

LHS Student Handbook 2012/2013

School Address

Lakenheath High School
Unit 5185 Box 45
APO AE 09461



International Address

Lakenheath High School
RAF Lakenheath
Brandon Suffolk, IP27 9PN

This handbook belongs to:

Seminar Teacher

Lakenheath High School is a member of the Department of Defense Education Activity (DoDEA)

Our mascot is the Lancer. Our colors are BLUE and RED.

Every Friday is school colors day.

Show your school spirit by wearing blue and red (with some white)!

(The graphic portion on the cover of this planner was designed by Savannah Stoeck, Class of 2014)

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Online Resources



Online Tutoring

<http://www.tutor.com>

ProQuest/SIRS)

URL = <http://www.proquestk12.com/>

Username = lakehs Password = !dodea

Lakenheath HS V

<http://www.lake-hs.eu.dodea.edu/>

Britannica Online Edition

URL=<http://www.school.eb.com/>

User ID = lakenheathhs

Password = !dodea

Thomson Gale Resources

URL = <http://infotrac.galegroup.com/itweb/lakehs>

The password is ra!dodea;
select "Proceed" to search on this site!

Atomic Learning

URL = <http://www.atomiclearning.com>

Username = eustudent

Password = eustudent

CollegeBoard

<http://www.collegeboard.com>

LHS School Code is 575020

ABC-CLIO Databases

URL=<http://databases.abc-clio.com/Multi>

User ID = lakenheathuser

Password = !dodea

Newsbank

URL = <http://infoweb.newsbank.com>

Username = lakehs

Password = !dodea

Columbia Grangers World of Poetry Online

URL = <http://www.columbiagrangers.org>

Username = dodea Password = dodea

Gradespeed

URL = <https://dodea.gradespeed.net/gs/>

dodea.gaggle.net

<http://www.gaggle.net>

LHS Teachers Contact Information

Generic email address for teachers:

first.last@eu.dodea.edu

DoDEA MISSION

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

LHS MISSION

Each student will be provided the skills to become a community contributor, complex thinker, collaborative worker, life-long learner, effective communicator, and quality producer.

Continuous School Improvement

Goal #1: By June 2017, all students will increase performance on targeted reading skills using instructional interventions implemented in all areas as measured by system-wide and school based assessments. The targeted skills are organizing and managing information.

Goal #2: By June 2017, all students will increase performance on targeted critical thinking skills in all areas as measured by system-wide and school based assessments. The targeted skills are using written materials and strategic thinking skills (investigate, cite, draw conclusions) and extended thinking skills (apply, critique, create, prove) to formulate organized written or oral responses.

LHS is an accredited member of AdvancED. AdvancED approves only schools whose teaching staff, curricular standards and equipment and materials standards meet or exceed the criteria for certification. LHS was accredited by AdvancED in April 2009

Chain of Command

Director of Dependents Schools, Ms. Marilee Fitzgerald
Arlington, Virginia
email: director.dodea@hq.dodea.edu



Director of DoDDS-Europe Area, Dr. Nancy Bresell
Wiesbaden, Germany
e-mail: director.europe@eu.dodea.edu



Superintendent of Isles District,
Feltwell, United Kingdom
e-mail: @eu.dodea.edu



Principal of LHS, Mr. Thomas J. Whitney
e-mail: Thomas.Whitney@eu.dodea.edu



Assistant Principal of LHS, Mrs. Barbara Scott
e-mail: Barbara.Scott@eu.dodea.edu

**LHS CALENDAR
SCHOOL YEAR 2012/2013**

First Semester

August	22	Reporting date for teachers
August	27	Reporting date for students; Begin 1st Quarter and 1st Semester
September	3	Labor Day - Federal Holiday
October	6	SAT and Subject Tests
October	8	Columbus Day - Federal Holiday
October	27	ACT testing
November	1	End of 1st Quarter (47 day of classroom instruction)
November	2	No school for students (teacher work day)
November	3	SAT and Subject Tests
November	5	Begin 2nd Quarter
November	12	Veterans Day - Federal Holiday
November	22/23	Thanksgiving - Federal Holiday/ No School
December	1	SAT and Subject Tests
December	8	ACT testing
December	24	Begin Winter Break
December	25	Christmas - Federal Holiday

2013

January	1	New Year's Day - Federal Holiday
January	7	Instruction Resumes
January	21	Martin Luther King Jr. Day - Federal Holiday
January	24	End of 2nd Quarter and 1st Semester (45 days of classroom instruction)
January	25	No school for students (teacher work day)
January	26	SAT and Subject Tests

Second Semester

January	28	Begin 3rd Quarter and 2nd Semester
February	9	ACT testing
February	18	Presidents' Day - Federal Holiday
March	9	SAT only
April	4	End of 3rd Quarter (48 days of classroom instruction)
April	5	No school for students - teacher work day
April	8	Begin Spring Break
April	13	ACT testing
April	15	Instruction Resumes - Begin 4th Quarter
May	4	SAT and Subject Tests
May	27	Memorial Day - Federal Holiday
June	1	SAT and Subject Tests
June	8	ACT testing
June	13	End of 4th Quarter and 2nd Semester (43 days of classroom instruction)
June	14	No school for students - teacher work day
June	14	Last day for teachers

BELL SCHEDULE

BLUE DAY

Period 1	0805-0934
Period 2	0940-1107
<i>Lunch</i>	<i>1107-1157</i>
Period 3	1200-1327
Period 4	1333-1500

RED DAY

Period 5	0805-0934
Period 6	0940-1107
<i>Lunch</i>	<i>1107-1157</i>
Seminar	1200-1327
Period 7	1333-1500

Blue and Red days are established at the beginning of the school year and are not deviated from except during exam week. If a day of school is missed due to weather or unforeseen event, the day is either skipped or the next day's schedule is modified. Always refer to the daily bulletin for the schedule.

LHS uses a block period rotation on a daily basis. Morning and afternoon blocks are linked together on blue days. On red days, seminar is fixed to the block after lunch while the three other blocks rotate.

Sample of Daily Rotations

		Block 1	Block 2		Block 3	Block 4
Day 1	Blue	1	2	Lunch	3	4
Day 2	Red	5	6		S	7
Day 3	Blue	3	4		1	2
Day 4	Red	6	7		S	5
Day 5	Blue	2	1		4	3
Day 6	Red	7	5		S	6
Day 7	Blue	4	3		2	1
Day 8	Red	5	6		S	7
Day 9	Blue	1	2		3	4
Day 10	Red	6	7		S	5
Day 11	Blue	3	4		1	2
Day 12	Red	7	5		S	6

Other Bell Schedules

2-hour Delayed School Schedule			Half Day Schedule	
B1	1005 – 1102		B1	0805 – 0856
B2	1108 – 1205		B2	0902 – 0949
Lunch	1205 – 1257		B3	0955 – 1042
B3	1300 – 1357		B4	1048 – 1135
B4	1403 - 1500			

SECTION I: GUIDANCE

ACCELERATION

Students are eligible to accelerate the first or second semester ONLY if their sponsor has orders for a permanent change of station. The reporting date to the new duty station must fall within 30-60 days of the scheduled last day of school. Acceleration is granted locally for PCS orders; all other requests must be directed to the district superintendent. To be successful, students eligible for an accelerated program should have at least a 2.5 grade point average.

Students will receive high school credit only if they successfully complete an acceleration plan along with final examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit.

The acceleration request must be initiated at least four weeks before the final school day. The DoDDS Area Office establishes the dates for acceleration. They are 12 December, 2012, for first semester and 15 May 2013, for second semester. Students must be in attendance for the entire acceleration day.

