

**LAKELAND HIGH SCHOOL
STUDENT HANDBOOK**



HOME OF THE HAWKS

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LAKELAND HIGH SCHOOL MISSION STATEMENT

The mission of Lakeland High School is to empower students to develop their individual potential by acquiring the knowledge, skills, and values needed to contribute to a healthy, productive community.

Lakeland High School, in partnership with the community, will expect that each graduate be able to demonstrate the following attributes:

1. Be a self-directed, lifelong learner
2. Have a high standard of values and work ethic
3. Be technologically literate
4. Be able to use knowledge, information, technology, critical thinking and reasoning ability to solve problems
5. Be an effective communicator in a variety of settings
6. Be able to work cooperatively with others using well developed interpersonal skills
7. Be an effective and responsible employee or employer
8. Understand, appreciate, and benefit from cultural diversity
9. Maintain personal, emotional and physical well-being

GRADUATION REQUIREMENTS

Students are responsible to be certain that they have met all Idaho and Lakeland Joint School District No. 272 graduation requirements. Counselors are available to help advise students in meeting these standards.

For specific graduation requirements, talk to your counselor and ask for a Lakeland High School Curriculum Guide.

CODE OF CONDUCT

In light of Lakeland High School's philosophy and objectives, the Lakeland Joint School District's Code of Conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland Joint School District No. 272, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the district, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office and the district administration office for review by students and/or parents.

FREEDOM OF EXPRESSION AND ASSEMBLY

Student's rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of our school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings, but not in a manner that is disruptive or degrading to others.

PROCEDURAL DUE PROCESS

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him/her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request, the hearing process may be extended to a "higher authority". The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

SEARCH AND SEIZURE

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

Physical Restraint

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

STUDENT RECORDS

Policy: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, Section 513.

Lakeland School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term "Record" is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

DAMAGE TO PROPERTY

Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action, and his/her parents/guardians shall be liable for damages in the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

INITIATIONS

Initiation and/or hazing of students are strictly prohibited.

TEACHERS' AUTHORITY

Pupils are required to comply with the regulations of the school, pursue the prescribed course of study, and submit to the teachers' authority. Willful disobedience, open defiance of the teachers' authority, or the use of profane or obscene language are sufficient cause for appropriate disciplinary action.

All students, while on the premise of any school, riding any form of school transportation, or attending any school-sponsored activity, shall be responsible to and under the authority of any employee of the school district, and shall immediately respond to any reasonable request of said employee.

UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)

Guns, ammunition, knives, fireworks and other dangerous items are not to be brought onto school property, onto a school bus or to any school-sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-33012, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the Lakeland Joint School District No. 272, under supervision of administration, shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

Any student who brings a firearm onto school property, or is in possession of a firearm on school property, shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

The district will not admit a student who has been expelled from another school or district for bringing a firearm or other dangerous item onto school property until that student has completed the expulsion period of not less than one year. The period of expulsion shall be confirmed in writing by the school district initially expelling the student.

A student who wishes to challenge a decision not to admit may request an appeal hearing before the Board of Trustees.

SUSPENSION AND EXPULSION

Suspension

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk or detriment to the educational program or to himself/herself. The primary purpose of suspension is to give the student, his/her parents, and the school the time needed for resolving a problem. The parents must be notified of each suspension; contact with the parent should be made before the student leaves during school hours.

Suspension shall be for a maximum of five (5) days.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) days according to suspension procedures.

Expulsion

Expulsion is the removal of a student from attendance in the district by the Board of Trustees.

ALCOHOL and DRUGS

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, being under the influence of alcoholic beverages or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States, or official National Formulary, or any supplement to any of them ; (2) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3) of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action.) A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the contained or labeling of which, without authorization, bears a likeness and is intended by its possessor or deliverer or recipient to represent a drug whether or not the substance is actually a drug as herein above defined.

Students who violate the drug and alcohol policy may be subject to the following disciplinary actions for the duration of the entire students' attendance of K-12 grades at Lakeland School District:

First Offense: Out-of-school suspension of up to five (5) days with a parent conference.

