

USING YOUR LAKESIDE PLANNER

“The Key to Student Success”

Students: If you faithfully use this Planner to keep yourself organized (writing your assignments in it every period, every day), it will help you achieve success throughout the school year.

Parents: a recipe for your son or daughter’s academic success throughout the school year is to check his or her School Planner every day!

ADVISEMENT

The purpose of the Advisement Program is to build a relationship between students and staff that encourages communication and keeps staff informed of the needs and concerns of students.

During their two years at Lakeside, students will meet daily in a group with the same advisor. The advisor assists students with educational planning and monitors progress. When needed, advisors make contact with classroom teachers and support staff (counselor/psychologist, etc.). This communication enables problem solving to occur quickly.

The Advisement Program encourages communication between home and school. Advisors may be contacted by parents or students throughout the school year.

ATTENDANCE PROCEDURES

ABSENCES

Students are required by law to attend school regularly. Every absence from school MUST be cleared by a parent or guardian. Absences may be cleared by calling the **24-hour Voice Mail ATTENDANCE LINE (949) 936-6101** or by sending a note to the attendance clerk the day the student returns.

Whether you call the attendance line or send a note, it is necessary to include the following information:

- student’s full name (spelling last name)
- date of absence
- specific reason for absence
- name of Parent/Guardian
- name of student’s advisor
- the school may require a doctor’s or dentist’s note to excuse absences or tardiness.

TARDY POLICY

Students are expected to be in their advisement classroom at 8:30 a.m. If the student is not in the classroom, he/she is to report to the office for a tardy slip. Five tardies will result in the assignment of an essay. **Excessive tardiness and absences will be handled through a mandated referral to the School Attendance Review Board (SARB).**

MAKE-UP WORK

Students will be given an equal number of days to the number of days they were absent (only for excused absences). Make-up quizzes and tests are often scheduled at lunch and after school.

Students are expected to contact a reliable teammate immediately to find out about missed work. *Determining what assignments were missed and making them up is the student’s responsibility, not the teacher’s.* **Students should check Lakeside’s website for homework assignments.**

HOMEWORK REQUEST

If a long-term assignment was given before the student’s absence, it must still be turned in **on time**.

Students who are absent due to illness for more than two days may request homework assignments beginning with their third day of absence. **A 24-hour notice is required:** e.g., a request on Tuesday afternoon will result in homework assignments being ready on Wednesday afternoon. Please contact the attendance office at 936-6100.

INDEPENDENT STUDY AGREEMENT

For planned absences of five (5) days or more, contact the office to obtain an Independent Study Agreement. Agreements need time to be processed and should be requested several days prior to the absence. **All work must be turned in the day the student returns.**

APPOINTMENTS OFF CAMPUS

To release students for appointments, a note must be sent with your student so he/she may be excused from class. Students must be signed out in the office before leaving campus by a person listed on the emergency card. The student may sign him/herself back in upon return.

BICYCLES, SKATEBOARDS & SCOOTER AREA

Bicycles, skateboards and scooters are to be locked in the bicycle rack area. Students are allowed in this area only to put their bicycles away and pick them up. Once the student locks his/her bike, skateboard or scooter, he/she **must** leave the bike rack area. Students are to bring their own locks and may not lock their bikes or scooters with another student’s. (This can be disruptive if one student must unexpectedly leave during the school day.) **Students are required to wear bike helmets fixed securely to their chins.** Bicycles, skateboards and scooters are not to be ridden in the campus quad area marked by yellow lines. (See the school map.) Bicycles, skateboards and scooters are the responsibility of the student. The school is not responsible for damage or loss of bicycles, skateboards or scooters.

ACTIVITIES AND FIELD TRIPS

Participation in activities and field trips is considered a privilege. Students must meet the following requirements to participate:

1. **Be in good academic standing.**
2. **Maintain good behavior.**
3. **Maintain good attendance and be on time to class and school.**

If a student is not in good academic standing, is excessively tardy or absent, displays poor behavior or has been suspended, he/she may lose the privilege to participate in school activities. The administration and staff will determine when a student loses the privilege to participate in activities.

Any student who attends a Lakeside field trip or event, on or off campus, without permission from school staff and/or without having earned the activity, is subject to disciplinary action.

CLOSED CAMPUS

Lakeside Middle School has a *Closed Campus* policy. Students are expected to remain at school once they arrive on campus in the morning until they are dismissed at the end of their last period. **Students may not leave campus for lunch.** (We ask that parents **not** take their children out to lunch. Lunch is only 30 minutes long, so students return tardy and disrupt the classroom environment.)

All visitors to the campus must sign in at the office. Visitors are not permitted to attend classes with our students.

Important: Parents must drop off students at the school-side curb and not in the school parking lot at both the Lemongrass and the Stone Creek entrances.

