

PARENT/STUDENT
HANDBOOK

2021-2022



LAKE SHORE MIDDLE SCHOOL

The Power of Purpose

Duval County Public Schools

VISION

Our Vision is to ensure every student is inspired and prepared for success in college or a career and life.

MISSION

Our Mission is to provide educational excellence in every school, in every classroom, for every student, every day.

OUR CULTURE

- **Responsibility:** We foster learning that leads to independence by upholding individual and collective commitments to creating a community of learners.
- **Knowledge:** We foster lifelong learning in children and adults to be prepared to participate in the global economy.
- **Trust:** We foster positive relationships based on mutual respect, transparency, honesty, and the consistent demonstrations of actions.
- **Compassion:** We foster an environment of equity and empathy that respects differences and values diversity.

GOALS

Intentional Focus on Student Achievement and Well-Being

Develop & Retain High Performing Team Members

Sustain Engagement of Parents, Caregivers, & Community

Ensure Effective, Equitable, & Efficient Use of Resources Aligned to Improve Student Outcomes

Lake Shore Middle School

MISSION

The mission of Lake Shore Middle School is to meet the physical, social, and emotional needs of both our students and staff, while providing a rigorous academic environment with purposeful instruction to provide students with the knowledge, skills, and experiences necessary achieve success both in and outside of the classroom.

VISION

Lake Shore Middle School students will receive a thorough and practical educational experience through the guidance of educators who apply strong moral and ethical standards in providing purposeful curriculum and instruction to produce a community of life-long learners.

LAKESHORE MIDDLE SCHOOL ADMINISTRATION

Principal..... Mr. Scott Stuart
Assistant Principal.....Mr. Seth Happel
Assistant Principal.....Mrs. Denetra Brown

A Message from the Principal

Greetings Parents,

To value our future is to value our children, so to value our children is to value their future. I believe deeply that there is no more powerful or impactful course to improve the world we live in and the lives of those who live in it than through education. The knowledge gained and lessons learned through the experiences, relationships, and mistakes of our youth are carried into adulthood, resonating in our words and actions, influencing the thoughts and decisions that will ultimately define who we are as individuals, as a community, and as a society. To that end, the purpose of educating our children is undoubtedly one of the most consequential and distinguished we can be called to fulfill.

Success does not happen by accident. Every child is on the path to somewhere they have never been, but the obstacles along that path will be challenging and cannot be overcome through passivity and apathy. The question is whether the destination is worth the journey. The truth of the matter is that every child has the ability to determine and even change what waits for them at the end of that path as they walk it. It is entirely up to the individual to decide if what waits for them is great enough to continue on. Imagine having the ability to place fortune on the road ahead but choosing hardship in its place to justify a lack of effort in your pursuit, while fully aware that the destination chosen will inevitably be reached. Ultimately, it is the destination chosen that determines the worth and difficulty of the journey. This is The Power of Purpose.

With your support, and through a balance of guidance and patience from our dedicated educators, our students will become intentional with their efforts to forge a purpose both within and outside of this institution to foster a more personal sense of value and ownership for their education. It is my mission, and that of every member of this faculty, to cultivate within our students the knowledge, confidence, and means to actualize, refine and fulfill that purpose.

I want to welcome you and your family to the Lake Shore Middle School community and thank you for entrusting the educators of Lake Shore Middle School with the responsibility and privilege to be your child's guide in their pursuit of Purpose.

Scott Stuart

A handwritten signature in black ink, appearing to read 'Scott Stuart', with a stylized flourish at the end.

Principal
Lake Shore Middle School

Lake Shore Middle School Hours

Breakfast in Classrooms..... 9:05 am – 9:25am
Instructional Time..... 9:30 am – 4:15 pm

Conference Periods..... Scheduled prior to the start of school, during teacher planning periods or at other times mutually convenient for both the parents and the teachers.

Morning Care Extended Day.....7:00 a.m. – 9:05 a.m.

After School Education Program (TEAM UP).....4:15 p.m. – 6:00 p.m.

CALENDAR:

Lake Shore will have a calendar of school-related activities on the school website www.duvalschools.org/lakeshore . The School Calendar will be updated Monthly. Important dates and events will also be communicated in the weekly electronic newsletter and on Social Media Accounts.

Morning Extended Day and After School Education Program (ASEP)

Extended Day Care is available to Lake Shore Students from 7:00am -9:05am every weekday. Parents may also apply for ASEP/Team-Up, for After School Care from 4:15 to 6:00pm, through our Communities In Schools Partners. If you are interested in Extended Day or ASEP please contact our front office or visit our school website for more information.

