



# Student Handbook

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2009 - 2010



# Welcome to Lakeside School


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*On behalf of the staff, I would like to welcome you to Lakeside School. Whether you are coming in at the beginning of the school year or sometime after the year has started, our desire is that you find Lakeside to be a place where you feel supported in your educational journey.*

*This handbook is a brief introduction to the school's policies. Its goal is to help all of us; staff members, parents, and students, be on the same page. It will help each of us as we endeavor to value and respect the rights of others. If you have questions about anything you read, please ask about it. Doors are always open to hear your suggestions and concerns.*

*We care about you! Whatever your past story, this is a new start. Begin by making a commitment to try again. We will do everything in our power to make Lakeside School a safe and comfortable place for you to learn. Whether your goals include further education, military goals, a career, or just returning to your public school as quickly as you can, know that Lakeside School alumni are successfully walking all of these paths.*

*Best wishes on your journey, and may God bless your time at Lakeside School.*

  
Jeff Caler  
Principal



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## Program Descriptions and Goals

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Lakeside School offers a variety of programs of study. Each program has its own goals and provides services distinct to the needs of its students.

### Academic Program (Grades 10 - 12)

This program is for those students who desire to pursue post secondary education. The program has a high academic emphasis geared toward preparing students to succeed in traditional educational settings. Class size is fifteen (15) students. Counseling services, including a Resolve Room, are available to help students with individual issues and needs.

### Junior High Program (Grades 6 - 9)

This program is geared to meet the specific needs of Junior High School students. Academics are commensurate with those offered in students' home schools. Focus is given to preparing students for High School. Class size is ten (10) to twelve (12) students. Counseling services, including a Resolve Room, are available to help students with individual issues and needs.

### Academics & Junior High Program Goals

- To provide students with the academic, behavioral, and social skills necessary for success in public school or post secondary education
- To provide challenging academics taught with an approach and curriculum similar to that being used in the public school system
- To help students develop a sense of direction and purpose regarding their future academic and career pursuits
- To teach students to solve problems and issues appropriately without needing to be removed from the classroom setting
- To design a plan to help students transition successfully back to their public schools

### Career Program (Grade 10 - 12)

This program is for students who are interested in leaving school not only with a diploma, but also with the skills necessary to enter the job market. While the content of courses is academically demanding, a "hands on" applied learning approach to instruction makes the material more relevant and easier to understand. This approach allows students to make a connection between what they are learning in the classroom and what will be expected of them in the work force. Students in this program may



## Program Descriptions and Goals (continued)

choose to use elective periods for Vocational-Technical experiences. Counseling services, including a Resolve Room, are available to address the specific needs of each student.

### Career Program Goals

- To prepare students for the work world, both academically and behaviorally
- To provide academically challenging courses taught with an applied learning approach that will prepare students for college or career pursuits
- To help students develop a sense of direction and purpose regarding their future academic and career pursuits
- To provide students with opportunities to obtain specific skills needed to Succeed in their chosen fields of employment

### Support Program (Grades 7 - 12)

This program is designed for students who need intense behavioral support in order to maximize their learning experience. Academics are provided on each student's level. Class size is smaller than other programs, five (5) to seven (7) students. Staff is adept at helping students to develop behavioral controls. Counseling services, including a Resolve Room, are available to help students with individual issues and needs. Counselors have small caseloads so that they can be readily available to help students resolve issues as they occur. As their needs and goals change, decisions can be made for students to continue in this program or move to other programs.

### Support Program Goals

- To provide students with the support, accountability, and structure needed to develop the behavioral and emotional control essential for school and/or employment success
- To provide academically challenging courses taught on the level of each individual student
- To help students develop a sense of direction and purpose regarding their future Academic and career pursuits



## Student Rights

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(PA Department of Public Welfare 55 PA Code Chapter 3800.)

1. A student and the student's family have the right to lodge grievances with Lakeside school for an alleged violation of specific or civil rights without fear of retaliation.
2. A student has the right not to be discriminated against because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
3. A student has the right not to be abused, mistreated, threatened, harassed, or to be subjected to corporal punishment.
4. A student has the right to be treated with fairness, dignity, and respect.
5. A student has the right to be informed of the rules of Lakeside School.
6. A student has the right to communicate with others by telephone subject to reasonable facility policy.
7. A student has the right to communicate and visit privately with an attorney or clergy.
8. A student has the right to be protected from unreasonable search and seizure.
9. A student has the right to practice the religion or faith of choice, or not to practice any religion or faith.
10. A student has the right to rehabilitation and treatment.
11. A student has the right to be free from excessive medication.
12. A student may not be subjected to unusual or extreme methods of discipline that may cause physical or psychological harm.
13. A student may not be deprived of specific or civil rights.
14. A student's rights may not be used as reward or sanction.



## Grievance Procedure

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It is the policy of Lakeside School to encourage a student to bring to the attention of his/her Casemanager complaints or concerns about school-related situations. The Casemanager, through a formal complaint and grievance procedure, will provide a student an opportunity to present his/her complaints and appeal decisions. All complaints or grievances will be resolved fairly and promptly.

The definition of grievance as used here is: a student's expressed feeling of dissatisfaction where there has been a violation of an expressed policy or the content of the student manual by a school staff member or another student. A student may use the grievance procedure and will not, under any circumstances, be penalized for doing so. A Casemanager is responsible for ensuring that the grievance is fully processed until the student is satisfied with the decision or until the student's right of appeal is exhausted.

