href="http://www.MySchoolBucks.com">www.MySchoolBucks.com</a> - to pay in advance by creating an account

Since our school cafeteria is run by Maschio's Food Service, please contact them directly at (973)598-0005 with any questions regarding your child's account or about the food service. Students may charge one time if they forget to bring lunch. The charge must be paid the next school day.

## CAFETERIA & RECESS PROCEDURES

1. Enter the lunchroom in a quiet and orderly manner through the appropriate doors (students will be informed which ones).
2. Students should be seated during the lunch period unless obtaining food or discarding garbage.
3. Bottle flipping is not permitted in the school building.
4. Glass bottles or glass containers are not permitted in school.
5. Students are not dismissed from the table until a teacher assesses the area for cleanliness.
6. Use one of the restrooms on the first floor.
7. When outside for recess, students should remain on the turf or blacktop
8. Food or drinks are not permitted to be taken outside the cafeteria.
9. Be mindful of student allergies; do not share food with others.
10. Do not Bring Chromebook computers to lunch or recess.

## BICYCLES, SCOOTERS AND SKATEBOARDS

Students who ride bicycles, skateboards or scooters to school are expected to obey all traffic laws. Bicycles, skateboards, or scooters are not to be ridden on school sidewalks, bleachers, curbs, or any other part of the school property before, during or after school hours. During the day, bikes must be parked in the bicycle area and skateboards or scooters must be kept in student lockers. If it will not fit in your locker, you should not bring it to school. For evening events, such as PTA dances, students are not permitted to ride their bikes to school. **Bikes should always be kept locked.** The school is not responsible for loss or damages. Students are encouraged to wear a helmet when riding any of the above.

## CARE OF SCHOOL PROPERTY

Students marking or damaging school equipment or property in any way will be required to clean the article or to pay for damage done. Disciplinary consequences may also be imposed. The law specifically provides that parents and students are responsible.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Please inform the school main office if you change your address, email or telephone number. To process a change of address, three (3) Proofs-of-Residency are required. A driver's license plus two (2) utility bills are acceptable.

## **CHANGING CLASSES**

The three minutes allotted for changing classes is adequate time if it is not mismanaged. At every change of classes there will be large numbers of pupils going from one room to another. So that everyone gets to class in a safe, orderly manner, students must be courteous, keep their voice volume at a reasonable level, and keep to the right in an orderly way, without running.

## **TARDINESS TO CLASS**

Pupils are expected to be on time for all classes and be seated prior to the bell. A good way to avoid tardiness is to pick up books for the morning classes before homeroom; then grab the books for afternoon classes after the lunch period. Be on time; it is an important quality to develop now. If a student is consistently tardy to class, the teacher may assign a teacher detention after school to discuss the situation and remediate the problem.

## **CELL PHONES, ELECTRONICS AND OTHER PERSONAL PROPERTY**

Students should not bring electronic games, cameras, toys, or laser pointers to school.

Students are not permitted to use a personal cell phone, electronic devices, and/or headphones during school hours or school-sponsored events without permission from a staff member. Cell phones that are brought to school should remain locked in the students' lockers. Cell phones must be kept on silent. Student use of their cell phones may result in confiscation of the phone and/or central detention. Students who are serving detention are not permitted to use their cell phones. They may use the office phone prior to the detention to notify a parent/guardian.

**All students** will be given a Chromebook computer. These devices are not permitted in the gym, locker room or on the playground/field. All forms associated with the Chromebook's must be read, signed and turned into the main office by the end of the first week of school. These include the following documents: PL Board Policy 7523; PL Board Policy 2361; Lakeside Digital Citizenship Contract; and, Lakeside School Chromebook Responsibilities.

If there is reasonable suspicion that a Chromebook or another electronic device is being used during the school day for unauthorized purposes, contents of the device are subject to search. A violation of this policy may result in confiscation of the device, a requirement that a parent pick it up, and/or disciplinary action. A warning letter may be sent home to the parent for any first-time infraction.

Expensive jewelry, clothing, and footwear should not be worn to school. Large sums of money should not be brought to school. Neither the Pompton Lakes Board of Education nor Lakeside School is responsible for any damaged or lost personal items.



## CHEATING

At Lakeside, it is each student's responsibility to meet his/her academic requirements by individually completing all assigned work. Per P.L. District Regulation 5600, cheating in any form will not be accepted under any circumstance.