Drop-off and Pick-up Times and Procedures

Instruction begins each morning at 9:30 a.m. We realize that our working families may be on a “tight schedule” in the mornings, however, we request that parents **drop no earlier than 9:05am unless the student is Enrolled in Extended Day**. Any student on campus before 9:05 MUST be registered for our before school program at a cost of \$60 a month. **WE CANNOT ASSUME RESPONSIBILITY FOR STUDENTS ARRIVING PRIOR TO 9:05 AM!!** Earlier drop-off poses an interference with our classroom teachers’ planning time. Any student arriving after 9:30am will be considered tardy. A note or telephone call by the parents will determine if the tardiness is excused or unexcused. Any student arriving after 10:00am must be accompanied by an adult and check in at the front office.

Dismissal

Dismissal time is at 4:15 pm. Students may NOT be checked-out between 3:45 & 4:15pm without prior notice from parents, as this impedes dismissal procedures and the safety of our students. Students who are car riders will not be allowed to cross the parking lot during dismissal. Parents should remain in their vehicles, in the car-loading lane.

CAR DROP-OFF/PICK-UP: Parents/guardians should be extremely cautious when driving through our parking lot. Students being picked-up will wait, with their teachers, in the designated area. Students should not cross in front of cars to get out of or into their car. ALL VEHICLES should line up single-file, entering the property.

Volunteer Opportunities

We believe that parent/guardian involvement is a crucial part of a child's education. Parents are encouraged to join our PTA and SAC committees. We realize that most parents/guardians are extremely busy. Therefore, we have compiled a list with a variety of ways in which you can be a voice in your child's education.

- Attending the Open House and School Events
- Attending Parent Conference
- Attending our monthly SAC meeting.
- Lend a helping hand in the classroom during a project or activity.
- Work one-on-one with a student in reading or math.
- Assist in cutting or preparing an art project.
- Chaperone a field trip.
- Participate and help-out during a holiday party.
- Donate school needed supplies (i.e., for the kitchen, art materials, books, pencils, etc.) These are listed in the "Help Wanted" section of the Friday letters.
- Assist during a cooking project.
- Come into the school and share information about your job/career.
- Read a book to the class.
- Work with small groups during cooperative activities.
- Tutor students requiring reinforcement of core knowledge.
- Guide one or a small group of students in an enrichment activity.
- Attend PPT meetings or student programs in the evening.
- Other _____(a suggestion approved by the classroom teacher or principal)

Any parent/guardian interested in donating their time in the classroom should let the classroom teacher know **at least one day prior** to volunteering. Consent from the classroom teacher should be confirmed before showing up at school the next day.

Any parent/guardian deciding to donate supplies or materials may do so at any time as any donation to our school is greatly appreciated!

SCHOOL SUPPLIES

Grade level supply lists are given out during Open House. Teachers might request additional supplies as the year begins. Supply lists are also available on our website.

Students are to bring to school:

Computer & Charger – Pencils – Paper – Mesh/Clear bookbag – Items requested by the teacher

Students should leave at home:

Pets – Toys – Large amounts of money – Dangerous items – Gum – Candy – Soda – iPods – Electronic devices or games - Sports Equipment – Gameboys- Hats/Head Coverings

Attendance

Our students are expected to have excellent attendance. Please make every effort to have your child attend school every day, on time. Students must be in class before 9:30 a.m. A written note for a parent or guardian must be sent to the teacher when a child returns from an absence. The note should include the date and the reason for the absence. This information is necessary for the school records. Parents must call the school in the morning to report an absence.

Students must turn in written excuses for an absence to the 1st Period teacher in order to make up missed class work. Without a parent or medical note excusing the absence, or if the absence is unexcused, the child will not be issued make up work and will receive an incomplete on their missed assignments.

Excused School and Class Absences and Tardies

1. Student illness: Students missing **3 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider.** The written statement must include all the days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from the school.
2. Medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
3. Death in family- Parent should provide a note
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Out-of-School suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused.

Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Early Dismissal

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. Students may be signed out from school early by a parent or guardian if there is an emergency that cannot wait until after school. Following Lake Shore Attendance Policy, no student may be signed out of school after 3:45 pm (or 1:30 pm on Early Release days).

Tardy Policy

The tardy bell rings at 9:30 a.m. All children who are not in their rooms at this time are marked "TARDY". Promptness is a habit we encourage. The tardy policy has been established to ensure the minimum interruptions in the educational process in each classroom. Parents should see that children arrive on time.

After ten (6) unexcused tardies per school year, the student will be issued a referral form that will be placed in the student's permanent record. Please note that accumulating tardy minutes may result in the earning of additional absence days and are subject to the consequences outlined in the school's Attendance Policy. When after school detentions are given, parents must make the appropriate arrangements to pick-up their child immediately following the detention or be assessed late pick-up fees as outlined above.