Whenever a student believes that he/she has a grievance, the student should bring the matter to the attention of his/her Casemanager. It is the responsibility of the Casemanager to investigate the grievance, to attempt to resolve the grievance and to communicate a decision to the student within a reasonable time. If the student's grievance is about the Casemanager, the student shall notify that Casemanager that he/she is seeking guidance from the Director of Clinical Services and may be permitted to discuss the problem first with the Director of Clinical Services in order to avoid an awkward situation. At that time the Director of Clinical Services will advise the student how to proceed with the next step of resolving the particular incident in question.

If the aggrieved student is not satisfied with the Casemanager's decision, he/she will be permitted to appeal to the next step in the procedure. The Case manager shall write, in an appropriate form, the student's grievance, the facts, and the decision for review by the Director of Clinical Services.

The Director of Clinical Services will discuss the matter with the student and the Casemanager and will make a decision regarding the grievance within a reasonable time. The Director of Clinical Services' decision will be noted on the form, with the reason for it.

If the aggrieved student is not satisfied with the decision of the Director of Clinical Services, a formal appeal may be made to the Program Director of Lakeside School for a final decision as to how the matter may be properly resolved.



## Student Responsibilities

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1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - c. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - d. Assist the school staff in operating a safe school for all students enrolled therein.
  - e. Comply with commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time at all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local school authorities.
  - j. Report accurately and not use indecent or obscene language in student Newspapers or publications.



# Attendance Policy

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Lakeside School students are required to be present every day school is in session. In order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success. To achieve this, a collaborative effort between Lakeside School, its students and their families is essential.

## Excused Absences

### A. Reasons

1. Illness that does not permit a student to function in school.
2. Communicable or infectious disease.
3. Appointments, e.g. physician, court, etc., which cannot be scheduled before or after school hours.
4. The observance of a bona fide religious holiday.
5. Other reasons approved by Lakeside School. Such reasons may include family travel, college visitations, job interviews, and suspensions.

### B. Procedure

1. Illness and communicable or infectious disease.
  - a. A student's parent/guardian must telephone Lakeside School (215-542-7737 ext. 288) by 9:00 a.m. the day of the absence to verify approval of the student's absence.
  - b. When the student returns to school, a note from the student's parent/guardian must be presented documenting the student's absence. Failure to provide a written excuse within three (3) days of the student's return will result in the absence being permanently considered unlawful.
  - c. Notes from a parent/guardian will be accepted for a maximum of ten (10) total days per school year. Additional absences due to illness must be documented by a physician's note. (It is recommended that a doctor's note be requested if more than three days are missed in a marking Period.)
2. Appointments, religious holidays and other reasons.

Notification of absences for appointments, religious holidays or other reasons must be provided to the student's Casemanager by the student's parent/guardian in advance for approval.



## Attendance Policy (continued)

### Unlawful Absences

Any absence for reasons other than those listed in Section 1-A will be considered unlawful. Unlawful absences are reported to the student's school district and referral representative and result in zero points earned for that day and the resulting consequences. Unlawful absences may also result in additional consequences.

### Lateness

Lateness applies to a student who arrives at school after 8:45 a.m. (8:35 a.m. for Period Zero students) A student who arrives late must sign-in at the Main Office. Three (3) unexcused latenesses will equal one (1) unexcused absence. Latenesses will also be reported to the student's school district and referral representative.



## School Closing

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1114

Lakeside School's snow closing number is 1114 in Montgomery County and can be heard on the radio at KYW AM 1060. School closing information is also broadcast on NBC TV 10 and WPVI TV 6.

Weather emergency information can also be heard on Lakeside School's telephone system by calling the school and selecting extension #266 or by checking the Lakeside Educational Network website ([www.lakesidelink.com](http://www.lakesidelink.com)).



# Academics

## Grading

Grades will be used as an evaluative tool to motivate students toward excellence. Averaging class work, homework projects, tests/quizzes and behavioral points will determine letter grades for each marking period. The following scale will be used in determining the letter grade issued:

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D = 65 - 69  
F = 0 - 64

In the event that a student's grade is .5 or greater of the next percentage point, the grade will be rounded up.

The final grade will be based upon the four (4) marking period grades and is determined by adding the quality point values and converting the total quality points to a letter grade according to the following scale:

Marking Period Grades	Total Quality Points	Letter Grade
A = 4	15 16	A
B = 3	11 14	B
C = 2	7 10	C
D = 1	4 6	D
F = 0	0 3	F

In addition to accumulating four (4) quality points, a student must earn at least one (1) passing mark in each semester to obtain a passing mark for the year.

A student's midterm and final exam grades as well as an overall pattern of improvement may be factored into the final grade.

## Class Attendance

Lakeside students are expected to attend class. A failing grade will be assigned to those students who have ten (10) absences. Once a student reaches ten (10) absences, he/she will have the opportunity to receive a passing grade for the marking period only



## Attendance Policy (continued)

by completing an independent study. Work completed during the marking period will be counted toward the independent study.

### Honor Roll

Students will earn honor roll if they achieve a 3.0 (B) average for the marking period and receive no D or F grades. Students will earn high honor roll if they earn no more than two (2) B's with the remainder of their grades being A's.

### Report Cards

Report Cards are issued at the end of each of the four (4) marking periods. Parents will receive a copy of the report card during Parent/Staff conferences. If a parent is unable to attend Parent/Staff conferences, the report card will be mailed.

