

Lakeland High School

Cavaliers

Student Handbook
2016-2017

Phone – 757-925-5790

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Message from the Principal

July 1, 2016

Dear Parent or Guardian:

Welcome to the 2016-17 school-year at Lakeland High School. We are excited to welcome your student(s) to the start of new year as we continue our journey together toward excellence. You are invited and encouraged to partner with us to help your child reach the full measure of success that is within their reach.

While final accreditation numbers have not been released as of the writing of this letter, we do know that Lakeland continues to make great gains in key areas. It is our plan to fulfill our mission by continuing to create a culture of high expectations for academic success. Our sincere hope is that each member of the immediate and extended Lakeland families will seize every opportunity to support students in their academic endeavors. Whether through mentoring, tutoring, or just checking on a child's progress, your input can make the difference between success and failure.

This handbook, along with our website and Facebook page, are our primary methods of communicating to our stakeholders the expectations and opportunities along with the responsibilities and freedoms that come with being a Lakeland Cavalier. Our efforts regarding the contents of this handbook will be to provide consistency in observing and enforcing the code described herein. You are asked to review the content of this handbook with your student(s). As you do so, please emphasize our regulations regarding dress code, personal electronic devices, tardiness, and attendance. All students will do well to avoid approaching the bounds of these and, in fact, all regulations. As parent/guardian of a Lakeland Student, please help your child to interpret and abide by these regulations.

A mindset geared for growth will be vital to continue with last year's contagion of success.. The work expected of students is rigorous. The opportunities are great! Encourage your student to do their best academically, to study and complete homework EVERY night, to join teams and clubs, and to show their Cavalier pride.

I look forward to welcoming your student to a rigorous, rewarding, and successful year.

Sincerely,

Douglas D. Wagoner
Principal

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GENERAL INFORMATION

THE ADMINISTRATION

Mr. Douglas Wagoner, Principal
Ms. Brenda Ingram, Assistant Principal
Dr. Earling Hunter, Assistant Principal
Mrs. Tina Paul, Assistant Principal

MISSION STATEMENT

The Mission of Lakeland High School is to empower students to be academically prepared for the challenges of a changing world, to assist students with becoming knowledgeable, respectful, contributing, members of society, and to expand each student's academic and personal horizons in an environment where active learning is supported.

SCHOOL MASCOT – "CAVALIERS"

SCHOOL COLORS – NAVY BLUE, COLUMBIA BLUE, AND WHITE

TELEPHONE NUMBER – 757-925-5790

WHO TO SEE FOR WHAT

Absence (Turn in Excuse)	Ms. Whitaker (main office)
Address Changes	Ms. Booker, Guidance Secretary
Athletics/Activities	Mr. Rountree, Activities Director
Attendance Concerns	Mrs. Boone, Attendance Clerk
Bus Concerns	Dr. Hunter, Assistant Principal
Bus Assignment Changes	Ms. Jones, Discipline Secretary
Child Study Chairperson	Ms. Ingram, Assistant Principal
Depositing Money to Accounts	Mrs. Johnson, Bookkeeper
Discipline (Special Education)	Ms. Ingram, Assistant Principal
Discipline (Last Name, A-J)	Dr. Hunter, Assistant Principal
Discipline (Last Name, K-Z)	Mrs. Paul, Assistant Principal
Early Dismissal (Turn in Request for)	Ms. Jones, Discipline Secretary
Guidance (Grades 9-11, Q-Z)	Ms. Edwards, Guidance Counselor
Guidance (Grades 9-11, H-P)	Mr. Faison, Guidance Counselor
Guidance (Grades 9-11, A-G)	Mrs. Roberts, Guidance Counselor
Guidance (12 th grade)	Mrs. Williams, Guidance Director
Instruction	Mr. Wagoner, Principal; Admin. Team

Locker Concerns	Dr. Hunter, Assistant Principal
Lost and Found	Front Office
Lunch Program (Free or Reduced)	Dr. Hunter, Assistant Principal
Parking	Ms. McPherson (front office)
Physical Education Clothing (Purchase)	Mrs. Jackson-Wiggins, Marketing
Scheduling Concerns	Guidance Department
School Maintenance	Ms. Wiggins, Plant Engineer
Special Education Concerns	Ms. Ingram, Assistant Principal
Textbooks	Mrs. Paul, Assistant Principal
Transcripts (Request)	Guidance Department
Senior Class Sponsor	TBA
Junior Class Sponsor	Ms. Jacobs, Science Teacher
Sophomore Class Sponsor	TBA
Freshman Class Sponsor	TBA

POLICY AND PROCEDURES

HIGH SCHOOL STUDENT ATTENDANCE REGULATIONS/PROCEDURES

2016-2017

HIGH SCHOOL STUDENT ATTENDANCE REGULATIONS

- ♦ If a student must be absent from school, the parent must submit the appropriate documentation to excuse the absence.
- ♦ **If a student is absent more than 5 consecutive days from school due to illness, a doctor's note should be submitted for the absence upon the student's return to school.**
- ♦ **Documentation for an absence must be submitted within 5 school days of the absence.** If documentation is not received within the 5 school days after the absence, then the absence **will not** be excused.
- ♦ If a student has a doctor, dentist, or counseling appointment or a court date, official documentation from that office is required. It is the parent's responsibility to follow up on the faxed documentation. Handwritten notes for these absences will not be accepted.