Cheating Defined - Submitting work that is not the student's own as in:

- copying any part of an assignment from another student(s);
- copying information word-for-word from resource materials;
- downloading or printing text off the Internet and handing this information in as one's own work;
- not citing sources on reference materials;
- giving an assignment to another student to copy;
- using "cheating aids" during a testing situation and/or looking at another student's paper for information.

### Consequences of Cheating

#### **First Offense while a Lakeside student:**

Student involved in cheating

- Receives a teacher detention
- Receives a zero on the paper/project which must be redone for no credit
- Parent notification by subject teacher

#### **Second Offense while a Lakeside student:**

Student involved in cheating a second time for any class

- Receives a principal's detention (60 minutes)
- Receives a zero on the paper/project which must be redone for no credit
- Parent notification by subject teacher
- Receives a "Needs Improvement" in effort in the subject in which the cheating occurred for the cycle

#### **Third Offense while a Lakeside student:**

Student involved in cheating a third time for any class

- Receives multiple central detentions
- Receives a zero on the paper/project which must be redone for no credit
- Parent conference
- Receives a "Needs Improvement" in effort in the subject in which the cheating occurred for the cycle

#### **Subsequent Offenses while a Lakeside student:**

- Further cheating incidents (each offense) may result in suspension

## FIRE AND EMERGENCY DRILLS

Fire drills are held at various times throughout the school year. Exit Signs for fire drills are posted in each room, and directions will be given to students during the first day of school. When the drill signal sounds, students are to leave the room quietly as directed by the teacher; students are to walk in single file along the proper route quietly, rapidly and safely. Emergency drills will also be held. Classroom teachers will instruct students early in the school year as to the procedures to be followed. For both types of drill, it is extremely important that students follow these procedures exactly so that in case of a real emergency they will know what to do.

## MAKE-UP WORK

Students must make up work missed due to absence. Assignments are listed on Google Classroom. All make-up work must be turned in by the end of the grading period. Teachers are available before and after school to assist students with make-up work. If make-up work is not returned promptly, grades will be delayed. Students who are missing excessive amounts of work may be required to attend recess center or the after school homework center to complete overdue assignments.

## **CLOTHES AND PERSONAL APPEARANCE**

Research demonstrates that student behavior is better if they are properly dressed for the business of going to school. Students are encouraged to be neat and clean when attending classes, at all school functions, and representing the school on field trips. Clothing must be neat, safe, inoffensive and must not be a distraction to other students or the staff. Safe and proper foot attire must be worn at all times. According to the PLPS District Policy 5511, "Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to the school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted environment."

**The following is a list of inappropriate articles of clothing for the business of going to school:**

- Hats, bandanas, hoods, and head scarves (unless worn for religious purposes), or sunglasses in the school building (unless prescription with a note that indicates the sun glasses need to be worn inside the school).
- Clothing with obscene, profane, or prejudicial language or that reference drugs, alcohol, tobacco, violence or other demoralizing values which are inconsistent with our educational mission
- Clothing with symbols, or pictures which is obscene, distracting, provocative, and/or intimidating, i.e. containing weapons
- Clothing with a message, symbol, or picture which promotes drinking, smoking, drug use, or other demoralizing values which are inconsistent with our educational mission
- Clothing with a message, symbol, or picture which is derogatory to any racial, ethnic, religious, or other group
- Low cut or see-through blouses, tank tops or shirts that do not cover the midriff
- Tops and bottoms that do not meet at the waist; tops must completely cover the midriff
- Skirts or shorts that do not meet the guidelines. Skirts and shorts must have at least a 3" inseam.
- Clothing that reveals undergarments
- Unsafe items of clothing, accessories or footwear; such as flip-flops, slides, or Crocs without a back. Slippers are also not permitted.

According to PLPS District Policy 9230– Parent Responsibilities – "It is expected for parents to recognize and discharge a responsibility to encourage and support the learning process including requiring children to obey all school rules." Parents should be fully aware of what their children are wearing to school. If a student is determined to be in violation of the Board Policy and regulation on dress and grooming, they will be sent to the school nurse or her designee where they will be required to change into appropriate attire. If appropriate attire is not available, the parent/guardian will be notified and may be required to deliver it to the school. Repeatedly disregarding the dress code will be reported to administration and may result in disciplinary consequences.

**The school reserves the right at any time to amend the above list.**

## **TEXTBOOKS/COMMON NOVELS**

In those classes in which they are necessary, students will be issued textbooks/common novels. The school loans the books, and it is the students responsibility to return them in the best condition possible. If a book is damaged or lost, students will be expected to pay for it. All assigned textbooks are to be covered to protect the book.