### Incomplete Grades

Students who, because of illness or other extenuating circumstances, are unable to complete their class work by the end of the marking period may receive a grade of Incomplete (I). This work should be completed no later than two (2) weeks after the end of the marking period at which point the appropriate letter grade will be awarded.

### Accessing Grades On-Line

Access to a student's academic and attendance records is available through the Internet. To access this information, first request from your Casemanager the correct IP address, your confidential ID, and your password. Academic and attendance information is updated on a weekly basis.

### Midsession Reports

Each marking period, parents will be notified at least once in writing concerning their child's academic progress. This is to provide time to make appropriate adjustments when a student is failing a class. Notification is generally by a letter sent to the home.

### Tutoring

If a student desires extra academic help, arrangements can be made through his/her teacher, Casemanager, or Team Leader. Classroom teachers may elect to meet with the student during study hall or after school. Other staff members or volunteers may offer to tutor the student individually during the student's regularly scheduled class time.



## Attendance Policy (continued)

### Study Hall

A study hall is available each morning from 8:45 a.m. until 9:15 a.m. Students may do make-up work, homework, and/or receive extra help from the study hall monitor. Students should make prior arrangements with their classroom teachers to insure that work is ready for the study hall monitor.

### Homework

Students at Lakeside School are generally given the time to complete their work in class under the direct supervision and support of their teachers. The emphasis is on quality class work. There are times, however, when homework is assigned to supplement the work being done in the classroom. Every attempt is made to make homework meaningful, relevant, and enriching. Students who are absent should expect to make up assignments upon their return to school. When homework is assigned, students should complete it with the care and diligence expected of other class work.

### Cheating and Plagiarism

Dishonesty, in tests or class work, and plagiarism are serious offenses. The following policy regarding student cheating has been adopted:

1. Any student who is found to be cheating may receive a zero (0) for the test, quiz, midyear or final exam, term paper, book report, etc.
2. The teacher will notify the student's Casemanager.
3. The teacher will call the parents of the student within three days To inform them of the incident.

### Credit Requirements

Each school district has its own specific graduation requirements. Graduation requirements are typically communicated to Lakeside students by a credit evaluation. Credit evaluations indicate the courses a student has completed as well as the courses still needed to earn a high school diploma. Because many Lakeside students return to their home school district before they graduate the credit evaluation is also used to insure that students are taking classes in an appropriate sequence.



## Attendance Policy (continued)

To graduate with a Lakeside diploma a student must earn the following:

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Arts and humanities	2 credits
Health and physical education	2 credits
Electives	3 credits
Graduation project	

### Summer School

The purpose of summer school is to provide an opportunity for remedial assistance to students with credit deficits. Students may make up as many as five (5) classes in which they have received failing grades or incomplete(s) from the regular school year. Students may earn up to 2.0 original credits during a summer session at Lakeside School. Lakeside School also recognizes summer school credit earned through the student's home school.

### Independent Study Courses

Independent Study Courses are available to those students needing to earn additional credit in their major subjects. These courses are monitored by Lakeside teachers, but are completed independently outside of Lakeside School.

Students interested in an independent study can begin the process through their Casemanager. To be eligible a student must be:

1. Currently attending Lakeside School
2. Currently passing the subject in which requesting independent study
3. Capable of working independently
4. In need of extra credit to be promoted to grade level or to graduate.

Students can earn up to 2.0 credits per year or .5 credits per marking period for Independent Study Courses. (1.0 credit equals 120 hours of work, .5 credits equal 60 hours, .25 credits equal 30 hours, etc.)



## Attendance Policy (continued)

### Electives

Lakeside School offers a number of elective courses each year. Students indicate their preferences for elective courses on a course selection sheet distributed during New Student Testing and Orientation and at the beginning of each school year.

### Work-Study

Work-study credit is available to those Lakeside students employed part-time during the school day. To be eligible the student must be:

1. Currently attending Lakeside School.
2. Employed by a viable company.
3. Working part-time during the school day (8:00 a.m. through 3:00 p.m.).
4. Able to provide transportation from school to the job site.

Students can earn up to 3.0 credits per school year for work-study, or .75 credits per marking period. Credits are based on the number of hours the student is working during the school day. 1.0 credit equals 120 hours of work. The procedure for work-study eligibility is as follows:

1. A student wishing to work during school hours must first obtain Permission from their Lakeside Casemanager and referral representative.
2. Once a student has obtained permission to work and secured employment, they should obtain a work-study form from their Casemanager. This form is completed by their job site supervisor and returned to their Lakeside School Casemanager. At this point, work-study can begin.
3. Regular contact will be maintained throughout the year between the Casemanager and the job site supervisor.
4. The job site supervisor will assign grades. The Lakeside School Director of Education will assign credits.



## Attendance Policy (continued)

### Working Papers

All persons under 18 years of age must obtain working papers for employment. These papers may be secured from the student's Casemanager. Students must secure a promise of employment and return the papers along with a copy of their birth certificate to the office of the student's home school.



## Extracurricular Activities

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### Student Conduct

Students are representatives of the school when they participate in extracurricular activities. All students are expected to represent themselves, their families, their activity, and their school favorably at all times.

### Student Eligibility

For a student to be eligible to practice or play for a Lakeside School team or squad, he/she must maintain B3 points, have no suspensions, and maintain a passing grade in all classes.

Students, who are ineligible because of academics, may practice if two conditions are met.

1. They are actively engaged in remediation of failures (study hall, lunches, homework, etc.)
2. The practice does not take them out of the class they are failing.

