

Lakeside Middle School Student Handbook

2024-2025

Welcome Sharks! We are excited to welcome you to a new school year here at Lakeside. This electronic handbook is available to each student and family. Please make sure you read it carefully and use it as a source of information to help you have a successful year.



Lakeside Middle School
2801 Powell Creek Drive
Charlottesville, VA 22911
Main Office (434) 975-0599

Principal: Mr. Michael Craddock

Assistant Principal: Mr. Craig Smith

Front Office Associates: Ms. Cara Costello, Ms. Karen Bergstresser

School Nurse: Ms. Patty Bullock

Counseling Department

Office Associate: Ms. Laura Saulle

Counselors: Ms. Anna Hill - 6th Grade Mr. Cabell Guy - 7th Grade, Ms. Heather Lindsay - 8th Grade

LAKESIDE EXPECTATIONS:

Anti-Racism Policy: The Albemarle County School Board and School Division reject all forms of racism as destructive to their mission, vision, values and goals. Students should be familiar with the School Board's approved [Anti-Racism Policy](#).

Attendance: Regular school attendance is necessary for success in academics and a general sense of belonging to the school community. You should make every effort to maintain an excellent attendance record.

Absences: State law requires the school to call your family every day that you are not in school.

- Parents or guardians should call the counseling office any time at 434-975-0599 to let us know if you will be absent.
- Attendance will be taken during each block every day.
- You should bring a written excuse from your parent or guardian on the first day you return after an absence and turn it in at the counseling office.
- Parents may excuse up to ten absences per school year. Additional absences will require a medical note to be excused.
- The excuse should be dated, explain the reason for your absence, and be signed by your parent or guardian.
- It is your responsibility to arrange with your teachers to make up missed assignments due to absences. If you are missing two or more consecutive days the counseling office can help you make sure you get your assignments.
- If you miss 10% or more of the school year, you and your parent may need to sign an attendance contract and you may need to make up some of your missed time by staying after school or participating in a program on the weekend or during a school break.
- If you are enrolled in a class for high school credit (like Algebra, Geometry, or a World Language) you need to make sure you don't miss more than ten days of that class. If you do, you will need to make up that time in order to get the high school credit.

Tardy to class (per 9-weeks): All students are expected to be in class on time. If you are late to class, you must get a pass from a staff member to excuse your lateness or you will be considered tardy. For unexcused tardies, we will follow this procedure:

- 3rd tardy: family communication
- 4th tardy: lunch detention
- Additional tardiness will result in additional lunch detentions or other disciplinary measures.

Accumulation of tardies will reset at the beginning of each nine weeks.

Tardy to School: If you are late to school, you should sign in at the front office. A parent or guardian should call the office to let the school know you are late. Repeated lateness will be addressed on an individual basis.

Buses: Riding the school bus is a privilege.

- All school rules apply on buses and at bus stops.
- The bus driver is in charge.
- Safety is a priority.
- Minor behavioral infractions will be managed by the driver. Repeated or major behavioral infractions will be reported by the driver to administration, which may result in you losing the privilege to ride.
- If you need to ride a different bus or get off at a different stop, you need to turn in a note from your parent/guardian to the main office so you can get a bus pass. Bus passes should be obtained in the morning or at lunch – NOT at dismissal time.
- NOTE: Due to crowded conditions on some buses, not all requests can be honored. Parents will be notified if this occurs.

Cafeteria: School breakfast and lunch are available in the cafeteria every day.

- A lunch includes an entree, choice of fruits and vegetables, and milk.
- There will be at least two choices each day. The menu is on the website.
- When you are done eating, you are expected to remove trash, trays and wipe down tables before being dismissed from the cafeteria.
- It is against county policy to have food delivered to the premises unless you have obtained prior permission.
- Breakfast is served from 8:50 to 9:00 am daily. You should finish eating before 9:00 or make arrangements with your teacher if you have extenuating circumstances.