## **HARASSMENT, INTIMIDATION, BULLYING (HIB)**

As per New Jersey State Law 18A:37, amended by P.L.2010, Chapter 122, and as per Pompton Lakes Board of Education Policy, the Pompton Lakes School District has developed a code of conduct specific to harassment, intimidation and bullying. Each student is responsible for respecting the rights of their fellow students.

**HIB:** Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or repeated behavior, that is:

- reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, **or**
- by any other distinguishing characteristic, **and** that
- takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in the amended state law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and** that
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing the student in reasonable fear of physical or emotional harm **or**
- has the effect of insulting or demeaning any student or group of students; **or**
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

**Conflict vs. HIB:** (from <http://www.nj.gov/education/students/safety/behavior/hib/tutorials/ParentTut2.pdf>)

Conflict between two or more students is sometimes confused with HIB. However, conflict and HIB are very different. Conflict most often involves mutual engagement in a disagreement between individuals. Conflict, which occurs in everyday life, can range from a simple disagreement over an idea to a verbal argument or a physical fight. During a conflict, name-calling, threats and other behavior that may look like HIB can occur.

Determining whether an incident is a conflict or HIB requires an examination of the individual facts of each incident. If a conflict results in damaging, violent or disruptive or other behavior, it may be prohibited under a school's code of student conduct and some form of discipline may occur, but the ABR does not apply. HIB usually involves one or several individuals intentionally committing a mean or violent act against another person or persons who have a hard time defending themselves. When HIB occurs, there is not mutual engagement between individuals, but a one-sided victimization of another person or group. The intention is to cause physical or emotional harm to the person.

### **Reporting Bullying, Harassment, or Intimidation**

Students who are targets (victims) of bullying should speak to the School Anti-Bullying Specialist, Mrs. Shea; the assistant principal, Mr. Howell; or the principal, Dr. Herninko. If appropriate, they should fill out an Incident Report or a Harassment Report. As part of the investigative process, students who witnessed or were directly involved in the alleged incident will be interviewed by the anti-bullying specialist and/or building administrator.

**False Allegations** Reporting false accusations of bullying, harassment, or intimidation will result in a disciplinary consequence.

**Remedial Measures** for HIB may include one or more of the following:

- Discussion of behavior/admonition to stop
- Meeting with school counselor or suggestion for outside counseling
- Central Detention, In school and/or Out of school Suspension
- Mandatory character education assignment
- Notification of parents/parent conference
- Notification of police

- Board of Education hearing

### **FIELD TRIPS & OTHER SCHOOL-RELATED FUNCTIONS**

Field trips and other school functions such as dances serve as an enrichment activity and provide educational opportunities that cannot take place in the indoor classroom. As the year progresses, educational field trips sanctioned by the Pompton Lakes Board of Education will be made. The trips are planned and supervised by faculty members, and provide enrichment to grade level curriculums. Parent chaperones may be asked to assist. **Unless noted, behavior, electronic device use and dress expectations are the same as in school.** When on a field trip, students should realize that they each personally represent Lakeside School; at all times students will conduct themselves in an orderly and courteous manner. Participation in district field trips is based on a record of good school citizenship, cooperation, and trust. A student may be prevented from taking part in a field trip/dance experience for the following reasons:

- Suspension or excessive detentions
- Behavior problems as indicated on progress reports (e.g. electronic and/or via phone calls, emails, or parent conferences) or report cards
- Repeated disruptive behavior
- Repeated refusal to follow directions
- Repeated unwillingness to cooperate
- Show of disrespect to staff, peers, and members of the greater community including in social media postings
- Final decisions on participation will be based on the professional judgment and recommendation of the teachers and administration. If a student is in danger of being excluded from a trip or requiring a parent to chaperone, adequate notice will be given.

Before a student participates in a field trip, a permission slip will be issued for parental information. All pertinent data will be found on this form. This permission slip, signed by a parent/guardian, along with any fee involved must be returned by the due date and time. Verbal permission received over the phone will not allow a student to attend. It is especially important that the **permission slip** is returned on time; if turning the money in on time is a problem, the student or parent should speak to the homeroom teacher or the teacher organizing the trip. Only checks or money orders are accepted as payment; cash will not be accepted. If a check is returned for insufficient funds, only a money order will be accepted.