Eligibility is determined each Friday for the following week. Students are eligible/ineligible one week at a time.

If a student fails a class for the marking period, he/she must wait two weeks to be reinstated to the team.

Students who misbehave in practice or during a game or demonstrate poor sportsmanship will be suspended for a time dependant upon the severity of the incident.



## Health Services

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Lakeside School attempts to provide an environment in which the student will be safe from accidents. A School Nurse is on duty during regular school hours to provide first aid for injuries and illnesses that occur during the school day. Accidents and illnesses that occur at home or outside of the school are the responsibilities of the parent and should not be referred to the school. A student may visit the health office only with a pass from a staff member. If a student's illness at school necessitates that he/she return home, the Nurse or Casemanager will contact home, the parent, or emergency alternative.

Every student is examined each year for mandated height, weight, vision, and hearing screenings. In addition, state law mandates the following:

- Physical examinations in 6th and 11th grades
- Dental exams in 7th grade

The student's private physician should do these examinations. Students must also be fully immunized according to state guidelines.

### Medication Policy

The major responsibility for medications belongs to the student's parents. When it is absolutely necessary for medication to be administered at school, the School Nurse or designee will dispense medication as follows:

- The medicine must be brought to the Nurse's office in a properly labeled, original pharmacy container.
- The label must include the student's name, date, name of medication, dosage, time and method of administration, and the prescribing doctor's name. \*
- Written parental permission must accompany medication.
- With a parent's signed permission on the medical emergency form, the Nurse will give acetaminophen (such as Tylenol), antacids (such as Tums), and cough drops at the Nurse's discretion.

\*NO medication will be accepted in an envelope or plastic bag.



## Transportation Services

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### Conduct on Vans

It is a privilege for students to ride on the van to and from school. Students found in violation of rules, or found guilty in other ways of improper behavior on vans, will lose the privilege of van transportation for a period of time. Further discipline may result as determined by the Behavior Manager or Casemanager.

### Automobile Use

Driving one's car to school is a privilege granted by the school. The student must be on Growth Level and have written permission from his/her parents to drive to school. The student must also submit copies of the insurance card and a valid PA driver's license. In addition to obeying all signs posted and all laws of the Commonwealth of PA, a person who drives to school must abide by the following:

1. Students who drive may not transport other students without the written permission from the Casemanager.
2. Students are not permitted to loiter in or around the cars, or access them during the school day.
3. Cars should be kept locked at all times while parked. It is suggested that valuable items not be left on the seats or otherwise visible areas of the car.
4. Upon their arrival at school, students must sign in at the office.

Any violation of the above regulations will result in:

1. The loss of the privilege of driving to school. Constant violations will result in the loss of the privilege permanently. Parents will be notified if the privilege is revoked.
2. Suspension from school for serious consistent violations.
3. The loss of the privilege of driving to school. Constant violations will result in the loss of the privilege permanently. Parents will be notified if the privilege is revoked.
4. Suspension from school for serious consistent violations.



## Transportation Services (continued)

### Transportation Policy for "Half-Day" Students

Lakeside School is at times contracted to provide transportation for a student to or from a second school. Most frequently the second school is a technical or trade school or the student's home school. The following list outlines normal transportation procedures between Lakeside and the second school.

1. If Lakeside School is open (whether for the entire day or with an early dismissal), and the second school is open, Lakeside will provide transportation between Lakeside School and the second school.
2. If Lakeside School is closed for the day, but the second school is open, Lakeside School will not provide transportation services.
3. If Lakeside School is open (whether for the entire day or with an early dismissal), but the second school is closed, Lakeside will provide transportation between Lakeside School and the student's home.



# Behavior System

The purpose of the Behavior Management System at Lakeside is to help students take responsibility for their behavior and develop habits that will enable them to be successful in life. This system includes:

## Point System

Appropriate behavior will be recognized and rewarded each period by an accumulation of points. A maximum of five (5) points can be earned during each of six (6) class periods. Points are can only be earned; they cannot be lost.

Points are earned for appropriately fulfilling the following expectations:

Being prepared	1 point
Following directions	1 point
Respectful interaction	1 point
Completing work and effort	2 points

## Level System

### BASICS LEVELS

All students will begin the Level System on the Basics Levels. Students' point totals each day will determine the level they are on and the amount of recreation time they have earned for the following day. *(NOTE: Points needed to obtain levels are prorated if the day is shortened.)*

Level/Step	Points Needed	Reward/Privilege
Basics 1 (B1)	0 14	No recreation time
Basics 2 (B2)	15 24	1/2 recreation time
Basics 3 (B3)	25 30	Free recreation time

Basics Level 3 (B3) indicates that the student is exhibiting appropriate behavior indicated by earning the majority of daily points as described above.



## Behavior System (continued)

### GROWTH LEVELS

In order to advance to Growth Levels, the student must show the following:

Growth Level 1 (G1) Demonstrate consistent appropriate behavior indicated by maintaining ten consecutive days on Basics 3.

Growth Level 2 (G2) Growth Level 1 requirements, along with responsibility as indicated by completing a project and staff Assessment. Projects are usually long term and of benefit to the student and the school.

Growth Level 3 (G3) Growth Level 2 requirements and leadership as indicated by continuing an ongoing responsibility within the program, showing support for other students and staff, in addition to earning Positive staff evaluations.

For more specific information regarding Growth Levels see your Casemanager.