In an emergency, a note should be sent to the teacher explaining the reasons. Any student who arrives late must report to the secretary and sign in. After the first week of school, all students who are late will not be admitted to class without an admit slip from the secretary.

EMERGENCY CONTACT CARD:

In your new-student packet, you will receive a blue emergency contact card that needs to be filled out in its entirety and returned to school by the end of the week. The information on this card is logged into the computer so, if the need arises, we are able to contact the student's family. Please make sure to contact the school immediately if any of the information on that card should change during the school year.

Change of Address / Contact Information

It is vital that the school office be notified of any change of address and/or telephone number immediately. There are times when an emergency necessitates our having an exact address.

Withdrawals

Please notify the school office of your child's withdrawal or transfer at least a day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to effectuate a transfer. A transfer involves notification of a change in address, the return of textbooks and library books. Parents must show proof of a new residence by showing a JEA bill, lease or similar document.

Visitors

FOR THE SAFETY OF YOUR CHILD, all visitors must report to the office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Please request all non-Lake Shore students or former students in your family **NOT** to enter the building during school hours.

Substitute Teachers

A substitute teacher has the same authority as a regular classroom teacher. Students are expected to and accountable for cooperating with directions of any substitute teacher.

Citizenship

Educating children to become good citizens is a responsibility jointly shared by home and school, and one that must be carried out. With this in mind, adults and children alike, in a respectful manner, should perform daily acts of citizenship, such as pledging allegiance to the flag. All other activities cease.

We must work together to set examples of good citizenship by displaying proper respect for our country, ourselves and others through acts of courtesy, cooperation, thoughtfulness, honesty, reverence and good sportsmanship. The actions of children mirror the actions of adults around them. Let school and home support each other in providing good citizenship models for our children.

Laptops/Textbooks

Students will be/have been issued a laptop with charger and books at the beginning of the school year. Students who LOSE their computer/books must let their teacher know so that they can receive replacements at a cost. Students will be charged for the replacement cost of the laptop/book. If the computer is lost or stolen a police report must be filed and school notified. If your computer is damaged you must take it to the school for maintenance.

Discipline

Lake Shore students are expected to show respect for themselves, for other students and for their teachers. So that each room has a climate in which optimal learning can take place, we expect students to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be corrected generally when the home and school work together.

Teachers and students must foster a mutual respect for one another. Teachers will never use physical force or harsh verbal language toward a student. We encourage, according to our PBIS Model, methods of positive reinforcement/rewards and/or loss of privileges and community service.

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible children whose "character counts."

The Lake Shore PBIS Code of Conduct is a school-wide plan that clearly outlines student expectations. In addition, all Lake Shore students are also required to adhere to the rules and regulations contained in the Duval County Public Schools Code of Conduct (if a conflict in policies occurs, the student shall adhere to the strictest policy). Proper behavior is recognized and consequences are given for breaking the code.

Each parent and student must take an active role in supporting this plan. We want our children to learn to be responsible citizens. It is in the student's best interest that parents and staff work together to ensure a happy, safe and productive learning experience. **A Breakdown of District behavior guidelines, discipline, and consequences is available in the student code of conduct. For a digital copy, you may visit our school website**

www.duvalschools.org/lakeshore

Expected Student Behaviors:

- Treat others with respect
- Be honest and fair
- Responsible for ones actions
- Obey all school rules
- Always be prepared for class (i.e., homework complete, class materials on hand)
- Be on-time
- Complete all assigned work
- Treat school property with respect
- Adhere to school uniform policy
- Use common sense
- Conduct yourself at all times with character and integrity
- Demonstrate leadership characteristics
- Be proud to be a student at Lake Shore Middle

Unacceptable Behaviors Leading to Disciplinary Action include (but are not limited to):

- Classroom tardiness
- Lying
- Acting in a manner as to interfere with the educational process
- Abusive language, whether verbal, written or through digital platform, between or among students, this includes profanity and inappropriate jokes
- Failure to complete assignments or carry out directions
- Disrespect to teacher, staff member or any other adult
- Disrespect to other students
- Acts of violence or the threat of violence
- Failure to completely comply with the dress code

Types of Disciplinary Action

1. Verbal or written reprimand (by teacher or administrator).
2. Loss of privileges.
3. Contact with parent (by teacher or administrator).
4. Withdrawal of privileges.