1. Parents need to see the registrar to complete the **REQUEST FOR EARLY DEPARTURE FORM** at least four weeks before the final school day.
2. Students receive an **ACCELERATION OF CREDIT FORM** from the registrar. It is the student's responsibility to consult with teachers to develop a timeline for assignments and semester examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit.
3. Two days prior to departure, students receive a **STUDENT CLEARANCE FORM**, which must be completed by teachers and other staff members before departure.
4. The student returns all forms to the registrar. At that time, payment for books or other items must be made before clearance can be completed. An updated transcript may not be immediately available. It will be sent as soon as possible. Parents must call ahead to arrange for records pick up.

BOOKS

All required textbooks are supplied by DoDDS without charge to the students. However, students have the responsibility to care for their books in a proper manner. It is expected that students will record their name inside the book. Students/sponsors are responsible for the costs of lost/damaged books.

DROPPING AND ADDING COURSES

Courses may be added or dropped prior to the completion of ten instructional days. Courses dropped within this time period will not appear on the transcript. No courses may be dropped after this time. *Classes will not be changed for teacher preference.*

EARLY DEPARTURE/NOT PCS

Teachers will give withdrawal grades only (not final grades) on the student's last day at school. **NO credit will be granted to students leaving early.** Report cards will be mailed to the sponsor after proper checkout is completed.

EARLY GRADUATION

In unusual circumstances, requests for early graduation will be considered. According to regulation, students may be considered for early graduation if they have clearly demonstrated a scholastic aptitude or vocational readiness, if there is a financial need for early entry to the labor market, or if health or family concerns would be best served. An **APPLICATION TO GRADUATE EARLY FORM** with parental approval must be submitted in writing and must include a definite and comprehensive plan. The application must be submitted prior to course selection for grade 12 for those students desiring to graduate at the end of the first semester of their senior year. The guidance counselors will review the application and make a recommendation to the Principal for final determination.

EXAMINATIONS (SEMESTER EXAMS)

Examinations are given throughout the school year. Semester exams are scheduled for the last week of each semester as indicated: 1st semester: 22 – 24 January 2013; 2nd semester: 03 - 06 June tentative dates for senior exams; 10 – 13 June 2013 for underclassmen. Parents and students must make arrangements to ensure attendance during these times. The only excused absences during semester exams will be for emergency situations. If a student is absent for any other reason during this time, it is unexcused.

GRADE CLASSIFICATION

Grade 9	Satisfactory completion of 8th grade
Grade 10	Students who earn at least 6 units of credit
Grade 11	Students who earn at least 12 units of credit
Grade 12	Students who earn at least 19 units of credit

GRADE POINT AVERAGE

Grade point average is calculated on a point system with an "A" counting four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. A weighted point value has been assigned to each letter mark in Advanced Placement (AP) courses. This weighting will be used to determine class rank and for other competitive purposes. The weighting will be as follows: A-5, B-4, C-3 and D-2. The Valedictorian and the Salutatorian will be determined at the end of the eighth semester during the senior year.

LHS offers the following weighted courses (subject to change based on student enrollment): AP English Literature, AP English Language, AP Calculus, AP US History, AP Spanish, AP Science, AP Statistics, AP Government, AP European History and AP Studio Art. Other AP courses are available through distance education. **Students enrolled in Advanced Placement (AP) classes **MUST** take the AP exam in that subject area in the spring in order to receive AP weighted credit on their transcripts.*

Students who repeat a course will have the most recent grade counted in the GPA. Credit by examination does not count toward the GPA. Students will receive a pass/fail.

Middle school students may earn high school credit if they take algebra, geometry, or a foreign language. The grade earned is not calculated in the high school GPA.

GRADUATION REQUIREMENTS

The following credits are required for graduation from Lakenheath High School:

Curricular Area	Credits Required
Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Foreign Language	2
Fine Arts	1
Personal Fitness	0.5
Lifetime Sports	0.5
Physical Activity & Nutrition	0.5
Health	0.5
Career Technology Education	2
Electives	6
Total	26

***All Students must have a cumulative GPA of 2.0 to graduate
(Use the "My Four Year Planning Document" on page 38 to track your progress!)***

GRADUATION AFTER LEAVING A DODDS SCHOOL

Seniors who cannot meet state graduation requirements through no fault of their own can earn a DoDEA diploma up to one year after leaving a DoDDS school if DoDEA graduation requirements are met.

LANCER AWARD

The Lancer Awards are for two seniors who are pretty much top in everything--truly representative of what a Lancer should be. They need to have a "history" at LHS, i.e., they have to have been here for longer than just their senior year and have truly made contributions to the school through service and school spirit. This may leave out top scholars, who are new to the school, but they are frequently "rewarded" with earning valedictorian and salutatorian status--and, to reiterate, the Lancer Awards are not just about scholarship.

PRINCIPAL'S AWARD

The Principal's Award is for those students who have gone the extra mile for their school, teachers, other students, and community. They are the ones who have given of themselves for others but usually never receive the kudos--the behind-the-scenes type and the person who was always hanging around when something needed to be done, and then they did it, usually without any complaints.

PARTICIPATION IN GRADUATION EXERCISES

Senior students who have fulfilled all requirements, academic and otherwise, will be allowed to participate in the June graduation exercises. Those students failing to meet the requirements will be notified prior to the ceremony and their privilege of participating withdrawn. Students will be required to purchase the selected cap, gown and tassel. All graduation rehearsals in June are MANDATORY in order to participate in the graduation ceremony. The graduation ceremony is a privilege, not a right. Students are expected to conform to the **GRADUATION PROTOCOL** in order to be eligible to attend the graduation ceremony. Questions are to be referred to the senior class sponsor.

RANK IN CLASS

Many colleges use rank in class as one consideration for college entrance. Final class rank is determined on 8 semesters of work and is recorded as a fraction (for example 16/124). This means that a student is ranked number 16 from the top in a graduating class of 124 students. LHS computes class rankings for each senior student using weighted GPA. At the end of each semester current class ranks are computed and shared with students.

REPEATING A FAILED COURSE

Courses, which have been failed, may be repeated to earn credit. The student's permanent record will show that the course was "failed" and repeated. If the course is "passed," credit will be given. Grade point average and class ranking will only reflect the last entry.

REPEATING A CREDIT COURSE

Credit may not be granted for a course which is repeated and credit has already been given. With the Principal and teacher's permission, on a space available basis, a course for which credit has been granted may be repeated for grade improvement, content or skill mastery. The student's permanent record will show the course was repeated for no credit and the most current grade will be used for GPA calculation.

SECTION II: SUPPORT SERVICES

COUNSELORS

Counselors are available to help students achieve their four-year objectives and determine which courses to take to meet their educational goals. They are also available to assist students with personal problems. Counselors assist students coming into and leaving LHS through the A-Team, a component of the Student 2 Student (S2S) program. S2S uses a team of volunteer students who assist new students with academics; relationships with other students, faculty, and staff; and learning the school and community culture.

INFORMATION CENTER

The Information Center (IC) provides students with resources for academic research, study, and recreational reading. The book collection supports the school curriculum in all areas, offering a variety of print and non-print materials covering numerous topics and interests. These include, but are not limited to, study guides to prepare for college entrance exams, college and vocational school listings, career information, audio books, history, travel, sports, photography, computers, and many fiction titles. Current periodicals ranging from popular interest to scientific, literary, and

current events are available for patron viewing. Patrons have access to numerous online research databases provided by DoDEA and LHS; the login information is available in the IC. The information center (library) is open and staffed from 0750-1525 each day. Students may use the IC before school, during the lunch period, during the school day with a pass from their assigned teacher, and after school. Eating/drinking in the Information Center is not allowed.