Students not attending the trip are expected to attend school. If a student who has paid for the trip is unable to attend, there will be a refund only if the school receives a refund. Students are responsible for timely makeup of any classwork, tests, and assignments missed as a result of having been on a field trip. If a student routinely takes medication during the school day, the parent should contact the nurse to discuss arrangements.

### **WITHDRAWAL AND TRANSFER**

1. Have a parent or guardian complete the appropriate form that may be obtained from the main office.
2. Have teachers fill out sign-out form, return all schoolbooks and property and make sure all fees are paid.
3. Take completed forms to the main office for final clearance

### **PHYSICAL EDUCATION, NURSE, & HEALTH SERVICE**

Students are expected to change clothes for physical education on a daily basis. All students are required to furnish their own clothes in accordance with the school dress code. The physical education teacher will explain what is needed. **Safe and proper behavior in the locker room is expected at all times.** A student who causes an unsafe locker room environment will be required to change in an alternate place and may incur further consequences. If a student needs to be excused, a parent note is sufficient for up to three days; any conditions necessitating more than three days excused requires a doctor's note.

Students who become ill may report to the health office to see the nurse, Mrs. Liguori, with a pass from a teacher. Arrangements may be made with parents or guardians for the student to go home or stay in the rest area. Under no circumstances may a student leave school without permission; the nurse will make a parent/guardian contact. **Students should not use their cell phones to call a parent regarding an illness without first visiting the school nurse.** If it is necessary for a student to take medication during school hours, he/she must take it to the health office. Under no circumstances should medication be kept in a locker. In order for the nurse to be responsible for dispensing prescription or over-the-counter medication proper parental and medical authorization is needed.

## CODE OF CONDUCT

Our educational community, made up of students, parents, teachers, administrators, and board of education, recognizes that students need to possess a positive attitude toward learning and behavior. As a community, it is important that we help students understand how their attitudes and actions have a major impact on their school experiences and those of their classmates. Inappropriate student behavior leads to a disruption in the learning process. Through a combined effort and support from parents and school personnel, all students will have the opportunity to become productive learners and contribute to the overall environment of Lakeside School. As the climate of the school remains positive, the educational community, especially the students, will experience the maximum benefits derived from an effective, responsible, and caring school. As a community we must expect all students to fulfill high behavioral expectations. *To access the Pompton Lakes Board of Education's Student Code of Conduct Policy and Regulation (P/R 5600), please visit: [www.plps-k12.org](http://www.plps-k12.org) and then Click on "Parents" and then "Student Code of Conduct." Or click on the following link: [Student Code of Conduct](#).*

Therefore, the student will:

1. come to school mentally and physically prepared to be an active participant in the learning process.
2. demonstrate a continual respect for all people and property.
3. take responsibility for his or her own behavior and learning; hold themselves accountable
4. demonstrate efficient and responsible use of time and resources.
5. share the responsibility and workload when working in groups.
6. understand and meet the variety of requirements for each class.
7. take an active part in monitoring his or her own educational progress.
8. maintain open communication with parents and Lakeside staff regarding school related matters.

Recognition for appropriate school behavior is implemented at Lakeside in several ways:

1. Individual classroom teachers will use verbal affirmations, Shout Out forms and/or positive progress reports.
2. Students may earn the "Cardinal Award" each month for positive behavior. These students are recognized at our Character Award Ceremony in June.
3. Many special activities and privileges are planned each year for all grade levels. Participation in these special events (school dances, clubs, etc.) is based on eligibility. The most scrutinized criteria for participation will be a student's behavior record.

Listed on pages 14-15 are some of the behavior expectations and department procedures/policies for student behavior. Students who violate these expectations will be given an appropriate consequence to prevent the unacceptable behavior from continuing. Types of consequences include admonishment, counseling, teacher detention, central detention, in school and out of school suspension. The administration reserves the right to implement measures at higher levels for more severe violations as well as to implement measures at lower levels for individual efforts at good behavior. Students' rights include due process appeal procedures and policies, pursuant to N.J.A.C. 6A:3-1.3 through 1.17; N.J.A.C. 6A:4; and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5.