5. After school detention
6. Center for Specialized Instruction (CSI) also known as In School Suspension (ISSP): This suspension is served in a special classroom in the school. Students are expected to complete the class work sent by their teachers as well as community work on school grounds. However, they do lose the privilege of participating in extra-curricular for the duration of the assignment to CSI.
7. Out-of-school suspension (OSS): The student must be in his home during school hours, and the school resource officer may check for compliance. While suspended, the student is not allowed on school grounds or at any school-related function and refunds for prepaid events is not possible. The student cannot make up class work for grades but may be given assignments upon his return if requested and granted by teachers.
8. Dismissal from Lake Shore with alternate assignment by Duval County Hearing Office.
9. Expulsion: student removed permanently from school by action of the Duval County School Board.

Academic Progress

Your child is in a constant state of development. This progress is most intense during the middle school years. Furthermore, it is usual for developmental changes to occur in spurts; sudden, often remarkable, accelerations followed by plateaus which may have frustratingly long durations. Experienced teachers are well aware of the process, know what to look for, and can effectively nurture the child along from one state to the next.

Conferencing, we feel, is the best way to keep parents apprised of a child's progress. A child's performance is not nearly as significant as the interpretation of that performance. If a child's performance is on target for his or her immediate stage of development, we will so advise the parents. If there is a problem the parent/guardian will be advised in a special conference if need be, and remedial strategies will be formulated. Each child is dealt with as an individual and measured against his or her own capacities rather than artificial statistical parameters. We do, however, administer **Parent Conferences** as a way to continue a positive and collaborative working relationship with the teacher, student and parent.

Individual Progress Reports are issued every nine weeks and are a progress report of each child on an individual basis thru FOCUS. Please be sure to set up your FOCUS account. Please study your child's progress with him. However, we welcome your questions and/or comments concerning his progress. Please feel free to consult your child's teacher regarding his/her school progress.

Report cards are issued the same days as identified in the Lake Shore calendar

How to register for a FOCUS ACCOUNT!

Follow these simple steps. You may also find these steps online with hyperlinks at <https://dcps.duvalschools.org/Page/15745>

5 steps to creating a parent account and linking to your student:

Apply for schools online, review your child's grades and assignments, email teachers, see your transportation assignments, and access OneView. All these services are available 24-7 by creating a parent account and linking to your student. See 5 steps below:

Note that the recommended browser is Google Chrome.

Step 1: Get a Student ID (Skip this step if student is not new to the district)

- If the student is new to the district, click on the "New Student ID" link below and follow the prompts. During the process of creating the student ID, you will have an opportunity to upload important registration documents. You can find a list of documents you'll need [here](https://dcps.duvalschools.org/page/9843). (<https://dcps.duvalschools.org/page/9843>)
- If the student is currently enrolled or use to be enrolled in the district, go to Step 2.
- If the student is not new to the district, but you do not know his or her I.D., contact the school or the School Choice Office at 904-390-2082.

Step 2: Create a Parent/Guardian Account

- Click on "Create Account" button
- Be sure to use Google Chrome. However, if you're on a Mac, you may need to use Safari
- Follow the on-screen directions to complete the account.
- Be sure to enter your first and last name, your personal email address, and password when creating the account.
- Make note of the email address and password you used as it will be used again in the future.

Step 3: Verify your Parent/Guardian Account

- Go to the email account you used to create your user account and open the email from FIMservice@duvalschools.org. Click on the 'Email Validation Link.'
- Your email account must be verified within seven days using the link from the email. If you don't see it, check your clutter or junk file in your email.
- You will need to wait 24 hours before moving to "Step 4 - Link your child to your student."

Step 4: [Link to your student](#)

- Click "Link Student" and add your student's school, student ID# and last name.
- If you don't have a school yet, select "Applicant" for the school name.
- Note: You can add all your children at one time. Click "Add" after each child's information is added.
- Click "Submit."

Step 5: Visit your child's school to show proof of parent-child relationship.

- After you submit the link, you will now have 21 days to visit your child's school to show proof of parent-child relationship.
- Be sure to take a photo ID to the school and have a staff member approve your request.
- Within 24 hours after the school verifies your account, you will be able to log into your account at <https://duval.focusschoolsoftware.com>
- You should see your student(s) names in your account.
- You'll have access to multiple functions including:
 - Apply for schools
 - Apply for transportation
 - See your child's grades
 - Contact your child's teachers

Interim Progress Report

Interim progress reports will be issued **any time** the student is performing unsatisfactory in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

GRADING AND REPORTING STUDENT PROGRESS

Instructional staffs are to use such evaluative devices and techniques as may be needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment and/or standardized testing, parent conferences, and adult student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Teachers are required to issue weekly grades in each subject area. These will be recorded in an online grade book which you will be able to access at your convenience.