### DISCIPLINE LEVELS

The Discipline Levels will be used in order to help students gain control of major behavioral difficulties within the program. The purpose of the Discipline Levels is to indicate to students the seriousness of a behavior, while enlisting the help necessary to resolve the issues, and return the student to successful progress within the program.

Occasionally a student needs more help than the Lakeside program is able to offer. In such situations, the student will be allowed to work his/her way through the discipline system with the end result being a dismissal from the program and a return to the original referral source for further placement.

#### Discipline Level 1 (D1)

Students are placed on Discipline Level 1 when they are unable or unwilling to resolve daily crises in the Resolve Room or when they repeatedly engage in offenses that are cause for suspension, such as:

1. Fighting
2. Refusal to go to the Resolve Room
3. Consistent and prolonged refusal to resolve problems



## Behavior System (continued)

When students are placed on D1 they must either:

1. Serve an out of school suspension for one (1) complete day (D1 OSS). Upon their return to school they must complete an assigned task pertaining to their suspension, before resuming their class schedule.

Or

2. Serve one (1) complete day of in-school suspension (D1 ISS) during which they must follow the steps of ISS conflict resolution. Students Remain on ISS until they demonstrate that their resolution is genuine.

Parents will be notified whenever a student is placed on D1.

### Discipline Level 2 (D2)

Students are placed on Discipline Level 2 (D2) when they are unwilling to resolve the conflict causing them to be on D1, when they repeatedly demonstrate the behavior which caused their original placement on D1, or when their behavior is severe enough to put themselves and others at risk of physical harm.

When a student is placed on D2 they must complete from one (1) to three (3) days of out of school suspension (D2 OSS). Students may not return to school until a meeting is arranged between their parents, Casemanager, a Behavioral Manager, and a referral representative. This meeting provides an opportunity for all those concerned about the student's well being to discuss their ideas and resources in order to help the student regain successful progress within the program. During this meeting the student must make a genuine commitment to appropriately resolve the conflict. When they return to school, the student may be required to complete an assigned task before returning to class.

### Discipline Level 3 (D3)

Students are placed on Discipline Level 3 (D3) when they are unable or unwilling to resolve the conflict causing them to be on D2, or when they repeatedly demonstrate the behavior that caused their original placement on D2.

When a student is placed on D3, they must serve from three (3) to five (5) consecutive days of OSS. Students may not return to school until a meeting is arranged between their parents, school district representative, Casemanager, and the Director of Behavior Management, during which the student must make a genuine commitment to appropriately resolve the conflict. When the student returns to school they may be required to complete an assigned task before returning to class.



## Behavior System (continued)

Students who are unwilling or unable to resolve the conflict causing them to be on D3 or who repeat the behavior which caused their original placement on D3 will be reviewed by the Lakeside administration for the purpose of discharging them from the program. The Director of Clinical Services will notify the student's parents and the referral representative that such action is being taken as a result of the student's inability to resolve the conflict. Students that are discharged from the Lakeside Program will be transferred back to the original referral source for further placement.

### Resolve Room

A full time counselor is available in the Resolve Room to aid students in appropriately resolving problems and conflicts. Students will be sent to the Resolve Room when they are unable to manage their behavior within the classroom setting or when they become disruptive to any aspect of the program.

Although there is no punishment for being sent to the Resolve Room, there is the consequence of not being able to earn points until returning to class. While in the Resolve Room the student will, with the assistance of the Resolve Room Counselor, develop a plan to resolve the issue for which the student was sent. In order to return to class, the student must make a commitment to follow the plan.

If the conflict resolution does not take place while in the Resolve Room, the student may be:

1. Referred to a Behavior Manager/Case manager.
2. Sent home unresolved or out of school suspended.
3. Put on In School Suspension (ISS).
4. Put on a plan.



## Lakeside Disciplinary Structure

Level	Examples (List is not all inclusive)	Possible Disciplinary Responses (List is not all inclusive)
Resolve	Failure to follow school rules Disrespect to staff Suspicion of smoking Late to class Disrupting class Walking out of class Wandering/Time & Place Awareness Not following directions Inappropriate language Horseplay Inappropriate behavior	Explore problem in Resolve Room Meet with teacher Work out a plan Write up a contract
Extended Resolve	Continuation in frequency &/or intensity of above Refusal to resolve issues Theft Vandalism Posturing Bullying Leaving school without permission Continual failure to follow school rules	Parent notification School district &/or probation notification Peer mediation Detention Fines Meetings Public community service Written assignments related to issue Escort Contracts Restitution of property & Damages
Discipline 1	Continuation in frequency &/or intensity of above Refusal to go to Resolve Room Threats or intimidation Fighting Harassment (sexual, racial) Blatant smoking	1 day ISS 1 day OSS

(continued)



## Lakeside Disciplinary Structure (continued)

Level	Examples (List is not all inclusive)	Possible Disciplinary Responses (List is not all inclusive)
Discipline 2	Continuation in frequency &/or intensity of above Drug offenses Assault/Battery Threatening/Striking school employee Extortion Threats of / intent to destroy Property	2 -3 days OSS with re-entry meeting
Discipline 3	Continuation in frequency &/or intensity of above Failure to adjust Possession of drugs with intent to sell	3 - 5 days OSS with re-entry meeting



## Lakeside Program Rules

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The following are prohibited at Lakeside School:

- Unexcused and/or unlawful absences from school.
- Use, possession, or destructive discussion of drugs and alcohol or paraphernalia.
- Fighting, threats of physical harm, excessive horseplay and weapons.
- Blatant refusal to report to Resolve Room when directed.
- Damaging, defacing or theft of school property.
- Smoking or possession of cigarettes.
- Obscene language and gestures, cursing, swearing, and instigating comments.
- Leaving school property without permission.
- Being in designated off-limits areas.