An automated calling system will notify parents at the listed phone number whenever students are absent from their first class (1st or 2nd block) of the day.

Once a student has missed five school days, the student and parent(s)/guardian(s) will be required to attend a meeting at the school with the Attendance Committee. At this meeting, strategies will be discussed and agreed upon for implementation in order to improve the student's attendance and/or submission of proper documentation for excusable absences. If, after this meeting, the student accrues two more unexcused absences, a summons will be delivered to the home requiring a second meeting; which will occur at the Godwin Court Building's 2nd floor conference room, in the lobby of the Juvenile and Domestic Relations Court. This meeting will again attempt to address the attendance issue with the goal being improved attendance and/or proper documentation of excused absences. A plan will be developed and signed by those in attendance which should include:

1. The assistant principal.
2. School resource officer.
3. A school social worker.
4. A DSS social worker.
5. Person from Court Services Unit
6. The assistant superintendent (or designee)
7. The student
8. Parent(s) or guardian(s) of the student

If, after the second meeting, an acceptable and consistent level of attendance is not maintained, the assistant principal will file a petition against the student for truancy. This case will be heard in the Juvenile and Domestic Relations Court with final disposition being rendered by the court.

MAKE-UP WORK

Students will be permitted to make up work regardless of reasons for absences. **For block classes, students must make up work within 5 school-days of their return to the block class missed.** In cases of extended absences, the teacher and student, with the approval of the school administration, will develop a plan of action. Students should be reminded that when school is missed for any reason, it is their responsibility to see their teachers for any/all assignments missed.

TARDY TO SCHOOL

Students arriving late to school must sign in at the front reception area and must receive a pass to class. Failure to follow this procedure will result in the student's tardiness being maintained in official records as an absence. The sign-in log is utilized by the office to change recorded absences to tardy. Students arriving late due to missing the bus, oversleeping, family issues, personal issues, sibling care, power failure, errands, and the like, will not be excused. Similarly, students who repeatedly bring notes that indicate illness will not continue to be excused unless a doctor's note substantiates chronic illness that could explain the need to be late. Cases will be evaluated on an individual basis. Student who are frequently tardy to school and drive their own vehicle will lose their driving privilege.

TARDY TO CLASS

Any student who is not in his/her scheduled class when the tardy bell rings shall be considered tardy and duly noted in the teacher's roll book. Tardiness will be monitored via the computer system. Student reaching a total of 5 occasions of tardiness across all classes will begin to receive disciplinary actions upon the 5th tardy arrival to class.

5th tardy – 9th tardy = After School Detention (failure to attend = 1 day OSS)

10th tardy and beyond may result in OSS, ISS, or other sanctions at the discretion of the administrator.

Students who are ten or more minutes late to class without a note, will be considered guilty of cutting class. Furthermore, students observed to be intentionally loitering in the hallway and thus extending intentionally the amount of time by which they are late to class, will be dealt with; at the discretion of the administrator, as cutting class.

Students arriving late to class without a note will be marked with an unexcused tardiness. Students arriving late with a note from another teacher in the building will be marked as present. Students arriving to class late with a note from the office will be marked as tardy by the teacher, and the tardy mark will be changed to “excused” by the office.

The administration reserves the right to have a “**Lock-Out**” during any period. A “**Lock-Out**” means that teachers will lock their doors and will not allow students to enter after the tardy bell, without a pass. Students “**Locked-Out**” must report to the cafeteria to receive their disciplinary referrals; which will be their passes to return to class. Students receiving a “**Lock-Out**” tardy will receive (2) days OSS with the option to serve an In-School Suspension in lieu of the suspension.

ADMIT SLIPS – ATTENDANCE CLERK

Students who are absent from school should bring a written statement from a parent or legal custodian explaining the absence and submit the note to the grade level attendance station. No excuses will be accepted later than 5 days from the date of absence. Students who were suspended from school for a period of 10 days should report to the attendance office at the conclusion of their hearing with their readmit form signed by pupil personnel.