PARENT-TEACHER-STUDENT CONFERENCES

There is a conference day scheduled shortly after the midpoint of the first quarter. Throughout the school year, parents and students are encouraged to schedule conferences with teachers as they feel necessary. Parents should e-mail the teacher directly to set up a conference. Progress reports are sent four times a year via email shortly after the mid-quarter point. Report cards are sent via email at the end of quarters 1 and 3 and mailed at the end of each semester (quarters 2 and 4). Parents and students are encouraged to access *Gradespeed* frequently to monitor student progress (LHS Website contains information on creating a parent *Gradespeed* account).

SCHOOL HOURS

The administration office is open Monday through Friday from 0730-1600 hours. Classes begin at 0805 and end at 1500 hours. Students may remain on the school campus after hours to take part in school- sponsored activities. The activity bus departs LHS at 1730 or 1800 depending upon the sports season.

SCHOOL PSYCHOLOGIST

The school psychologist identifies and diagnoses pupils experiencing severe learning problems and/or emotional and social issues. Testing and evaluation can determine the probable causes of these problems and remediation for them. The school psychologist also serves as liaison and consultant to other professionals to include physicians, social workers, nurses, and psychiatrists.

SEMINAR

All full time students will be enrolled in a seminar period on Red Days.

It is important that everyone understands what seminar is and isn't. The purpose of seminar is to provide students an opportunity to get assistance where they may need additional help. It is a time when they can work on special projects with teachers, a time to study for a test or work on assignments, a time to do make-up work following an absence, a time to do work in the Information Center, and a time to meet with counselors, etc. Seminar is not a social hour or a time to catch up on sleep, or a time to take a late breakfast break. Normal attendance and tardy procedures will apply during the seminar period. If a student is truant from seminar, the consequence is just the same as for any other class.

Students are required to adhere to the following conditions during seminar period:

- Bring study materials to the seminar class.
- Students are not allowed to sleep.
- Students may work quietly in pairs or in small groups if the seminar teacher agrees.
- All students will participate in SSR for 20 minutes during seminar.
- All students must return to home seminar five minutes prior to the completion of the period.

Students who have a 4.0 GPA or higher are eligible for honor seminar which is designated by a different color seminar card (see school registrar for upgrade). Honor seminar students are not required to get pre-arranged seminar passes from their teachers.

The most important aspect of the seminar period is the freedom of the students to work with teachers. Students are encouraged to use their time wisely.

SPECIAL EDUCATION & CHILD FIND

The Child Find program is part of Special Education services. Child Find is designed to locate and identify all children from three to twenty-one years of age who may have some type of learning, speech and language, physical, or emotional impairment. Children suspected of having an impairment can be referred for assessment by DoDDS school personnel and Medically Related Services (MRS) as appropriate. If an impairment is identified, the student will receive the appropriate services. The Special Education program augments and replaces basic skill classes within the framework of Public Law 94-142 services to exceptional students. Parents, students, teachers, counselors, community professionals, and administrators may make referrals. Procedural forms are available from Special Education personnel. If you believe evaluation for special education services is needed, contact the counselor for further information.

STUDENT SUPPORT TEAM

The Student Support Team (SST) consists of the counselors, psychologist, nurse, teachers, and administrators. The team monitors, evaluates and refers students who are experiencing difficulty in social or academic settings. The team meets regularly to review crisis and safety plans. Parents and teachers can refer students to the SST team.

TUTORING

LHS offers free tutoring on designated days after school (see daily bulletin for a listing of days). All tutoring sessions are supervised by LHS teachers and volunteers from the professional, military and civilian community.

HOMEWORK

DoDDS policy is to assign homework to all students capable of completing assignments. Homework is a part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. Students enrolled in AP classes can expect 15-20 hours of outside work per week. See further information on the homework make-up policy under attendance.

INCOMPLETE GRADES

Incomplete grades are only granted in the case of a medical emergency, emergency leave, or other extenuating circumstances. Incomplete grades must be approved by the administrators. Incomplete work must be made up within ten (10) instructional days following the marking period. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame. All incomplete grades will automatically be changed to an "F" grade after ten instructional days. It is the student's responsibility to make arrangements with the teacher to update the incomplete grade.

REPORT CARDS

Report cards are sent via email at the end of quarters 1 and 3 and mailed at the end of each semester (quarters 2 and 4). Parents and students are encouraged to access *Gradespeed* frequently to monitor student progress (LHS Website contains information on creating a parent *Gradespeed* account).

HONOR ROLL

Honor roll is based on Semester Grades. No D's or F's are allowed. Honor roll certificates will be distributed following the end of first semester and mailed after the end of the second semester.

Principal's Honor Roll	4.0 or higher
High Honor Roll	3.5 - 3.99
Honor Roll	3.0 - 3.49

STANDARDIZED TESTING

The Department of Defense Schools participate in several standardized testing programs designed to provide student and system information. Individual academic progress and program trends are studied to allow DoDEA to make important curricular decisions. Tests include the Terra Nova, PSAT, AP exams, and end of course exams in some subject areas.

TRANSCRIPTS

The transcript is the official record of a student's school career. The academic career is recorded on the transcript. LHS maintains transcripts for four years after a student graduates.

<http://www.dodea.edu/transcript/>

To obtain a copy of an official transcript up to four years after graduating, write to:

*Lakenheath High School
Attention: Registrar
Unit 5185 Box 45
APO AE 09461*

After five years, transcripts are sent to the following address for one year:

*Area Superintendent's Office – DoDDS Europe
Unit 29649 Box 7000
APO AE 09096*

After the 5-year period from graduation, or in the event that LHS has been deactivated, address your request to:

*Prometric
DoDDS Program
1260 Energy Lane
St. Paul, Minnesota 55108*

*Customer Service Representatives:
Telephone: (651) 603-3012 and (877) 471-9860
Fax: (651) 603-3008*

Once the transcript has been retired, there is a \$3.50 charge for an initial copy, and \$.45 for each additional copy. A check or money order should be provided with the request, made out to Finance and Accounting Officer, U.S. Army MDW.

SECTION III: HEALTH AND SAFETY

CHILD ABUSE/NEGLECT

EVERY DoDDS employee is required by DS Regulation 2050.2 to immediately report ANY suspected cases of child abuse or neglect. Social Work Services is the school's first contact and responsible for directing the investigations.

EMERGENCY PROCEDURES

Emergency procedures are established in coordination with base officials and DoDDS safety and security personnel. In all cases of emergency, parents should not call the school but get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.

Fire drills are the most common drill practiced. Throughout the year, the school will practice and/or review lockdown, shelter in place, earthquake, and bomb threat procedures.

HEALTH SERVICES

Health care:

A nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. For students with chronic conditions such as asthma, allergies, diabetes, ADHD etc. the nurse will work closely with the student, parents and primary care provider to monitor and manage the student's prescribed care plan.

Students must report to their assigned teacher and obtain a pass before reporting to the nurse. **A student who is ill and needs to leave school must be signed out by their parent or emergency contact person.**

Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

Medications:

Our nurse will gladly work with you to provide for your student's medication needs or requirements, within the guidelines of DoDEA policy. Please call her for any questions or clarification on how to arrange for medication at school.

There are specific situations when medications can be stored or given at school.

Please do not send unlabeled medications to school in ziplock bags, etc.

