Lakeside School

Handbook

Revised August 2026

Welcome to Lakeside School

OUR MISSION – Lakeside exists to empower youth and families to overcome difficulties and achieve success through quality educational and treatment services.

On behalf of all of us at Lakeside School, I welcome you. Our strong and committed staff are purposed to strengthen youth and families with programs that meet a variety of needs. Whether you are joining us at the beginning of a new school
year or sometime after the year has started, our desire is that you find our school to be a place where you feel supported and encouraged in your educational journey.

We care about you; whatever is in your past, this is a new beginning. We will do everything in our power to make Lakeside School a safe and satisfying place to learn. Whether your goals include further education, military achievement, a career, or simply returning to your home school district as quickly as possible, know that our alumni are successfully walking all of these paths.

This handbook is a brief introduction to the school's policies with the goal of helping all of us (staff members, parents, guardians, and students) to be unified as we endeavor to value and respect the rights of others in the school setting. If you have questions about anything you read, please don't hesitate to ask. Our doors are always open to hear your suggestions and concerns.

I wish you well on your journey!

Peter J. Dillard
Lakeside School Program Director

Table of Contents

Program Descriptions • 06

Services and Features • 06

Program Goals. • 07

Rights and Responsibilities • 08

Nondiscrimination In Services • 08

Grievance Policy & Procedure • 09

Child Rights • 10

Student Responsibilities • 11

Attendance • 12

Academics • 14

Grading • 14

Class Attendance • 15

Incomplete Grades • 15

Honor Roll • 15

Report Cards • 15

Accessing Grades on-Line • 15

Tutoring • 16

Homework • 16

Academic Integrity • 16

Credit Requirements for Graduation • 17

Lakeside School Diploma Requirements • 17

Independent Study Courses • 18

Electives • 18

Work Study • 18

Summer School • 19

Behavior Intervention • 20

Point System • 20

Level System • 20

Growth Levels • 21

Collaboration Levels • 21 (24-25)

Resolve Room • 22

Dress Code • 22

Weapons • 23

Gambling • 23

Harassment • 26

Vandalism and Theft • 26

Searches • 27
Cooperation with Law Enforcement .• 28
Students Seeking Help • 28
Drugs and Alcohol • 28
Smoking and Tobacco • 30
Bell Schedules • 32
Middle School & High School • 32
High School • 33
Extracurricular Activities • 33
Student Conduct • 33
Student Eligibility • 33
Field Trips • 34
Field Trip Health Concerns • 35
Field Trip Permission Form • 36
Food Services • 37
School Lunch Program • 37
Food and Drink • 37
Health and Medical Services • 38
Mandatory Screenings • 38
Medication Policy • 38
Medical Emergencies • 39
Technology • 41
Cell Phones/Personal Electronic Devices • 41
Computers • 42
Email Communication Guidelines • 43
Recording of Meetings • 44
Transportation Services • 45
Conduct on Vans • 45
Automobile Use • 45
Authorization to Drive to School .• 47
Transportation for Half Day Students • 48
Miscellaneous Information • 48
Visitors • 48
Working Papers • 48
School Closing .• 49
Student Handbook Revisions • 49
Fire Drill Procedure • 49

Program Descriptions

Lakeside School accepts regular and special education students in grades 6-12 who need a small, structured and nurturing therapeutic environment where academic success is a priority. Student eligibility criteria include a willingness and ability to commit to following the structure of the program, basic skill levels above third grade and no need of physical intervention on a regular basis to maintain the safety of self and others.

The staff of Lakeside recognizes that before students can engage in effective, meaningful learning, their brains and emotions need to be regulated, and they need connections in positive relationships. At Lakeside, we help students regulate, relate, and reason which leads to success.

The objective for all our students is to achieve their goals and transition to the next steps in their lives – return to their home school, graduate, begin a vocation, attend college or enter the military.

SERVICES AND FEATURES

Educational

- Academic curriculum approved by the Pennsylvania Department of Education that meets state graduation requirements.
- Variety of classes taught by certified teachers to match students' interests and ability levels.
- Small class size.
- Special education support and services.
- Learning and emotional support classes with direct instruction.
- Individualized academic planning and advisement.

- Preparation for Keystone Exams and PSSA's.

Therapeutic

- 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.
- A comprehensive behavior intervention system with motivational system of recognition and rewards.