Cell Phones and Electronic Devices: ACPS Middle School students will not be permitted to use cell phones during the school day.

Prior to the start of the day, all phones, iPods, wireless headphones, and other personal electronic devices (excluding personal laptops approved in place of a school laptop) should be put away. Your locker is the most secure place to keep these.

If an adult sees you with a device out, you will be asked to place it in an envelope and the office staff will hold on to it for the rest of the day. Repeated non-compliance will be treated as defiance on an individual basis.

If a member of your family needs to contact you during the day, they should call the main office number at (434) 975- 0599 or email you.

CHOMP: On some days, we will have CHOMP right after homeroom. (We used to call your homeroom “CHOMP,” but this year those are two different things.) Chomp is a flexible time for you to get help in your classes. Most weeks during homeroom you will sign up for CHOMP options. If you are behind in your classes or need additional support, you will be assigned to those classes during CHOMP. If you are caught up on your

work and doing well in all classes, you may have time to sign up for a fun activity like a sport or creative project. Be sure to check the Adaptive Scheduler each morning so you know where to go during CHOMP. .

Clinic/Medication: You must obtain a hall pass from your teacher to go to the clinic.

- If you need to take any medication during school hours, your parent must bring it to the clinic and complete a school medication form.
- If you are not feeling well, you should ask your teacher to go to the nurse.

Computers: As stated in the Albemarle County Public Schools' Acceptable Use of Technology Policy (AUP), each student is responsible for using the school's computer technology and Internet access in an ethical, responsible, and legal manner for school-related tasks only.

- The use of computers is a privilege, not a right.
- Misuse or vandalism of computers, inappropriate use of Internet access, or a violation of the AUP may result in losing your computer privileges for a time to be determined by the teacher or administrator.
- Misuse may also subject you to disciplinary action up to and including suspension and expulsion.

Computers should not be used for entertainment (gaming, YouTube, etc.) unless it is part of a school activity like ICA or recess. During class time, your computer is only to be used for classwork. If you are distracted by other websites or apps you may lose the privilege of using your computer.

All students will receive a computer from Lakeside Middle School. It is your responsibility to maintain and keep the computer throughout the school year. Charge it each night, and don't forget your power cord. If you lose or damage your computer, your family may need to pay for the repair or replacement.

Counseling Department: Our school provides a counseling program that can assist students in making self-directed, rational, and responsible decisions. In order to meet our students' needs, a variety of techniques are used including classroom counseling lessons, individual and small group counseling, and consultation with appropriate personnel. The school counselors are important contacts for students and their families and are vital to having a positive middle school experience. Information regarding enrollment, withdrawal, and transfer procedures may be obtained from the counseling department.

Dances: When school dances are held they will occur from 4:00-5:30 PM.

- Student attendance at these functions is a privilege. Students who are absent from school, or assigned in-school suspension, STEP, or out of school suspension the day of the dance will not be eligible to attend.
- All dances are for current Lakeside Middle School students only and are chaperoned by staff, and families.
- Students are expected to be picked up promptly at 5:30 by family/guardian. No student may leave a dance early unless accompanied by a parent/guardian.
- Students may not go home and then return to the dance. They must report to the dance following school dismissal procedures.
- Other criteria may also be used in determining a student's eligibility to attend school dances.

- No students are permitted on the outside courts or fields during dances or other school events.

Dress Code: In accordance with the ACPS School Board Policy, Lakeside will adhere to the following:

“Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which includes the display of any apparel, jewelry, accessories, tattoo or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the non-complying clothing, change clothes, or go home.”

Early Dismissal: All arrangements for an early dismissal should be addressed with a written note signed by your parent or guardian. Bring this note to your counselor or main office as soon as you get to school so you can get a pass. Calling home to ask someone to pick you up is only allowed in emergencies. At the beginning of the block you are being dismissed from, show the pass to your teacher. When the time arrives to be dismissed, remind your teacher, ask permission to leave, and bring the pass to the office and wait to either be signed out by your guardian or the office staff.