Only medications that have been prescribed by a primary care provider (PCP) will be allowed at school. The **PERMISSION FOR MEDICATION FORM** must be completed and signed by the PCP and parent. Please bring the completed form and the medication in an original pharmacy container with a detailed pharmacy label (name, medication details, instruction for administration) to the nurse's office.

"Over the Counter" (OTC) medications (to include aspirin, Tylenol, Motrin, etc.) have the same requirements as prescription medications. Your primary care provider can use the same procedure for "as needed" OTC medication at school. This might be appropriate for students who are known to have headaches or cramps.

Alternatively, parents may bring OTC medications to their children and self administer if a need arises during the school day.

When short-term illness requires the use of prescription or non-prescription medications, it is preferable for the student to take the medication before or after school, if the PCP's instructions permit.

Students are NOT allowed to carry any medications unless cleared through the School Nurse office using the **PERMISSION FOR MEDICATION FORM**.

Screenings and assessments:

Various health screenings are conducted throughout the school year. Parents will be notified if their child requires follow up. Additional screenings will be done upon request.

Your student's PCP might ask for information from the school as part of a referral, or to follow up on a treatment that has been started. The PCP can contact the nurse directly by phone or e-mail.

Please keep the school (registrar) informed of any changes in cell, duty, home phone and emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

INCLEMENT WEATHER

In cases of inclement weather, the Support Group Commander coordinates school closure with the school Principal. When school is canceled because of inclement weather, or when the school will experience a two-hour delayed start in the morning, announcements will be made on the following local stations beginning at 0630:

LOCAL STATION	CHANNEL
Anglia TV	Channel 3
BBC Radio Suffolk	FM Band 104.5; 95.5; 103.9
BBC Cambridgeshire	FM Band 96
CN Radio	FM Band 103
Radio Bury St. Edmunds	FM Band 96.4
Radio Ipswich	FM Band 96.4
AFN	Commander's Channel TV

Parents may also call the RAF Lakenheath command post recording at LX 3541, MX 3541, or commercially 01638-523541, 01638-543541, or the school bus office, at LX 2752 or 2304, or commercially at 01638-523752/522304, regarding emergency and inclement weather closures or delays.

SECTION IV: ATTENDANCE & DISCIPLINE

ATTENDANCE POLICY

It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0805 and ends at 1500. Sponsors are required to ensure each dependent child regularly attends school unless the child is excused from attendance or is suspended. Attendance records are maintained for each student. Parents are encouraged to check *Gradespeed* regularly to check their child's attendance. Chronic absences

affect a student's school progress. *For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.*

Scheduled Appointments

When a student has a scheduled appointment, parents must check their student out of school in the office. If parents are unable to come to school, the student must present a valid note from the parent containing parent's contact information to the attendance office clerk prior to the first period of the day. The student will receive a pass to leave class at the designated time. The student must sign in/out at the office before departing and/or upon return. Leaving school grounds without such permission is considered truancy.

Students with Partial Schedules

Students with partial schedules due to home schooling or other reasons may only be on campus during their scheduled classes. A student may make prior arrangements to meet with a teacher if they require assistance.

ATTENDANCE PROCEDURES

It is the parents' responsibility to call DSN 226-3115/6 or CIV 01638-52-3115/6 between 0730 and 0930 to inform the school of the student's absence and the reason for the absence. At or prior to the student's return to school, the attendance should receive a valid note signed by the sponsor or a parent, to verify the reason for the absence. This note should be given to the attendance clerk within three days of return.

EXCUSED ABSENCES

Planned Family Trips

The student should obtain a **PREPLANNED ABSENCES** form for trips that last 3 days or more. The form should be completed and returned at least 3 days before the trip. Failure to do so may result in the absence being unexcused. Careful planning of family trips is necessary to ensure successful completion of course requirements. Teachers may recommend that the work is turned in ahead of time or that tests are taken prior to departure when it is in the best interest for academic achievement. Family trips should not be scheduled after semester acceleration dates. Trips will not be approved during exam weeks for Semester 1 or 2. *(Reminder: Parents need to notify the attendance office of any absence even when the family trip is less than 3 days. Also, students should notify teachers and obtain assignments in advance for any known absences regardless of the length.)*

To following steps should be followed for excused family trips:

- Parent notifies the school in writing at least one week prior to the first day of the absence
- Student/Parent fills out a **PREPLANNED ABSENCES** form (available from the attendance office or as a download from the school's website)
- Administration signs the form
- Student has teachers complete the form and student submits it to the registrar's office
- A copy is given to the student and a copy is filed in the student's folder

School administrators must consider the following factors prior to approving an absence.

- a. The student is in good academic standing.
- b. The student has a record of consistent school attendance during the current school year.
- c. Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- d. Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

Planned School Trips

Students involved in sports and other DoDEA sponsored student activities, MUST contact teachers PRIOR to their absence to collect work. If the activity is more than 3 school days, the student must have the **PLANNED SCHOOL TRIP** form filled in by all teachers. All work is due the first class meeting after students return to school. Teachers have the right to request that the work is turned in ahead of time or that tests are taken prior to departure. Students must take scheduled tests upon their return.

Unplanned Excused Absences

When students return to school after an unplanned absence, they must bring in a note if the parents have not called or emailed the school from an official email address. Three days are allowed to verify the absence. In the case of unplanned excused absences, students are allowed to make up the class work. It is the student's responsibility to obtain the required assignments. Upon return to school, students will have the opportunity to make up tests, quizzes, or class work and get clarification from teachers. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. Students have one class color day for each absence to do make up work. For example, a student misses school on blue Monday; they return to school on red Tuesday, they request work from the teacher on blue Wednesday and are expected to return completed work on blue Friday. An exception to this policy is when a teacher has a published syllabus of assignments and due dates that the student is in possession of, then, students are expected to turn the work in upon their return. Additionally, students must take scheduled tests upon their return.

Excused absences include:

- Illness of student (***Students who are ill for three consecutive days or more will be asked to present a doctor's excuse upon return.***)
- Family emergency
- Religious holiday
- Medical, dental or legal appointments (If possible, schedule these appointments before or after school.)
- School-sponsored or approved events
- Family trips that are pre-arranged with administration
- Special opportunities at community leadership conferences
- Promotion, change of command, or retirement ceremonies for a member of the immediate family
- Sanctioned Youth Services activities

UNEXCUSED ABSENCES/TARDIES

Students may not make up work after an unexcused absence. Disciplinary consequences are invoked in the case of unexcused absences/truancy. Participation in extra-curricular activities may be denied due to excessive and/or unexcused absences at any time.

Unexcused absences include:

- Oversleeping
- Missing the bus or ride
- Seeing friends or relatives off at the terminal
- Non-school sponsored functions
- Family trips that are not pre-arranged
- Not attending school on USAFE training/goal days
- Moving/Packing out
- Babysitting
- Class "Skip Day"

NOTE: The above list is not all-inclusive.

EXCESSIVE ABSENCES

Being absent more than 10% of school days during a semester (9 days or more) is considered excessive, unless there is a documented medical reason. In this case, the school needs to be informed in order to assist in continuing the student's education. If there is not a documented medical reason for excessive absences, then administrative action will be taken to include possible referral to Social Work Services (SWS) for educational neglect.

ATTENDANCE VIOLATIONS

A. TRUANCY

Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note, or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. If the student is truant for one period, an afterschool detention will be assigned. Truancies for multiple periods will result in Saturday school. Students who habitually skip class may also be suspended. The command will be notified if disciplinary consequences do not correct behavior. Truancies will be considered cumulatively for the year.