PROGRAM GOALS

High School and Middle School

- To provide students with the academic, behavioral, and social skills, as well as **emotional support** necessary for success in public school or post-secondary education.
- To provide challenging academics taught with an approach and curriculum similar to the students' home school system.
- To provide academically challenging courses taught with an applied learning approach that will prepare students for college or career pursuits.
- To help students develop a sense of direction and purpose regarding their future academic and career pursuits.
- To teach students to solve problems and issues appropriately without needing to be removed from the classroom setting.
- To design a plan to help students transition successfully back to their public schools.
- To prepare students for the work world, both academically and behaviorally.
- To provide students with opportunities to obtain specific skills needed to succeed in their chosen fields of employment.

Rights and Responsibilities

NONDISCRIMINATION IN SERVICES

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), 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 aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/client/patient/student (and/or their guardian) who believes he/she has been discriminated against, may file a complaint of discrimination with:

Lakeside
1350 Welsh Road, #400
North Wales, PA 19454
www.lakesidelink.com

U.S. Department of Health &Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

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

Commonwealth of Pennsylvania
DPW Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

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

GRIEVANCE POLICY AND PROCEDURE

Policy

In accordance with Lakeside'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 level process):

1. 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 verbal and quite informal.

If the matter is not resolved or involves the student's counselor:

2. 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 week.

If the matter is not resolved:

3. 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 week.

If the matter is not resolved:

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

CHILD RIGHTS

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:

- A child may not be discriminated against because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
- A child may not be abused, mistreated, threatened, harassed or subject to corporal punishment.
- A child has the right to be treated with fairness, dignity and respect.
- A child has the right to be informed of the rules of the facility.
- 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.
- A child has the right to communicate and visit privately with his/her attorney and clergy.
- 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.
- A child has the right to practice the religion or faith of choice, or not to practice any religion or faith.
- A child has the right to rehabilitation and treatment.
- A child has the right to be free from excessive medication.
- A child may not be subjected to unusual or extreme methods of discipline, which may cause psychological or physical harm to the child.
- A child may not be deprived of specific or civil rights.
- A child's right may not be used as a reward or sanction.

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 share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/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:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

Attendance

Lakeside School students are required to be present every day school is in session. In order for students to realize the opportunities and benefits from school, students 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 School, its students and their families is essential.

EXCUSED ABSENCES

Reasons

- Illness that does not permit a student to function in school.
- Communicable or infectious disease.
- Appointments which cannot be scheduled before or after school hours.
- The observance of a religious holiday.
- Other reasons approved by Lakeside School. Such reasons may include family travel, college visitations, job interviews, and suspensions.

Procedure: Illness and Communicable or Infectious Disease

- A student's parent/guardian must telephone Lakeside School (215-542-7737 x2288) by 9:00 am the day of the absence to verify approval of the student's absence.
- When the student returns to school, a note from the student's parent/guardian must document the reason for a student's absence. Notes should be presented to the counselor within three days of the student's return.
- Notes from a parent/guardian will be accepted for a maximum of ten total days per school year. Additional absences due to illness must be documented by a physician's note. It is recommended that a doctor's note be requested if more than three days are missed in a marking period.

Procedure: 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.

UNLAWFUL ABSENCES

Unlawful absences are reported to the student's school district and referral representative and result in zero points earned for that day and the resulting consequences. Unlawful absences may also result in additional consequences.

LATENESS

Lateness applies to a student who arrives at school after 8:35 am. A student who arrives late must sign-in at the Front Office. Three unexcused late arrivals will result in loss of Growth Level (if student is on Growth Level). Lateness will also be reported to the student's school district and referral representative.

SCHOOL MESSENGER: AUTOMATED MESSENGER SYSTEM

Parents/guardians of Lakeside School will receive an automated message on the home phone and the parent/guardian's cell phone when a student is absent (typically by 10:00 am). Please follow the prompts as indicated on the message.

Parents/guardians may leave a message on the Lakeside School Attendance Voicemail, 215-542-7737 x2288, in advance. Please note that the system will still make its automated calls. If you wish to be contacted at a different phone number or have questions, please contact your student's counselor.

Academics

GRADING

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

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

In the event that a student's grade is 0.5 or greater of the next percentage point, the grade will be rounded up.

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

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

In addition to accumulating four quality points, a student must earn at least one 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

A failing grade (F) will be assigned to those students who have fifteen absences. Once a student reaches fifteen absences, he/she will have the opportunity to receive a passing grade for the marking period only by completing an independent study. Work completed during the marking period will be counted toward the independent study.

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 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. Students will earn high honor roll if they earn no more than two B's with the remainder of their grades being A's.