CUTTING CLASS

A student will be considered to be “cutting class” when he/she:

- (1) is in excess of ten (10) minutes late to class.
- (2) is present in school, but does not go to the appropriate, scheduled class.
- (3) leaves class without permission.
- (4) loiters out of class with an otherwise valid pass
- (5) goes to destinations not designated on their corridor pass

EARLY DISMISSALS

Students desiring an early dismissal from school are to present a written note to Ms. Jones in the Front Office, prior to 7:40 a.m. This note should include the following information: date, student’s name, time of the dismissal, person providing transportation, reason for dismissal, signature of a parent or guardian, and the phone number of where the parent/guardian can be reached to verify the student’s dismissal. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL IF VERIFICATION CANNOT BE MADE. STUDENTS MUST SIGN OUT IN THE MAIN OFFICE ANY TIME THEY LEAVE SCHOOL EARLY.** Failure to comply will result in disciplinary action.

Early Dismissals NOT granted during emergency evacuations:

In the event that an emergency evacuation of the building becomes necessary for any reason, students will not be granted early dismissal until such time as the situation causing the evacuation has been resolved and students have returned to the building. Upon returning to the building, students who obtain parental authorization will be permitted to leave, but will be marked for an unexcused absence unless their dismissal had been previously approved or can be shown, via proper documentation, to be for a medical or court appointment. (See “emergency evacuations” for further details and procedures.)

EARLY RELEASE PROGRAM

Students involved in work-study or co-op programs may be released early from school on a daily basis. Students having special needs that require an early dismissal on a regular basis must receive prior approval from the administration. Students in the work-study or co-op programs apply for early release through the appropriate teacher. All students receiving early dismissals on a regular basis must sign out each day at the reception stand near the main entrance. Failure to follow this procedure may result in revocation of the early dismissal privilege and assignment to an appropriate class. Students with early dismissal may NOT remain in the building.

STUDENT LOCKERS

Students shall be permitted to use a school locker for the storage of coats, books, and other educational materials of the school. A locker maintenance fee of \$5 will be charged. The locker and combination will be kept and supplied by homeroom teachers upon presentation of the locker rental receipt. Lockers are considered the property of the school. *School officials acting with just cause shall have the authority to search lockers or other areas of the school when reason exists to believe items hazardous to the welfare of the student or student body are present or when such items are used to violate a law or cause a disruption in the school. Random locker searches may also be instituted.*

Students will not share lockers. There are enough lockers for every student to have his/her own locker. Do not disclose your locker combination to anyone. The administration may not be as effective in investigating losses, if the student has shared his/her combination with other students. Your combination is confidential: PROTECT IT! The school cannot be responsible for items lost or stolen. Students are encouraged to enter lockers before and after school and before first lunch only. Use of non-school issued locks will result in the lock being cut off from the student’s locker by the administration.

VISITORS

Visitors are welcome. Permission must be obtained from the Principal or his/her designee before visiting any area of the building. Visitors will not be permitted into classrooms except as their visit pertains to the academic or behavioral progress of their child. No “social calls” to staff or students will be allowed during work hours. A visitor’s badge will be issued to

visit a specific area or provisions will be made for a guided tour of the building. A teacher should not allow visitors to sit in on a class session without prior approval by the school's administration. Students may not invite guests to school for lunch or for the day unless approved by the administration.

GUIDANCE AND COUNSELING

SCHEDULE CHANGES

All students are required to be enrolled in a minimum of six subjects unless authorized by the principal to have less. Each class period is ninety minutes in duration and meets every other day except for the last block of the day, which is fifty-seven minutes in length and meets daily. Students are expected to be on time and to attend all assigned classes on a regular basis.

The change of a class schedule is strongly discouraged and no changes will be made after the specified add/drop date of October 3, 2016 without proper approval by the administration. Options for math classes may be extended beyond this date at the discretion of school administration. Class additions are highly unlikely due to the lack of availability of additional class space.

To obtain a schedule change, a student must complete a request form from the Guidance Office which a parent or guardian and the administration must sign. **After the add/drop date, students will not be allowed to add any courses and courses may only be dropped with a failing grade for the year. SOL courses may not be dropped beyond the deadline for any reason.**

TESTING SCHEDULE

The Standards of Learning (SOL) were adopted by the State Board of Education in 1995. These standards define minimum instructional objectives for courses in mathematics, science, English and history. In addition, technology standards for students have been included. The standards are the basis for the accountability component of the State Board of Education's assessment and accreditation programs.

Students will take SOL tests in the spring of each year. Retests are administered throughout the year (see testing calendar). Beginning with the class of 2004, students have had to pass SOL tests to graduate.

The Preliminary Scholastic Assessment Test (PSAT) is a two-hour test of verbal and mathematical skills administered in October, which previews the SAT I Reasoning Test and serves as the qualifier for the National Merit Scholarship Program. Sophomores are allowed to take the PSAT for practice and juniors are encouraged to take the PSAT as a preliminary assessment of their readiness for college. All students must register in advance. All juniors must register in advance by submitting the necessary testing fee to the Guidance Department. The testing fee for sophomores is paid by Suffolk Public Schools.

The SAT I: Reasoning Test is a three-hour test measuring verbal and mathematical skills with scores ranging from 200 to 800 on each section. Students wishing to take an SAT must register with the testing company in advance of the desired testing date. See your counselor for details.