B. TARDINESS (BY QUARTER)

Passing time between classes is six minutes. Students must be in the classroom ready to work when the starting bell rings or they will be counted tardy. Students who are more than 20 minutes late with no valid reason will be considered truant and assigned an after school detention. Students who are detained by school staff, and consequently late to class, will be given a hall pass. Students who arrive late to school for the day and are excused will report to the attendance office where they will sign in and be given an admit slip to class.

The following disciplinary consequences apply quarterly:

Four tardies	After school detention
Six tardies	Saturday School
Eight or more	Suspension with a parent conference
Alternate means of discipline will be considered for repeat offenders.	

DISCIPLINE

A. INTRODUCTION

It is DoDDS policy to maintain a high level of discipline and adhere to **REGULATION 2051.1**. As defined in this policy, for the purpose of discipline, the school day begins once the student is on route to school and ends when the student returns home. Consequences during the school day apply whether the student is on campus or off. Students are encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to maintain good order and discipline within the school system, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities when inappropriate behavior of a student continues to disrupt the educational program. Recommendations for persistent violations may be expulsion from the school and/or removal from the community.

In all discipline cases the administration reserves the right to determine the severity of consequences. In addition, host nation authority will prevail when students are involved in potential criminal matters to include, but not limited to: bullying, harassment, theft, vandalism and the possession of illegal substances or weapons.

Behavior Expectations

Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Discipline referral to administration

Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion, argue, or question a teacher's authority.

Each student is responsible for following three basic rules established at the beginning of the school year:

- 1. Respect yourself**
- 2. Respect others**
- 3. Obey any reasonable request by a staff member or adult volunteer in the school**

B. DETENTION

Teacher Detention

Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned classroom work. After school detention requires 24-hour notice. Failure to attend a teacher's detention will result in a referral to administration.

Administrative Detention

Detention may also be assigned by the administration on an as-needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This notification will be signed by the student. A copy will also be sent electronically to the sponsor. Students placed on detention must report with materials necessary to do assignments. The student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will be assigned a Saturday school. Lunch detentions will be given for lesser violations and in most cases will be served the same day or the following day.

C. SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. A letter of suspension will be sent home to the parents, the school liaison officer, and the district superintendent with the conditions of the suspension fully noted. Suspensions may be in school suspensions or out of school (stay-at-home) suspensions. Students are not allowed to have electronic devices or cell phones while serving an in school suspension. Suspensions are considered excused absences; therefore, suspended students have the privilege of making up work for credit per regulation. A condition of the suspension may be a referral to the Alcohol Substance Abuse Counselors (ASACs). Upon return to school, the student must contact his/her teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student was in class.

During the time students are suspended, they may not be present at the school (unless it is an in school suspension) or attend any school-sponsored activities. This includes weekend events that fall within the suspension period. Students who violate this prohibition from being at school or at school activities will have additional consequences. A parent conference will be requested prior to readmission. In addition, student athletes who are suspended may not participate in the next scheduled DoDDS-E competition as stated in the DoDDS-E Interscholastic Athletic Policy.

A formal Discipline Committee Hearing, governed by DoDEA Regulation 2051.1, will be held in the event that a student is suspended for **more than ten days**.

D. WEAPONS

According to DODEA Regulation 2051.1, August 16, 1996, Disciplinary Rules and Procedures, "Weapons are items carried, presented, or used in the presence of another person in a manner likely to make a reasonable person fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, razor blades, box or carpet cutters, slingshots, nun chucks, any flailing instruments such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any object concealed, displayed, brandished in a manner that reasonably provokes fear." Students are not permitted to have weapons or replica weapons in their possession at school, during school-sponsored events or while traveling on DoDDS provided transportation.

Any student using a weapon to threaten or harm another individual will be suspended ten days and expulsion proceedings will be initiated. Students should not possess toy or fake weapons, or any item that can be used as or misconstrued as a weapon. In all instances, weapons will be turned over to the Security Police.

Note: British Law prohibits the carrying of any type of knife (typically pocket knives) that can be opened with one-hand and locked. This is considered a misdemeanor and you will be convicted if caught.

E. EXPULSION

Expulsion from LHS will result from any serious offense to include, but not limited to: weapon possession and/or use, drug possession and/or use, bodily harm to another person or any criminal act. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to American reputation and position overseas.

F. BEHAVIOR POLICIES & DISCIPLINARY ACTION

F.1. ACTIVE PARTICIPATION

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

F.2. ALCOHOL USE/ POSSESSION

Students may not consume, nor be in possession of, alcohol during the school day or at any school event. Suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC).

F.3 CHEATING

LHS has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. Plagiarism is a form of cheating and is not acceptable. Copying information and pasting it into personal work without

giving credit to the source is also plagiarism. (This is not all-inclusive.) Additionally, students involved in cheating will receive a “0” grade for the assignment and the parents will be notified by the classroom teacher.

F.4. COMPUTER-USE POLICIES

Students

- are to use the Internet for instructional, school approved activities
- must have teacher approval before they use the Internet
- are not allowed to use chat rooms or free email accounts. Dodea.gaggle.net is the only authorized email account and only may be used during class when directed by a teacher
- will not tax the network by broadcasting messages
- are to leave the working system of any computer as they find it;
- are expected to keep the network secure and not share their passwords or accounts with anyone else
- are not to publish their photo, name or address or that of any other person
- should do nothing that would cause harm to files, operating system, computer set-up, Internet, student work, or the network
- Visiting pornographic sites is prohibited
- Will abide by the *Appropriate Use of DoDEA Information Technology Resources – Terms and Conditions for DoDEA Students* as stated on **FORM 700 – Consents and Authorizations**

Violating the above policies could result in suspension of computer use and/or further disciplinary action.



F.5. DRESS CODE

General Information	
<p>Appropriate dress is the responsibility of the sponsor and the student. School personnel determine inappropriate dress. Students are expected to dress in a manner that does not interfere with the educational process of the school. Good judgment and commonsense should be used in selecting clothing that is neat, comfortable, and appropriate for a school environment. Shirts and footwear are required at all times. Dress code applies to ALL school activities during the school day. No form of clothing or accessory that creates distractions, is “suggestive” in nature, or is considered hazardous to student safety or health will be permitted. The following are not allowed:</p> <ol style="list-style-type: none"> 1. Visible undergarments; 2. Displays of inappropriate language or graphics on clothing, accessories, or body, (i.e., using profanity or displaying violence or weapons, alcohol, drugs or tobacco, gang and/or sex symbols); 3. Any clothing that contains offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious, or ethnic values. 	
Tops	
<p>Tops should be long enough not to expose any skin between the shirt and trousers/skirt/shorts or undergarments; no see through clothing; spaghetti strap tops and tank tops may be worn only if completely covered; sleeveless shirts are permissible;</p>	
Male (not allowed)	Female (not allowed)
<p>Muscle shirts, undershirts (unless worn under other garments)</p>	<p>Extremely low-cut blouses or dresses that reveal cleavage or back; (wear a camisole or tank underneath a low cut blouse); tube tops and halter tops; backless, strapless, or one shoulder tops.</p>
Bottoms	
<p>The hem of shorts, dresses, skirts cannot exceed 4” above the knee. Holes/tears in clothing cannot reveal skin 4” above the knee. Skinny jeans are allowed. Jeggings/leggings are allowed only with an appropriate top. Pajama bottoms are not allowed.</p>	
Male (not allowed)	Female (not allowed)
<p>Sagging pants; excessively long or baggy so as to drag on the floor that can cause possible tripping hazard</p>	<p>Provocative dress (skintight dresses/trousers/body suits) or any clothing that exposes the lower back or bare shoulders; short skirts, dresses and apparel with slits more than 6 inches above the top of the knee while standing;</p>
Accessories (not allowed)	
<p>Hats, visors, caps, head scarves, sport headbands/sweatbands or any other head gear; bandanas worn on any part of the body; sunglasses worn inside buildings; very large wallet chains, jewelry with spikes, including chokers and rings, chains that could cause injury or damage; any jewelry or accessory that can be used as or is perceived to be a weapon;</p>	

1st Offense –Warning and discussion of violation(s) and review of student handbook. Student will be required to adjust or change clothes. Students who do not have immediate change of clothing may be provided with a sweatshirt or T-shirt. Student will notify the parent about the offense.

