

LAKEWOOD

HIGH SCHOOL

2008/2009

Student Handbook

School Board Members

Oscar Escalante, President
Ellen Phillips, Vice President
Jill Leonard, Legislative Representative
Ken Christiansen, Member
Greg Jensen, Member
Dennis Haddock, Superintendent
Jennifer Mack, Student Advisor to the Board
Kara Bailey, Student Advisor to the Board

Administration

Dale Leach, Principal
Matt Blair, Assistant Principal

MISSION STATEMENT

Lakewood High School is dedicated to educating students to become respectful, responsible and literate citizens with the skills to contribute to a global community.

This student handbook has been prepared to assist you in your school years. Please read each portion carefully and do not hesitate to direct questions or concerns to your teacher, counselor, or administrator. Share this handbook of information with your parents and/or guardian. We encourage total participation in making Lakewood High School #1. Consider yourself proud to be a Cougar!

Lakewood High School Fight Song

Fight, fight, fight for our Lakewood High! Win that victory!
Come on and win that fight for our Lakewood High!
Tops in the west! We'll do our best!
Go, go, go, we'll fight till the end!
Honor and glory we will win!
So, fight, fight, fight for our Lakewood High!
Let's go, fight, win!

Lakewood High School Staff

Nancy Allbaugh - Psychologist	Dale Leach - Principal
Mike Anderson - School Resource Officer	Dani Leach - Math/Science
Pam Angel - Educational Assistant	Jeff LeGore – Physical Education
Brent Ashley - English	Kristi Lentz - Spanish
Ann Baird – Admin. Assistant	Kathy Martinson - Educational Assistant
Steve Barker - Physical Education	Dennis McIntyre - Special Education
Toni Bebee - Special Education	Jon Nauert - Science
Kurin Beeston – Educational Assistant	Thomas O’Hara - Wood Tech/Architect/Design
Matt Blair – Assistant Principal	Cyndi Parlin - Educational Assistant
Sarah Bolser – Career/Business Education	Hector Perez - Athletic Coordinator
Kathy Bowker – Educational Specialist	Amy Reid – Life Skills
Bill Buchanan – Soc. Studies/Alternative	Paul Richards - Custodian
Darryl Campbell – Custodian	Sandra Roerick - Lunchroom Supervisor
Eric Carlson – Math/Link	Monica Rooney – English/Social Studies
Nancy Connor – Secretary	Andrea Sather - Career Center
Elizabeth Davis – English	Hartmut Schmakeit – Agriculture
Larry Delaney - Math, Yearbook	Allen Sharples – Math/Science/Alternative
Julie Ekholm - Health Room Assistant	Tom Simonseth – Math
Mike Fellows – Science	Linda Steiner - Health/Child Development
Judith Fernandes - Counselor	Beth Stevens – Educational Assistant
Cassie Forsell - English/Senior Project	Jeff Sowards - Social Studies
Jere Gale - Science	Ron Thorvilson - English
Sandy Gogert - ASB Secretary	Katie Trapp– Band/Choir
Julia Grazzini- Art	Angela Vandelac – Educational Assistant
Barbara Hemmann - Math	Bob Walker - Business Education
Amy Hendry – Spanish/Leadership	Chris Walster - Art
Heidi Hesselman – CTE Support/Cougar Path	Rebecca Winsor - English/Drama
Rita Hocking - Drug/Alcohol Intervention	Jeremiah Wohlgemuth - Social Studies
Stephanie Hoidal – Counseling Registrar	Jane Wyatt – English
Nancy Jensen – Librarian	Vladimar Rotav - Custodian
Terry Keffer – Math	
LaFawn Klem – Resource Room	
Heidi Klippert (Mendro) – Counselor	
Chris Knight - Social Studies	

Associated Student Body (ASB)

ASB

Lakewood High School uses a representative form of government in which students play an active role in the decision making process. The ASB is governed by the Executive Council composed of a President, Vice-President, Secretary, Treasurer, and Business Manager. Each grade level is governed by the Class Officers, which include a President, Vice-President, Secretary, and Treasurer. Students are selected from a designated period to represent the students in that class at the Representative Council at monthly meetings.

ASB Budget

Each year, the ASB Executive Council will develop a budget for Lakewood High School from monies received from ASB card sales, receipts from athletic events, athletic participation fees, and fund-raisers. Each year the ASB Executive Council will call for requests from ASB organizations that will require money throughout the year for operation. Money will be distributed to clubs, athletics and organizations according to requests, need, and availability of money.

ASB Card

Funds generated from the sale of ASB Cards pay for general school activities, athletics, and clubs. All students are encouraged to purchase an ASB card prior to the start of school to support school activities and to show school spirit and pride. Students who are members of clubs or organizations, or who wish to participate in athletics, must be cardholders. An ASB cardholder is entitled to free entrance to all home sports events, reduced entrance charge to away sports events, reduced entrance charge to ASB sponsored dances, parking on campus, and extra amenities.

ASB Officers 2008-2009

Executive Council:

President – Nic Borisov
Vice-President – Kolby Hatch
Secretary – KeishaLynn Stone
Treasurer – Morgan Stewart
Business Manager – Amanda Bean

<u>Class Officers</u>	<u>Class of 2009</u>	<u>Class of 2010</u>	<u>Class of 2011</u>	<u>Class of 2012</u>
President	Yvette Kelp	Chelsea Sowards	Josh Linscott	Talli Caldwell
Vice-President	Lacey Nation	Erin Dierickx	Mariah Smith	Chelsea Blackwood
Secretary	Jocelyn Shafer	Vanessa Crawford	Yesenia Talamantes	Gabby Small
Treasurer	Cassie Czarnetzke	Mitchel Gogert	Ternessa Cao	Katelyn Walker

Academic Eligibility

Philosophy:

It is the desire of the Lakewood School District that each student reach his or her academic potential. The Lakewood School District also recognizes the importance of extra – curricular activities in that they can enrich a student with lifetime experiences. Therefore stronger academic standards are an expectation for those participating in extra-curricular activities, yet opportunity is provided for the incentive to improve if one has fallen short of the Lakewood School District academic standards. *This expectation and policy applies to any optional, non-graded club, sport or activity supported with ASB funding.*

Academic Standards:

Lakewood School District Academic Standards

In order to participate in an extra-curricular event, production, or competition a student must have passed all of his or her classes and have at least a 1.7 grade point average from the previous semester. A student that does not meet these minimum requirements is ineligible for the first five weeks of the semester pending appeal.