Fire Drills, Tornado Drills, and Lockdowns: At regular intervals, drills are required by law and are an important safety precaution.

- Exits for fire drills are posted in each room, and verbal directions of how you should respond to the fire drill will be given during the first week of school.
- When the alarm sounds, evacuate the building with your teacher.
- Walk in single file, and move silently and quickly.
- Tampering with an alarm box or reporting a false alarm is a felony.
- We will communicate procedures for tornado drills and lockdowns during school for review and practice.

Grading/Report Cards: Grades will be updated regularly by your teachers throughout the year. Every nine weeks will be the end of a quarter and the start of a new quarter. Semester one will be the first two quarters of the year and semester two will be the last two quarters. Your final grade in a class will be the average of these two semester grades. At the end of the year you will receive a written report card with all your final grades.

- It is important to do your best work.
- If you feel you have not demonstrated your understanding of the class material well, reach out to your teacher to find out how you might have another opportunity to show your mastery of the content.
- You and your family can check your current grades on the parent portal.

Grading Scale (ACPS):

A 90-100; B 80-89; C 70-79; D 60-69; F below 60

Homeroom: Each morning you will start your day in homeroom. During homeroom you can expect some or all of the following:

- A greeting activity
- Taking attendance
- Watching morning announcements
- Signing up for CHOMP
- Celebrating birthdays or other special events

On some days you may be asked to complete a student survey or other “housekeeping” tasks. Homeroom is also where you will complete advisory lessons. At certain parts of the year, homeroom will be extended through the full CHOMP block and your class will participate in the ACPS advisory lessons.

Homework: Lakeside adheres to the ACPS homework policy. You should expect to complete about “ten minutes times your grade level” of homework each night. (60 minutes for 6th grade, 70 for 7th, etc.)

Homework should be a chance to review and practice what you have learned in class and your teacher will give you feedback on your work. Homework is not always graded, but it is still important to do it so that you are prepared for your summative assessments.

Homework will not be given during holiday breaks.

Homework guidelines and suggestions:

- You and their family/guardians should set up a consistent, organized place for homework to be done.
- Establish a consistent schedule for completing homework and planning ahead for future activities.
- The purpose of the homework is to practice and to use what was learned in class. If you are consistently having difficulty completing homework; you should talk with your teacher or ask your family/guardian to help you contact the teacher.
- When you are practicing a skill for homework, try to identify which steps are easy, which are hard, and ask for help in developing a plan for improvement. If you are working on a project be sure to follow the directions that the teacher provided and plan out a schedule to complete the work on time.
- When bedtime comes, you should stop working, even if you are not finished. If a lot of work is not completed at that time, families/guardians should send a note the next day or email the teacher to explain the circumstances.

I.C.A. (Intramural/Clubs/Activities): ICA days are scheduled enrichment activity times for students.

- The purpose is to allow students to participate in an activity of their choice and to allow students, faculty, and staff to interact in a relaxed setting.
- Participation in these activities is a privilege.

Inclement Weather: The hotline number to call for the latest closing information is 434-296-5886. Parents/guardians may also receive email notification of school closings/delays by signing up for the Albemarle County Schools' electronic notification on the county website.

Library/Media Center: The library is open to students each school day from 9:00AM-4:00PM.

- You can check out books from the library for two weeks and you can renew them at any checkout station.
- It is expected that you will meet with the librarian regarding lost or damaged items to settle your account.

Lockers: Lockers are intended for the storage of books, clothing and electronics.

- If you have trouble with your locker, report the problem to the office or your teacher.
- You are responsible for the care of your locker.
- The locker remains the property of ACPS and may be opened and inspected by school officials at any time.
- You will be issued a combination for your locker. Don't share your combination with other students.

Lost and Found: Lost and Found is located in the cafeteria.

- If you find something valuable (wallet, cell phone, tablets, chargers, laptops, glasses, keys, etc.) - you should bring it to the office.
- **You should mark and identify your belongings so you can get them back if you lose them.**
- Lost items not claimed within a reasonable time will be donated to a charity quarterly.