2nd Offense – After School Detention. Parent will be contacted.

3rd Offense – Saturday school detention

F.6. FIGHTING

Conflict should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflict before it escalates, but it is the student's responsibility to inform an adult of conflict situations. If there is a fight, involved students will be suspended. A student who attacks another student and causes injury can expect a longer suspension or referral to a discipline board.

F.7. FOOD/DRINK

In order to maintain a clean attractive campus, students are expected to maintain clean hallways. Students will not be allowed to eat in the hallways unless under the guidance of a staff member. Generally, NO FOOD IS PERMITTED IN CLASSROOMS unless a teacher is holding a meeting during lunch or in conjunction with a curriculum related activity. Food sales are allowed before school and at lunch. There are to be NO sales during class time. Students will not be allowed to bring open cans and beverage cups into the hallways. Students are encouraged to stay well hydrated using water in screw top bottles. Closed bottles will be allowed in the hallways and classrooms.

F.8. FORGERY/ALTERATION OF NOTES

Students who forge sponsor or school signatures will be subject to suspension. In addition, alteration of notes and passes and use of sponsor email accounts will fall into this category.

F.9. GANG BEHAVIOR

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the command, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place. Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions. Gang related behavior includes; joining a fight in progress, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in gang-related behavior can expect suspension or expulsion depending on the nature and severity of the offense.

F10. GRAFFITI

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

F.11. HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students out of class for any reason MUST have a hall pass. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

F.12. HAZING

Students that engage in or have association with acts of hazing on or off base are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.” Students who feel that they are being hazed need to tell a coach, teacher, counselor and/or administrator.

F.13. ILLEGAL DRUG USE/POSSESSION

Students should not have illegal substances in their possession at any time. If this occurs during school time, security forces will be notified of the suspected drug presence or use. At a minimum, students will be suspended for ten days and may face a disciplinary board for possible expulsion.

F.14. INSUBORDINATION

Students who willfully refuse to follow directions of a teacher or other staff are considered insubordinate. Violators face a minimum of detention. The severity of the act and the student’s previous record of offenses will determine the length of the consequence. Open defiance, inappropriate language or profane gestures may result in suspension.

F.15. INTIMIDATION/HARASSMENT

Rude, abusive, or threatening comments/behaviors towards others will not be tolerated. Violators will be subject to disciplinary action. Students who feel that they are being intimidated or harassed need to tell a parent, teacher, counselor and/or administrator.

F.16. ITEMS INAPPROPRIATE AT SCHOOL

Students are not permitted to bring to school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. **Students are responsible for all personal property and therefore should not bring items that may easily be stolen. It is recommended that electronic items not be brought to school.** If they are, they should not be visible in the hallway before, during, or after school. Some teachers may allow the use of electronic devices to support the educational process/program. Cell phones are not to be used in the school buildings. Skateboards and roller blades are not to be ridden anywhere on school property at any time to include before and after school. If one is needed for after school activities, please store it with a staff member: do not carry it around school. *Note: The above list is not all inclusive. **Violations will result in confiscation of the banned article.***

F.17. MISCONDUCT IN THE CLASSROOM

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

F.18. OFF CAMPUS DEFINITION

Off campus is defined as outside of the high school complex without permission at anytime during the school day with the exception of lunchtime or under the supervision of a teacher. The airmen dorms are off limit to students. Students should not be at or around the intermediate school unless they have specific business.

F.19. PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, and throwing objects in the halls or classrooms is dangerous and is not acceptable behavior. This also includes the throwing of snowballs. Playing/jumping on/from the retaining walls is also considered dangerous. In addition, any behavior that has the potential to harm another person is not acceptable at school.

F.20. PROFANITY AND INAPPROPRIATE LANGUAGE

The use of profanity, vulgarity, and inappropriate verbal or written language or gestures is unacceptable conduct at LHS. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

F.21. PUBLIC DISPLAYS OF AFFECTION

Kissing is not allowed. Hugs lasting longer than 3 seconds on campus, during school, or at school functions are not allowed. Such conduct can interfere with the school's academic mission and can create an offensive environment. Handholding is permitted.

F.22. SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), and inappropriate language.
- **Non-verbal harassment includes but is not limited to:** Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
- **Physical harassment includes but is not limited to:** Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

F. 23. SPREADING RUMORS

If a person contributes to an altercation by spreading information ("He said/She said" situations), he/she will be referred to the administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to a staff member, counselor, or administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, and administrator).

F.24. THEFT

A student guilty of theft will be suspended and restitution of the property or equivalent value must be made. Students are reminded to lock up valuables in their locker using the school issued lock. If you find an item that doesn't belong to you (such as an iPod or cellphone), you should turn it in to the administration. The British law defines possession of "found" items as theft.

F.25. TOBACCO USE

Lakenheath High School follows DoDDS-Europe smoking policy at all times. Students are prohibited from possessing or using tobacco products or lighters during the school day on or off school property, on buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action which may include referral to counseling or appropriate authority. For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.

F.26. UNPREPARED FOR CLASS

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but are not limited to; writing utensils, books, class material, completed homework, and proper physical education attire. Repeat offenders will be dealt with by the teacher and may result in a referral to the administration.

F.27. VANDALISM

The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention.

Types of Consequences		
LD	Lunch Detention	Student reports to lunch detention table in the cafeteria or designated classroom; student can bring own lunch or wait until directed by administrator to purchase lunch; there is no talking or electronic devices allowed.
ASD	After School Detention	Student reports to designated detention room with assignments to work quietly throughout the detention time; students must report by 1510.
SS	Saturday School	Saturday School begins at 0800 and ends at 1400; report prepared to work on class assignments /study for tests; bring all necessary materials/supplies to complete work: textbooks, notebooks, pen/pencil etc.; bring enough work to occupy the full 6 hours; lunch is 20-30 minutes and must be brought from home.
ISS	In School Suspension	Student reports to the ISS location upon arrival to campus with assignments and the necessary materials to complete those assignments and reading materials; it is expected that student will remain engaged in quiet work throughout the ISS; bring a lunch from home or money to purchase lunch from the a la carte line in the cafeteria; lunch will be eaten in the ISS room; a readmit conference with an administrator, at least one parent and the student will be requested prior to the student attending classes following the ISS; athletes cannot participate in next DoDDS-E event.
OSS	Out of School Suspension	Student is not allowed at school during an OSS; a readmit conference with an administrator, at least one parent and the student will be requested prior to the student attending classes following the OSS; Home consequences/extra chores will be recommended; athletes cannot participate in next DoDDS-E event.

Students need to fill out a BEHAVIOR REFLECTION & RESOLUTION FORM as part of all consequences listed above.

TABLE OF CONSEQUENCES

The Table of Consequences provides a general guideline for infractions. Administration will consider all circumstances before determining discipline consequences in each case. In most cases, home consequences will also be recommended.