WIAA Academic Standards

If a student does not meet the WIAA eligibility standard (passing 4 out of 6 classes in the previous semester) he or she is ineligible for the first five weeks of the semester.

Students that are ineligible may practice but may not participate in any events, productions, or competitions. Students may appeal. Please see the complete eligibility policy available in the athletic and main offices.

Activities

The following is a list of some of the clubs that are active at Lakewood High School. In order to find information about an active club, check with the ASB/Leadership Teacher, Ms Hendry or the Assistant Principal, Mr. Blair.

Art Club	<u>Advisor</u> Mr. Walster	Drama	<u>Advisor</u> Ms. Winsor
ASB/Activity Coordinator	Mrs. Hendry	FCCLA	Ms. Steiner
Band	Mrs. Trapp	FBLA	Mr. Walker
Cheerleading	Mrs. Melhart	FFA	Mr. Schmakeit

Choir	Mrs. Trapp	Hi-Q	Mr. Sowards / Mr. Fellows
Senior Class	Ms. Wohlgemuth	Honor Society	Mr. Leach
Junior Class	Mrs. Hendry		
Sophomore Class	Mr. Carlson	Leadership	Ms. Hendry
Freshman Class	Mr. Walster	Yearbook	Mr. Delaney
DECA	Ms. Bolser		

Assemblies

Assembly programs play an important role in school activities. Attendance is required unless otherwise noted by the administration. Appropriate courtesies are expected in school assemblies. Students must have a note in order to not participate in an assembly.

Athletics

Lakewood High School has a positive and strong athletic program. Athletics are an integral part of the student experience; promoting leadership, cooperation, wellness and teamwork. All students are encouraged to participate in the athletic program.

The rules and regulations of the WIAA, the Lakewood School District and the Cascade Conference govern each athlete. Before a student may turn out for a sport, they must do the following: obtain parents' consent, provide physical and insurance forms, fill out the emergency card, sign knowledge of student training and eligibility rules, pay an athletic participation fee, and purchase an ASB card. **Additionally, all fines must be paid in full before an athlete is allowed to participate. Furthermore, all in season fines for a completed season must be paid in full prior to an athlete competing in the next season (i.e. football fines must be paid in full for an athlete to compete in basketball).** Athletes must attend at least six full periods during the day to be eligible to compete that day in an athletic event, unless excused with a doctor's note or extenuating circumstances have arisen. Please refer to the Co-Curricular code in the athletic packet.

Sports available at LHS

The following is a list of the athletic teams, which are active at Lakewood High School. In order to find information about a team, check with the coach or Mr. Perez in the athletic office.

<u>Fall Sports</u>	<u>Head Coach</u>	<u>Winter Sports</u>	<u>Head Coach</u>	<u>Spring Sports</u>	<u>Head Coach</u>
Volleyball	Ms. Kryger	Girls' Basketball	Mr. Walster	Tennis	TBD
Football	Mr. Teeter	Boys' Basketball	Mr. Hart	Boys' & Girls' Track	
Girls' & Boys' Cross Country	Mr. Sowards & Mr. Murray	Wrestling	Mr. O'Hara		Mr. Sowards & Ms. Rooney
Girls Soccer	Mr. Vandelac	Cheer	Mrs. Melhart	Boys Soccer	Mr. Vandelac
Cheer	Mrs. Melhart			Baseball	Mr. Delaney
				Fastpitch	Mr. Barker
				Girls' Golf	Mr. Walster
				Boys' Golf	Mr. Knight

Co-curricular Code

Students who choose to participate in co-curricular activities (Athletics, Hi-Q, FBLA, etc.) will need to sign acknowledgment of the co-curricular code prior to the start of their activity. This code emphasizes the importance of positive attitude and citizenship as a requirement to represent Lakewood High School in co-curricular activities. Advisors/teachers will go over this code individually with all participants at the beginning of the activity. A parent signature for the acknowledgment of this code is also required.

Supplemental Student Fees

ASB Card	\$35.00	<u>Athletic Event Prices:</u>	
Parking	\$20-upper/\$10-lower / year	Adults	\$5.00
Yearbook	\$50.00/\$55.00	Senior Citizens	Free
Athletic Participation Fee:		Students w/o ASB	\$5.00
One Sport	\$40.00	HS Students w/ ASB – Home	Free
Three Sports	\$100.00	K-5 Students	\$3.00
Family Plan	\$120.00 / year	Visiting Students w/ ASB	\$3.00
		Athletic Pass 10 Game Package	\$40.00

Yearbooks

High school yearbooks will be available for purchase beginning in August during registration. The cost of the yearbooks after registration through spring break is \$50.00. After spring break the price will be \$55.00. After yearbooks are distributed the price will be \$60.00. The yearbook is a wonderful way to remember your high school years, obtain autographs and remembrances from classmates.

Insurance Program

We recommend all students in school be covered by the school insurance program or have equal insurance coverage. Lakewood High School and the Lakewood School District will not be responsible for personal claims and /or liability thereof. Please contact the school office for more information.

