



■ LAKESIDE GIRLS ACADEMY

# Handbook

Revised August 2019



# Welcome to Lakeside Girls Academy

Your academic and personal successes are important to us. In order to promote an atmosphere that is conducive to learning and respectful of every student, we have developed a student handbook. Hopefully, this handbook will answer many questions you may have about policies and procedures at Lakeside Girls Academy (hereafter LGA). If you need clarification regarding situations or procedures at LGA, do not hesitate to ask your daughter's Counselor or any staff person at LGA.

We know you will receive an excellent education during your time at LGA. We also hope you gain valuable and supportive relationships with staff and students at LGA.

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# Mission

Lakeside Educational Network exists to empower youth and families to overcome difficulties and to achieve success through quality educational and treatment services.

# Values

Lakeside Educational Network is an organization built on the foundation of a strong and committed staff purposed to strengthen youth and families with programs that meet a variety of needs. In order to achieve the goals of our mission, it is essential that we maintain values that encourage personal growth, support for each other and a strong emphasis on quality relationships. This statement represents our desire for the character and quality of LGA's staff.

# LGA Code

- Look for ways to be kind and considerate.
- Give respect to students and staff.
- Act responsibly.

# Lakeside Girls Academy has a Facility Dog

## WHAT IS A FACILITY DOG?

- A trained service dog works full time in a school or other facility
- 2 years of training on obedience, manners and other tasks requested by the school
- Trained to help students in class and counseling sessions
- Research shows that a dog in school can help students stay calm, increase attendance, reduce stress and improve academic skills.

## HERE'S WHAT TO EXPECT

- The staff understands that not everyone wants to be around a dog.
- No student or staff member will be forced to work with the dog.
- The dog will always be with his/her handler.

### **Important things for you to know.**

- Treat him/her kindly
- Never feed him
- Approach him calmly, one person at a time

### **He is a working dog, not a pet.**

- He needs to remain focused and follow the instructions of his handlers.
- He has to pass a test in 6 months and then every year in order to stay with us.

# Program Description

Lakeside Girls Academy accepts regular and special education girls in grades 8-12 who need a small, structured and nurturing therapeutic environment where academic success is a priority. The Girls Academy also accepts teen girls who may be pregnant or parenting and in need of services and support while completing required coursework towards graduation. Student eligibility criteria include a willingness and ability to commit to follow the structure of the program, basic skill levels above fifth grade and no need of physical intervention to maintain the safety of self and others.

## SERVICES AND FEATURES

- Academic curriculum designed to meet PA graduation requirements
- Variety of classes taught by certified teachers to match students' interests and ability levels
- Small classes (maximum of 12 students)
- Special education support and services
- Individualized academic planning and advisement
- Preparation for Keystone Exams and PSSA's
- A credentialed Counselor assigned to each student
- Individual and group counseling
- Counselors who facilitate regular communication between home and school, and assist students in setting and achieving goals
- Individualized treatment planning
- Community resource referrals
- Assistance with independent living



## PARENT INVOLVEMENT

- Regular parent contact and consultation
- Parental participation in Enrollment Conference
- Parent-Staff Conferences each semester
- PowerSchool online student information system to monitor grades and progress

## OTHER FEATURES

- Staff dedicated to a holistic team approach
- Individualized transition planning
- Field trips for learning and rewards
- Work-study opportunities
- Transportation services
- Community Service opportunities
- Full time nurse on campus
- Parenting support group
- On-site, Keystone Stars licensed day care program

# Student Rights

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

We are committed to protecting the rights of every child we serve. As a Pennsylvania Department of Public Welfare licensed Day Treatment Program, Lakeside is responsible to ensure that each child is aware of his/her rights under 55 PA Code Chapter 3800.31-33, which include the following.