REPORT CARDS

Report cards are issued at the end of each of four marking periods and at the conclusion of summer school.

ACCESSING GRADES ON-LINE

Access to a student's schedule, academic, and attendance records is available through the internet. Parents/guardians of new students receive a

welcome letter explaining how to create an account. Academic and attendance information is updated on a weekly basis. At the request of a parent/guardian, Lakeside School will provide a written report concerning their student's academic progress.

TUTORING

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

HOMEWORK

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

ACADEMIC INTEGRITY

At Lakeside School, we value honesty, effort, and learning. Students are expected to submit work that reflects their own thinking and understanding Academic dishonesty includes:

- Copying another person's work or ideas and presenting them as your own (plagiarism).
- Cheating on assignments, quizzes, tests, or projects.

■ Sharing answers or completing work for another student when not permitted.

■ Unauthorized Use of Artificial Intelligence (AI). AI tools can be useful learning resources when used appropriately. Students may only use AI for schoolwork when permitted by the teacher and according to the teacher's directions. **Using AI to complete an assignment and submitting the work as your own, without permission or acknowledgment, is considered academic dishonesty.**

Students are encouraged to ask questions, seek help, and learn from mistakes. When in doubt about whether a resource or tool is allowed, ask your teacher before using it.

Violations of this policy may result in academic consequences, disciplinary action, or both, as determined by school administration.

CREDIT REQUIREMENTS FOR GRADUATION

Each school district has its own specific graduation requirements. An evaluation of a student's graduation progress is typically communicated to Lakeside students by an educational supervisor. Graduation progress is recorded in PowerSchool and includes a record of 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, graduation progress is also used to ensure that students are taking classes in an appropriate sequence.

LAKESIDE SCHOOL DIPLOMA REQUIREMENTS

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

Total Credits / 21

INDEPENDENT STUDY COURSES

Independent Study Courses are available to those students needing to earn additional credit in their major subjects. These courses are monitored by Lakeside teachers but are completed independently outside of Lakeside School. Students interested in an independent study can begin the process through their counselor. To be eligible a student must be:

- Currently attending Lakeside School.
- Currently passing the subject in which requesting independent study.
- Capable of working independently.
- In need of extra credit to be promoted to a higher grade level or to graduate.
- In need of extra work to remediate failing grades.

Students can earn up to two (2.0) credits per year OR one-half (0.5) credit per marking period for Independent Study Courses. One credit equals 120 hours of work, one-half credit equals 60 hours, one-quarter credit equals 30 hours.

ELECTIVES

Lakeside School offers a number of elective courses each year. Students should indicate their preferences for elective courses to their counselor.

WORK-STUDY

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

- Be currently attending Lakeside School.
- Have legitimate employment.
- Be working during the school day (8:00 am through 3:00 pm).
- Be able to provide transportation from school to the job site.

Students can earn up to three (3.0) credits per school year for work-study OR three-fourths (0.75) credit per marking period. Credits are based on the number of hours the student is working during the school day. One credit equals 120 hours of work.

The procedure for work-study eligibility is as follows: a student wishing to work during school hours must first obtain permission from their Lakeside counselor and referral representative.

■ Once a student has obtained permission to work and has secured employment, he/she should obtain a work-study form from their counselor. This form is completed by their job site supervisor and returned to his/her counselor. At this point, work-study can begin.

■ Regular contact will be maintained throughout the year between the counselor and the job site supervisor.

■ The job site supervisor will assign grades. An educational supervisor of Lakeside School will assign credits.

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 classes in which they have received failing grades or incompletes from the regular school year. Students may earn up to two original credits during a summer session at Lakeside School. Lakeside School also recognizes summer school credit earned through the student's home school.

Behavior Intervention

The purpose of the Behavior Management System at Lakeside is to help students take responsibility for their behaviors 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 points can be earned during each of six class periods. Points are earned; they are not 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 Basic Levels. Students' point totals each day will determine associated privileges. Points needed to obtain levels are prorated if the day is shortened.

Level	Points Needed
Basic 1 (B1)	00.0-15.0
Basic 2 (B2)	15.5-27.0
Basic 3 (B3)	27.5-32.5

Basic Level 3 (B3) indicates that the student is exhibiting appropriate behavior by earning the majority of daily points as described above. For specific information regarding Basic Level privileges, a student may contact his/her counselor.

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 Basic Level 3 (B3).

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

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

For more specific information regarding Growth Levels, a student may contact his/her counselor.