Assistance Directory

ASB Activities/Assemblies	Mr. Blair, Mrs.Hendry
Athletic Information, Forms & Clearances	Mr. Perez
Attendance	Mrs. Connor, Mr. Perez, Mr. Blair
Car Registration	Mrs. Connor, Mr. Blair
Transportation	Mrs. Steigerwald
Career Information	Mrs. Fernandes, Ms. Klippert, Mrs.Sather
Fines & Fees	Ms. Baird, Ms. Gogert
Change of Address or Emergency Information	Mrs. Hoidal
Counseling Appointments	Mrs. Hoidal
College Program Scholarships	Ms. Klippert, Mrs. Fernandes
Credit Waiver	Ms. Klippert, Mrs. Fernandes
Curriculum and Instruction	Mr. Leach
Discipline	Mr. Blair
Drug/Alcohol Intervention	Mrs. Hocking-Kombol
Graduation Requirements	Ms. Klippert, Mrs. Fernandes
Student Insurance	Ms. Baird
Homework Requests	Mrs. Connor
Learning Improvement Team	Mr. Leach
Lockers	Mrs. Hoidal
Lost & Found	Mr. Campbell
Prearranged Absences	Mrs. Connor
Report Cards, Progress Reports, Transcript	Mrs. Hoidal
Scheduling Information	Ms. Klippert, Mrs. Fernandes
School Calendar	Mr. Blair
Discipline/Short Term Suspension Conference	Mr. Leach
Thefts	Mr. Blair, Deputy Anderson
Withdrawal Process	Mrs. Hoidal
Vocational Programs	Mr. Leach
Voter Registration	Ms. Baird

Guidance Center

Counseling Center

The Lakewood High School Counseling/ Career Center strives to provide quality service to students and staff. The counselor is available to discuss personal, academic, and career issues of students as deemed appropriate to the well being of the student. Individual conferences with students and teachers can be arranged as well as conferences with teachers and parents.

Student Appointments

Appointments can be made with the counselor in one of two ways. The counselor may send an appointment slip to the student requesting that he/she come to the Counseling Center or a student may initiate an appointment by signing up on the counselor's appointment sheet. In both cases the student must have an appointment slip and teacher approval.

Graduation Requirements

The State of Washington sets the minimum requirements for graduation from Lakewood High School with additional requirements by the Lakewood School District. Graduation from Lakewood High School requires that the student complete eight (8) semesters of high school attendance. Students must earn a minimum of 22.5 credits. **Please refer to the Course Catalog for your specific graduation requirements.**

Career Center

Student services include: career counseling interest and vocational assessments, high school planning, college planning, scholarships, college admissions/transcripts, job shadowing and career exploration. Catalogues and brochures are available for: Sno-Isle Skills Center, college, universities, vocational schools, military, apprenticeships, financial aid, Running Start, college in the high school, and job searching.

Sno-Isle Vocational Skills Center

This optional program allows a student to spend one-half the day at Lakewood High School and one-half at the Skills Center (transportation takes part of this half day). Students are interviewed before acceptance into the program. Courses offered include the following: Auto Parts Distribution, Auto Technician Training, Aviation Mechanic, Computer Aided Drafting (CAD), Computer Programming for Business, Computerized Business Applications, Computerized Business Technology, Construction Trades, Cosmetology, Custodial Grounds, Dental Professions/ Assisting, Diesel Mechanics, Electronics Technology, Fashion and Merchandising, Graphics/ Printing, Health Occupations (NAC), Medical Sec./Receptionist, Metal Fabrication, Precision Computer Machining, Production Plastics, Restaurant Operations, Veterinary Assisting/Grooming, and Welding.

Student Expectations

Lakewood High School expects the best from students in conduct and attitude. Students should have pride in themselves and in their school. Courtesy, cooperation and a concern for the rights of others are essential in our school community so that each student has the opportunity to learn.

Athletic Event Behavior

Whether at home or away, Lakewood High School students are expected to behave in a way bringing pride to the community and school they represent. **The student code of conduct applies at all school sanctioned events.** Visitors to Lakewood High School are to be treated as guests. School rules of LHS and the posted rules of the home school apply to LHS students attending athletic contests. Students are expected to respect the authority of school designated officials under all circumstances at athletic contests.

Basic Guidelines:

1. Practice good sportsmanship at all times.
2. Cheer for our team, not against the other team.
3. Never direct negative cheers or comments to an opposing player, coach, or an official.

4. Respect the right of all patrons to watch the game with an unobstructed view.

Bus Riding Rules and Regulations

For your safety, we have established the following rules for riding the school bus. Please read them carefully. You are expected to follow these rules at ALL times. **You are reminded that school bus riding is a privilege; any infraction of the rules may result in discontinuation of riding privileges.** Thank you for your cooperation.

1. Follow all directions of the driver willingly the first time they are given. Show respect for the driver and other students on the bus.
2. Eating and drinking are not permitted. Place all litter in the trash can.
3. Harassment (teasing, shouting, pushing, or fighting) is not acceptable and will not be allowed at any time.
4. Remain seated, keeping all parts of your body inside the bus. Seat assignments will be at the discretion of driver and/or school disciplinarian. Classroom conversation and conduct will be observed at all times.
5. When entering or exiting the bus, students must be in view of the driver. Always cross in front of the bus. Exit only at assigned stop. If you are going to ride another bus or get off at a different stop, you must have a signed note from your parent with an administrator's signature. Bus passes will not be given over the phone.
6. Pets, harmful objects, or vandalism are not acceptable and will not be allowed.
7. Emergency exit procedure drills will apply in the event of an actual emergency.
8. All school rules apply while riding the bus.

Bus Passes

Students must have a written note from a parent/guardian in order to be issued a bus pass. **Phone calls will not be accepted. There are no bus passes issued on half days per transportation policies.**

Campus Visitors

Lakewood High School has a "No Student Visitor" Policy. For additional information please contact the administration. All visitors to Lakewood High School, during the school day, are required to register at the main office.