1. A child has the right not to be discriminated against because of race, color, religious

- creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
2. A child may not be abused, mistreated, threatened, harassed, or subjected to corporal punishment.
  3. A child has the right to be treated with fairness, dignity, and respect.
  4. A child has the right to be informed of the rules of the facility.
  5. A child has the right to communicate with others by telephone subject to reasonable facility policy and written instructions from the contracting agency or court, if applicable, regarding circumstances, frequency, time, payment and privacy.
  6. A child has the right to communicate and visit privately with an attorney or clergy.
  7. A child has the right to be protected from unreasonable search and seizure.  
A facility may conduct search and seizure procedures, subject to reasonable facility policy.
  8. A child has the right to practice the religion or faith of choice, or not to practice any religion or faith.
  9. A child has the right to rehabilitation and treatment.
  10. A child has the right to be free from excessive medication.
  11. A child may not be subjected to unusual or extreme methods of discipline that may cause physical or psychological harm.
  12. A child may not be deprived of specific or civil rights.
  13. A child's rights may not be used as reward or sanction.

## Grievance Policy & Procedures

### POLICY

In accordance with Lakeside Educational Network's commitment to treating every student with dignity and respect and protecting his/her rights, Lakeside aims

to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority.

## PRINCIPLES

- A grievance is a student's expression of his/her belief that there has been a violation of his/her rights, an expressed policy or the content of the school handbook.
- Complaints must be fully described by the person with the grievance.
- A student will in no way be penalized for using the Grievance Policy.
- The Grievance Procedure will be followed confidentially, fairly and without undue delay.

## PROCEDURE

### **The following is a four (4) level process:**

- The student presents his/her grievance to his/her Counselor.
- The Counselor attempts to facilitate a resolution of the student's grievance as close to the source as possible.
- This level is quite informal and verbal.

### **If the matter is not resolved or involves the student's Counselor**

- The student notifies the Counselor's Supervisor as to the substance of the grievance and states the remedy sought.
- The Supervisor meets with the student and any other relevant persons.
- This level is usually informal, but either party may request written statements and agreements.
- This level should not exceed one (1) week.

### **If the matter is still not resolved**

- The Supervisor refers the matter to the Program Director.
- A grievance taken to this level must be in writing from the student.
- The Supervisor also forwards to the Program Director any additional information relevant to the matter.
- The Program Director meets with the student and any other relevant persons and/or provides a written response to the student.
- The Program Director also communicates with any other persons involved or deemed relevant.
- This level should not exceed one (1) week.

### **If the matter is finally not resolved**

The student is advised of his/her rights to pursue the matter with external authorities if desired.

# Nondiscrimination in Services

Admissions, the provisions of services, and referrals of students shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student and/or his/her parent/guardian who believes he/she has been discriminated against may file a complaint of discrimination with:

## **Lakeside Educational Network**

1350 Welsh Road  
Suite 400  
North Wales, PA 19454  
[www.lakesidelink.com](http://www.lakesidelink.com)

## **PA Human Relations Commission**

Philadelphia Regional Office  
110 N. 8th Street, Suite 501  
Philadelphia, PA 19107

## **U.S. Dept. of Health & Human Services**

Office of Civil Rights  
Suite 372, Public Ledger Building  
150 S. Independence Mall West  
Philadelphia, PA 19106-3499

## **PA Dept. of Public Welfare**

Bureau of Equal Opportunity  
Room 223, Health & Welfare Bldg.  
PO Box 2675  
Harrisburg, PA 17105

# Student Responsibilities

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students will 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 her 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 process.
  - 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 to 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

Lakeside Girls Academy 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 not only have to be in attendance, but they must also be meaningfully connected to the school and experiencing success. To achieve this, a collaborative effort between Lakeside Girls Academy, its students and their families is essential.

### I. 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 religious holiday.
5. Other reasons approved by Lakeside. Such reasons may include family travel, college visitations, and job interviews.

#### B. Procedure

1. Illness and communicable or infectious disease.
  - a. A student's parent/guardian must telephone Lakeside Girls Academy (215-654-9207) 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 (10) total days per school year (5 per semester). 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 Counselor by the student's parent/guardian in advance for approval.