Grading Scale

| | |
|----------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 59 – 0 | F |

Parent Involvement

Parents can:

- Check www.duvalschools.org and find the parent tab drop down to **FOCUS**. Click onto the **FOCUS tab**; then put in your User ID and Password. This allows parents and students instant access to their grades, and will save teachers, faculty and staff time that is currently utilized manually processing grades. Your child's teacher and all class and home learning assignments will be posted.
- Join our Parent Teacher Association (PTA). It cost \$7 annually for membership. This is an opportunity for you to help in making your child's school great. Partner together with the school to show your support.
- Participate in our monthly SAC meeting to keep abreast of what is happening in your community and school. Meet varying partners who want to support your student. Make your voice heard.

Parent to School Communication

We particularly ask you to notify us if:

1. Your child has developed a communicable disease
2. You will be out of town
3. Your home routine is to change in any way
4. Your telephone number (home or work) has changed.
5. You wish to change or add to the emergency contact numbers we are to use. (These emergency contact people constitute **OUR** security blanket.)
6. This is important enough to repeat. **IF THERE IS ANY CHANGE IN TRANSPORTATION.** We must have written notification of any change in transportation (or a phone call if it is at the last minute). We will not allow a child to deviate from the normal way of going home without verification. If there is a change in the person who is to pick up your child we require the name of that person and the type of car. The protection of your child is as important to us as it is to you!!!

Parent to Teacher Communication

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

We have many ways for our parents to be in contact with our teachers, please utilize any and all of the ones listed below:

- **Planners** – use the planner to write notes back and forth with the teacher, as well as, check for any behavior concerns the teacher may have written.
- **Email** – every teacher on our campus, as well as office staff and administration, has a Somerset email address that will be checked and responded to within a 24 hour period.
- **Voicemail** – as with email, every teacher, office staff, and administration, has an extension and voicemail that will be checked and responded to within a 24 hour period.
- **Newsletter** – a school-wide monthly newsletter is written each month to keep parents abreast of what has happened and will be happening in our school.
- **FOCUS** - a website where teachers post home learning assignments and special announcements, <https://fs.duvalschools.org/adfs/ls/>

PARENT LINK

FOR ABSENCES, EMERGENCY SITUATIONS, AND TO SHARE "LATE BREAKING" NEWS WITH OUR FAMILIES, YOU WILL RECEIVE AN AUTOMATED MESSAGE. THESE MESSAGES WILL CALL THE NUMBERS THAT WE HAVE LISTED IN THE COMPUTER (ANOTHER REASON TO UPDATE YOUR PHONE NUMBERS PERIODICALLY) TO KEEP YOU INFORMED ABOUT ANYTHING GOING ON IN THE SCHOOL. PLEASE KNOW THAT EVEN IF YOU SEND A NOTE TO SCHOOL TO EXCUSE AN ABSENCE, YOU WILL RECEIVE A PHONE CALL FROM SCHOOL DUE TO THE FACT THAT THEY ARE COMPUTER GENERATED.

Lake Shore has established the following school communication flow chart to best provide you with open lines of communication. If you have any questions or concerns regarding your child's education, **always contact your child's teacher first**. **If after meeting with your child's teacher your questions or concerns are not answered to your satisfaction, please contact the next person listed, and so on. If your questions or concerns are still not answered, continue to move to the next person on the flow chart. The Principal should be your last resort!**

We strive to maintain open lines of communication between the home and the school and we hope that by following this chart the process will be facilitated.

ORDER TO FOLLOW WHEN EXPRESSING A CONCERN

Step 1: ALWAYS speak to the teacher first!!

If not resolved

Step 2: Speak to the Assistant Principal

If not resolved

Step 3: Speak to the Principal

Following this protocol will ensure that your issue receives the attention it deserves. We appreciate your cooperation in adhering to this policy.

Parent-teacher conferences are an important part of the school program. Know your child's teacher and principal and give them an opportunity to know you. Give your child the security of feeling the cooperative spirit that exists in a friendly parent-teacher relationship.

Please make appointments for conferences by telephoning the office or writing a note to the teacher. Parents may set up conferences with teachers before or after school hours as well as during teacher planning periods. **PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL OR DISMISSAL OF STUDENTS. THIS HOLDS UP TRAFFIC AND IS NOT CONDUCIVE TO THE ATTENTION YOUR CHILD DESERVES.**

SCHOOL BOARD POLICY requires **ALL** visitors to report to the office before going to classrooms. THIS IS FOR YOUR CHILD'S SAFETY. A parent-teacher conference is the very best way to find out how well your child is progressing. We believe that parent-teacher understanding and cooperation contributes more than any other single factor to a child's success.