Second Offense: Suspension and referral to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells, delivers or otherwise provides drugs, as herein defined, or other intoxicants to another student at school, or while under the supervision of school authorities, shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases, the appropriate law enforcement officials may be notified.

TOBACCO

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by (1) The first offense shall result in a one (1) day in-school suspension; (2) The second offense shall result in a three (3) day out-of-school suspension with a parent conference and zeroes for the days missed; and (3) The third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion. Because possession of tobacco by a minor is in violation of Idaho State law, police contact may occur when a student is in possession of tobacco. (Note: "e-cigarettes are treated as tobacco products and carry the same discipline as tobacco products.)

This is in effect for the duration of the entire students' attendance of K-12 grades at Lakeland School District.

HARASSMENT/BULLYING

Harassment is an action that is meant to or happens to cause discomfort for the victim. Although **bullying** and **harassment** sometimes overlap, not all bullying is harassment and not all harassment is bullying. Under federal civil rights laws, harassment is unwelcome conduct based on a protected class (race, national origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Bullying is when one individual, or party, socially degrades the victim either for the purpose of increasing their own self-comfort or for the enjoyment of others.

Bullying is defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature.

Students who believe they may have been harassed or bullied should contact a counselor, teacher, Title IX coordinator or administrator who will assist in the complaint process.

SCHOOL IS A PUBLIC PLACE

Respect for the feelings, property and the welfare of others is important. Improper attire, public displays of affection, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc. promote a negative school environment and will not be tolerated.

Improper Attire – Dress that is inappropriate for school. Refer to Dress Code.

Public Displays of Affection – Students should refrain from kissing and embracing while on school grounds. Public displays of affection are not allowed.

Inappropriate Conduct - Horseplay, gang activity, dangerous items, etc., will not be allowed.

Littering - Eating/drinking in halls is not allowed. Students are not permitted in the halls during lunch time. Students should not litter on school grounds.

Leave it at Home – iPods, Cell Phones, large amounts of cash, skateboards, expensive jewelry, personal belongings, sprays (for protection), and other disrupting items or objects of theft.

CARS, HALL LOCKERS, AND P.E. LOCKERS SHOULD BE LOCKED FOR YOUR PROTECTION FROM THEFT!

DRESS

Lakeland Joint School District No. 272 reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Pupils shall be required to show proper attention to personal cleanliness, neatness, and reasonable standards of dress and appearance.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teachers.

We discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

Exceptions to this standard of dress are permissible when approved by special announcement from principals for a particular dance or activity.

Tank tops are allowed. Bras or undergarments are not to be seen under any circumstances. Bare midriff and see-through apparel are not to be worn. Shirts should cover the stomach area at all times (bending over or raising hands). Shorts, skirts, and dresses must be at least fingertip length. All pants and slacks must be worn at the waist with no visible undergarments. Hat and sunglasses are not to be worn when you enter the building or prior to school dismissal. All students are welcome to wear sweaters, jackets, or sweatshirts around the school. Blankets or pajamas are not permitted in the building. Shoes must be worn at all times. No house slippers or shoes with cleats may be worn. Clothing that is suggestive, has double meaning or innuendo, or suggest inappropriate ideas is unacceptable.

ATTENDANCE

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student's success in learning that subject. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

SECONDARY SCHOOLS

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho Statute and Lakeland Board Policy.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

Absence from class for any reason including illness and family convenience shall be counted when the hours of attendance and consequent eligibility for credit is calculated.

Once a student has reached more than six absences (four absences for 0 hour students) in a single class period and the student has a D or an F (in that class) they will be assigned to Saturday School where they can make up all missing work. Parents will be notified when their student reaches six absences.

Once a student has reached more than nine absences (seven absences for 0 hour students) in a single class period they will be assigned to Saturday school regardless of their grade. If a student does not attend assigned Saturday School their credit will be denied and the student and parent will have to appeal to the Lakeland High School attendance committee. Principal will use discretion when documentation is provided. Students exceeding nine absences are required to complete and submit a petition to request reinstatement of credit.

Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie. Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester.

Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- a. All district-approved testing or counseling
- b. Documented illness or emergency medical treatment
- c. Death in the immediate family
- d. Activities involving state or national recognition
- e. Requirement to appear for legal proceedings
- f. Documented family crisis or emergency
- g. IHSAA sanctioned district or state competitions
- h. Other unusual circumstances judged by the principal as "extraordinary" on the

individual merits of the case

ATTENDANCE

Absences – Missing class for any reason including family convenience. For absences unrelated to school activities a parent/guardian with an explanation of the absence shall verify a student's absence. Contact from the parent/guardian to the school should be made by note, telephone, or in person within three school days of the student's return to school or such absences may be considered truant and processed accordingly. School work may be made up for credit either before or after any absence. Absences marked unexcused will result in zero credit.

Single Period Absences – Single period absences must be prearranged or the student must have a doctor's note upon his/her return. Arrangements for a single period absence need to be made the day prior to the absence.

Prearranged Excuse - If students expect to be absent, they must prearrange such absence(s) in order to coordinate school assignments with teachers. The parents must send a note to the office requesting a prearranged excuse at least one day prior to the absence(s) in order for the prearranged excuse to be granted.

Late to School - A student who is late to class with no note from a parent is truant. Students are encouraged to bring a note from a parent/guardian stating the reason for the student's tardiness; however, upon the student's third late arrival, the student will receive disciplinary action. See Tardies.

Suspensions – Refer to district policy

Truancy – Refer to district policy

Philosophy and Code for Interscholastic Activities

The interscholastic activities program of Lakeland Joint School District is designed to involve students in wholesome, healthy competition; teach respect for rules and authority; teach respect for property and person of others; develop self-discipline through rigorous training; develop sportsmanship through winning and losing in competition; teach the fundamentals of each activity and develop the individual participant to his/her fullest potential; teach democratic values through participation; teach the students the values of participation; teach the student the value of working with others as a team: build physical and mental capacities; and to develop the attributes of cooperation and social adjustments, especially stressing high moral character.

Participation in interscholastic activities programs is a privilege to those students willing to agree to and abide by the rules and guidelines established by the coaches and advisors, the administration, the Board of Trustees, and the Idaho High School Interscholastic Activities Association.

To implement and teach the philosophy, the following rules are established for participants to observe and follow. The student shall:

1. Attend classes regularly, strive for academic achievement, and set positive examples in the school and community with his/her personal conduct.

2. Attend school the entire day before practicing or competing interscholastically unless special permission for an absence has been granted in advance by the principal. Students will not be released from class to attend an activity if they are failing or in danger of failing the class.
3. Conform with the instructions, guidelines and training rules established by the coach or advisor with reference to but not limited to the practice schedule, equipment use, physical conditioning and practice activities.
4. Not use profanity or obscene language.
5. Maintain standards of dress set by the school and the coach or advisor.
6. Not be involved in the willful destruction and/or theft of school or personal property.
7. Maintain standards of scholastic eligibility established by IHSAA and/or the school.
8. Not use or possess illegal drugs, alcohol, or tobacco during the school year as outlined in "A" under definitions or be knowingly present while such activity is taking place.

DISCIPLINE:

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or the community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or administration. A violation of rule 8 shall result in a ten (10) school day suspension from team competitions (will be allowed to practice) and required to complete a state approved substance abuse education and awareness course*. Student will be required to participate in substance testing for the remainder of the season and any subsequent seasons in which they participate that year.

Second offense; student will be removed from the team for the remainder of the season and be required to complete an in-person substance abuse education and awareness course (see definition d). Student will be required to participate in substance testing for any subsequent seasons in which they participate that year.

Third offense; student will be removed from all extracurricular activities for one calendar year.

**tomwilsoncounseling.com approved courses by the State of Idaho Department of Justice*

A student who voluntarily discusses his/her substance abuse problem with a coach, counselor, or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.