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Abusive behavior to peers	1-3 day OSS	3-5 day OSS	5-6 day OSS
Alcohol Possession/Consumption	1-3 day OSS; referral to ASACS counselor	3-5 day OSS; referral to ASACS counselor	5-6 day OSS; referral to ASACS counselor
Arson	OSS until Disciplinary Committee Meets		
Bomb Threat	OSS until Disciplinary Committee Meets		
Cheating	0 grade; No Credit	0 grade; No credit; ASD/ISS	0 grade; No credit; ISS
Communicating a Threat	1-3 day OSS	3-5 day OSS	5-6 day OSS
Computer Violations	ASD & Computer Suspension	ISS	OSS
Dangerous Behavior/Safety Issue	ASD/Suspension	Suspension	Suspension
Disruptive Behavior	ASD	SS	OSS
Dress Code Violation	Admin Counseling	ASD	SS
False Fire Alarm	OSS until Disciplinary Committee Meets		
Fighting (any kind)	1-3 day OSS	3-5 day OSS	5-6 day OSS
Forgery	1 day ISS	2 day OSS	3 day OSS
Illegal Substance Possession/ Use	10 day OSS	OSS until Disciplinary Committee Meets; referral to ASACS counselor	
Distribution	OSS until Disciplinary Committee Meets; referral to ASACS counselor		
Inappropriate Items	Confiscation of item for school day	Confiscation of item & LD	Confiscation of item & ASD; Parent must pick up item
Inappropriate Language / Profanity	LD	ASD	SS
Insubordination	ASD	SS	ISS
PDA	LD	ASD	SS
Pornography	ASD	SS	ISS
Sexual Harassment/ Sexually Offensive Language	SS	1-3 day suspension	3-5 day suspension
Tardies	See Attendance Policy		
Theft	1-3 day suspension	3-5 day suspension	10 day suspension
Threatening a Staff Member	Suspension until Disciplinary Committee Meets		
Truancy	ASD/SS		
Under the influence / Intoxication from mind altering substances	At least two days OSS; action may result in suspension until disciplinary committee meets; referral to ASACS counselor		
Use/Possession of Tobacco	SS; referral to ASACS counselor	1-day suspension; referral to ASACS counselor	2-day suspension; referral to ASACS counselor
Vandalism/Destruction of Property	Administrative action based on severity of incident to include restitution of property; action may result in suspension until disciplinary committee meets		
Weapon Possession/Use	Suspension until Disciplinary Committee Meets		

SECTION V: GENERAL INFORMATION

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to LHS. Students are responsible for the texts and equipment checked out to them. Lost books may be replaced by ordering the book on-line and having it sent directly to the school. The office will supply necessary details regarding the specific book.

BULLETINS

New information from the daily bulletin is read each morning to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors and students. Additional e-mail addresses may be added with the school registrar. The LHS Webpage at <http://www.lake-hs.eu.dodea.edu/> is also available to keep the community informed about school activities.

LOCKER RULES

Lockers are available for student use. The administration reserves the right to search any locker with probable cause. When possible, the student will be present for the search.

- No graffiti is allowed inside or outside lockers.
- Pictures inside lockers are acceptable only if taped onto the inside of the lockers. No obscene pictures or drawings are permitted. Students will be asked to remove anything seen in a locker that is not proper. Use good judgment on what is displayed in the locker.
- The locker area inside and out must be kept clean.
- Lockers are to be kept locked at all times.
- Personal locks are allowed on gym lockers only.
- Gym lockers are available to PE students for daily use only. Student athletes may use a locker for their sports equipment and clothes during the season. At the end of the sports season all lockers must be emptied and cleaned by the athlete. Athletes should provide their own lock and athletes must keep their locker locked.
- It is the student's responsibility to lock up valuables/money to prevent theft.

LOST AND FOUND

Students who find lost articles are asked to take them to the attendance office, where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. At the end of each quarter, unclaimed items are donated to an off-base charity. Please note that British law considers keeping "found" property as stealing.

LUNCH

It is important that LHS students behave in a mature, appropriate manner wherever they choose to eat lunch. Leaving campus for lunch is a privilege!

When off campus, students must follow these guidelines:

- Do not cut through the dorms or hospital areas. Use main thoroughfares.
- Be respectful and courteous at all times.

- Be responsible for the proper disposal of your trash.
- Do not be loud and rowdy in public eating places.
- Do not be late to class after lunch. Allow yourself plenty of time to walk back to school.

When eating in the cafeteria, students must follow these guidelines:

- Be respectful and courteous at all times.
- Line up in a single file for the main serving line. Do not “cut” in line.
- No more than 10 people may be in the a la carte serving area at any time.
- Line up in two single file lines for the a la carte serving area.
- Be responsible for the proper disposal of your trash.
- Do not be late to class after lunch.

Students who choose not to follow these guidelines may be given a lunch detention. Further infractions may result in After School Detention, Saturday School, or suspension from school.

SCHOOL DANCES

Students wishing to bring a non Lakenheath High School guest to school dances must have written permission from their parents and the prior approval of the administration. Middle school students are not allowed to attend high school dances. The **PERMISSION TO BRING A GUEST TO A SCHOOL EVENT** must be given to the sponsor of the dance at least one day before the dance unless otherwise designated. School rules apply at all dances. Once a student has entered a dance, they may not return if they leave the site. Special dress codes may be defined for certain dances. The Prom is for juniors and seniors (with the exception of sophomores who in a long term established relationship with a junior or senior).

STUDY TRIPS

Authorized study field trips are scheduled throughout the school year for the purpose of enriching the curriculum. **PARENT PERMISSION SLIPS** must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students may be required to turn in work ahead of time or upon return to school.

TELEPHONES

Students will not be called from class unless an emergency exists. Students needing to use the telephone during the school day may use cell phones outside the building in between classes or during lunch.

VISITORS

All visitors, including parents, must sign in at the main office and obtain a visitor's pass before visiting classrooms. If a parent wishes to visit their children's classrooms during class time, 24 hour notice is required. Students wishing to bring visitors to school are required to fill out a **REQUEST FOR A VISITOR FORM** at least 2 DAYS BEFORE the visit. This written request must have the signature of all the student's teachers before a visitor's pass will be given. No visitors are permitted during exams or standardized testing.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights: All students, in kindergarten (K) through 12, are entitled to an educational program comparable to those offered in public schools in the United States, in accordance with pertinent directives and regulations governing eligibility for enrollment.

Responsibilities: Students, regardless of age, have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning and living.

It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take the responsibility for class attendance. In accordance with local school policy, students are responsible for properly maintaining the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

For more information, or a more detailed description, see the pamphlet entitled Students' Rights and Responsibilities in the Department of Defense Dependents Schools System, available from the school administrator.

SECTION VI: TRANSPORTATION

BICYCLES

Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner.

BUS INFRACTIONS

The school bus office deals with minor bus infractions. School administration will get involved when serious misconduct occurs that may lead to suspension or expulsion from the bus as well as school. Consequences will be given based on the following matrix which can be found at:

<http://www.eu.dodea.edu/transportation/safety.php>

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- Littering	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb threat	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate				

SCHOOL BUS TABLE OF CONSEQUENCES

Note:

- 1 - All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2 - All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3 - SLO to be informed when suspensions/expulsions from bus occur.
- 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 5 - Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

PRIVATE VEHICLES

Students driving cars to school must be properly licensed and obey all on-base driving rules. Students are not excused if they arrive late to school in private vehicles. Students are not to park in designated teacher parking which includes all parking spaces in front of the high school.