We ask that you refrain from:

1. Calling teachers during school hours.
2. Holding a conference in the parking lot or the classroom doorway.
3. Conferring during class time.

Conferences with individual teachers may be arranged by contacting the teacher. Always try to see the teacher first before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher.

Illness

Children who are ill are better off staying at home where they can recuperate without giving their illness to others. Remember to follow this rule: "When in doubt, stay out!"

Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

Accidents

Parents will be notified immediately in case of illness or an accident. In case you cannot be located we will use the name and telephone number of your emergency contact. **PLEASE be sure we have these numbers and that they are accurate.** The school is not allowed to administer medication unless it has been prescribed by a physician and is accompanied by a completed County Authorization for Medication form on file in the office.

You are requested to notify the office of any accident or injury which your child has had coming or going from school or during school hours if you have not informed his teacher.

Lost and Found

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the school office. At the end of each quarter, all unclaimed clothing/items will be donated to a local charity to support our Community Outreach.

Field Trips

All trips planned by the school are for specific educational purposes. Children going on a field trip must assume the responsibility for any necessary fee, for parent's written permission and for safe, courteous behavior on the trip. Parent chaperones must not bring brothers or sisters along, as they are not covered by insurance. **NO** student will be denied attending a planned field trip for economic reasons. Uniform requirements will be listed for each field trip.

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

GUIDELINES FOR MEDICATIONS:

To have medicine administered to your child during school, you need to contact the school nurse and provide medical documentation from your doctor for verification. All medications will be administered through the office by personnel who have completed the Health and Medicine training course. **Only medications that are supplied in the original container, unopened, and authorized by a physician may be administered.** Do not send your child to school with medicine and expect school officials to administer it unless you take the proper steps.

The medication forms are available at the child's school and must be kept on record there.

Medication must be brought to school in the original contained with a label that clearly displays the following information:

- the child's name
- dosage
- name of the medication
- physician's name
- name and phone number of the pharmacy that filled the prescription.

Rigid guidelines are followed in administering medication.

QUICK REFERENCE SHEET

Transportation Department - [\(904\) 858-6200](tel:9048586200)

- Office Hours 7:30 AM - 4:30 PM Monday - Friday
- Arlington & Beaches Student Transportation of America [\(904\) 720-2177](tel:9047202177)
- North (Downtown - Lem Turner - Airport) Student Transportation of America [\(904\) 723-4352](tel:9047234352)
- Southside & Mandarin Durham School Services [\(904\) 731-4150](tel:9047314150)
- Westside Student Transportation of America [\(904\) 661-2370](tel:9046612370)

Office of School Choice/Parent Resource Center Contact Information:

Address:

4037 Boulevard Center Drive
Suite 100 (1st Floor)
Jacksonville, FL 32207

Phone:

[904.390.2082](tel:9043902082) | [904.390.2144](tel:9043902144) | Fax: 904.390.2070

Email Us: school_choice@duvalschools.org

Technology for Parents, Guardians & Students

For assistance with DCPS Blended Learning Platforms, OneView Public User Accounts, Focus School Software:

- Call 904-348-5200
 - Monday – Friday: 7:00 AM - 5:00 PM
 - Saturday and Sunday: 7:30 AM - 4:30 PM

Duval County Public Schools

2021 - 2022

District Calendar

The district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any instructional days. Given the placement of weather days on May 31 and June 1, there is a possibility that the school year could extend past 7th. Should there be no need to use the Weather Days on May 31 and June 1, teacher post-planning days would be moved up to begin on the available non-instructional day during that week.

| JULY | | | | | AUGUST | | | | | SEPTEMBER | | | | |
|---------|----|-----|----|----|----------|-----|-----|----|-----|-----------|----|-----|-----|-----|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | | | 1 | 2 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 |
| 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 |
| 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 23 | 24 | 25* | 26 | 27 | 20 | 21 | 22 | 23 | 24 |
| 26 | 27 | 28 | 29 | 30 | 30 | 31 | | | | 27 | 28 | 29* | 30 | |
| OCTOBER | | | | | NOVEMBER | | | | | DECEMBER | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | | | | 1 | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8~ | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17* | 18 | 19 | 13 | 14 | 15* | 16 | 17~ |
| 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27* | 28 | 29 | 29 | 30 | | | | 27 | 28 | 29 | 30 | 31 |
| JANUARY | | | | | FEBRUARY | | | | | MARCH | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 | | 1 | 2 | 3 | 4 | | 1 | 2 | 3 | 4 |
| 10 | 11 | 12 | 13 | 14 | 7 | 8 | 9 | 10 | 11 | 7 | 8 | 9 | 10~ | 11 |
| 17 | 18 | 19 | 20 | 21 | 14 | 15 | 16 | 17 | 18 | 14 | 15 | 16 | 17 | 18 |
| 24 | 25 | 26* | 27 | 28 | 21 | 22 | 23* | 24 | 25 | 21 | 22 | 23 | 24 | 25 |
| 31 | | | | | 28 | | | | | 28 | 29 | 30* | 31 | |
| APRIL | | | | | MAY | | | | | JUNE | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1^ | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18* | 19 | 20 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27~ | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27* | 28 | 29 | 30 | 31^ | | | | 27 | 28 | 29 | 30 | |