COLLABORATION LEVELS (SEE PAGES 24-25)

Lakeside School uses a variety of intervention strategies in order to help its students gain control of behavioral difficulties within the program. The purpose of these levels is to indicate to the student the seriousness of a behavior, while enlisting the help necessary to collaborate and resolve the issues in order to successfully progress within the program.

RESOLVE ROOM

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

Although there is no punishment for being sent to the resolve room, students are unable to earn points until they return to class. With the assistance of the resolve room counselor, the student will develop a plan to resolve the issue for which the student was sent. In order to return to class, the student must make a commitment to follow the developed plan.

If the student is unable or unwilling to resolve the conflict while in the resolve room, the student will be referred to a behavior manager and/or counselor to determine further interventions or consequences.

Dress Code

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

Any articles of clothing that depict alcohol or other drug abuse (beer advertisements, etc.), inappropriate sex, vulgarity, or graphic violence are prohibited at Lakeside School. Also prohibited are any articles of clothing that deride or degrade others. These include hats, shirts, buttons, etc. Students are also expected to cover their bodies appropriately. Van drivers are instructed not to permit

students to board the vans if they are not appropriately dressed. If students are inadequately attired, they will be referred to a behavioral manager or counselor for further action and/or consequences. If a student comes to school wearing a prohibited item, he/she will be directed to reverse it or conceal it by any staff member observing him/her. If the student refuses to cooperate, he/she will be directed to the resolve room in order to resolve the conflict. Any repetition of these behaviors will also result in contact with a parent/guardian or referral representatives to further resolve the matter.

MASKS

Students will be allowed to wear face masks for medical or religious purposes only.

Weapons

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. Parents/guardians will be notified of an incident involving the possession of a weapon on any school property in keeping with the requirements of Act 44 of 2025.

Gambling

Gambling of any type is prohibited on school property. All such incidents will be reported to a behavior manager for investigation and disciplinary action.

Collaboration Levels

Collaboration Level	Behaviors of Concern (not comprehensive)	Intervention Strategies (not comprehensive)
Classroom Level	Off task behaviors Minor class disruptions Failure to comply with staff directions Disrespectful language or interactions with others Not following school rules or classroom procedures	Use of prompt hierarchy from least to most restrictive Alternative seating options Brain Break – individual or class Use of regulation area in classroom Short break from instruction outside classroom or to meet with counselor Collaborative problem solving with teacher and/or counselor
Resolve Level	Non-compliance with school rules or policies Disrespectful language or interactions with others Repeated failure to comply with staff directions or re-directions Class disruptions that impede the learning of others Being out of assigned areas Physical horseplay Continued discussion of topics inappropriate for school settings Bullying Behavior (Extended Resolve)	Collaborative problem solving with Resolve Room counselor Brain regulation activities Meeting with a counselor Restorative and/or conflict resolution meeting with staff member or other student(s) Develop individual behavior intervention plan Extended Resolve: Campus community service Restitution for property damages which may include fines
Intervention Level 1	Increased intensity and/or frequency of previously addressed behaviors of concern Inability or refusal to participate in resolve level interventions Theft, Vandalism, Leaving school property without permission Threating or intimidation of others Physical aggression or fighting Harassment (sexual, racial)	Parent and district contact Team meeting to include district and parents Restorative and/or conflict resolution meeting with staff member or other student(s) Review/revise individual behavior intervention plan Meeting with a counselor Restorative and/or conflict resolution meeting with staff member or other student(s) Restitution for property damages which may include fines Alternative To Suspension Program Complete missed classwork after regular school hours Out of school suspension (1 day)

Collaboration Level	Behaviors of Concern (not comprehensive)	Intervention Strategies (not comprehensive)
Intervention Level 2	Increased intensity and/or frequency of previously addressed behaviors of concern Drug or alcohol violations Weapons offenses Verbal or physical threatening of staff Inability or refusal to participate in 1-1 interventions	Parent and district contact Team meeting to include district and parents Restorative and/or conflict resolution meeting with staff member or other student(s) Review/revise individual behavior intervention plan Meeting with a counselor Restorative and/or conflict resolution meeting with staff member or other student(s) Restitution for property damages which may include fines Complete missed classwork after regular school hours Out of school suspension (2-3 Days)
Intervention Level 3	Increased intensity and/or frequency of previously addressed behaviors of concern Failure to adjust to Lakeside program Inability or refusal to participate in I-2 level interventions Possession of illegal drugs with intent to sell	Parent and district contact Team meeting to include district and parents to discuss change in school placement Restorative and/or conflict resolution meeting with staff member or other student(s) Review/revise individual behavior intervention plan Meeting with a counselor Restorative and/or conflict resolution meeting with staff member or other student(s) Restitution for property damages which may include fines Out of school suspension (3-5 days)

Occasionally a student needs more help than the Lakeside program is able to offer. A student who is unwilling or unable to resolve the conflict causing him/her to be at Intervention Level 3 or who repeats the behavior which caused the original placement on I-3 will be reviewed by the Lakeside team for the purpose of determining if the student's needs can be met in the current program. The student's parent/guardian and the referral representative will be expected to attend a team meeting in order to determine whether a change in school placement is warranted.