Cellular Phones (ALL electronic devices – ipods, mp3's, cd players etc... fall under this heading)

LHS does not encourage the use of cell phones at school. They tend to be lost or stolen and the school will take no responsibility in their recovery. If a student chooses to bring a cell phone to school it is expected that the device will not disrupt the learning environment. Cell phones are to be used **only** before school, between classes, during the students lunch time and after 2:00pm when all classes have finished for the day. Due to cell phone misuse and disruptions to the educational process, the current policy is as follows:

1st offense – Cell phone will be confiscated, student will be given detention by administration and the cell phone will be returned to the student at the completion of the school day.

2nd offense – Cell phone will be confiscated, student will be given Wednesday School by administration and the parent/guardian must pick the phone up from school at the completion of the school day.

3rd offense - (Same as 2nd offense). However, after the third offense, student will no longer be allowed to have a cell phone on campus or use any other student cell phones during the school day.

***All cell phone infractions following the 3rd offense will result in progressive discipline (out-of school suspension)**

Cheating Policy

Cheating on homework/ tests/ projects is ethically wrong and strong consequences will occur as a result of cheating. Consequences for the offense will include receiving a zero score on the assignment and administrative discipline ranging from Wednesday School to Out-of-School Suspension. If a second act of cheating occurs, the student will lose credit in that class.

Classroom Conduct and Attendance

Each teacher regulates conduct within his/her own classroom and students are expected to comply with classroom expectations and attendance rules and lawful requests of the teacher. Failure to comply with classroom expectations or teacher requests may be cause for disciplinary action.

Closed Campus

Lakewood School District has a closed campus requiring all students to remain on the school campus from the time of arrival until dismissal. **Any student leaving the campus during the day must check out through the attendance office or main office. Parent notification must occur prior to the student leaving the campus. Failure to do so will result in disciplinary action.** This is in accordance with School Board Policy #5270. Students who are out of bounds during the school day will be subject to disciplinary action.

Out of Bounds

Students are not allowed in the parking lots except to go to and from their cars upon arrival or departure from campus. Students are not allowed on the athletic courts, fields or stadium during the school day unless accompanied by their teacher.

Early Dismissals, Late Arrivals, Off Campus Classes

Students with Late Arrival schedules are not to arrive on campus more than 15 minutes prior to their first class unless they are supervised by a teacher. Students with Early Dismissal schedules are to leave **campus immediately** after their last class unless they are supervised by a teacher. Students with Off Campus classes may wait for their bus in the Commons. If a student has an Early Dismissal schedule and is involved in athletics or after school activities, he/she should leave campus and return for practice/activity or be under the supervision of a teacher. Students with Early Dismissal schedules may work in the library or with a teacher after their last class.

Fire Alarms

Students who maliciously pull a fire alarm will be subject to the following consequences:

1. Five days short-term suspension to long-term suspension
2. Notification to Fire Marshall
3. Notification to law enforcement

This is in accordance with RCW 9.40 100: Any person who willfully and without cause tampers with, molests, injures or breaks any public or private fire alarm apparatus, emergency phone, radio, or other wire or signal, or any fire fighting equipment, or who willfully and without having reasonable grounds for believing a fire exists, sends, gives, transmits, or sounds any false alarm of fire, by shouting in a public place or by means of any public or private fire alarm system or signal, or by telephone, is guilty of a misdemeanor.

Firearms and Dangerous Weapons Policy

One of the greatest threats to the safety of our students is the presence of firearms and other dangerous weapons; it is very important that our students and members of our school community understand the consequences of violating this law. If a student brings a firearm to school the student will be expelled from the district for one calendar year. (A firearm is defined in the law as a weapon or device from which an explosive such as gunpowder may fire a projectile.) School principals have no discretion of this disciplinary action. Other school districts may also refuse to admit students expelled for such an offense. School officials also must notify the police of any violation of the law. Bringing a dangerous weapon on school grounds, will result in expulsion. Dangerous weapons include air guns (such as BB guns), knives, metal knuckles, slingshots, nun-chu-ka sticks, throwing stars, and replicas of dangerous weapons. Also prohibited are other objects used in a dangerous or threatening manner or those that could cause harm. The Lakewood School District, as well as other districts, may refuse to admit students expelled under the state dangerous weapons law. We have no tolerance for students endangering or threatening others and themselves by bringing guns and other weapons to school.

Harassment Policy

It is the intent of the students and staff at Lakewood High School to create an environment for learning and work that respects and values diversity in an environment of trust. All individuals have the right to be treated with respect and dignity and they have the responsibility to treat others the same way. No one has the right to harass.

Definition of Harassment

Any action (physical, written, oral or electronic/cell phone, etc...) taken because of another's sex, race, color, religion, national origin, political ideology, or mental, physical, or sensory disability which:

1. Causes physical injury
2. Causes damage to the property of another
3. Threatens harm to the body or property of another
4. Subjects another to physical confinement or restraint
5. Unwelcome sexual advances
6. Requests for sexual favors
7. Other verbal, physical or written conduct when that conduct has the purpose or effect of substantially or unreasonably interfering with a student's education, or creating an intimidating, hostile, or offensive educational environment.

Harassment Procedure

Students may report incidents of harassment to any trusted adult at the school. Reports of harassment may also be made by a parent or a student other than the alleged victim. Investigations may be initiated without the alleged victim's permission and completed even where the complaint is withdrawn. **Board Policy 5310.2 will be strictly enforced.** False reports of harassment will be handled as a discipline referral.

Hall Conduct

Appropriate hall behavior is expected (no pushing, tripping, etc.). Unnecessary displays of affection on campus or in the buildings run counter to a standard of respecting the rights of others through appropriate student conduct. Food or drinks are not allowed in the halls. If you are in the hallway during class time, you will need a hall pass. The halls and gym foyer are closed during lunches. Students may access their lockers or the drink machines but may not loiter in the halls or foyer during lunches.