Board Approved 07/07/2020

Legend:

| | |
|-----|-----------------------|
| 25* | Early Dismissal |
| 15~ | End of Grading Period |

| | |
|---|-----------------------------|
| Z | First & Last Day of School |
| 1 | Employee Planning/Inservice |

| | | |
|----|------------------------------|---------|
| 17 | Schools Closed | Weather |
| 25 | Schools/Admin Offices Closed | |

LAKE SHORE MIDDLE SCHOOL
STUDENT QUICK REFERENCE
2021-2022



1. Arrival Procedures

- **ALL** students will report **DIRECTLY** to their 1st period class upon arriving on campus. Students will be checked for uniform compliance as we are a uniform school. There will be **NO** gathering in the hallways or common areas. Once you enter the classroom you will not be permitted to leave.
- 6th grade bus riders will walk down the long sidewalk to the middle doors of the 6th grade building. They should **NOT** enter the main building for any reason. 6th grade walkers and car riders will enter the main building through the middle doors and take a right to get to the 6th grade building.
- 7th and 8th grade students will enter the main building through the **middle doors ONLY!**
- 8th graders will walk up the **MIDDLE** staircase. There should be **NO** students in the side stairwells.

2. Breakfast in the Classroom

- Lake Shore Middle School offers ALL students breakfast for **FREE**. Students will eat breakfast in their 1st period classroom. Please follow expectations from your teacher and clean up after yourself.

3. Student IDs

- Student IDs are a part of your uniform. They are to be worn around your neck or clipped to your shirt AT ALL TIMES!
- Do **NOT** place stickers or color over your ID picture. This may require you to purchase a new ID card.
- If you need a replacement ID you will report to 1st period. Your teacher will give you a temporary ID sticker. The sticker is to be worn on the front of your shirt ***the entire day***.
- Replacement IDs will be distributed 1st period the following day and your student account will be charged \$5.00.
- **EACH replacement ID costs \$5.00.**

4. Dress Code

- You will be sent to the Student Services Office to call home. A “Dress code violation” band will be provided.
- **Out of Dress Code Consequences:**
1st occurrence- phone call & letter home
2nd occurrence- phone call & lunch detention the day of the incident
3rd occurrence- phone calls & 3 days of lunch detention or 1 day of ISSP

DRESS CODE

Students are expected to be in full dress code daily. This consists of the grade level colored collar shirt, khaki or black pant with belt and ID. Any jacket or sweater worn must be the same color of assigned polo.

*Lake Shore Spirit shirts or Lake Shore sports shirts may be worn with uniform pants on Fridays ONLY!

- No shorts, skirts, dresses, leggings, jeggings, or jeans
- **NO Hoodies** on campus. Jackets/sweaters must be unzipped/unbutton to the third button of the student's collared shirt. **NO** sweatshirts
- No hats, hoods, bandanas, scarves, or distracting headbands in the building.

OUR WARRIOR DRESS CODE IS SCHOOL UNIFORMS.

WHAT YOU NEED TO KNOW...

- **DRESS CODE POLICY**
 - ALL STUDENTS ARE REQUIRED TO WEAR UNIFORMS EVERY SCHOOL DAY. UNIFORMS CONSIST OF A GRADE-LEVEL COLOR POLO SHIRT AND KHAKI TAN OR BLACK PANTS.
- **Polo Shirts:**
 - 6th- **BLACK ONLY**
 - 7th- **GRAY ONLY**
 - 8th- **MAROON ONLY**
- **Pants:**
 - Tan/Khaki or Black
 - **No** Shorts, Skorts or Skirts
 - **No** Legging/Jeggings
 - All pants must be worn at waist with a belt.



Mesh or Clear bookbags ONLY!