The SAT II: Subject Tests (formally the Achievement Tests) are one hour tests measuring ability in specific subjects. Highly selective colleges frequently require SAT II scores in the admission process. Students wishing to take SAT II tests must register with the testing company in advance of the desired testing date.

ASVAB, PSAT, SAT and ACT Information

Registration materials and dates for ASVAB, PSAT, SAT and ACT may be obtained from the Guidance Department. Fees are payable by mail in the form of a check or money order.

Advanced Placement Tests are given in May each year to those students who have enrolled in an Advanced Placement course throughout the school year. College credits and/or colleges may grant advanced standing to an individual as a result of AP test scores. AP test fees are the responsibility of the student.

Registration materials may be obtained from your counselor.

TRANSCRIPTS

All transcripts of high school grades must be requested through the Guidance Department. Three days should be allowed for the processing of a transcript.

ADDRESS CHANGES

Please notify the guidance department secretary immediately if there is a change in a student's address, telephone number, or person to contact in case of an emergency. This information is important in case a student becomes ill or injured.

TIDEWATER SCHOLARSHIP FOUNDATION ACCESS PROGRAM

The **ACCESS Program** provides a school Advisor to encourage students to prepare for higher education after high school. Services for seniors include: **Career Planning, SAT Prep Workshops, College Tours, SAT Waivers** and college application **Fee Waivers** for qualifying students. In the senior year, ACCESS Advisors help students apply to college, and they provide comprehensive Financial Aid and Scholarship services to help students pay for college. One-on-one counseling services are available for seniors and their parents. Don't miss out on this **FREE** program.

ACADEMICS

TYPES OF DIPLOMAS AND CERTIFICATES

Advanced Studies Diploma: Students have completed the required course of study, earned at least 24 credits, and verified 9 SOL credits. Beginning with the class of 2015, students will be required to earn 26 credits.

Standard Diploma: Students have completed the required course of study, earned at least 22 credits, and verified 6 SOL credits.

Modified Standard Diploma: Students have completed the required course of study, earned at least 20 standard credits, verified 8th grade English and Math SOL's, and have a current Individualized Education Program.

Special Diploma: For special education students who have successfully completed their Individualized Education Program.

Certificate of Program Completion: Available to students who complete a prescribed program of studies defined by a local school board but do not qualify for a diploma.

CAVALIER MORNING

Students assigned by teachers to attend make-up/remediation sessions on designated mornings must attend as assigned or be subject to disciplinary consequences. Assignments will be made based on missing work and current grade. Students with grades of D or F can be required to attend. Students with higher grades may attend voluntarily after scheduling with their teacher.

HONOR ROLL

The Honor Roll will be determined for each grading period from the grades which appear on the report card. Students may not have a grade lower than "B" to make the honor roll.

REQUESTS FOR HOMEWORK ASSIGNMENTS

Students who will be absent from school for periods of two weeks or less should give teachers at least two days to respond to assignment requests. Please make these requests in consideration of the student's anticipated date of return to school.

HOMEBOUND STUDENTS

Those students physically unable to attend school for extended periods of time should call their Guidance Counselor in order to receive information on homebound instruction.

TEXTBOOKS

All textbooks are issued to students for their use at no charge during the school year. Students are held responsible for their books and should handle them carefully, keep them clean, and keep them in their possession at all times. **Students will be required to pay for lost (misplaced or stolen) or damaged books.** In the event a student withdraws from school for any reason, the student must return all books to the media center before any transcripts will be forwarded.

PHYSICAL EDUCATION

1. Textbooks will be used by the teacher for classroom use only. Textbooks are to remain in the classroom at all times. Resource copies will be located in the library for students to check out overnight. All books checked out must be returned to the library by the beginning of the block the following day. Students who abuse this privilege will be limited to library use of the books only.
2. All students are required to dress out for Physical Education class as required by department faculty. Students are encouraged to purchase school approved uniforms from the school store.
3. Students with medical excuses will not take part in physical activity. Written assignments or other assignments will be given at the discretion of the teacher. Notes from home to excuse students from gym will not be accepted unless the school nurse has screened the student from the stated ailment. Students should see the nurse upon arrival to school. No student will be excused to see the nurse when he or she comes to gym. Again, all excuses for physical education must be obtained from the nurse prior to the student's gym block.
4. Failure to Participate
 - Students who fail to dress out will receive a grade of zero (0) for the day and will be subject to the following disciplinary actions:
 1. Conference/Warning
 2. Parent Conference
 3. After-school Detention
 4. Out of School Suspension
5. Bringing valuables to the locker room is strongly discouraged due to locker design. **The school is not responsible** for any valuables left in the locker room. Such items should be given to the gym teacher to secure in the gym office.

NOTE: No food or drinks will be allowed in the gymnasium. All personal belongings will be placed in the locker rooms, not the bleachers.