Homework Policy

Homework is expected of all students. Homework/ study time lays the foundation for success in the classroom environment. In accordance with Lakewood School District Policy #4820, "the term 'homework' refers to assigned work outside the regular class time which reinforces and/or enriches student learning. Homework is an extension of classroom instruction and should be assigned frequently, when and where applicable." Each teacher will have in his or her course expectations/ requirements a reference to homework.

Illness at School or Unscheduled Early Dismissals

NEVER LEAVE SCHOOL WITHOUT PROPERLY CHECKING OUT WITH THE ATTENDANCE OFFICE. Emergency dismissals are made via the nurse, the counselor, the administration or the attendance office. In all cases, the

student's name and time of departure must immediately be made known to the attendance office and the parents must be notified. Leaving campus without permission **WILL NOT** be excused after the fact and will result in a truancy.

Lost and Found

Lost and Found is located in the custodial office in the cafeteria. Valuables such as jewelry, keys, wallets, and etc. may be claimed in the main office. Students are encouraged to leave valuable items at home. Lakewood High School and the Lakewood School District are not responsible for lost or stolen items, this includes unsecured valuables in hallways and locker rooms.

Lunch/Cafeteria

Lakewood High School prides itself in having a clean campus. Students are responsible for their own trays, dishes, and garbage and for placing all refuse in the appropriate places. Failure to return tray or place food in the garbage receptacles may result in lunchroom clean-up duty, detention or Wednesday School.

All food, sack lunch, cafeteria or store bought, is to be consumed in the cafeteria. Food (including candy) is not allowed in the hallways or classrooms. *Drinks with a lid will be allowed in the hallways (this policy may be revised if the above expectations are not followed). Students will be required to have a pass to travel with food to a destination. Students will receive the following discipline for failing to follow these rules:

1st offense = 1 hr detention

2nd – 4th offenses = Wednesday School

5th and up = Progressive discipline / OSS (out-of-school suspension)

Open Campus Lunch Privilege

Open campus privileges will continue for seniors all year and for juniors who pass all four parts of the WASL as long as the students meet the following conditions.

- **Application** is signed by parent/guardian, approved by the administration and filed in the main office.
- A **sticker** is placed on the student's ID Card.
- Students will present their ID/ASB card and open campus sticker when asked by a staff member.

Off Campus Expectation

While off campus the student agrees to:

- Follow all school rules
- Not loiter in parking lot
- Not be in the same vehicle with a non-eligible student
- Students are to drive off campus and may walk off campus with special permission.

The open campus privilege may be revoked for individuals and/or all students at anytime.

Skateboards/Rollerblades

Neither skateboards nor rollerblades are to be used on campus.

School Hours

It is expected that students will not arrive at school more than 30 minutes prior to the start of classes unless they have a prearranged meeting with a staff member. It is also expected that all students will **leave** campus at least 10 minutes after the end of school unless they are under the direct supervision of a staff member.

Student Dress

Student dress and appearance are primarily a responsibility of the parents. However, dress and appearance must not present health or safety problems or cause disruption at school or school activities. As a matter of health and safety, everyone must be fully clothed, including shoes or sandals and shirts. Shirts and pants must be of the type that would cover the body in an appropriate manner to others. Walking shorts are acceptable. (Tank tops, strapless dresses / shirts, beachwear, and short shorts are not acceptable.) Drug, alcohol, tobacco, or sex-related graphics and slogans on clothing are not considered acceptable. Possible gang-related attire is not allowed on school property. Students will be asked to change clothes if necessary. Teachers may ask students to remove hats. Repeat violation will result in progressive discipline.

Club/Tutorial Schedule

Club/Tutorial Schedule occurs each Tuesday. This time is used for tutoring, class make up work, club meeting, representative assembly meetings, assemblies, etc. Club/Tutorial Schedule may be cancelled or altered as the need arises. Students should arrive before 7:30 or after 7:55, but not enter the building between those times. Students attending Club/Tutorial should be in a classroom or the Commons by 7:30. Students on campus during Club/Tutorial will be required to be in a classroom with a teacher.

Internet Usage

In accordance with the Lakewood School District Policy #4610, prior to the students accessing the Internet or gaining user privileges, an Internet usage agreement must be signed by the parent and student and on file with the librarian. Internet usage is a wonderful opportunity for our students to access and research information otherwise unavailable from the library. Disciplinary action will occur for the misuse of the Internet.

Lockers

You may obtain a locker for the storage of books and equipment. It is the student's responsibility to see that the locker is kept locked at all times. These lockers are school property and may be subject to a search. Do not keep money or other valuables in your locker, as the school is not responsible for lost or stolen items. If you have difficulties with your locker, check with Mrs. Hoidal or Mr. Campbell. Please report thefts and damages to the main office. Students are not authorized to share lockers unless cleared through Mrs. Hoidal.

Requesting Homework When Absent

The process of obtaining homework assignments from teachers takes 24 hours to complete. Assignments may be picked up at the end of the day following the request. Before making a trip to the high school, you should call the school at 652-4505 to make sure the assignments have been turned in. Please do not make the homework request unless the student will be out for a **minimum of three days**. The request should be initiated with a call to the attendance secretary. For a short period of absence, the student should contact a friend in the same class to determine the assignments. Students have the same number of days to complete make-up work as they missed. Keep in mind, our main concern is that each student is well enough to return to school and go through the normal activities and classes. Some extra time may be necessary to receive extra help from teachers or to make up laboratory time. Teachers are generally available before and after school for one-half hour. Tutorial should be used to make up work. Students are encouraged to discuss make-up arrangements with each teacher upon returning to class.

