

STUDENT HANDBOOK

Welcome!

WELCOME TO LAKE REGION! We are happy you are a part of our school and we hope this year will bring new and exciting challenges for you. Our school atmosphere is informal and friendly. Our faculty is excited about education and we work hard every day to maintain a caring community that respects one another. We invite parents to visit us often and be an active member of our school community all year long.

MISSION STATEMENTS: The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences for our students that result in high achievement.

The Mission of Lake Region High School is to ensure a safe, caring, and cooperative environment with high expectations for all students. We expect to develop life-long learners who can utilize a problem-solving approach built on strong foundational skills and global awareness.

NEW BELL SCHEDULE

Per district policy, the school schedule has been changed. Beginning this year Lake Region High School will be operating on a alternating block schedule.

The new bell schedule is provided in the student packet.

GRADING POLICY

The Polk County Pupil Progression Plan provides for the following grading scales:

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

PCSB Mission: To ensure rigorous, relevant learning experiences that result in high achievement for our students.



LAKE REGION HIGH
1995 Thunder Road • Eagle Lake, FL 33839

GUIDANCE SERVICES

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, counseling for personal problems or any concerns students would like to discuss with a counselor.

Counselors are available from 7:00 a.m. until 2:45 p.m., Monday through Friday. A student may leave his name in the guidance office and a counselor will call the student from class. Counselor request forms are also available on the school's web site. In the case of an emergency, the student may request a pass from the teacher.

Guidance Counselors are designated by the first letter of students' last name except for 9th grade.

9th Grade	Betsy Beikirch-Godwin
A—D	Pat Salary
E—Li	Tom Fitzgerald
Lo—Ra	Peggy Wheeler
Ri—Z	Kitty Farese

SCHEDULE CHANGES

Courses selected during registration should be considered as final. Schedule changes necessitated by the cancellation of courses, the incorrect placement of students, or scheduling conflicts will be made by the Assistant Principal for Curriculum and the Guidance Counselor. Students will be consulted.

PARENT CONFERENCES

Parents may schedule appointments for conferences with teachers through the Guidance Department. The telephone number is (863) 297-3194. Conferences are scheduled during a teacher's conference period or after school.

STUDENT HANDBOOK

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

It is impossible for teaching or learning to take place in a classroom unless good order is maintained.

Students are reminded that they must adhere to a code of good behavior not only for their own benefit but for the benefit of others as well. Each student will receive a copy of the Code of Conduct for Students booklet which contains the code of conduct to which all students are expected to adhere.

Students are asked not to bring certain items on campus or to school functions. These items include all items listed in the Code of Conduct. Special notice should be given to radios, tape players, electronic games, hats, water guns, laser pointers etc.

CHEATING

Giving or receiving information will result in a failing grade on any test or assignment for both the giver and receiver of the information.

BUS BEHAVIOR

All school rules and regulations and the Student Code of Conduct apply to all transportation.

STUDENT PARKING

All students vehicles must have a current Parking Permit. Parking permits may be purchased in the main office. Students must bring a valid driver's license, vehicle information, and tag number with them. Students may park only in the parking space assigned to them on their Parking Permit. Permits are \$20.00 and must be displayed on the rearview mirror window at all times on campus.

TELEPHONE CALLS

A pay phone is provided for student use before and after school in the Main Office. This telephone is not to be used during school hours. Emergency telephone calls for students will be made from the Attendance Office by the secretary once approval has been given by the Dean or one of the administrators. Students who come to the Attendance office to use the telephone must have a pass from the classroom teacher. It is not possible to deliver messages to students during the school day, except in cases of emergency.