Harassment

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

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

Harassment and violence is prohibited 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. Examples of harassment include but are not limited to: unwelcome physical contact, obscene gesturing, and ethnic, racial, or sexual insults.

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

Vandalism and 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 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.

Searches

Searches will be conducted of students' person, property or vehicles:

1) when school authorities have reasonable suspicion, a student possesses contraband, weapons, or other materials that would pose a threat to the health, safety, and welfare of the school population; or evidence that there has been a violation of the law or of school rules,

2) generally, or at random, for the purpose of finding or preventing such materials on school property or school sponsored trips.

Individual searches will be conducted:

1. in reasonable relation to the nature of the suspected evidence
2. as non-invasively and privately as possible
3. by 2 staff of the same biological sex as the student. (Accommodation may be considered for special circumstances).

If search yields illegal or banned materials, the materials will be confiscated by school personnel and turned into the Director or Assistant Program Director. **Seized banned or illegal materials will not be returned to the student or guardians and may be turned over to local authorities or disposed of.**

A student's failure to submit to searches and seizures as provided in this policy will be considered for disciplinary action. Repeated failures to submit to searches can jeopardize the student's ability to remain enrolled at Lakeside School. Parents/guardians will be informed of an individual student search by school personnel, including the outcome of the search.

Cooperation 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 Lakeside School to cooperate fully with law enforcement agencies in keeping our communities safe.

Students Seeking Help

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

- Counselors are available during weekly counseling sessions to help students deal with drug and alcohol problems.
- Drug and alcohol groups are offered to all students.
- Referral services are available to those students needing help beyond the jurisdiction of the school.

Although confidentiality shall be extended to students seeking help, it cannot be extended to students who have been apprehended for illegal use or possession of drugs and/or alcohol.

Drugs and Alcohol

Students are reminded that drug and/or alcohol use or possession is illegal. Therefore, the use or possession of drugs and/or alcohol on or around the

Lakeside School property or during school-sponsored activities is prohibited.

1. All incidents concerning the suspected use, possession, transportation or distribution of drugs or alcohol by students shall be reported to the Supervisor of Clinical Services.

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

3. If a counselor makes the judgment that a student is under the influence of drugsand/or alcohol, the student will be sent home.

4. Any student needing immediate emergency treatment shall be transferred to the nearest medical facility, accompanied by a school official designated by the Program Director of Lakeside School.

5. Parents/guardians 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 personnel 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, attempting to sell, transporting or distributing drugs, alcohol, or prescribed medicine 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.

Smoking and Tobacco

(Including Tobacco Products, Electronic Vaporizers, and E-Cigarettes)

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

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

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 is prohibited at Lakeside School. The following guidelines are to be observed in maintaining this rule.

If a student is suspected of possessing tobacco in any form, cigarettes, electronic vaporizers, or electronic cigarettes, he/she will be referred to a counselor to be searched for such.

If a student is found to be in possession of tobacco in any form, cigarettes, electronic vaporizers, or electronic cigarettes, these prohibited items will be confiscated. If a confronted student refuses to relinquish these items, he/she will be referred to a counselor for further actions.

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

First Offense – A counselor will be notified. Subsequently, the student will be searched, and his/her parent/guardian will be notified.

Second Offense – The student may be searched daily for one week. Any prohibited items found will be confiscated. The parent/guardian will continue to be notified of the recurring problem.

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

Fourth Offense – The student will become involved in Intervention Levels.

Fifth Offense – The student will continue movement through Intervention Levels and may begin to be fined per school district guidelines.