SUMMER SCHOOL

Summer school is available to all students for repeat courses and for course advancement. Summer school is held on a rotating basis at one of the three high schools. Summer courses not offered by Suffolk Public Schools may be taken at a neighboring school division with a letter of approval from the home school. Additional information may be obtained by contacting the Guidance Office.

ASSEMBLIES

A variety of assemblies will be held during the school year which will be cultural and educational in nature and extensions of classroom and extracurricular experiences. Students shall report to the assembly area in an orderly and prompt manner under the supervision of the teacher.

Students are requested to be courteous to speakers, performers, and other platform guests and give them their immediate and undivided attention. There shall be no loud talking, laughing, yelling, whistling, booing, stomping, or loud unnecessary applauding. Any of these actions which disrupt the assembly will not be tolerated. Student violators will be required to leave the assembly and will face strict disciplinary action.

PARENT-TEACHER CONFERENCES

Parents who desire to have conferences with teachers should make arrangements at least two days in advance. Parents should call the Guidance Office to make an appointment for before or after school as teachers' schedules do not allow time for conferences during the instructional day.

Z-Block Calendar 2016-17

First Semester:

September 5 - First day of classes
September 19 - Progress Reports issued
October 3 – End of the 1st Nine Weeks
October 4 – Beginning of 2nd Nine Weeks
October 17 – Progress Reports issued
October 31 – End of the 2nd Nine Weeks; First Semester Exam
November 1 – Beginning of the 3rd Nine Weeks
November 8 - School Closed – Clerical Day
November 11 – School Closed – Veterans Day
November 16 – Progress Reports issued
November 23 - No Z-Block, Early Dismissal
November 24-25, 2015 – School Closed
December 2 - End of 3rd Nine Weeks
December 5 – Beginning of the 4th Nine Weeks
December 16 - Progress Reports issued
December 21-January 2 – School Closed
January 3 – School Reopen
January 16 - School Closed
January 19 – Last day of the 4th Nine Weeks, Final Exam

Second Semester:

January 31 - First day of classes
February 13 - School Closed
February 14 - Progress Reports for the 1st Nine Weeks
February 20 - School Closed
March 1 - End of 1st Nine Weeks
March 2 – First Day of 2nd Nine Weeks
March 15 - No Z-Block; Early Dismissal
March 16 - Progress Report issued
March 30 – End of the 2nd Nine Weeks; First Semester Exam
March 31 – Beginning of 3rd Nine Weeks
April 10-14 – Spring Break
April 20 – Progress Reports issued
May 4 - End of 3rd Nine Weeks
May 5 – Beginning of 4th Nine Weeks
May 18 - Progress reports for 4th Nine Weeks
May 29 – School Closed
June 1 - Last day of Z-Block; Final Exam

LIBRARY RULES AND REGULATIONS

Library Hours:

- Monday, Tuesday, and Thursday: 8:00 a.m. – 3:30 p.m.
- Wednesday: 8:00 a.m. – 3:15 p.m.
- Friday: 8:00 a.m. – 3:05 p.m.

1. Quiet is the rule in the library. Failure to observe this rule will result in the suspension of library privileges for a time to be determined by the library staff. Students will be given one warning before losing their privileges. The first suspension will result in one week's loss of library privileges; and a week will be added for each additional offense.
2. Permission slips signed by a teacher or administrator are required for entrance into the library.
3. Books may be checked out for two (2) weeks. Books can be renewed twice.
4. There is a five-cent a day fine for all overdue books. Maximum fine will be \$3.00.
5. Students will not be allowed to check out any additional books until all overdue books are returned and all fines paid.
6. Lost library books should be reported to the librarians. If not found, the replacement cost of the book(s) must be paid. Any book that is later found in good condition may be returned and a refund will be issued.
7. Reference books may be checked out for overnight use only. There will be a fine of 25 cents a day for these books. Some reference books may only be used in the library.
8. No eating or drinking will be permitted in the library.
9. No passes will be issued from the library for students to go to other places.
10. Study hall students are allowed to use the library twice weekly for forty minutes each visit unless a specific assignment requires more frequent use of the library.
11. Students are not to leave the library before the end of the period unless an earlier departure time is requested by the teacher.
12. Students will be allowed to sit in groups of two (2) or less ONLY.
13. Any material which must be checked out through the library is considered the property of the library and must be treated as such. If these materials are lost or abused, they must be replaced.

TECHNOLOGY REGULATIONS

All students must have a signed AUP form on file with the school before using any school computer. School computers are intended exclusively for research, document creation, and the enhancement of the educational process. Students are forbidden to use computers for non-instructional purposes. Downloading files to the hard drive or to the available network destinations is easily traced to a student account and will be dealt with through disciplinary actions; which may include loss of privilege to work with school computers. Logging onto non-instructional websites except as specifically sanctioned by teachers or administration is also not permitted.