## Drugs and Alcohol

Drug and alcohol abuse are major problems confronting our society and our community. A clear policy on drug and alcohol abuse is set forth for the Lakeside School.

### Students seeking help

The primary concern of Lakeside School is to help those students with drug and/or alcohol problems. To this end, students are encouraged to seek help. The following services and resources are available to students at Lakeside.

1. Case managers are available during weekly counseling sessions to help students deal with drug and alcohol problems.
2. Drug and alcohol groups are offered to all students.
3. Referral services are available to those students needing help beyond The jurisdiction of the school.

ALTHOUGH CONFIDENTIALITY SHALL BE EXTENDED TO STUDENTS SEEKING HELP,  
IT CANNOT BE EXTENDED TO STUDENTS WHO HAVE BEEN APPREHENDED  
FOR ILLEGAL USE OR POSSESSION OF DRUGS AND/OR ALCOHOL.

### Illegal use of drugs and/or alcohol on the Lakeside School property

Students are reminded that drug and/or alcohol use or possession is illegal. Therefore, the use or possession of drugs and/or alcohol on or around the Lakeside School property or during school-sponsored activities is prohibited.

1. All incidents concerning the suspected use, possession, transportation or distribution of drugs or alcohol by students shall be reported to the Director of Clinical Services.
2. Any student suspected of being under the influence of drugs and/or alcohol shall be sent to a Behavior Management Supervisor's office.
3. If a Behavior Management Supervisor and Casemanager make the judgment that a student is under the influence of drugs and/or alcohol, the student will be sent home.
4. Any student needing immediate emergency treatment shall be transferred to the nearest medical facility, accompanied by a school Official designated by the Program Director of Lakeside School.



## Drugs and Alcohol (continued)

5. Parents shall be promptly informed of the school's actions; they shall be notified of all incidents and subsequent action taken by the school and by medical officials on the case.
6. The illegal use or possession of drugs and/or alcohol on school property or during school sponsored activities shall be reported to the local law enforcement officials and shall be considered the Basis for suspension and/or the recommendation for expulsion.

### Selling, transporting or distributing drugs

Selling, transporting or distributing drugs and/or alcohol or prescribed medicine on school property or attempting to sell, transport or distribute same on school property or during school sponsored activities shall be subjected to the same penalties described for the use of illegal drugs. In situations where the substance is not a controlled substance, the intent to sell, transport, distribute or buy it as such warrants the same procedures and penalties described for illegal activities.

### Searches

The Lakeside School reserves the right to do all-school drug searches. Those involved or suspected of being involved in illegal activities may be subjected to a personal search based on reasonable cause. Illegal property may be confiscated and used as evidence.



## Smoking and Tobacco Possession

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On February 20, 1989, a state law passed by the legislature went into effect. Section 3.5 School Tobacco Control states, *“Tobacco use by pupil is prohibited in school buildings and on school buses and on school property.”* Section (e) states, *“Smoking includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment. Tobacco use includes smoking and the use of smokeless tobacco in any form. Smoking by students is not permitted on school grounds or in vehicles on school grounds.”*

Under the provisions of Section 2 of Act 145 of 1996, possession, smoking and tobacco use by a student is prohibited in school buildings and on school buses and on school property owned by, leased by, or under the control of Lakeside School. For the purpose of this policy, smoking shall mean all uses of tobacco; snuff or other lighted smoking products, or smokeless tobacco in any form.

The penalties for student possession of tobacco products in school buildings, on school buses and on school property are:

1. Enforcement under the Criminal Code of Pennsylvania, Title 18, Section 6306.1 which provides as follows.

A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which the student resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 42 P.A.C.S. & 1520 (relating to adjudication Alternative program) in lieu of imposing the fine).

The appropriate administrator shall initiate an action before a local justice of the peace charging the summary offense for possession or use of tobacco. Furthermore, a summary offense for possession under this section shall not be a criminal offense of record, shall not be reportable as a criminal act, and shall not be placed on the criminal record of the offending school-age person if any such record exists.



## Smoking and Tobacco Possession (continued)

2. Possession or use of tobacco products in school buildings or school buses and on school property.

Smoking or possession of cigarettes or tobacco products is prohibited at Lakeside School. The following guidelines are to be observed in maintaining this rule.

### ■ Possession of cigarettes (including all tobacco products)

If a student is found to be in possession of cigarettes, the cigarettes of which are found will be confiscated and disposed. If a confronted student refuses to relinquish cigarettes, he/she will be referred to a Behavior Manager for further actions.

If a student is suspected of possessing cigarettes or other tobacco products, he/she should be referred to a Behavior Manager to be searched for such.

If a student is found to be smoking at Lakeside School:

#### First Offense

A Behavior Manager will be notified. Subsequently, the student will be searched and his/her parents will be notified.

#### Second Offense

The student may be searched daily for one (1) week. Any cigarettes of which are found will be disposed. Parents will continue to be notified of the recurring problem.

#### Third Offense

Smoking will be addressed as an ongoing Resolve issue. The student will be expected to develop and maintain a plan to appropriately resolve the issue. Such plans must include consequences for continued violations.

#### Fourth Offense

The student will become involved in Disciplinary Levels.

#### Fifth Offense

The student will continue movement through Disciplinary Levels and may begin to be fined per school district guidelines.