Student Vehicles/Parking

Student parking is a privilege. Students driving cars or motorcycles to school are required to purchase an ASB card and have a registration form on file in the office. Student parking is available in the following areas:

- Students are not to park in the spaces marked or designated as staff parking.
- Upper lot (\$20 per year)/Lower lot(\$10 per year) - first come, first serve.
- Bus turn around zone - no student parking until after the last bus has departed the driveway.

The parking lot east of the portables is not available for student parking during the school day.

To be eligible to park on campus, the following must be completed and turned in to the office: Pay \$25.00 ASB card fee; completed vehicle registration form; proof of insurance; completed student and parent release form, pay parking fee. Students must have a designated parking permit visible in their vehicle window at all times on campus. Consequences for parking or driving inappropriately, or for non-registered vehicles on campus are:

- 1st violation = Warning, parent notification
- 2nd violation = \$10.00 fine
- 3rd violation = \$20.00 fine
- 4th violation = parking privileges may be revoked, car towed and/or student assigned progressive discipline

The ASB and administration require students to adhere to the parking policy on campus. If it is necessary for a student to drive his/her car during the school day, **permission must be obtained from the office prior to leaving**. Students are not to be in their cars during school hours and if the need arises for students to go to their cars, students **MUST OBTAIN PERMISSION** from the main office or lunch supervisor. **Students are not to be in the parking lot during the lunch**

hour. Violators of these rules may be subject to disciplinary action. Student vehicles may be searched if reasonable suspicion exists. Discipline action will occur for unsafe behavior.

Tardiness

It is expected that each student be to class on time and that all staff hold students accountable. A student who enters the classroom after the tardy bell rings will be considered tardy. Individual classroom teachers will have various expectations regarding tardiness. The following discipline steps are to be followed for students that are habitually tardy to an individual class:

- 1st tardy – Teacher warning
- 2nd tardy – Teacher warning
- 3rd tardy – 30 min. detention
- 4th tardy – Wednesday School
- 5th tardy – Wednesday School / Parent contact
- 6th tardy – Wednesday School
- 7th tardy and up – Progressive discipline / OSS (Out-of-school suspension)

Attendance Philosophy

The laws of the State of Washington require regular attendance for pupils enrolled in the public schools. Frequent absences from school contribute to poor achievement. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Therefore, Lakewood High School requires and expects regular attendance of all students each day school is in session.

Attendance Procedures

1. Attendance will be taken each period in each class. An absence is defined as **ANY TIME** you miss class or you are more **than ten (10) minutes late** to class. A student who has been absent from class must be permitted to make up the work missed; however, if the absence is considered a truancy, the teacher may or may not allow make up work. (NOTE: The teacher's grade book is the official record.) Students will also be referred to the administration for disciplinary consequences.
2. Upon returning to school after an absence, a student has two days (48 hours) to present a note from a parent or a phone call from a parent to the attendance office. The absence will become unexcused with the teacher if not cleared in the office within two days from the date of the absence.
3. At the beginning of each semester, students will be informed in writing by their teacher of any consequences of absenteeism and tardiness relative to grading policies for individual classes.
4. When a student accumulates 11 absences in any individual class (excluding approved, school related absences or suspension), they will be notified by the teacher concerning the loss of credit and the appeal process.
5. Students have the right to appeal loss of credit if they feel there are extenuating circumstances relating to their excessive absences. A ***Student Appeal of Class Credit*** form may be obtained from the attendance office. The appeal must be completed and turned in to your teacher within three days. The teacher will determine the student's credit and attendance status and meet individually with the student.
6. If a student anticipates a prolonged absence, a *Pre-Arranged Absence* form shall be obtained and given to each classroom teacher. This form is available in the attendance office. It must be recognized that absences have a detrimental effect on an individual's accomplishment and progress, and this should be considered prior to requesting a pre-arranged absence form. **THESE ABSENCES MAY RESULT IN LOSS OF CREDIT FOR THE CLASS.**

Truancy

Any absence that has not been excused within two (2) school days of the absence will be considered truancy. In addition, **unauthorized absences from a class, study hall, or leaving class or campus during the school day without permission will be considered a truancy.** Parents and students will be notified verbally or in written form for truanancies #1- #4. When a student accumulates 5 truanancies in any individual class, they may lose credit for the class. A *Student Appeal of Class Credit* form may be obtained from the attendance office. Students have the right to appeal loss of credit if they feel there are extenuating circumstances relating to their excessive truanancies. The appeal must be completed and turned into the classroom teacher within three days of receiving the attendance related class credit form. Truancy may be handled as a disciplinary concern by the administration. Under the "Becca Bill" truancy law, the school is required to petition the juvenile court if the accumulates (1) seven or more truanancies in any given month or (2) ten or more truanancies during the school year. (In this case a truancy is defined as unexcused for four or more periods in any single day.)

Student Publications

Materials written, produced, or sponsored by person(s) enrolled as students in Lakewood High School shall be considered "Student Publications." Student Publications shall be free of material that attacks ethnic, religious, or racial groups; aims at creating violence; makes use of pornography; makes use of obscenities; or makes libelous statements. All copies of any written material (whether posted on bulletin boards or circulated/ distributed on school premises) shall bear the names of approved student organizations or sponsoring students. Publications must be submitted to the school principal or his/her designee at least 24 hours prior to distribution. The principal has final authority on distribution of publications.

Privacy

Lakewood High School students will be honored in their need for and right to privacy. A student may be searched when there is reason to believe there is danger to the student or others and/or when there is reasonable suspicion that a student possesses illegal items. School officials may request a student to remove all items from his/her pockets or other personal effects if reasonable cause is evident. A student's locker is the property of the school district and may be subject to a search.

Student Records

The school district maintains student records in a manner that will protect the rights and privacy of the students and parents. All students' records, data, or information related to individual students shall be treated as confidential. All of the student's records shall be available to school personnel on a need-to-know basis. Student records will be released to non-school agencies only with the authorization of the student (or his/her parent or guardian when the student is under the age of 18.) The only exception to this would be in those instances where law requires release of information.