****Regulations Governing Student Use of The Internet (References below are to SPS School Board Policy Manual):**

- Section 6-4.1.* Parent and Guardians Ultimately Responsible
- Section 6-4.2.* Internet and Electronic Mail Guideline; Good Behavior Required; Review of Files Permitted
- Section 6-4.3.* Posting of Personal Information Prohibited; Prompt Disclosure Required
- Section 6-4.4.* Unauthorized Access Prohibited; Use of Computer for Illegal Acts Prohibited
- Section 6-4.5.* System Security; Student Responsible for Accounts; Notice to Teacher or Administrator; Virus Protection Procedures to be Followed
- Section 6-4.6.* Inappropriate Language Prohibited; Harassment also Prohibited; Defamatory Statements Prohibited-
- Section 6-4.7.* Respect for Privacy to be Maintained-
- Section 6-4.8.* Respect Resource Limits; Chain Letter Limits; E-Mail to be Checked
- Section 6-4.9.* Plagiarism and Copyright Infringement
- Section 6-4.10.* Inappropriate Access to Material Prohibited; Parent Instructions to be Followed
- Section 6-4.11.* Discipline

HEALTH AND SAFETY

CAFETERIA

All students should report immediately to the cafeteria at the sounding of the appropriate bell and remain seated in the cafeteria until the bell rings to report to class. The teacher will instruct the students as to the lunch schedule. Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are not to sit on cafeteria tables at any time. At no time are pupils allowed to eat or drink outside of the cafeteria or designated lunch area. Students are not permitted to leave the school campus for lunch. Students are to line up in an orderly manner and wait their turn to be served. Any cutting of the lunch line will warrant disciplinary action. When students have finished their lunches, they are to leave their tables clean and throw away all trash. Leaving trash on tables will warrant disciplinary action.

Note: NO GLASS CONTAINERS ARE ALLOWED IN SCHOOL.

FREE AND REDUCED LUNCH PROGRAM

During the first week of school, all students will be given applications for the free or reduced lunch program. Those students desiring to participate should fill out the application and return it to their advisory teacher; as soon as possible, in order that appropriate lunch tickets may be issued. **Each student requesting free or reduced lunch must fill out the appropriate application even if he/she received free or reduced lunch the previous year.**

Students may not use any other lunch identification number other than the original one issued to them by Food Service. Any student who does not have a free or reduced lunch identification number must pay the full price for lunch. Buying, selling, loaning, or trading of free or reduced price lunch identification numbers is strictly prohibited by school and the Federal lunch program policy. Students who violate this policy are subject to disciplinary action.

CLINIC

The clinic is staffed by a full-time nurse who is available to assist students who are ill, require first-aid treatment, or have other health concerns. Except in the case of an emergency, students should obtain a pass from their teacher to enter the clinic. If a student becomes ill during the school day and feels the need to go home, he/she must first check with the school nurse. The nurse will make the proper arrangements by contacting the student's parent/guardian. **No student is to phone his/her parents or anyone else to pick him/her**

up from school unless he/she has first gained permission from either the school nurse or a school administrator.

Parents/Guardians of students with medical problems needing special care should notify the nurse at the beginning of the school year. The only medication that will be given to a student by the school is that prescribed by a physician. In such cases, the parent/guardian should supply the school nurse with a completed Suffolk Public Schools' "Administration of Medication" form. Students who must take medication daily will be issued a "medication pass" to be used each day for entry into the clinic. Students are not permitted to have any kind of medication at school. This prohibition includes pain relievers, cold remedies, and other over-the-counter drugs. **FAILURE TO COMPLY WILL BE A VIOLATION OF SCHOOL BOARD POLICY AND WILL RESULT IN A REQUEST FOR AN EXPULSION HEARING.**

TRANSPORTATION

STUDENT PARKING

Students who drive to school are to register their vehicles with the school administration. Cost of the parking sticker is \$35.00 for a reserved parking space. Students will receive information regarding parking during the first ten days of school from their advisory teacher. All students who drive to school must park in their designated area. Students who park in unauthorized areas may be cited for a parking violation. Students receiving parking violations, for any reason, may be denied the privilege of purchasing a parking permit, or delayed in purchasing a parking permit for the following school year. Vehicles should be parked so they do not block other vehicles or exits. Any student, while on school property, who drives in a reckless or unsafe manner that could cause damage or harm to pedestrians, vehicles, or school property may be reported to the police, and will lose driving privileges. Upon arrival to school, students should park their vehicles in the appropriate area and enter the building without loitering in the parking lot. The parking areas are off limits to students (including those transitioning to the Pruden Center by bus), at all times during the day except when the students are arriving or departing. ***Private vehicles are prohibited from using the bus lane (South entrance) from 7:55 – 8:20 and 2:45 – 3:15.*** Students are not to enter their vehicles at any other time without permission from the administration. Students found in violation of these rules may have their driving privileges revoked and/or receive appropriate disciplinary action. **Students who drive to school and receive a suspension from school due to tardies from Block 1 or Block 2 will lose their driving privileges for six (6) weeks. Unauthorized or unregistered vehicles parked on school property are subject to towing without warning, at the owner's expense. The student will also forfeit the right to drive to school if found to be parking illegally.**