## STUDENT BEHAVIOR EXPECTATIONS

General School Rules	General School Rules
Fighting or any aggressive, physical contact on school grounds will not be tolerated.	Smoking on school grounds or in a school building is prohibited by Board of Education policy, and by municipality. It is punishable by both suspension and a \$50.00 fine payable to the state of New Jersey. Any student who possesses or uses cigarettes or any other tobacco or nicotine product including electronic cigarettes & vaporizers may be suspended and fined.
Vulgar language or actions will not be tolerated.	Students shall not possess or use matches or a lighter.
School property is to be treated with respect; it is not to be damaged or defaced.	Students will respect <b>ALL</b> school staff; insubordinate behavior will not be tolerated.
Students will behave in a manner that will not be disruptive to the other students and teachers.	Multiple dress code or cell phone violations may result in disciplinary consequences.
Students must demonstrate prosocial behaviors toward others.	Gum chewing is not permitted.
Hallway Rules	Classroom Conduct
Use a conversational voice level.	All preparations for carrying out class activities should be done before class starts.
Follow directions the first time given.	All students are to take their seats immediately upon entering the classroom.
Hall passes are required other than during passing time.	The student is expected to give his attention to the instructor until instruction is finished.
Walk on the right side of the hallway, keeping hands, feet and objects to yourself.	Chromebooks should be charged each night; the charger should be left inside the computer case.
Lockers should be kept locked using the lock provided by the school.	Cell phones are not permitted in any quiet study or ILT classroom.
Lunchtime Rules	Recess Rules
Obey all lunchtime guidelines as instructed the first time given.	Follow directions the first time given.
Tables and floor should be kept clean.	Remain in designated recess area.
Practice good table manners.	Practice good sportsmanship.
Keep hands, feet and objects to yourself.	Keep hands, feet, and objects to yourself unless part of an approved recess game.
Glass containers and glass water bottles are not permitted in school.	Tackling games of any kind are not allowed.
Students must get permission to leave the cafeteria.	Food is not allowed outside.
Computers/cell phones are not permitted.	Computers/cell phones are not permitted.

## Other Department Procedures & Policies

1. Students are expected to follow all guidelines as found in the student handbook and/or under separate posting at school dances, field trips, assemblies, etc.
  2. The classroom teacher will bring all excessive classroom infractions to the attention of parents. Continuous offenders will require intervention by parents, teachers, counselors, and administration.
  3. A student who is removed from class for poor behavior will serve a central detention.
  4. Any incident of forgery of a parent signature may result in a central detention.
  5. Teacher detentions will be assigned and served on the same day. If there is a serious conflict which prevents a student from serving detention on that day, they must explain to the teacher and bring a parent note in the next day with an explanation; the student will then serve it that second day. If a student fails to report to a teacher detention, a central detention will be assigned. If a student is assigned both a teacher detention and a central detention to be served the same day, they should always report to the teacher detention first. Then that teacher will provide a pass to the central detention room.
  6. After consultation and approval by the administration, both teacher detentions and time outs may lead to central detention if infractions continue or are of a severe nature.
  7. The administration may eliminate the privileges of any student continuously in conflict with the Code of Conduct; consequences for severe offenses may be increased at the discretion of the administration.
  8. Central detentions will be held as follows:

single	-	3:00 p.m. to 3:20 p.m.
double	-	3:00 p.m. to 3:40 p.m.
triple	-	3:00 p.m. to 4:00 p.m.
- \*Central detentions are held Tuesday through Friday in rooms 101 or 201.
9. Central detentions will be assigned the same day of the rule infraction or the very next day. Students will be permitted to use the office telephone to notify their parents if detention will be served the same day. **It is the responsibility of the student to notify parents of all detentions.** No student will be detained beyond 4:00 p.m.
  10. If a student cuts a teacher's detention, he or she will be issued a central detention. If a student cuts a central detention, he or she may serve multiple central detentions. Repetitive central detention cuts may result in suspension.
  11. A student may receive an in school or out of school suspension for accumulating an excessive number of central detentions during a 30-day period or for any other excessive infraction.
  12. In accordance with Board of Education Policy #5884, Weapons and Dangerous Instruments, students who are found guilty of possession of a weapon in school, on school grounds, or at school sponsored events, will be subject to suspension and/or expulsion from the school. In addition, criminal charges may be filed with the Pompton Lakes Police Department.
  13. In accordance with Board of Education Policy #5530, Substance Abuse, any student who is suspected of being or is under the influence will have an immediate examination by a doctor selected by the parent or if the parent is not immediately available, by the school physician or nearest hospital emergency room for examination and diagnosis. The pupil must be accompanied by the child's parent or legal guardian and will be accompanied by a member of the school staff appointed by the principal. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at the district expense. Treatment will not be at the board expense.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense, nature of the problem, and pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

14. **Passaic County Crime Stoppers Tip Line: 1-888-958-8477**