Student Behavior

The individual and group freedoms which Lakewood High School students enjoy are based upon the assumption that students are reaching the stage in their personal development where strict regulations and supervision are no longer necessary and that their conduct will reflect the acceptance of personal and group responsibility. The balance between freedom and direction, however, demand that certain rules do exist and further demand observance of these rules to enhance our educational process; thus maintaining an atmosphere conducive to learning where all students can benefit.

The responsibility for your conduct belongs to you. Thus, the emphasis at Lakewood is on what you can do yourself, not upon what you are prevented from doing. Remember, usually only those students whose actions and conduct infringe upon the rights of others or are otherwise detrimental to the educational environment are subject to disciplinary action.

Dance Attendance and Behavioral Expectations

Dances are an activity offered at Lakewood High School. Only Lakewood High School students may attend regular/informal dances. Guests may attend dances if there are guest passes available. All guests must be 20 yrs of age or younger, no exceptions. A Lakewood High School student must fill out a dance guest pass in advance and their guest must arrive and leave with them. There is no re-entry to any school dances. All students and guests must have a valid ID to enter the dance. Because a dance is a school function, students are expected to conduct themselves in accordance with school rules. If the dance is held in the gym students will be asked to remove their shoes so that the gym floor is not damaged. Students will be allowed a one-hour grace period after the dance has started. If a student arrives after that hour they will not be allowed entrance to the dance (i.e. If the dance starts at 9pm the doors will be closed at 10pm).

Purpose for Discipline

1. Maintenance of an atmosphere in the school that contributes to effective learning.
2. Development of a self-disciplined individual who is able to work effectively in a democratic society.
3. Protection of each individual from the illegal or inappropriate actions of others.

Student Misconduct Procedures

Each student referred to the administration for disciplinary action will be dealt with as an individual. Before disciplinary measures are instituted, circumstances such as the past behavior of the student and conditions surrounding the particular complaint will be considered. Consequences for student misconduct can be found in the Student Misconduct Procedures. School rules apply on the school district property, off of school district property at a school activity, function, or event, and off of school district property when the student is in route between home and school, including bus stops and while on the bus. Acts of misconduct shall include, but are not limited to the following: Disruptive conduct, defiance, disrespect, refusal to identify oneself, leaving campus without permission, truancy, academic dishonesty, profanity, possession/use/

distribution of tobacco products, drugs, and alcohol, destruction of property, intimidation/ harassment (physical-verbal-sexual), assault, fighting, theft, possession/use of weapons, repeated violation of school rules, possession/use of lighters /matches, habitual tardiness, and endangering the health/safety of self or others.

Civil and Legal Rights of Students in Disciplinary Action

Any student, parent or guardian who is aggrieved by the imposition of discipline or short-term suspension shall have the right to an informal conference with the building principal or designee for the purpose of resolving the grievance. Such conference must occur within (5) calendar days of the imposition of the discipline.

Student Misconduct Procedures

Administration, staff, and parents believe that all students have the right to an educational environment conducive to learning and safe from physical and psychological abuse. No student(s) will be allowed to disrupt this process and/or interfere with the rights of others. The steps are progressive and will be followed as outlined unless the degree of infraction or number of previous infractions merit a harsher consequence than outlined or unless extenuating and/or exceptional circumstances exist justifying a lesser consequence. Students who commit multiple violations resulting in accumulation of three Wednesday schools will be assigned suspension for further offenses. **Law enforcement referral and/or action will occur as appropriate.**

OFFENSE	STEP I	STEP II	STEP III
Assault/Fighting Aggressive Behavior Instigating / Video of Assault	1-5 day short term suspension; long term suspension	5-10 day short term suspension; long term suspension	Long term suspension, Expulsion
Arson; Open flames exhibited	1-5 day short term suspension; long term suspension	5-10 short term suspension; long term suspension, expulsion	Expulsion
Use/Possession of alcohol, controlled substances, unlawful substances Construction/use/possession of Drug paraphernalia	20 day long term suspension (Suspension may be reduced to 10 days per Board Policy)	60 day long term suspension	60 day long term suspension, Expulsion
Sale/Distribution/Delivery of alcohol, controlled substances, unlawful substances	60 day long term suspension (Suspension may be reduced per Board Policy)	Expulsion	
Possession/Use of Weapons; Intent/Threat to do harm	Short term suspension; long term suspension; Expulsion per Board Policy.	Expulsion	
Activating/Issuing False Alarm	5 day short term suspension; Long term suspension; Restitution; Referral to fire marshal and law enforcement	Long term suspension; Restitution; Referral to fire marshal and law enforcement	Expulsion; Restitution; Referral to fire marshal and law enforcement

Firearm at school, on school grounds, in school provided transportation, or at school events	Expulsion: Mandatory 1 year. Chief school officer may modify one year expulsion requirement. Law enforcement must be notified. Parent/guardian must be notified. Parents have the right to appeal. As per Board Policy		
Theft/Extortion	1-5 day short term suspension; long term suspension,	5-10 day short term suspension; long term	Expulsion; Restitution