STUDENT DRESS CODE

Parents and Students: For a complete description of the Polk County School Board Dress Code, please see the Polk County Code of Conduct

- Students dress shall be clean and neat. Students shall wear clothing that will not expose skin except for above the base of the neck, or the arms and legs.
- Tennis shoes and closed toed shoes are recommended for safety.
- STUDENTS MAY NOT WEAR:
- Sunglasses are not permitted to be worn (unless a doctor's note is provided)
- Bedroom Slippers or Pajamas of any type (including flannel pants w/drawstring)

- Bare midriff outfits
- Hats, Bandanas, headbands or any type of head covering.
- Overalls
- Short shorts
- Pants or shirts revealing underclothes
- Halter tops, tube tops, Spaghetti straps or backless dresses without an over blouse.
- Students are not allowed to wear clothing, jewelry, buttons, haircuts, or other attire or markings that are offensive, suggestive, indecent displays, display or represent items such as alcoholic beverages, tobacco products, drugs, obscenities, sex, or disrupt the educational process.

CELL PHONES

- Students must have electronic devices off and out of sight during class time unless they are being used for an assignment with the permission of and under the supervision of the teacher.
- Students are permitted to use electronic devices during the following times as long as they are used with earphones and at a volume that cannot be heard by others:
 - Before and after school.
 - Lunch
 - During class change in between classes in the hallway.
- Students are not permitted to use electronic devices in the hallway or restroom during their schedule class time.
- Students using electronic devices during times when they are not permitted:
 - Will be instructed to turn it off and put it away immediately.
 - The student may be issued an office referral under 7.30(wireless communication devices) and disciplined per code of conduct by a second administrator
 - Students who fail or refuse to turn the electronic device off and put it away immediately may be issued an office referral under 7.21(insubordination) and disciplined per code of conduct by a school administrator.
 - Repeated violations may also result in a school administrator confiscating the phone and returning it to a parent at a parent/administrator conference.
- Students may not have electronic devices in their possession during standardized testing.

Cell phones and other wireless communication devices are small and easily lost. There is also a high incident of theft of these devices. The School Board of Polk county and Lake Region High School will not be responsible for wireless communication devices lost by or stolen from students.

LAKE REGION HIGH

ATTENDANCE POLICY

Attendance is an extremely critical factor in a student's success or lack of success at Lake Region High School. According to School Board Policy, each student must attend class 135 hours to earn credit for a full credit course. A student can be denied credit after 10 unexcused absences in a full credit course or 5 unexcused absences in a $\frac{1}{2}$ credit course. All days are considered un-excused after a student has missed the maximum number of days allowed. Parent notes are accepted for up to 10 absences per school year, after which documentation such as a Doctor's note must be provided at this time. Other excused absences include: hospital or doctor notes, court ordered appearance document, funeral notice for family or documentation of traffic accident.

Pre-arranged absences are addressed on an individual basis. These cover religious holidays, out-of-town trips, or any valid reason other than illness or emergency trips. A pre-arranged absence form must be requested from the attendance office at least three days prior to the desired absence.

Instructional Absences: Students should make arrangements with teachers prior to any school-approved field experience and will not be marked as absent.

Makeup Work: At Lake Region High School all work is required to be made up for days missed including for a school-approved field experience. The policy for each course will be determined by the teacher. It is the student's responsibility, upon returning to school, to see each teacher and get the required work missed. All missed work should be made up in a timely manner. PCSB policy is the number of days absent +2 additional days.

TARDY POLICY

- The definition of tardy is up to the teacher i.e. in room or in seat.
- To **NOT** be tardy a student must be **out of the hallway**
- Tardies during the first week of school in August will be freebies while everyone adjusts to the new schedule
- Tardy #1= warning
- Tardy #2= parent contact (originally a warning but changed to follow Code of Conduct which indicates that parent contact must be attempted; teachers must document **attempt** to make contact)
- Tardy #3= 1 SLAM
- Tardy #4=1 SLAM
- Tardy #5 and following= referral

CHECK-OUT POLICY

Lake Region High School is a closed campus. Students are not regularly permitted to leave campus during the school day. Students are **NOT** allowed to check-out with a parent phone call.

- Students who drive to school and have an appointment during school hours:

Must bring a note from home to the attendance office at the beginning of the day. If not, a parent **MUST** come in person and sign-out student. (NO PHONE CALLS). *Note: Student should bring an appointment slip to attendance on their return for absence to be excused. If at all possible-appointments should be made for after school.