## Cooperation with Law Enforcement

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With full awareness of and the attention to individual rights and the differences in purpose and function between the school and law enforcement agencies, it shall be the policy of the Lakeside School to cooperate fully with law enforcement agencies in combating drug and alcohol abuse.



## Harassment

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It is the policy of Lakeside School that racial, sexual, religious or ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious or ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone "gay"; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feels that his/her emotional well being, his/her sense of safety and security or sense of self-worth is being affected by such conduct a complaint should be filed by contacting any Casemanager, Team Leader, or the Program Director.



## Weapons Policy

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Possession or transfer of weapons on school property is prohibited. Appropriate disciplinary and/or legal action will be taken against any student who possesses weapons, or who assists possession in anyway. For the purposes of this policy, weapons are defined in Section 1317.2 of the school code of 1949, as amended, and shall include but not be limited to, any knife, cutting instrument or implement capable of inflicting bodily injury.



## Vandalism and/or Theft

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The school is a community and damage to or theft of school or personal property is an injury to all members of the school community. Deliberate destruction of or theft of school or personal property will result in suspension from school, restitution, and notification to the police of such incidents if indicated. Students who commit repeated offenses of theft or vandalism may be recommended for expulsion.



## Gambling

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Gambling of any type is prohibited on school property. All such incidents will be reported to a Behavior Management staff member for investigation and disciplinary action.



## Lockers

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Student's lockers are the property of Lakeside School. School authorities may search a student's locker and seize any illegal or inappropriate materials. Such materials may be used as evidence against the student in disciplinary proceedings.

Lakeside School, in conjunction with the Horsham Police Department, reserves the right to conduct locker searches, use dogs trained to detect drugs, and conduct any other investigative activities as deemed appropriate by the Horsham Police Department. Our intent is not to entrap the students but to deter the use and sale of drugs at Lakeside School.



## Dress Code

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Lakeside School is committed to maintaining an overall environment conducive to the development and maintenance of positive growth and progress. Student dress must meet community and legal standards of health, safety, and modesty, and may not substantially disrupt the work and discipline of the school. Therefore, the following guidelines pertaining to student dress and decorum are to be observed.

Any articles of clothing that depict alcohol or other drug abuse (beer advertisements, etc.), inappropriate sex, vulgarity, or graphic violence are prohibited at Lakeside School. Also prohibited are any articles of clothing that deride or denigrate others. These include hats, shirts, buttons, etc.

Students are also expected to cover their bodies appropriately. This means no half shirts, excessively short pants or skirts, or shredded jeans. Van drivers are instructed not to permit students on to the vans if they observe such items.

If students are inadequately attired, they will be referred to a member of the Behavioral Management staff, or a Casemanager for further action and/or consequences.

If students come to school wearing a prohibited item, they will be directed to reverse it or conceal it by any staff member observing them. If students refuse to cooperate, they will be directed to the Resolve Room in order to resolve the conflict.

Any repetition of these behaviors will also result in contact with parents or referral representatives to further resolve the matter.



## School Lunch Program

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Lakeside School sponsors the National School Lunch Program as well as breakfast. Students and their parents may apply for free and reduced rate meals at Lakeside School. If students and their families do not qualify for this program, the price will be \$2.50 for lunch and \$1.50 for breakfast. A student may qualify for a reduced rate of 40 cents for lunch and 30 cents for breakfast each day. A student may choose to bring his/her own lunch from home.

Students are expected to conduct themselves appropriately in the cafeteria. All rules and regulations of Lakeside School apply during lunchtime. Students may be asked to bring their own lunches for the following reasons:

1. Not obeying the school rules in the cafeteria.
2. Throwing food.
3. Taking food or beverages out of the cafeteria.



## Food and Drink

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Students are not to carry and consume beverages and food in the halls or classrooms. Students may not bring open beverage containers to school.

NOTE: If bottled water is needed for medical reasons, students are to see the School Nurse, who will issue a note granting permission to carry water into class.



## Visitors

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All visitors, upon entering the campus, must report to the main office to register and receive a visitor's badge. Authorization to visit may then be given. Alumni are encouraged to visit after the students have been dismissed for the day



## Electronic Devices

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Electronic devices include personal radios, cassette tape players, compact disc players, iPods, etc.

1. A student is permitted to have and listen to a Personal Electronic Device (PED) on the van while riding to and from school.
2. A student is not permitted to listen to a PED at any time from the arrival at school until boarding the van for departure.
3. A student is permitted to maintain possession of a PED throughout the school day as long as it does not become a distraction in anyway. If possession of such becomes disruptive, the student will be asked to surrender the device to the supervising staff member. Failure to do so will result in the student being referred to the Behavior Management Team for further intervention.

Repeated failure to surrender a PED when asked will result in the student being prohibited from bringing it to school.

4. Any student bringing a PED to school does so at his/her own risk. If a student is asked to surrender a device, reasonable efforts will be made to insure its safekeeping. However, staff, whether holding a student's PED or not, are in no way responsible for it if it is damaged, lost, or stolen.
5. In certain cases, it may be in a student's best interest for an accommodation to be made which would permit the use of a personal electronic device (PED) such as a walkman, MP3 player, or DVD player. PED use in this case is to be confined to the classroom and for educational purposes only.
  - Permission to use a PED is given to encourage improved academic performance. If the student's academic performance is not improving, permission for the accommodation will be revoked.
  - Permission to use a PED will be at the discretion of the classroom teacher in Consultation with his or her supervisor.