SCHOOL BUS REGULATIONS

The routes which buses travel and the assigning of drivers to school buses is the responsibility of the Suffolk Public Schools' Supervisor of Transportation. The school bus driver is responsible for the operation of the bus in a safe and efficient manner at all times, the maintenance of a time schedule, and the conduct of the children who ride the bus. The administration is responsible for any disciplinary action taken with students whenever the bus driver finds it necessary to report pupil misconduct. Bus drivers, with the assistance of the administration, will conduct emergency exit drills on the school bus.

SPECIAL NOTE: Students participating in athletics and attending "Away" games or meets must ride to and from the event via the mode of transportation provided and approved by the school and School Board. Any variations from this procedure must have prior approval of the administration and/or the Activities Director.

STANDARDS OF STUDENT CONDUCT

DISCIPLINE

Student self-discipline is the ultimate goal of disciplinary actions taken by the staff and administration of Lakeland High School. This is a goal that we believe every student can achieve and one that we expect every student to display in order to take **full** advantage of instructional class time.

AFTER-SCHOOL DETENTION

A student whose behavior warrants minor corrective action will be assigned After School Detention. The after school detention program will be held a maximum of three days a week for from 3:15 p.m. until 4:50 p.m. Bus transportation will be provided to designated stops for all students attending after school detention. One or two teachers will monitor the students assigned after school detention. Students will be notified by way of referral of the designated date they will be expected to serve the detention. The students will be expected to complete previously assigned school work while serving detention.

Students who fail to attend after-school detention will be assigned (2) days OSS. Students who fail to attend 2 after-school detentions may no longer have the option of after-school detention, but may be suspended.

During after-school detention, the student is expected to be cooperative and follow all school rules and regulations. Failure to carry out all rules and regulations while serving detention will result in out of school suspension.

TELEPHONES

All office telephones are reserved for business purposes. Students will not be called from class to the telephone; nor will they leave a class to make a telephone call. If an emergency arises, students should contact a member of the administrative staff to use a telephone. Only in an emergency situation will messages be delivered to students.

ELECTRONIC DEVICE POLICY

Effective November 18, 2013

During the school day, high school students may use personal equipment or electronic devices for instructional purposes as defined and supervised by the classroom teacher or administrator. To avoid disruption of the instructional process, **students shall not display, or**

activate personal equipment during class time unless specifically given permission by a teacher or school administrator.

The School Board will assume no responsibility in any circumstance for the loss/destruction/damage or theft of personal equipment or for any bill associated with the authorized or unauthorized use of personal equipment. Students will be responsible for locating such lost/stolen items.

For specific regulations please refer to Suffolk Public Schools Regulation Chapter 6 Article IV Section 6-4.

A device can be a personally-owned laptop, netbook, tablet computer, cell phone or Smartphone, e-reader, or any other personal computing device.

Devices can be used during transition time between classes, in the cafeteria during breakfast/lunch, and before school/after school. No headphones may be worn in the hallways or the cafeteria and only one earbud may be utilized at any given time outside of class. **These devices can only be used during instructional time at the discretion of the teacher.** Using the device to misrepresent an individual, harass or bully, or promote illicit activity will be unacceptable.

School officials may take possession of personal equipment for any violation of this guideline. Students who violate this guideline shall be subject to discipline in accordance with the Suffolk Public Schools Discipline Guidelines as specified in the School Regulations, Section 6-4.5. *Consequences for inappropriate use.*

CARD PLAYING

Students may not, at anytime whatsoever, possess or use any type of playing cards, trading cards, or game cards on school property.

STUDENT DRESS AND GROOMING

- A. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or poses a health or safety concern. Regulations for student dress are designed to promote a standard of appearance that complements the learning environment.

- B. All students are required to wear dress appropriate to the occasion and to avoid wearing attire that can have an adverse impact on the teaching and learning environment, in order, to ensure that the education of students enrolled in Suffolk Public Schools is conducted in an environment where safety risks, disruptions, and

distractions are minimized; all students will adhere to the following minimal standards of dress.