COMMUNICATIONS WITH HOME

It is important that parents receive information regarding school activities; therefore, it is the students' responsibility to take all bulletins and notices home to their parents. In addition, timely articles about school activities are posted to our website on a regular basis. Check our website regularly to keep up with the news (www.iusd.org/la). Parents are encouraged to use e-mail and voice mail with teachers. We also use a mass phone dialer system to reach homes with special messages.

Student information is available through the IUSD Parent Portal. You may sign up at www.iusd.org. Click on parent resources, My.IUSD.org - Information Portal.

COUNSELOR/PSYCHOLOGIST SERVICES

The students are supported by a counselor and a part-time psychologist who provide individual assistance to students/parents upon request and may also have group meetings with students to address concerns. Appointments may be made with both our counselor and psychologist by either student or parent request.

DANCE POLICY

School dances are held for Lakeside students only. Tickets are sold at school **ONLY** during the week prior to the dance. This provides time for processing tickets and verifying student eligibility to attend the dance (i.e. overdue library books and a clear disciplinary record).

DANCE BEHAVIOR EXPECTATIONS:

1. Each student must bring his/her Lakeside student ID card and present it at the door of the dance.
2. Once students arrive at the dance, they must remain until the end of the dance, unless they are picked up **PERSONALLY** by a parent or by an individual whose name is on the student's emergency card.
3. Students may not use and/or purchase another student's dance ticket.
4. Students who are absent from school on the day of a dance will not be allowed to attend the dance.
5. Refreshments may be purchased at the dance and can only be consumed in the designated eating area.
6. Lakeside's Student Behavior Code expectations are in effect at all dances. **This includes our dress code and NO GUM.**
7. Inappropriate behavior at a dance (before, during or after) will result in the loss of a school privilege.
8. **Parents or Guardians are expected to pick students up within 10 minutes after the end of the dance.**

DRESS CODE

Lakeside Middle School students must wear clothing that is clean, in good repair (no holes), school appropriate and comfortable. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. Generally, students are not to wear clothing that compromises safety or modesty. **Pants or shorts should be the proper size and must fit securely at the waist above the hip bone, and are not allowed to hang below the waist.** Footwear must be worn at all times. **Hats are not permitted to be worn at Lakeside unless there is a health issue.** Lakeside follows the IUSD dress code.

At Lakeside students may not wear:

1. any clothing apparel which:
 - is considered unsafe, dangerous, or a health hazard (e.g. No chains or safety pins allowed);

continued on next page....

DRESS CODE *continued....*

- contains offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values;
 - contains language or symbols oriented toward violence, obscenities, double meanings, vandalism, sex, drugs, alcohol, or tobacco;
2. any attire or grooming disruptive to the educational process which may include, but is not limited to:
 - tops or pants designed for bare midriffs,
 - halter tops, or tops with narrow shoulder straps,
 - tight or revealing clothing or low cut tops,
 - clothing which allows underwear to be exposed, including sagging or oversized pants;
 3. any combination of clothing which law enforcement agencies currently consider gang-related.

A student who violates Lakeside's dress code will be required to change into P.E. clothes or a dress code shirt. Repeated violations of the dress code are considered defiance and will result in detention or suspension from school and/or loss of school privileges and activities.

No gum is permitted on campus at any time.

FOOD SERVICES / CAFETERIA

REDUCED/FREE MEALS:

Students may receive meals free of charge if they reside in households receiving food stamps or AFDC. They also may receive meals free of charge or at a reduced price if they reside in households whose incomes are within the specified range. You may obtain more information and applications in the office.

SERVICES AVAILABLE:

1. Breakfast is available beginning at 8:00 a.m.
2. At break, snacks and beverages are available.
3. For lunch, students and staff may select from a plate lunch and/or ala carte items.

During lunch, students must be seated at the lunch tables or in designated eating areas. Sitting on tables or standing on planters is not permitted. Students are encouraged to use their I.D. numbers when purchasing their food.

GRADE REPORTING

ACADEMIC DEFICIENCY NOTICE:

At any time, it may be necessary to send an "Academic Deficiency Notice" home for parent signature. This communication identifies for both the student and the parent problems the student is having in a particular class. It is the student's responsibility to obtain a parent signature and return the notice to the teacher the next class day.

PROGRESS REPORTS:

Progress reports are mailed home midway through each trimester. Grades of "C-" or below are the only grades shown on the report. If no grade appears for a class, it means that the student is receiving a "C" or better and "meets or exceeds" the class requirements at the time of the report. Students receive "NM" no mark for Advisement.

REPORT CARDS:

After the last day of each trimester, Report Cards are mailed home. This report will identify the grade the student earned in each class as well as his/her work habits and citizenship marks for each class. Students all receive "NM" no mark for Advisement.