Lunch: Students will first have recess, either indoor or outdoor. Then the cafeteria doors will open and students can begin to eat. Before returning to class, students will work together to dispose of trash / recycling / compost, wipe down tables, sweep up any messes on the floor, stack chairs, and wait at their tables to be dismissed by an adult.

Lunch is served by the cafeteria or brought from home. We do not accept outside deliveries for students (i.e. GrubHub, UberEats, DoorDash, or restaurant delivery). These deliveries will be refused and Lakeside is not responsible for any costs incurred to students or families. All students regardless of account balance or available money can get lunch from the cafeteria.

Physical Education: Tennis/athletic shoes are required for physical education. A change of clothes is encouraged. All PE clothes must adhere to the dress code. If you choose to change for PE, your PE teacher will explain when and where to do so.

S.C.A.: The Student Council Association (SCA) is an organization that sponsors a variety of activities throughout the year. Any student interested in participating in the SCA may do so and should reach out to the SCA advisor.

School Hours: School hours are from 9:05 AM until 4:05PM.

- Students are not permitted on campus until 8:45.
- If you have early morning practice, before school tutoring, or a pre-arranged appointment with your teacher, you can sign in at the main office and report directly to the assigned room.
- You are not allowed back in school after 4:15 PM unless you are in a supervised after-school activity or tutoring.

Student Conduct: At Lakeside, our guiding principles are based upon respect for self, respect for others, and respect for personal and school property. Every student has the right to an education without disruption or interference from other students. We ask students to accept responsibility for their actions. Therefore, we expect all students to follow the Albemarle County School system's policies, our school rules, directions from staff members, and the procedures outlined in this handbook.

School rules prohibit the following:

- Use, possession, or being under the influence of alcohol/drugs (including look alike drugs)
- Smoking - including vaporizers/e-cigarettes, use of tobacco, or possession of tobacco products
- Weapons (including look alike weapons or toys)
- Fighting
- Bullying, repeated verbal or physical abuse, excessive teasing, disrespect, profanity, or threats
- Intolerance through words or actions on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law.
- Stealing, cheating, plagiarism, or extortion
- Sexual harassment
- Skipping school/class

Students who commit these behavior offenses are subject to the following range of consequences: family contact/conference, lunch detention, loss of privileges, time-out in school, in-school suspension, STEP (Short-Term Educational Program), out of school suspension, expulsion. Students with knowledge of potential student conflict, drugs or weapons or violence on campus should report it to the office immediately. Confidentiality will be maintained within reporting guidelines.

Bullying, disrespectful behavior to students or staff and excessive teasing take away from our school's ability to foster a supportive learning environment. When these behaviors take place, the following system will be in effect:

1. Student Conference and Parent notification
2. Parent Contact and Counseling Referral
3. In School Suspension and Parent Conference.
4. Out of School Suspension or Referral to the STEP program, Parent Conference for readmission

Additional recurrences will result in increased suspension time up to and including referral to Superintendent.

Anonymous Reporting App: Students have access to report incidents regarding bullying, cyber bullying, drugs/alcohol use, guns and weapons on campus, racial intimidation and harassment, safety concerns, sexual harassment and assault, threats, suicidal thoughts and threats, other issues of concern related to student well

being and safety. Students may report these concerns using the link on the school website. Inappropriate use of the anonymous reporting app may result in disciplinary action.

Telephone Use: Students are allowed to use the office phones during their lunchtime or in cases of special need (forgot lunch or books, notifying families of canceled activities) with a pass from a teacher. **Cell phone calls are not permitted at any time during the school day.**

Textbooks: You are responsible for all textbooks assigned to you. Fees will be charged for lost/damaged books at the end of the year.

Visitors: All visitors to our school must report to the main office, check in, and wear a visitor pass. Students may not bring a guest to school without prior permission from the office.