LAKESIDE SCHOOL BELL SCHEDULE

SCHEDULE A

MIDDLE SCHOOL & HIGH SCHOOL

8:10-8:38/ Period 1

8:40-9:24 / Period 2

9:26-10:10 / Period 3

10:12-10:56 / Period 4

10:58-11:42 / Period 5

11:44-12:04/ LUNCH A

12:06-12:50

12:52-1:36 / Period 7C

1:38-2:22/ Period 8

2:22 / Student Dismissal

SCHEDULE B

HIGH SCHOOL

8:10-8:38/ Period 1

8:40-9:24 / Period 2

9:26-10:10 / Period 3

10:12-10:56 / Period 4

10:58-11:42 / Period 5

11:44-12:28/ Period 6A

12:30-12:50/ **LUNCH B**

12:52-1:36 / Period 7C

1:38-2:22/ Period 8

2:22 / Student Dismissal

SCHEDULE C

HIGH SCHOOL

8:10-8:38/ Period 1

8:40-9:24 / Period 2

9:26-10:10 / Period 3

10:12-10:56 / Period 4

10:58-11:42 / Period 5

11:44-12:28/ Period 6

12:30-1:14 / Period 7B

1:16-1:36 / **LUNCH C**

1:38-2:22/ Period 8

2:22 / Student Dismissal

- Staff Arrival **7:45am** or **8:00am**
- Student Arrival **8:10am**
- Staff Preparation Time **2:23pm-3:45pm** or **4:00pm**

Extracurricular Activities

STUDENT CONDUCT

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

STUDENT ELIGIBILITY

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

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

- They are actively engaged in remediation of failures (extended learning, lunches, homework, etc.).
- The practice does not take them out of the class they are failing.

Eligibility is determined each Friday for the following week. Students are eligible/ineligible one week at a time. If a student fails a class for the marking period, he/she must wait two weeks to be reinstated to the team.

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

Field Trips

A parent/guardian shall be notified in writing at least one week in advance of a field trip. The parent/guardian must sign and return the notice regarding the field trip before the pupil is permitted to participate. The Field Trip Permission Form must also be signed and returned before the pupil is permitted to participate.

Field trips must be approved by the Program Director or designee prior to notification of a student's parent/guardian.

Lakeside School shall provide transportation to and from the destination of the field trip. Students shall pay admission fees where required. However, no student shall be denied the opportunity to participate in a field trip because the parent/guardian is unable to pay the admission fee.

If a parent/guardian or a teacher believes that it would not be in the best interest of the student or of the class for a student to participate in a field trip, the teacher shall arrange with the Program Director for the supervision of the student while the class is away from the school. The teacher shall notify the parent/guardian

in writing of the arrangements that have been made with the approval of the Program Director.

The following ratio of staff to students for field trips is required: One staff member for every ten students (1:10).

FIELD TRIP HEALTH CONCERNS

The Field Trip Permission Form must be completed for all students who are required to take medication during the school day. Student health needs must be identified and considered prior to committing to attend a field trip.

Lakeside School

Field Trip Permission Form

Your student's class will be attending a field trip to: _____

_____

Location _____

Date _____ Time _____ Cost _____

Transportation _____

Notes _____

_____

_____

_____

Please return this permission slip by: _____

I give permission for my student _____ in room _____

to attend the field trip to _____

on _____ from _____ to _____

Enclosed is $ _____ to cover the cost of the trip. (Exact cash or check made payable to school.)

In case of an emergency, I give permission for my student to receive medical treatment. In case of such an emergency, please contact:

Name _____ Phone _____

Parent/Guardian Signature: _____ Date: _____

Food Services

SCHOOL LUNCH PROGRAM

Lakeside School is not a part of the National School Lunch Program; however we provide free breakfast and lunch at our expense. Students may purchase additional lunches and a-la-cart items. Students may also choose to bring lunches from home at their preference. Parents should fill out appropriate paperwork at intake.

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

- Not obeying the school rules in the cafeteria.
- Throwing food.
- Taking food or beverages out of the cafeteria.

FOOD AND DRINK

Students are not permitted to bring open beverage containers to school. A student is allowed to bring an unopened/sealed container to consume during lunch, but the student must give this to his/her counselor upon arrival at school. Students are not permitted to carry or consume food in the hallways or classrooms. Totally clear water bottles with no obstruction to transparency are permitted.

Health and Medical Services

Lakeside School attempts to provide an environment in which the student will be safe. 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 or illnesses that occur at home or outside of the school are the responsibility of the parent/guardian and should not be referred to the school nurse. A student may visit the health office only with a pass from a staff member. If a student's illness at school necessitates that he/she return home,the school nurse or counselor will contact a parent/guardian or emergency contact.