AWARDS AND STUDENT RECOGNITION:

Students are encouraged to get the most out of school so they will be as well prepared as possible for future endeavors. Students are recognized on a regular basis for scholarship, citizenship and service. Students are selected monthly by faculty members as "Mariner of the Month" for their positive attitude, service to their school and on-going citizenship.

Lakeside staff also recognizes students who exhibit traits of our Core Values (listed on page 14). These values are discussed in advisement regularly. Over a two-year period all eight-core values are addressed.

In addition, staff utilizes other incentives and opportunities to recognize students for their positive behavior and effort. Examples are:

- Mariner of the Month Certificate
- Break Passes (front of the line) at snack/lunch
- Homework Pass (from teacher)
- Positive notes and/or phone calls home
- Special Assemblies (for good attendance, grades or citizenship)
- Student Achievement Awards Night (end of year) *(Student honorees will be mailed an invitation to their home.)*

HONOR ROLL CRITERIA:

"Principal's Honor Roll" – Eligibility Criteria:

1. A student must have a Grade Point Average of 3.5 or better with no grade lower than a "B."
2. A student may not receive "U's" or "N's."

"Staff Honor Roll" - Eligibility Criteria:

1. A student must have a Grade Point Average of 3.0 with no grader lower than a "C."
2. A student may not receive "U's" or "N's."

"Citizenship Honor Roll" – Eligibility Criteria:

1. A student must receive "O's" in Work Habits and Citizenship in at least 5 of his/her 7 grading areas or 6 out of 8 with zero period P.E.
2. A student may not receive "U's" or "N's" on any trimester grade report, including advisement.

Students who qualify receive a special certificate. The Advisor will award all certificates after report cards have been received. This list of names of all students who qualify per trimester will be on our website.

LOCKERS

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Qualifications for membership in Lakeside Middle School National Junior Honor Society include maintaining a 4.0 average for two consecutive trimesters, 8 O's out of 12 in work habits and citizenship (2 trimester totals) and verification of leadership and character.

NJHS is a service organization that meets monthly and participates in activities to serve both the school and the community.

INSURANCE

Irvine Unified School District takes appropriate steps to protect your child from injuries. Even so, accidents can and do happen while participating in normal activities that take place on campus, on school trips, and during extra-curricular activities and sports.

Since our school district **does not** provide accident medical insurance for school related injuries, it does make available a variety of affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. **Students participating in interscholastic sports are required by state law to have medical insurance.**

LOST AND FOUND

The lost and found is located in the main office and Physical Education Department. All items found, such as purses, wallets, rings, keys, eyeglasses, P.E. clothes, etc. should be turned in immediately. Check the lost and found often for anything you may have lost. Articles not claimed will be periodically donated to charitable organizations.

MEDICATION

Students are not to have any medication in their possession, including aspirin. If it is necessary for a student to take medication during school hours, please obtain the proper forms in the office and have them completed by parents or guardians AND A PHYSICIAN. **The forms are to be returned to the nurse with the medicine in the prescription bottle.** Medicine will be administered according to the physician's directions. Students need to check in with the health office to call home. Students are not to use their cell phones.

No gum is permitted on campus at any time.

Lockers are the property of the school district on loan to students for their use. The locker is intended as a convenience for students to store books, notebooks, lunches, sweaters, and other items necessary for school. All textbooks are to be taken home to be used for assignments. A set of textbooks is kept in each classroom. The locker area is not an appropriate place to socialize before or after school, at break or at lunch. The locker area needs to be kept clear so each student has easy access to his/her locker.

Lockers and backpacks ARE NOT safe places for keeping money or valuables. Bring only enough money to school to meet the needs of the day and keep the money on your person in your pockets.

Certain school employees have keys that open all lockers. Students can expect lockers to be checked occasionally for such things as overdue library books, moldy lunches and trash. ***The person to whom the locker is assigned will be held responsible for the contents of that locker. Use only the locker assigned to you; keep your locker combination secret!***

Padlocks will be provided to all students for a nominal charge. Only assigned locks are to be used on lockers. Non-school locks will be removed.

How to open your book locker combination:

OFF-LIMIT/RESTRICTED AREAS

1. Eating areas are identified on the school map. On rainy days students are to assemble in the Field House to eat.
2. Bike Rack area is off-limits except when students arrive at school or leave school.
3. Students are not permitted in the buildings before school, after school, during break, and/or during lunch unless they are supervised by a staff member. To return to a classroom at any of these times, the student must make arrangements with the teacher.