## II. 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.

## III. LATENESS

Lateness applies to a student who arrives at school after 8:45 a.m. Three (3) unexcused latenesses will result in loss of Growth Level (if student is on Growth Level). Latenesses will also be reported to the student's school district and referral representative.

## SCHOOL MESSENGER: AUTOMATED MESSENGER SYSTEM

Parents/guardians of Lakeside Girls Academy will receive an automated message on the home phone and the designated cell phone when a student is absent



(typically by 10:00 AM). Please follow the prompts as indicated on the message. Parent/guardians may leave a message on the Lakeside Girls Academy's main phone number (215-654-9207). If you wish to be contacted at a different phone number or have questions, please contact your child's Counselor.

## School Closing

The School Messenger System will telephone each student's home to announce school closings. **School closing number is 1114** in Montgomery County and will be broadcast by:

KYW AM 1060

NBC-TV10

WPVI-TV6

School closing information is also recorded on the Lakeside School Telephone System (215-542-7737) on extension 266.

## Academics

### ACCESSING GRADES ON-LINE

Access to a student's academic and attendance records is available through the Internet via PowerSchool. To access this information, first request from you child's Counselor the correct IP address, your confidential ID, and your password. Academic and attendance information is updated on a weekly basis. Mid-session reports are available online.

Grades will be used as an evaluative tool to motivate students toward excellence. Averaging classwork, homework projects, tests/quizzes and behavioral points

will determine letter grades for each marketing 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 0.5 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:

<b>Marking Period</b>	<b>Grade Total Quality</b>	<b>Points Letter Grade</b>
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 school and be present in all of their classes in accordance with the school calendar. Students are responsible for work that they miss in all cases whether they are excused or unlawful absences.

## ASSIGNMENTS

An advantage of the small classroom setting at LGA is the consistent, personal attention the teachers provide. Our teachers function in a supportive, tutorial

capacity and each of you will have the opportunity to work individually with your teachers daily. Please feel free to ask your teachers for help at any time. You are their first priority.

Some course requirements and performance standards are prescribed by your home school district. In most cases, LGA teachers will set due dates for assignments. These due dates are considered mandatory. Late assignments will result in lowered grades. Any work not submitted by the end of a marking period will be averaged in as a zero.

## 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 in the mail. Reminder: Grades are also available on PowerSchool.

## 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.

## 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. Student will earn high honor roll if they earn no more than two (2) B's with the remainder of their grades being A's.

## TUTORING

If a student desires extra academic help, arrangements can be made through her teacher, Counselor, or program supervisor. Classroom teachers may elect to meet with the student during extended learning or after school. Other staff members or volunteers may offer to tutor the student individually during the student's regularly scheduled class time.

## HOMEWORK

Students at Lakeside Girls Academy 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 classwork.

## CHEATING AND PLAGIARISM

Dishonesty, in tests or in classwork, 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) grade for the test, quiz, midyear or final exam, term paper, book report, etc.
2. The teacher will notify the student's Counselor.
3. The teacher will call the parents of the student within three (3) 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.

**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 & 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 incompletes 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 Girls Academy.

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

1. Currently attending Lakeside Girls Academy
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 0.5 credits per marking period for Independent Study Courses. (1.0 credit equals 120 hours of work, 0.5 credits equal 60 hours, 0.25 credits equal 30 hours, etc.)

## Field Trip Policy

Our program includes occasional field trips of an educational nature. Some cost may apply.

Field trips are considered part of the school program. If a student does not attend, it will be counted as an unexcused absence from school. If a student cannot attend, your parent must contact the Counselor.

### FIELD TRIP POLICY

1. LGA shall provide transportation to and from the destination of the field trip. Students shall pay admission fees where required. However, no pupil shall be denied the opportunity to participate in a field trip because the parents/guardians are unable to afford the admission fee.