MANDATORY SCREENINGS

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

If it is necessary for a student to take prescription medication during the school day, the medication must be provided to the school nurse in its original container along with a copy of the prescription, including dosage and administration information provided by a physician or pharmacist. NO medication will be accepted in an envelope or plastic bag. Any changes must be provided to the school nurse.

Over-the-counter medication may be administered only under the supervision of the school nurse. Medication will only be administered to students who have written permission by the parent/guardian and only on an as-needed basis.

MEDICAL EMERGENCIES

The health, safety and well-being of each student served by Lakeside are our highest priority. The following plan will be utilized in the event of a medical emergency.

1. If a student 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 student's needs.

3. If, based on the school nurse's assessment, the student requires immediate emergency care, 911 will be called. Immediate emergency care may be warranted for:

- Uncontrollable or excessive bleeding.
- Suspected broken bone. injurious behavior.
- 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 student's counselor will contact the student's parent/guardian to inform

them of the situation. Contact with the student's parent/guardian 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 student requires transport via an ambulance to the emergency room of an area hospital, the student will be transported accordingly. The student may be transported to either:

Lansdale Hospital (6.3 mi)	**Doylestown Hospital (7.1 mi)**	**Abington Memorial Hospital (10.1 mi)**
100 Medical Campus Dr.	595 West State Street	1200 Old York Rd.
Lansdale, PA 19446	Doylestown, PA 18901	Abington, PA 19001
215-368-2100	215-345-2200	215-481-2000

7. If the student does not require immediate transport via an ambulance, the student's parent/guardian will provide transportation to necessary medical care. Should the student's parent/guardian be unable to transport the student, Lakeside will transport the student via a school van and notify the parent/guardian accordingly. A minimum of two staff will accompany the student 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 eight (1:8):
    - The Program Director of Lakeside School will contact Lakeside administrative staff for immediate support from administrative personnel.
    - The Program Director of Lakeside School will contact the Program

Director of Lakeside Girls Academy, 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).

Technology

CELL PHONES / PERSONAL ELECTRONIC DEVICES

Students on Growth level are allowed to keep cell phone/PED on their person. All other students are to have cell phones locked into Yonder pouches/lockers upon arrival. Cell phones/PED will be returned at dismissal. Any students who are non-compliant will be referred to a behavior manager/counselor and adhere to the following steps.:

1. Students who use a cell phone during structured times will be asked to surrender the phone according to the following guidelines:
    a. First offense: The student will be sent to the resolve room. A behavior manager will explain the cell phone policy, collaboratively problem solve, and keep the phone for the remainder of the day.
    b. Second offense: The phone will be confiscated by the resolve room counselor. The student will do an extended resolve/intervention to help further encourage compliance. The phone will be returned to the student at the end of that school day.
    c. For any subsequent offense, a disciplinary meeting (with the parent/guardian) will be scheduled. The phone will be confiscated and returned to the student's parent/guardian at the disciplinary meeting. Should further incidents occur, the student may lose the privilege of bringing his/her cell phone to

school indefinitely.

2. Cell phone lockers are available for student use.
3. Staff should send any student in violation of the policy to the resolve room. The resolve room counselor will ask the student to relinquish the cell phone as per guidelines above.
4. Students may not carry or use another student's cell phone.
5 Lakeside School is not responsible for damaged, stolen or lost cell phones.

PERSONAL ELECTRONIC DEVICES

The use of Air Pods and other individual listening devices are strongly discouraged during class time. All personal electronic devices will be allowed at the discretion of each individual teacher/staff member during said class time. Failure to comply with teacher/staff member direction may result in the student being referred to a behavior manager or counselor.

COMPUTERS

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 ensure 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:

- Using the network for anything other than school purposes.
- Sending or displaying offensive messages and pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, the computer system, or computer networks.
- Violating copyright laws.

- Using other's passwords.
- Trespassing in other's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

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

EMAIL COMMUNICATION GUIDELINES

Regular communication between home and school is important to your success. Email can be a fast and convenient way for you to send messages. Please observe the following when using email to communicate with school staff:

- Email messages should not pertain to vital or time-sensitive subjects such as medical or health issues and transportation details.
- Matters concerning your student's academic progress, learning expectations or behavioral issues are best addressed through a telephone conversation or personal conference.
- It is helpful if you identify yourself in the subject line of your email message.
- Use email for topics related to your student or your student's program. Do not send chain or mass emails, solicitations, jokes or anything that may detract staff from focusing on their work with students.
- Staff read their email messages at different times each day due to varying schedule requirements.
- It is reasonable to expect a reply within one to two school days.