PASSES (HALL) PERMISSION TO LEAVE CLASS

In order to leave a room during class, students MUST have a hall pass issued by a teacher. Students should arrive prepared with necessary materials for each class and should use the restrooms between classes. Therefore, requests to leave class for these reasons may not be honored. Teacher assistants must be identified by a badge assigned by the teacher.

PERSONAL PROPERTY AT SCHOOL

Students assume sole responsibility for loss or damage to any school or personal property issued to or belonging to them, such as garments, equipment, books, folders, or musical instruments. The school will, in every way possible, endeavor to protect all such properties, but is not responsible for them. **Items such as CD players, IPODS, cameras and other electronic devices may not be used at school during school hours. School personnel will confiscate these items if they are in use or visible.**

SAFETY ISSUES

Each student is expected to make decisions that protect both his/her own safety as well as the safety of others. This includes, but is not limited to the following:

1. Students should not run on campus.
2. Students should wear shoes at all times.
3. Students should not engage in "rough housing."

Parents must drop off students at the school-side curb at both the Lemongrass and the Stone Creek entrances and not in the school parking lot.

No gum is permitted on campus at any time.

SELLING ITEMS ON CAMPUS

Students are not permitted to sell anything on campus. This includes, but is not limited to items such as candy, baseball cards, magic cards and/or personal items.

SUPERVISION (SCHOOL) HOURS

Students should not arrive before ten minutes prior to the beginning of school and must leave the campus within ten minutes after school, unless they are involved in zero period P.E. or an activity supervised by staff.

TELEPHONES/CELL PHONES

School telephones are used by teachers and staff members for school business. **Students may use school phones only in an emergency** and when they are supervised by a teacher.

Cell phones are permitted for before or after school use. **During school hours, cell phones are to be turned off and placed in student lockers.** Failure to follow these guidelines will result in confiscation. Parents will be asked to pick up the cell phones.

TRANSFER TO ANOTHER SCHOOL

If a student is moving out of the area and transferring to another school, a note advising the school of the change, including the new school's address, should be brought to the office. Prior to leaving school, the student will be required to take a transfer form to each class and the media center to receive grades, turn in books, and obtain signatures.

EMERGENCY INFORMATION

PARENTS ARE REQUIRED TO PROVIDE THE SCHOOL WITH EMERGENCY INFORMATION AND TO NOTIFY THE SCHOOL SHOULD NAME, ADDRESSES AND TELEPHONE NUMBERS CHANGE. MY IUSD ACCOUNTS ARE A CONVENIENT WAY TO CHANGE INFORMATION EASILY. PLEASE VISIT THE DISTRICT WEBSITE FOR MORE INFORMATION (www.iusd.org)

INTERNET AND COMPUTER USE

Students and parents are required to sign the IUSD Internet and Computer Use Agreement before students will be allowed to use a computer at Lakeside. Please read this document carefully. Students who do not follow the terms of this agreement may have their computer privileges suspended, and activities that violate other school and IUSD behavior policies will be subject to further disciplinary action.

Many computer activities require students to use a username and password. Students need to keep their class schedule in the provided pocket of this planner to access the information needed for their usernames and passwords.

The IUSD username for all students is:
2-digit high school graduation year
+ first 8 letters of last name
+ first 8 letters of first name
Example: 13ThompsonMarianne

Password information is as follows:

Computer Log-In: Student selected, minimum of 5 characters

IOLA: Home phone number at time of IUSD registration

Blackboard (<http://blackboard.iusd.org>): Student selected—share with parents

Accelerated Reader: 4-digit student number that appears on the student schedule

World Book Online (<http://www.worldbook.com>):
Username: irvinewb—Password: reference

LIBRARY MEDIA CENTER

The Library/Media Center (LMC) offers students a place to study and relax. Students are expected to use books, computer, and other media in a responsible manner. In order to do this, students must:

- Talk in quiet voices.
- Have an ID card to check out materials. The ID card must be at school EVERY DAY.
- Turn in or renew all materials on or before the due date.
- Use computers for school assignments ONLY—**NO GAMES!!!**
- Keep walkways and computer areas obstacle-free.
- Pick up all trash.
- Leave food outside—**NO FOOD OR DRINK!!!**
- Treat all library materials (including the set of textbooks kept at home) with care and take personal and financial responsibility for all lost or damaged items. **Students with outstanding library books, text books, or fees will not be permitted to participate in end-of-the-year activities until their obligations are met.**

We are open daily from 8:00 to 3:30 on all regularly scheduled days. We open at 9:30 on Wednesdays and Modified Days, and close at 1:15 on all Minimum Days.

Every student is given one free student ID card and one free copy of any required consumable workbooks. In the event of loss or extreme damage, students may purchase replacement ID cards (\$5) and student workbooks (\$15) in the LMC. Please make checks payable to Lakeside Middle School. No checks will be accepted after June 1, 2009.