2. If a parent/guardian or a teacher believes that it would not be in the best interest of the pupil or of the class for a pupil to participate in a field trip, the teacher shall arrange with the school Program Director for the supervision of the pupil while the class is away from the school. The teacher shall notify the parent/guardian of the arrangements that have been made with the approval of the Program Director.
3. The following ratio of staff to students for field trips is required: 1 staff member for every 8 students.
4. Student health needs must be identified and considered prior to committing to a particular field trip.
5. Students behind in schoolwork will be required to attend school but will not be allowed to participate in earned field trips.

## FIELD TRIP - HEALTH CONCERNS

1. The Emergency Care Waiver Form must be completed for all students who are required to take medication during the school day.
2. Student health needs must be identified and considered prior to committing to a field trip.

# Health Services

LGA 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 neces-

sitates that he/she return home, the Nurse or Counselor will contact a parent/legal guardian or emergency contact.

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 student 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.
- A written doctor's note must accompany medication.
- 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.



# Emergency Medical & Staffing Plan

The health, safety and well being of each child served by Lakeside are it's highest priority. The following plan will be utilized in the event of a medical emergency.

1. If a child requires immediate medical attention, the supervising staff member will notify the School Nurse and administer first aid or appropriate care.
2. The School Nurse will assess the child's needs.
3. If, based on the School Nurse's assessment, the child requires immediate emergency care, 911 will be called. Immediate emergency care may be warranted for:
  - Uncontrollable or excessive bleeding
  - Suspected broken bone
  - Unconsciousness
  - Significant difficulty breathing
  - Unexplained extreme pain
  - Head trauma
  - Seizure activity
  - Suspected drug overdose
  - Actual or threats of imminent self injurious behavior
  - Actual or threats of imminent injurious behavior directed at others
  - Any other medical or behavioral health need assessed by the School Nurse, Program Director or Supervisor of Clinical Services

4. The child's Counselor will contact the child's parent(s)/guardian(s) to inform them of the situation. Contact with the child's parent(s)/guardian(s) will be maintained until a response plan has been enacted.
5. The School Nurse will direct staff and provide or oversee care until an ambulance and emergency medical personnel arrive.
6. If, based on the emergency medical personnel's assessment, the child requires transport via an ambulance to the emergency room of an area hospital, the child will be transported accordingly. The child may be transported to either

<b>Lansdale Hosp.</b> (6.3 mi.)	<b>Doylestown Hosp.</b> (7.1 mi.)	<b>Abington Mem. Hosp.</b> (10.1 mi.)
100 Medical Campus Dr.	595 West State Street	1200 Old York Road
Lansdale, PA 19446	Doylestown PA 18901	Abington, PA 19001
215-368-2100	215-345-2200	215-481-2000

7. If the child does not require immediate transport via an ambulance, the parent(s)/guardian(s) will provide transportation to necessary medical care. Should the child's parent(s)/guardian(s) be unable to transport the child, Lakeside will transport the child via a school van and notify the parent(s)/guardian(s) accordingly. A staff member will accompany the child to necessary medical care.
8. In the event of an emergency that requires staff to leave campus causing the staff to student ratio to rise above one to either (1:8),
  - The Program Director will contact Lakeside Educational Network Administrative staff for immediate support from administrative personnel.
  - The Program Director of Lakeside Girls Academy will Contact the Program Director of Lakeside School, or visa-versa, to request a temporary transfer of staff in order to provide a minimum staff-to-student ratio of one to eight (1:8).

# Transportation Services

## 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 Counselor or Program Director.

## DRIVING PRIVILEGES

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 her parents to drive to school. The student must also submit copies of a valid 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 student who drives to school must abide by the following:

1. Students who drive may not transport other students without the written permission from the parents.
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 Front Office.
5. Students who drive must be on time.

### **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.

# 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 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

### Basic Levels

All students will begin the Level System on the Basics Levels. Students' point totals each day will determine the level they are on.

<u>Level/Step</u>	<u>Points Needed</u>
Basics 1 (B1)	0 – 14
Basics 2 (B2)	15 – 24
Basics 3 (B3)	25 – 30

(NOTE: Points needed to obtain levels are prorated if the day is shortened.)

## **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 with 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 child's Counselor.