■ If you need an immediate reply, telephone the staff with whom you need to communicate.

Confidentiality and Right to Privacy:

- Staff take reasonable efforts to ensure that all communication regarding a student is private and confidential.
- Although staff will not intentionally or inappropriately share email correspondence, absolute confidentiality cannot be guaranteed.
- If you have any concerns regarding the prospective privacy of a communication, telephone or schedule a personal conference with the staff member with whom you need to speak.
- Caution should always be used regarding sensitive communication.

Effective, efficient and timely communication is essential to our work with your student. Thank you for following these guidelines and striving to communicate well with our staff.

RECORDING OF MEETINGS

Meetings are conducted with Lakeside School staff, parents/guardians, students, and referring district personnel to exchange information about student progress. Except as specifically provided for within this policy, Lakeside School prohibits audio, video and electronic recordings of meetings. An attempt to record a meeting by a parent/guardian after verbal prohibition by Lakeside School staff shall result in immediate termination of the meeting and may result in ejection from [School] property and possible prosecution.

Lakeside School shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability or limited English proficiency that significantly limits his/her ability to meaningfully understand or participate

in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.

2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.

When permission to record a meeting is granted, the Lakeside School employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

Lakeside School may permit videotaping of a meeting only when written consent is given by all participants at the meeting.

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 school 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 a counselor.

AUTOMOBILE USE

Driving one's car to school is a privilege granted by the school. The student must either be on Growth Level or be a half-day work-study student. The student must submit the following prior to be granted permission to drive: (1) Authorization to Drive to School form completed and signed by both parent/guardian and student, (2) a copy of the student's valid PA driver's license, (3) val-

id registration for the car being driven, (4) proof of current insurance for the car being driven. Once these items have been reviewed, the student will be issued a Lakeside Parking Permit to be displayed on the rear-view mirror when on school property.

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:

- Students may not transport other students without permission from his/her counselor.
- Students are not permitted to loiter in or around cars or access them during the school day.
- Cars should be kept locked at all times while parked. It is suggested that valuable items not be left on the seats or in otherwise visible areas of the car.
- Lakeside Parking Permit must be displayed on rear-view mirror.
- Upon their arrival at school, students must sign in at the Front Office.

Any violation of the above regulations will result in:

- The loss of the privilege of driving to school. Constant violations will result in the loss of the privilege permanently. Parents/guardians will be notified if the privilege is revoked.
- Suspension from school for serious consistent violations.

Lakeside School

Authorization to Drive to School

This Section To Be Completed By Parent / Guardian:

I hereby give permission for _____
to drive to Lakeside School. I assume all liability for the safety of the above named student and the motor vehicle in use.

Parent/Guardian Signature _____

Relationship to Student _____ Date _____

This Section To Be Completed By Student:
I understand that permission to drive to Lakeside School is an earned privilege. I further understand that Lakeside School assumes no responsibility for my safety or that of my motor vehicle. Lakeside School reserves the right to inspect all vehicles to insure a safe and drug-free environment. I agree to abide by all traffic regulations and rules of safe diving while I am on Lakeside property. I further agree to abide by all of Lakeside School's guidelines for driving to school.

Student Signature: _____ Date _____

Vehicle Information:

Make _____ Model _____ Color _____

Driver's License Number _____ License Plate Number _____

Insurance Company _____ Policy Number _____

LS Permit # _____

The following items must be attached to this form:
(1) a copy of the student's valid PA driver's license,
(2) valid registration for the car being driven,
(3) proof of current insurance for the car being driven.

TRANSPORTATION FOR HALF-DAY STUDENTS

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

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

Miscellaneous Information

VISITORS

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

WORKING PAPERS

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

SCHOOL CLOSING

The School Messenger System will telephone each student's parent/guardian to announce school closings. School closing information will be broadcast by:

KYW AM 1060
(snow closing number 1114 in Montgomery County)
NBC-TV10
WPVI-TV6

School closing information is also recorded on the Lakeside School Telephone System (215-542-7737) on extension 2266.

STUDENT HANDBOOK REVISIONS

To download the most recent Lakeside School Student Handbook, go to https: https://lakeside.to/lakesideschool

FIRE DRILL PROCEDURE

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

Lakeside
EDUCATIONAL NETWORK

1350 Welsh Road, Suite 400, North Wales, PA 19454
(P) 215-654-9414 | (F) 215-654-9523
lakesideprograms.org

Nondiscrimination in services: admissions, the provision of services, and referrals of students shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.