- C. The following clothing is expressly prohibited and shall not be worn by students enrolled in any Suffolk Public School while in the classroom or participating in school sponsored activities:
1. Sexually suggestive or revealing attire, which shall include any article of clothing that does not cover the midriff, back, or shoulders, reveals cleavage, or exposes undergarments
 2. Clothes having rips or tears above the knees
 3. “Sagging” pants and shorts not securely fastened around the waist
 4. Skirts, dresses, and shorts that rise above the fingertips when the arms are stretched downward
 5. Any article of clothing that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related
 6. Clothing with slogans or words across the buttocks
 7. Head coverings unless worn for religious or medical reasons
 8. Slippers, athletic slides, and roller shoes (Heely’s)
 9. Any accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related
 10. Sunglasses, wallet chains, and necklaces that hang below the sternum
 11. Sleepwear
 12. Sleeveless shirts for males
 13. Any clothing worn by a student that causes a substantial disruption and/or substantially distracts others from the educational process or poses a serious health or safety concern; in order, for clothing to be prohibited under this subpart, the substantial disruption and/or distraction, or serious health concern caused by student clothing must be sufficiently documented in writing by the building principal or his or her designee and the documentation must set forth the time, date, location, and the specifics of the substantial disruption and/or distraction, or serious health concern caused by student clothing.

SEXUAL HARASSMENT

A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other

inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

STUDENT EXTRA-CURRICULAR ACTIVITIES

Lakeland provides a variety of extra- and co-curricular activities. Students are encouraged to join and participate in the activities of their choice. Students should consult a teacher, a guidance counselor, or the Activities Director about these activities. Students who wish to run for class offices, homecoming court or prom court must have at least a 2.0 GPA and not have had an out-of-school suspension for the prior or current semester.

Examples include:

- Academic Team
- Technology Student Assoc.
- Marching Band
- Chorus/Cavalier Singers
- French Club
- Spanish Club
- Drama Club
- Student Council Assoc.
- Yearbook
- Anchor Club
- Jr. BETA Club
- Special Olympics
- Library Club
- Ecology Club
- Future Farmers of America
- Distributive Ed. Club
- FCCLA
- CHROME

INTERSCHOLASTIC ATHLETIC PROGRAM

The interscholastic athletic program at Lakeland offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must have a completed **“Parental Consent/Physician’s Certificate Form”** (physical form) to be given to the coach prior to the first day of practice. Once a physical form is on file, no other physical is required for additional sports during the same school year. It is also necessary for students to maintain a minimum semester grade point average or a cumulative **grade point average of 2.0** and be enrolled in no less than five (5) subjects during the current semester to be eligible for participation in interscholastic athletics.

INTERSCHOLASTIC SPORTS OFFERINGS

FALL

Football
Golf
Field Hockey (girls)
Cheerleading
Cross Country (girls)
Cross Country (boys)
Volleyball (girls)
Volleyball (boys)

WINTER

Wrestling
Basketball (boys)
Basketball (girls)
Cheerleading
Indoor Track (boys)
Indoor Track (girls)
Swimming

SPRING

Track (boys)
Track (girls)
Softball (girls)
Tennis (boys)
Tennis (girls)
Baseball
Soccer (boys)
Soccer (girls)

NCAA ELIGIBILITY

Students planning to participate in athletics in college must register with the NCAA Clearinghouse. Participation in NCAA competition is a privilege, not a right. Student/athletes cannot participate in college sports unless the NCAA has approved their eligibility. Beginning with the class of 2005, prospective NCAA athletes must: complete 14 core courses for both Divisions I and II; have a core grade-point average of 2.0; have a minimum test score requirement of 68 sum score on the ACT or 820 on the SAT.

To register with the NCAA, a student must fill out the NCAA Clearinghouse form, submit an official transcript, and pay the registration fee. To register, students need to go to www.ncaaclearinghouse.org. Print two copies of the signature sheet and give both copies to your guidance counselor who will send in your official transcript.

It can take several months to be cleared by the NCAA. Even if a student is not completely sure about playing college sports, they should still submit a request. **PLEASE SUBMIT REQUESTS EARLY TO AVOID DELAYS IN RECRUITMENT.**

NCAA DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS:

If you are planning to enter a Division I college, in order to be classified as a “qualifier”, you are required to:

- Graduate from high school.
- Successfully complete a core curriculum of at least 13 academic courses as follows:
 - English – 4 years
 - Mathematics – 2 years (at or above the level of Algebra I)
 - Natural or Physical Science – 2 years (including at least one laboratory science)
 - Social Science – 2 years
 - English, mathematics, natural or physical science – 1 additional year

Additional academic courses in any of the above areas or foreign language, computer science, philosophy, or non-doctrinal religion – 2 years

- Have a core-course grade point average (based on a maximum of 4.00) and combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale. Please refer to the NCAA Guide for additional information on Division I, II, and III, and for partial qualifier requirements. Below is a partial list of the Division I qualifier Index.

Core GPA	ACT	SAT
	Sum of Scores	
2.5 and above	68	820
2.25	77	920
2.0	86	1010

See your counselor for details and clearinghouse applications.

National Federation of State High School Association

Concept of Sportsmanship

“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”

The coaching staff will treat everyone, including: opponents, coaches, fans and officials, with a great amount of respect and dignity. We will remember that the main reason we are here is to provide a safe and respectable learning environment for our children.