## **Reflection Room**

- The Reflection Room may be used as a place to gain control or process strong emotions. Students may request the use of the Reflection Room, but they still need permission from staff to go there.
- A Counselor will be available to help the student resolve these emotions.
- All dialogue and counseling will be conducted privately to protect confidentiality and sustain the learning environment.
- When needed, the Program Director will be involved in this process.

# Speaker Etiquette

Many professionals volunteer their time and expertise to speak to students in our program. Please help us be proud of you by:

- Listening attentively
- Keeping your head up
- Being courteous & quiet while staying off of your cell phone

Disregarding these procedures will result in being removed from the presentation and further disciplinary actions will be taken.

# Valuables

We normally do not experience theft in our program, but we do ask that you do not bring valuables with you. LGA assumes no responsibility for missing items.

# Props and The School Store

A student can earn a “Prop” from a staff member if she performs an act of kindness toward another student or staff member, or goes out of her way to help a fellow student or staff member. The props may be used to “purchase” items from the school store.

# LGA Program Rules

The following are prohibited at LGA:

1. Unlawful absences from school.
2. Use, possession, or destructive discussion of drugs and alcohol or paraphernalia.
3. Fighting, threats of physical harm, excessive horseplay and weapons.
4. Blatant refusal or to follow staff direction.
5. Damaging, defacing or theft of school property.
6. Smoking or possession of cigarettes and vape pens.
7. Obscene language and gestures, cursing, swearing, and instigating comments.
8. Leaving school property without permission.
9. Being in designated off-limits areas.

## Co-operation with Law Enforcement

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 LGA to cooperate fully with law enforcement agencies in combating drug and alcohol abuse.

# 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 LGA.

## STUDENTS SEEKING HELP

The primary concern of LGA 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 LGA.

1. Counselors are available during weekly counseling sessions to help students deal with drug and alcohol problems.
2. Referrals can be made to support services.

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 LGA 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 LGA 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 Program Director.
2. Any student suspected of being under the influence of drugs and/or alcohol shall be sent to a Counselor's or Director's office.



3. If the Program Director and Counselor 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 LGA.
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

LGA 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 & Tobacco Possession

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 LGA 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.

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 and vape pens is prohibited at LGA 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 or vape pens these items will be confiscated and disposed. If a confronted student refuses to relinquish cigarettes or vape pens she will be referred to the Program Director for further actions.

If a student is suspected of possessing cigarettes, vape pens or other tobacco products, she should be referred to the Program Director to be searched for such.

If a student is found to be smoking at LGA:

**First Offense** – Counselor will be notified. Subsequently, the student will be searched and her parents will be notified.

**Second Offense** – The student may be searched daily for one (1) week. Any cigarettes found will be confiscated. Parents will continue to be notified of the recurring problem.

**Third Offense** – Smoking will be addressed as an ongoing 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.

## Harassment & Bullying

It is the policy of LGA that racial, sexual, religious or ethnic harassment, bullying 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 bullying will be responded to in a manner that effectively deters future incidents.

### DEFINITION OF HARASSMENT

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 her job.

### DEFINITION OF BULLYING

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories – physical, emotional, and verbal; and may include, but are not limited to, intimidation; assault; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures or actions; rumors; false accusations; hazing; social isolation; and cyber-bullying.

## INTERVENTION/CONSEQUENCES

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

Harassment and bullying 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 bullying 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, cyber 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 the Counselor or the Program Director.

## Weapons Policy

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

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

Gambling of any type is prohibited on school property. All such incidents will be reported to a Counselor or the Program Director for investigation and disciplinary action.

# Visitors

- Advance permission from your Counselor and the Program Director must be obtained before visitors can enter our program facilities.
- Lakeside Girls Academy Daycare may only be used by the children of students registered in our program.
- Unexpected visitors are not allowed in the classroom. They may be asked to wait in the reception area until the appropriate person is available.
- Alumni may visit after the school day is completed and with advance permission from the director.