DEFINITIONS:

- a. Illegal Drugs - as defined in Board Policy, Article VI, Section F.
- b. School Day - Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for interscholastic activities under IHSAA rules
- c. Suspension - The student shall be allowed to participate in practices or contests during suspension time after the first offense. The student shall not be allowed to participate in practices or contests after the second or third offense as outlined above.
- d. Approved Substance Abuse Program - The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from "awareness education" to "addiction treatment". The family and school personnel should be involved in the assessment, and treatment if prescribed. The student and his parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of the violation.
- e. Knowingly Present: for the purpose of this policy, "knowingly present" shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

COMMITMENT TO THE CODE

Prior to participation in an activity, each student shall have a copy of this "Code" signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

ASSOCIATION WITH IHSAA

Upon payment of annual dues, Lakeland Joint School District assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the Association currently adopted, or thereafter amended (IHSAA "rules"), for the governing of all high school (grades 9-12) inter-scholastic activities for Lakeland Schools, which IHSAA "rules" are incorporated herein as a part of this Philosophy/Code. Said rules as appropriate for grades 7 and 8 shall by this policy also govern interscholastic activities and student participants in grades seven and eight.

ATHLETIC INSURANCE RELEASE

Lakeland Joint School District No. 272 does not provide medical and/or dental insurance coverage for students involved in extracurricular activities, nor does the Idaho High School Activities Association require a student to have athletic insurance.

Since parents assume financial responsibility for medical and dental expenses for injuries to their children for regular school or extracurricular related accidents, any policy obtained should be checked carefully if you have a child playing football or other activities, as many insurance companies exclude football or other activities.

The school can put you in touch with an inexpensive insurance plan made available through a private company which will cover students during school hours, while traveling to and from school, and while engaged in athletics. Coverage is also available for 24 hours per day and for 12 months if parents desire additional insurance. Forms are available in the school office (Lakeland Joint School District #272 is not an insurance agent).

Again, under most circumstances, Lakeland Joint School District is not liable for injuries to students who are engaging in extracurricular school activities. Parents also assume responsibility for injuries to students injured while traveling to and from all student activities (except injury directly resulting from an accident involving school district operated vehicles).

ATHLETIC INJURY WARNING

I give permission for my child to participate in organized school athletics. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death.

Parent/guardian and student signatures at the bottom of this page indicate knowledge and understanding of the Philosophy and Code for Interscholastic Activities, the Eligibility Policy, the Athletic Insurance Release, the Athletic Injury Warning, and IHSAA Rules and Regulations. (Complete IHSAA and District manuals are available in the school office for review upon request).

COMMITMENT TO THE CODE

Prior to participation in an activity, each student shall have a copy of the above "Code" signed and dated by himself/herself and a parent/guardian on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

SCHOOL ACTIVITIES

LHS offers a wide variety of extracurricular activities and students are encouraged to participate. Students must purchase an ASB card to participate in IHSAA sponsored activities and meet the eligibility requirements as established by the IHSAA, Lakeland Joint School District No. 272, or the individual program.

1. Transportation – No school group or organization may use private cars for transportation. In order to participate in activities students must ride school transportation to out of town events. Students should also plan to return to school in this manner, unless arrangements have been made in advance. No student will be allowed to ride home with anyone other than their own parent. Any special arrangements must be made in writing through the high school administration in advance.
2. School Dances - School dances are intended for the enjoyment of LHS students and their dates. High school students must sign up their dates by 3:00 p.m. on the date of the dance. Anyone who leaves the dance will not be permitted to reenter.
3. Assemblies and Pep Sessions – These activities provide additional educational experiences for all students. Students are required to attend all assemblies, except Pep Sessions unless excused by the office. Students may go to the library if they wish to opt out of a Pep Session.
4. Purchases/Fundraisers – All items purchased for (and to be paid by) school organizations must be approved by the advisor and a purchase order must be issued by the office.

GRADING SYSTEM

Report cards will be issued quarterly and mid-term reports will be sent to all students in danger of failing. The Lakeland Joint School District 272 grading standards will be followed in all classes.

A	90% - 100%
B	80% - 89%
C	70% - 79%

D	60% - 69%
F	Below 60%

TEXTBOOKS/FEES

All students are required to pay a \$10.00 book deposit. Textbooks are issued to the student as his/her personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them. Classes such as Art, Pottery, Industrial Mechanics, Woods, Housing and Furnishing, Nutrition and Foods, Parent and Child, and Adult Living require an additional fee for materials.

ASB FEE

A student body fee of \$40.00 may be paid to the LHS office. The ASB card admits students to home Lakeland High School Athletic events at no charge. This fee is required for students involved in IHSAA sponsored extracurricular activities.