	restitution	suspension, restitution	
Vandalism/Malicious Mischief Burglary/Robbery	1-5 day short term suspension; Long term suspension, Restitution	5-10 day short term suspension; Long term suspension, Restitution	Expulsion; Restitution
Possession/Use of tobacco products As per Board Policy	Wednesday School	1-3 day short term suspension	3-5 day short term suspension; long term suspension
OFFENSE	STEP I	STEP II	STEP III
Failure to follow reasonable directions of all school supervisors; insubordination defiance of authority; disrespect; refusing to identify self; etc.	Wednesday School; 1-5 day short term suspension	3-10 day short term suspension; Long term suspension	Long term suspension; Expulsion
Forgery	Wednesday School	3 day short term suspension	5 day short term suspension
Profanity/Vulgar, Lewd Conduct	1-3 day short term suspension; Long term suspension	3-10 day short term suspension; Long term suspension	Long term suspension
Intimidation/Harassment (Verbal/Physical/Written/Sexual)	1-5 day short term suspension; Long term suspension	3-10 day short term suspension; Long term suspension	Long term suspension; Expulsion
Truancy/leaving campus/class without permission/being in out of bounds area	Wednesday School	Wednesday School 1-3 day short term suspension	3 day short term suspension
Inappropriate bus/bus-stop behavior	Conference/Warning; Wednesday School;	1-5 day removal from bus	3 week removal from bus
Repeated violation of school rules/Progressive discipline; (including failure to serve detention)	Wednesday School; 1-3 day short term suspension; Long term suspension	3-5 day short term suspension; Long term suspension	5-10 day short term suspension; Long term suspension; Expulsion
Cheating/Alteration of Records, Etc...	Receive "0" on assignment; Wednesday school	Receive "0" on assignment; Suspension	
Violation of student code of conduct; inappropriate behavior; multiple classroom interventions <i>* NOTE: Serious offenses that result in a direct referral from a classroom will be counted as an intervention</i>	Interventions #1 & #2 will result in classroom consequences assigned by teacher. #3 will result in detention	Intervention #4 will result in direct referral to office; Wednesday School; 1 day short term suspension. Intervention #5 will result in direct office referral; 1-3 day short term suspension	Intervention #6 and any subsequent interventions will result in direct office referral and progressive discipline; short term suspension; long term suspension depending on the number of offenses the student has committed.

LAKEWOOD HIGH SCHOOL SCHEDULES

2008-2009

Daily Schedule		Half Day Schedule	
Period 1	7:30 – 8:25	Period 1	7:30 – 8:00
Period 2	8:30 – 9:25	Period 2	8:05 - 8:35
Period 3	9:30 – 10:25	Period 3	8:40 – 9:10
1 st Lunch	10:30 – 11:00	Period 4	9:15 - 9:45
Period 4-1	11:05 – 12:00	Period 5	9:50 – 10:20
Period 4-2	10:30 – 11:25	Period 6	10:30 – 11:00
2 nd Lunch	11:30 – 12:00		
Period 5	12:05 – 1:00		
Period 6	1:05 – 2:00		

“C” Tutorial	“O” 45 Minute AM Schedule	“U” Cougar Path
Tutorial	Period 1	Period 1
7:30 – 7:55	7:30 – 8:15	7:30 - 8:05
Period 1	Assembly	Period 2
8:00 – 8:50	8:20 – 9:05	8:10 - 8:45
Period 2	Period 2	Cougar Path
8:55 – 9:45	9:10 – 9:55	8:50 – 9:45
Period 3	Period 3	Period 3
9:50 – 10:40	10:00 – 10:45	9:50 - 10:25
1st Lunch	1st Lunch	1st Lunch
10:45 – 11:15	10:50 – 11:20	10:30 - 11:00
Period 4-1	Period 4-1	Period 4-1
10:45 – 11:35	10:50 – 11:35	10:30 -11:05
Period 4-2	Period 4-2	Period 4-2
11:20 – 12:10	11:25 – 12:10	11:05 - 11:40
2nd Lunch	2nd Lunch	2nd Lunch
11:40 – 12:10	11:40 – 12:10	11:10 - 11:40
Period 5	Period 5	Period 5
12:15 – 1:05	12:15 – 1:05	11:45 - 12:20
Period 6	Period 6	Period 6
1:10 – 2:00	1:10 – 2:00	12:25 - 1:00

“G” 1 Hour PM Schedule	“A” 45 Minute PM Schedule	“R” 30 Minute PM Schedule
Period 1	Period 1	Period 1
7:30 – 8:15	7:30 – 8:20	7:30 – 8:20
Period 2	Period 2	Period 2
8:20 – 9:05	8:25 – 9:15	8:25 – 9:15
Period 3	Period 3	Period 3
9:10 – 10:00	9:20 – 10:05	9:20 – 10:10
1st Lunch	1st Lunch	1st Lunch
10:05 – 10:35	10:10 – 10:40	10:15 – 10:45
Period 4-1	Period 4-1	Period 4-1
10:05 – 10:50	10:10 – 10:55	10:15 – 11:05
Period 4-2	Period 4-2	Period 4-2
10:40 – 11:25	10:45 – 11:30	10:50 – 11:40
2nd Lunch	2nd Lunch	2nd Lunch
10:55 – 11:25	11:00 – 11:30	11:10 – 11:40
Period 5	Period 5	Period 5
11:30 – 12:10	11:35 – 12:20	11:45 – 12:30
Period 6	Period 6	Period 6
12:15 – 12:55	12:25 – 1:10	12:35 – 1:25
Assembly	Assembly	Assembly
1:00 – 2:00	1:15 – 2:00	1:30 – 2:00

2 Hour Delay Schedule	1 Hour Delay Schedule
Period 1	Period 1
9:30 - 10:05	8:30 - 9:15
Period 2	Period 2
10:10 - 10:45	9:20 -10:05
Period 3	Period 3
10:50 - 11:25	10:10-10:55
1st Lunch	1st Lunch
11:30 - 12:00	11:00 -11:30
Period 4-1	Period 4-1
11:30 -12:05	11:00 -11:45
Period 4-2	Period 4-2
12:05 - 12:40	11:35 -12:20
2nd Lunch	2nd Lunch
12:10 - 12:40	11:50 - 12:20
Period 5	Period 5
12:45 - 1:20	12:25 - 1:10
Period 6	Period 6
1:25 2:00	1:15 - 2:00