# Dress Code

LGA 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 LGA.
- Any articles of clothing that deride or denigrate others. These include hats, shirts, buttons, etc.
- Students are also expected to cover their bodies appropriately i.e. no boobs, butts or bellies should be showing.

Van drivers are instructed not to permit students on to the vans if they are not appropriately dressed. If students are inadequately attired, they will be referred to a Counselor for further action and/or consequences. If students come to school wearing a prohibited item, they will be directed by any staff member observing them to reverse it or conceal it. If students refuse to cooperate, they will be sent home. Any repetition of these behaviors will also result in contact with parents and referral representatives to further resolve the matter.

# Food & School Lunch Program

- Breakfast and lunch will be provided free of charge to all students.
- State law requires all beverage containers to be empty or unopened upon entering school property. No student may enter the building with an open beverage container.
- Food is not allowed in the classroom.
- Students may bring their own lunch if they choose.
- If refrigeration is needed, a refrigerator is available.

Students are expected to conduct themselves appropriately in the cafeteria. All rules and regulations of LGA 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.

# Birthday Celebrations

All birthdays falling in a given month are celebrated once during that month.

# Cell Phones

- **MUST NOT** be seen, heard or used during class time. If a cell phone is observed or heard, you will be asked to turn it in at the front desk to the Administrative Assistant until the end of the day.



- Cell phones may be used FOR TEXTING ONLY, during meal times.
- You may use your cell phone on Lakeside vans for TEXTING ONLY. Violation of this rule will result in disciplinary action.
- If you need to make a phone call during the school day, speak to your Counselor or the Program Director.
- Continued violation may result in a cell phone plan.

## Personal Electronic Devices (PED)

1. A student is permitted to have and listen to a Personal Electronic Device (PED) on the van while riding to and from school, during breakfast and during lunch.
2. Any student bringing a PED to school does so at 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.
3. Permission to use a PED will be at the discretion of the classroom teacher in consultation with his or her supervisor. Accommodations made by one staff member will in no way obligate another staff member to make a similar accommodation.
4. The use of a PED should never interfere with another student's learning. Therefore, a PED should be inaudible to anyone other than the wearer of the device.

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

# Responsible Computer Use

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. When applicable, law enforcement agencies will be involved.

# Firedrill Procedure

1. Classes should leave the building through the appropriate exit.
2. Classes should remain with teacher/Counselor at all times.
3. Students should not go to daycare! Exit the building with your teacher.  
LGA staff will assist with daycare evacuations.
4. Classes should exit quietly so that directions can be heard.
5. Any students temporarily out of class (bathroom, water fountain, etc.) should proceed through the nearest exit and immediately rejoin their class.
6. Teachers/Counselors will close doors as they exit.
7. Teachers/Counselors will lead classes to the rear parking lot where they will await a signal from the Director that they may return to their rooms.
8. Students will remain with their current teacher/Counselor during the fire drill.
9. Points will continue to be earned during the fire drill.
10. Classes will return to the building when directed by the Program Director or a counselor.

# Lakeside Girls Academy Bell Schedule

## **A Schedule**

**1 / 8:10-8:35**

**2 / 8:35-8:57**

**3 / 8:59-9:46**

**4 / 9:48-10:35**

**5 / 10:37-11:24**

**A Lunch / 11:26-11:45**

**6 / 11:47-12:34**

**7 / 12:36-1:23**

**8 / 1:25-2:12**

**Dismissal**

## **B Schedule**

**1 / 8:10-8:35**

**2 / 8:35-8:57**

**3 / 8:59-9:46**

**4 / 9:48-10:35**

**5 / 10:37-11:24**

**6 / 11:26-12:13**

**B Lunch / 12:15-12:34**

**7 / 12:36-1:23**

**8 / 1:25-2:12**

**Dismissal**



LAKESIDE SCHOOL

VANTAGE ACADEMIES

GIRLS ACADEMY

VANTAGE ELEMENTARY SCHOOL

E-LEARNING PROGRAM

MOBILE SUPPORT PROGRAM

IN-SCHOOL COUNSELORS

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