(Continued)



## Electronic Devices (continued)

- Accommodations made by one staff member will in no way obligate another staff member to make a similar accommodation.
- Care must be taken to insure that a PED does not create a safety hazard. For example, an PED should not be used while working with power tools, athletic equipment, science equipment, while in the pool, while wearing safety glasses, etc.
- When using a PED in class, it is imperative that the student is able to hear directions given by a staff member speaking in a normal tone of voice. The audio level of the PED must be turned down. It may also be necessary for modifications be made to the normal use of the PED, for example students may need to situate headphones so that one ear is exposed, with an ear-bud in only one ear, etc.
- The use of a PED should never interfere with another student's learning. Therefore, a PED should be inaudible to any one other than the wearer of the Device.
- Students should not be given permission to use a PED outside of the classroom. For example: Students are not permitted to use a PED in the hallways between Classes.
- Permission to use a PED is both class and assignment specific. Permission does not give the student freedom to use it at any time in class other than when so directed by the teacher. For example: only during independent work.
- Permission in one class does not give the student permission to use a PED in any other class.
- Teachers should not allow the use of a PED to discourage cooperative learning, teamwork, discussions, social skill development, etc.
- Substitute teachers may elect to either follow the specifics of the PED accommodations made by the regular teacher or to not permit students the use of a PED. Either choice is legitimate. The substitute teacher should not however create his or her own classroom accommodations. It is the responsibility of the regular classroom teacher to prepare the class for the substitute and communicate the accommodations in writing to the substitute so that an accommodation for PED use does not become a behavior management issue for the substitute.
- The use of a PED is not be used as a reward or incentive to work in class.

This policy will be revoked if it does not create a better educational environment for Lakeside students.



## Cell Phones

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Use of a cell phone (or other electronic communication device including pager, electronic organizer, etc) during the school day is a privilege granted by the school. Students may carry a cell phone as long as the phone is kept turned off during the school day (The school day begins when the student boards the van in the morning and concludes when he or she arrives at home at the end of the day.). The following rules apply:

1. Students who use (or fail to turn off) an electronic device during the school day will be asked to surrender such item.
  - a. For the first offense, the student will be sent to the resolve room and receive a verbal warning. The phone will be confiscated and the device will be returned to the student when he or she is dismissed From the van at the end of the day.
  - b. For the second offense, a parent will be asked to retrieve the confiscated item.
  - c. For the third offense, a parent will be asked to retrieve the confiscated item and the student may lose the privilege of bringing the phone to School
2. It is the student's responsibility to remember to turn off the cell phone before he/she gets on the school van in the morning. The cell phone should remain concealed during the school day (pocket, book bag, purse, belt holder, etc.).
  - a. Students will be considered to be in violation of the policy if the phone rings or vibrates during the school day.
  - b. Students will be considered to be in violation of the policy if the phone is not concealed. *(Staff should not feel constrained to police students whose phone becomes revealed inadvertently. For example: a student's phone becomes visible when he raises his arms while playing basketball.)*
3. Staff should send any student in violation of the policy to the resolve room. The resolve room counselor will ask the student to relinquish the cell phone and ask the student's case manager to store it until dismissal. The case manager should give the phone to the van driver to return to the student When he or she exits the van at the end of the run.

(Continued)



## Cell Phones (continued)

4. If a student is searched and he/she has a cell phone that is not turned off, the student will be asked to surrender the phone as per rule #1.
5. Should the cell phone offense occur on a p.m. van run, the driver will call in the incident and the student will be asked to surrender the phone the next school day morning and treated systematically as per rule #1.
6. Case managers are responsible to track and address as per policy #1 the cell phone violations of the student's in their caseload.
7. Students on Growth Level 2 or 3 may use their own cell phone to text message from designated areas during the lunch period. These areas will be announced.
8. Students may not carry or use another student's electronic device.
9. Lakeside School is not responsible for damaged, stolen, or lost electronic devices.



## Responsible Computer Use

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Student users of computers are responsible for their behavior and communications over the network. Network administrators may review student files and communications to maintain system integrity and insure that users are using the system responsibly. User files, stored on servers are the property of the school and are not private. Access is a privilege, not a right, and entails responsibility.

The following are not permitted:

1. Using the network for other than school purposes.
2. Sending or displaying offensive messages and pictures.
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Damaging computers, the computer system, or computer networks.
6. Violating copyright laws.
7. Using other's passwords.
8. Trespassing in other's folders, work, or files.
9. Intentionally wasting limited resources.
10. Employing the network for commercial purposes.

### Consequences

Violations may result in a loss of access. Behavior managers in conjunction with existing school rules regarding appropriate language and behavior may determine additional disciplinary action. When applicable, law enforcement agencies will be involved.



# Lakeside Weekly Schedule

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## Firedrill Procedure

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1. The class should leave the building through the appropriate exit.
2. The class should remain with teacher/casemanager at all times.
3. The class should exit quietly so that directions can be heard.
4. Any students temporarily out of class (bathroom, water fountain, etc.) Should proceed through the nearest exit and immediately rejoin their class
5. Teachers/casemanagers will close and lock room doors as they exit.
6. Teachers/casemanagers will lead classes to the rear parking lot where they will await a signal from a director or team leader that they may return to their Rooms.
7. Classes will remain separated from other classes and with the teacher/ casemanager during the fire drill.
8. Points will continue to be earned during the fire drill.
9. Classes will return to the building when directed by a Director or Team Leader.