PARKING FEES

A parking fee of \$10 may be paid to the LHS office for students who choose to transport themselves, to and from school, and use the school parking lot.

FINES

Fines must be paid by students at the office for loss of, or damage to, school property. Failure to pay these fines will result in holding of the student's report card at the time of his/her withdrawal from school or the diploma being held at the time of graduation.

LOCKERS

The student to whom a locker is assigned is responsible for its condition and contents. It is each student's responsibility to notify the office if a locker is defective. Students should be aware that lockers are the property of the school district and school authorities have the right and obligation to check inside lockers when there is a reason to believe they may contain items which threaten student safety and welfare.

PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised, school-sponsored activity or with the permission of the principal.

TARDIES

Tardies are recorded in attendance records and on report cards. Excessive tardies (3 or more) in a semester per class period will result in disciplinary action. Students arriving more than 30 minutes late will be assessed a single period absence. Students will be automatically assigned three noon detentions beginning the following day. Excused tardies will be capped at two per semester.

LEAVING SCHOOL

Students are not to leave the grounds while school is in session without checking out through the office. Should students need to leave during the school day, their parent/guardian must contact the office to make arrangements. In the case of an emergency or special situation students should see the principal or vice principal. Failure to follow this procedure will result in missed class time being counted as truant.

FIGHTING

Fighting will result in up to five days suspension and a parental conference. All parties involved should expect disciplinary action.

ELECTRONIC DEVICES

Electronic devices should not be brought to school. In addition to the disruptions that these may cause, there is the possibility of damage or theft.

ELECTRONIC COMMUNICATION DEVICES / CELL PHONES

Use of devices shall be limited to the period before classes begin in the morning, between classes, during the student's lunch period and after the student's last class in the afternoon. Cell phones are not allowed to be used in or out of the classroom during instructional time. First offense will result in the cell phone being returned to the student at the end of the school day with a warning. Additional occurrences will result in parent pick up and disciplinary action.

HALL PASSES

The purpose of our school is EDUCATION and the most important part of education goes on in the classroom; thus, students must have a pass from a teacher or be with a teacher whenever they are out of the classroom.

MAKE-UP WORK

Whenever a class is missed, it is the student's responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school. The student will have two days following an absence to make up class work or tests. Work previously assigned and due on the day of the absence will be due on the day the student returns. Students knowing of absences in advance should pre-arrange for homework. Assignments are due the day of return to school, and upon return, students should be prepared to take any tests or quizzes. If a student has more than nine absences, make-up work, including exams, will be assigned during Saturday School.

If a student will be absent from school for three or more days, it is recommended that the parent/guardian go online to gather information regarding missed assignments. Parents and students may also email teachers for assignments. If parents/students are unable to gather such information, please contact the high school office.

LOST AND FOUND

Items found should be turned in to the office. Students who lose personal items or textbooks should check with the office. Possible thefts should be reported to the vice principal. Unclaimed lost and found items will be disposed of at the discretion of the office.

STUDENT MESSAGES

Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Delivering messages to students interrupts class and the work of the office personnel. Important messages from parents will only be accepted, except in emergencies.

TEACHER AIDES

T.A.'s must go to their assignments in all weather. T.A.'s are not to loiter in the halls or outside. When returning from other schools T.A.'s should remain in the lobby until the conclusion of the class period.

STUDENT DRIVING/PARKING

Student parking is provided in the lot on the West side of the building. Sitting in parked cars during the school day, after arrival at school, or during lunch is not permitted. The parking lot is off limits to students during school hours, unless permission is received from the office. Speeding, reckless driving, or inappropriate parking will result in loss of driving privileges. Cars parked improperly may be ticketed or towed at the owner's expense. Registration of all cars is required.

VISITORS

Visitors are not allowed without a prearranged appointment approved by the administration. Parents are encouraged to visit the school after contacting the office.

HOT LUNCH PROGRAM

Lakeland School Joint District 272 offers a national hot lunch program at Lakeland High School. A nutritionally balanced lunch is available to all students at a reasonable fee. Applications for free and reduced lunches, for those who qualify, are available at the office.