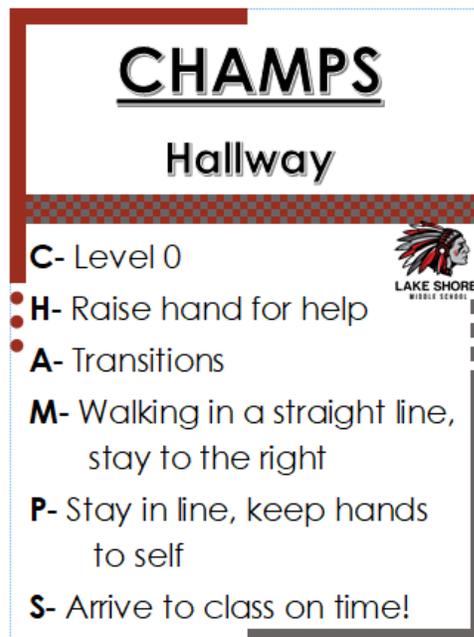
No other bags will be allowed on campus.

5. Cell Phones and Ear buds

- Cell phones and Ear Buds should **NOT** be out or visible during any instructional time and/or during transitions.
 - Warning
 - Confiscate and call home, return at the end of class period.
 - Confiscate and call home, return at the end of the day.
 - Confiscate and call home, parent must pick up.
- Refusal to hand over phone results in call to security for escort to Dean's office and disciplinary action.
- Cell phones/ear bud usage in class for research purposes will be teacher's discretion and will only be allowed when explicitly stated by the teacher.
- Please ensure they are put away before leaving the classroom.
- Lake Shore Employees are NOT RESPONSIBLE for your personal electronic devices and school resources and instructional time will not be used to track down lost or stolen items.

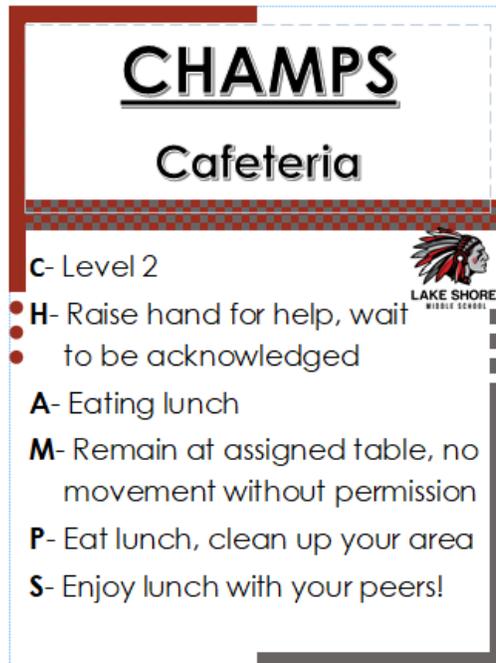
6. Transitions

- When directed to line up, please line up quickly and quietly.
- When directed students will walk in appropriate line to next destination on campus. Stay to the right!
- Students will stop at designated intersections and wait for the teacher to direct them to continue.
- Students will be escorted by an adult at all times.
- Students will use voice level 0 in all halls at Teacher instruction.
- Students will not get out of line at any time to go anywhere or interact with other students.
- Students will stay in line refraining from pushing, hitting, kicking, or horseplay with fellow classmates.
- Students will stop at final destination, remain in line and wait to enter.
- When directed to line up, please line up quickly and quietly



7. Lunch Procedures

- Students will sit at assigned table with both legs under the table, facing the stage.
- Wait to be called to a lunch line. The lunch lines are numbered 1 through 4.
- Walk down the middle aisle or around the perimeter to the line and back to the table. No cutting through tables.
- Push tray forward when finished and wait to be called to an exit door. The exit doors are numbered 1 through 4.
- No student should be up without permission from an adult.
- Follow posted CHAMPS for cafeteria expectations.



8. Dismissal

- **Wave dismissal Order:**
Walkers and Car riders
1st Bus Wave
2nd Bus Wave
Final Bus Wave & Team Up/ Sports/Tutoring
Once you leave you will **NOT be allowed back in the building.
- Students will stay quiet and seated, so everyone can hear the bus numbers being called.
- Do **NOT** leave the classroom until the announcer is done speaking **AND** your teacher permits you to leave.
- If your bus has still not arrived for final wave **or** if you are in team up, tutoring, or sports your teacher will walk you to the cafeteria. You will sit at designated tables (bus #, team up, tutoring, sports groups, etc.).

STUDENT / PARENT ACKNOWLEDGEMENT FORM

PLEASE SIGN AND RETURN THIS FORM to your child's teacher by their second week of school:

We have read the Lake Shore Middle School Parent/Student Handbook. My child/children and I understand and agree to cooperate with all of the policies contained therein.

Child's Name _____

Teacher's Name

Grade Level

(Signature of Parent/Guardian)

(Date)

(Signature of Student)

(Date)