- If a student becomes ill at school: Student shall report to the school nurse, who will call parent from the student's emergency card. Check-out arrangements will be made at that time.
- **NO CHECK-OUTS** after 1:15. Please make prior arrangements by sending a note to the attendance office (see #1) and student can be waiting for you.

PUPIL ILLNESS POLICY

If a student becomes injured or is too ill to remain in class, the student should be sent to the clinic, located in the attendance office, and the school nurse will determine if the student needs to check out. If a student is too sick to remain in school, the student's parents will be notified and arrangements will be made to check the student out of school.

MEDICATION POLICY

Students are not allowed personal possession of any medication while at school. An adult must bring all medications to school that are to be administered to students by school personnel. Medication must be in the original labeled container prepared by a pharmacist (prescription) or the manufacturer (nonprescription) and be accompanied by a completed Authorization for Medication Form. The physician/mid-level practitioner and the parent/guardian must complete this form.

VISITORS POLICY

Visitors are not permitted on high school campus without permission of the administration. Permits may be obtained from the Main Office. A student who comes on campus, during normal school hours, while serving out of school suspension is considered trespassing and will be referred to the school Resource Officer.

HALL PASSES

Students are required to have hall passes any time they are out of the classroom. Students are to be released from class for emergencies only. The Rest room policy for each class will be determined by the teacher.

LAKE REGION HIGH

TEXTBOOKS

All textbooks are provided for free by the school. students are responsible for these books when they have been issued them. If lost or damaged, the student is responsible for paying the cost of the book or books. A student's obligations are kept on a list in the attendance office. Obligations must be cleared before student is allowed to participate in school-functions.

INTERNET USE

Supervised use of the Internet for research and other educational purposes is provided for students at various locations around campus, including some classrooms and the Media Center. Students are expected to use this resource in a responsible manner consistent with Polk County School Board policy. Inappropriate use of the Internet will result in suspension of access and other discipline penalties.

SCHOOL WEBSITE

Our website, lakeregionthunder.com, provides information about our school and staff. Students and parents are invited to visit this site for current news regarding academic and extra-curricular events. Parents can view their child's grades and attendance from the internet. To participate in this program parents must complete a request form and receive a PIN number. You can pick up a copy of the form at Lake Region or download a copy from the Lake Region website. Parents may choose to return the form in person (with a picture ID) or may elect to have the student return the form, notarized.

CHANGE OF ADDRESS

Students should notify the Guidance Office in writing if there is a change of address or telephone number during the school year. Legal documentation is required for verification of change of address (i.e. electric bill, telephone bill, notarized letter from realtor). This applies to any emergency information update as well.

EMERGENCY EVACUATION PLAN

Polk County is an area of severe storm/tornado incidence. Because of this past history, we have set forth an emergency plan which will help to insure the welfare of the school community. Students will become familiar with the warnings and drills through practices conducted at school during the school year.

HALL PASSES

Students are required to have hall passes and student IDs any time they are out of the classroom. The rest room policy for each class will be determined by the teacher.

MEDIA CENTER PROCEDURE

The media center is open to all students before and after school. All students are encouraged to use the media center. Students are reminded that the media center is a place for research, reading, or study; therefore, a quiet atmosphere is necessary.

- Students using the media center during class periods must have a media center pass.
- All materials borrowed from the media center must be checked out at the desk.
- Books may be borrowed for a three-week period.
- Reference books may be checked out overnight.
- Students must pay for lost or damaged books and materials. A fine of 10¢ per day per item will be charged for overdue materials. The fine for a reference book is \$1.00 a day per item.
- students are welcome to use computers in the media center for school assignments, word processing and other educational purposes. E-mail, games and downloading programs, music or video are violations of school board internet policies.

Where To Go For Help:

In The Guidance Office 297-3194

(see list of Guidance Counselors on front page)

Registration / Withdrawal

Student Transcripts

College and Career Counseling, Ben Harrod

In The Attendance Office 297-3196

Attendance / Prearranged Absences

School Lost and Found

School Clinic

Athletics Director, Coach Bullock

School Resource Officer, Officer Fennelly