ADDRESS/TELEPHONE CHANGES

It is extremely important that a parent/guardian notify the office immediately in the case of address/telephone number changes. Our ability to contact parents/guardians in the case of emergency depends on accurate information.

WITHDRAWAL FROM SCHOOL

Students who do not complete the school year at LHS must officially withdraw. Parents/Guardians must contact their child's counselor, principal or vice principal in person or in writing as to their child's withdrawal from Lakeland High School.

BUS REGULATIONS

All students that live on a bus route must register with the Bus Garage regardless of whether they will or will not be riding the bus. It is important to remember that riding the bus is strictly a privilege, not a right. School rules, in addition to those rules of the driver do apply. Failure to follow these rules may result in a loss of this privilege for a short time or even permanently.

COLLEGE ENTRANCE TESTS

Students planning to pursue a college education should check with their counselors at the beginning of their junior year to get information on schools available, entrance requirements and entrance testing information. Students are encouraged to take the ACT or SAT late in their junior year or early in their senior year. These tests can be taken more than once with the best score being the one of significance. The following information on particular tests should be helpful.

PSAT Preliminary Scholastic Aptitude Test. Mainly for juniors interested in obtaining a National Merit Scholarship or as practice for future college entrance tests. This test is given at LHS in October to all sophomores.

ACT American College Test. College entrance exam for most colleges. This test is given in October, December, February, April, and June.

SAT Scholastic Aptitude Test. College entrance exam for most colleges. This test is given to all juniors in April at no cost. Students may also take this exam in October, November, December, January, March, May, and June at their own expense.

Lakeland College Prep Academy

The Lakeland College Prep Academy provides dedicated and academically qualified (3.0 cumulative G.P.A. or higher) juniors and seniors with the opportunity to complete over 40 credits before graduating from high school. Students who meet requirements will be recognized for this distinction and accomplishment. See your high school counselor if you have any questions and for program enrollment.

LAKELAND HIGH SCHOOL LIBRARY MEDIA CENTER

The Lakeland High School Library Media Center is open from 7:00 a.m. to 3:45 p.m. on school days. In addition to print sources, the center offers a wide variety of media to meet student's research needs. Students may check out books for four (4) weeks. Fines are assessed on late materials. School related copying and printing is available at a minimal cost.

COMMITMENT TO EXCELLENCE/RENAISSANCE

Lakeland High School is serious about its commitment to excellence in education. Students who excel are not only recognized, but also rewarded. These recognition programs are for full-time students who are on the graduation track and have attended LHS the previous semester.

Excellence Program

Lakeland Gold Card (Students receiving a semester GPA of 3.7 or above)

1. Gold Card
2. Name included on Honor Roll
3. Ten minute early release on Fridays
4. Exemption, by application, from two finals

Lakeland Green Card (Students receiving a semester GPA of 3.33 – 3.69)

1. Green Card
2. Name included on Honor Roll
3. Five minute early release on Fridays
4. Exemption, by application, from one final

Renaissance Program

Renaissance Certificate (Quarterly GPA of 3.00 or higher)

1. Renaissance T-Shirt
2. Ice Cream Socials

Lakeland GPA Boost Recognition - Given to all students who raise their GPA by 0.5 points from the end of the quarter to end of semester grading periods.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

The process of selecting National Honor Society members begins at the start of the second semester. The National Honor Society advisor calculates the grade point averages of all the students in the school to determine which students are academically eligible. A cumulative GPA of at least 3.0 is needed, excluding those grade earned for Drivers Education and Teacher's Aide.

Students are notified of their eligibility by means of lists posted in the hallways and are told to complete and submit a Student Activity Information Form describing such things as their extracurricular school activities, community activities, leader positions, work experience, and awards.

Upon receiving these evaluations, the National Honor Society advisor tallies the numerical result of the faculty evaluations and convenes a meeting of the Honor Society Faculty Council to consider the gathered information.

The Faculty Council reviews each eligible student, looking at the Student Activity Information Form and the results of the faculty evaluation. The council then votes on whether to accept each student for membership or not.

The National Honor Society Advisor sets a date for the Induction Ceremony. Those students who were selected for membership and those who were not selected are notified by letter. The Induction ceremony is then held, with parents being invited to attend.