SECTION VII: EXTRA-CURRICULAR ACTIVITIES

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills as well as develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and participation time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing LHS will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with local, DoDDS, and National Federation policies.

An athletic and extra-curricular code has been established for the members of all athletic teams, organizations, and clubs at LHS. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDDS Europe, **STUDENT BEHAVIOR EXPECTATIONS** memorandum. Anyone having any questions concerning athletics and extra-curricular at our school, should contact the Athletic Director or Principal prior to signing these important documents.

LHS offers a wide range of curricular and extra-curricular activities for students. The policies, eligibility criteria, and code of conduct developed for the interscholastic athletic program apply to any regularly occurring school activity. Involved students must meet the same academic eligibility as athletes. The final determination of eligibility for students in all curricular or extra-curricular trips rests with the Principal.

Extra-Curricular Activities

A. ATHLETICS

The athletic teams participate with other DoDDS-Europe Division I schools. Tournaments are scheduled at the end of the regular season of play. See the athletic section for more detailed information.

B. DRAMA

Each year the drama department presents several plays performed for the community. Plays vary in content and scope dependent on the students involved.

C. FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

FBLA brings business and education together in a positive working relationship through innovative leadership and career development programs. It provides students a competitive edge through career exploration, self-improvement, and community service opportunities. As a member of FBLA, students build resumes, experience the rewards of volunteerism, and enjoy travel and special activities.

D. JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)

The JROTC program teaches leadership skills and the basics of military science. JROTC is a curricular program further enhanced by extra-curricular activities to include Color Guard, Drill Team, leaderships camps, and study trips.

E. MODEL UNITED NATIONS

MUN is a simulation of the United Nations. Students travel to various places where they are assigned various UN roles. They propose, write, and deliver resolutions.

F. MUSIC

When enrolled in band or chorus classes, students may participate in the community band, jazz band, honors music festival, recitals, concerts, band exchanges, and other special events as scheduled.

G. MUSS

MUSS is a unique simulation of the American congressional process in the United States Senate. High school students are assigned to play the roles of senators and other senior members of government.

H. NATIONAL HONOR SOCIETY

The National Honor Society, sponsored by the National Association of Secondary School Principals, recognizes and fosters academic achievement while developing other characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. Students must be second semester sophomores or higher with a cumulative (weighted) GPA of 3.5 or higher and have completed a full semester at LHS to be considered for membership. However, the semester rule may be waived for students transferring in from other DoDDS schools where the grading system and standards are the same.

Exceptional scholarship alone does not guarantee membership. Each potential member is expected to fill out and return an information sheet about him/herself. A student who ultimately does not turn in the information form is assumed to have no interest in being selected for NHS membership.

The Faculty Council is a five-member board appointed annually by the Principal and chaired by the NHS sponsor, (a non-voting member). The Faculty Council evaluates the student's participation in school AND community service (which may include, but is not limited to Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; and work in charity shops, hospitals, special homes, or schools); leadership roles; and work experience. Recognition awards

and evaluations by faculty members are also considered to ensure that each student selected meets the standards of the National Charter. In other words, the Council determines whether the student fulfills the requirements of scholarship, leadership, service, and character. The sponsor notifies students of results in person.

Students new to LHS who have been inducted in their previous schools should contact the sponsor and present a membership card or certificate of membership. Membership in NJHS does not carry over into NHS. These are two separate organizations.

I. SCIENCE RESEARCH

Students may pursue an individually selected research project for submission to the DoDDS-Europe Junior Science and Humanities Symposium. A science teacher will assist with selecting a project topic, finding a community mentor, and following scientific procedure.

J. STUDENT COUNCIL

The executive student council is elected in the spring of each year for the following year. They are responsible to assist with the beginning of the year orientation activities. Throughout the year the executive board is responsible for school-wide activities and directing class events. In the fall, students may run for student council class officer positions. Other students can join student council.

K. VIDEO PRODUCTIONS

Through video productions classes, students learn to produce and display video projects for special events.

L. YEARBOOK

The yearbook is published annually. Students are encouraged to talk with the yearbook advisor as enrollment in the yearbook class is required.

DoDDS-EUROPE STUDENT ACTIVITIES

The European area office sponsors many activities independent of anything else in the school system while others are offshoots of participation in a school-based activity. For some, students must compete at the school, district, or European level for selection. Other activities allow many students to participate. Students need to commit their time in order to prepare for participation. Criteria are announced when the activity is advertised.

A. ACADEMIC GAMES

School academic teams compete against each other in a tournament format patterned after the "College Academic Bowl." Students must be selected by the school sponsor to participate.

B. BERLIN SEMINAR

This activity is reserved for selected seniors based on an application process and school recommendations. American and British students work together to achieve cultural understanding using Berlin as a case study.

C. CREATIVE CONNECTIONS

Students apply to participate in a weeklong seminar emphasizing the fine arts. The week ends with performances, displays, and demonstrations in the areas of dance, theater, literature, and art.

D. FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

Students have the opportunity to compete in events testing their business knowledge and skills learned in their local FBLA chapter.

E. HONORS BAND, CHOIR, AND JAZZ BAND

Students compete to be selected to perform in these honors music programs at the DoDDS-Europe level. Sessions end with culminating performances with students from all over Europe.

F. INTERNATIONAL STUDENT LEADERSHIP INSTITUTE (ISLI)

Students from European and DoDDS high schools come together to discuss and practice leadership skills. The activity is organized and run by a board of directors composed of British, Dutch, Czech, and American teachers and students.

G. JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) SUMMER CAMP

The US Army and Air Force sponsors summer camps for JROTC students to sharpen cadet leadership and basic military skills.

H. JUNIOR SCIENCE & HUMANITIES SYMPOSIUM (JSHS)

Students interested in the sciences, engineering, or mathematics work on original projects at school then compete in the DoDDS-Europe Regional for scholarships and awards.

I. MODEL UNITED NATIONS (MUN)

MUN is a simulation of the United Nations. Students are assigned to play various UN roles.

J. MODEL U.S. SENATE

Model US Senate is a simulation of the US Senate. Students are assigned various Senatorial roles where they develop, debate and pass legislation.

K. NATIONAL HISTORY DAY

Divided into two divisions (6-8 and 9-12) and seven categories, National History Day promotes the study of citizenship and civics through the construction of history based projects entered into a competition.

L. STEMposium

Students from grades 9-11 will participate in the event that is designed to introduce them to a real-world engineering scenario which requires the application of science, technology and math.

M. TECHNOLOGY FAIR

The technology Fair is dedicated to advancing technology education. Students may attend the fair to submit projects for competition and/or view demonstrations of state-of-the-art technology from education, private, and public sectors of industry.

SECTION VIII: PARENT & COMMUNITY PARTNERSHIPS

ROUNDTABLE

The LHS Roundtable is a volunteer organization dedicated to supporting students, teachers and educational programs. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent.

SCHOOL ADVISORY COMMITTEE (SAC)

The LHS SAC is a group composed of four parents and four teachers, elected for two-year terms. SAC also has a student member, the president of the student council. Elections for the open positions are held each spring. SAC officers are elected during the first school-year meeting, typically in September. SAC serves to advise the Principal and provides an important avenue for official recommendations.

Organizing and Managing Grade Progress

The following pages are resource tools for you to track your progress. Use the “My Four Year Planning Document” to organize and manage the credits you have already earned and the credits you will need to earn in order to meet the DoDEA graduation requirements.

The Organizing and Managing Grade Progress pages are tools to track your performance for each subject area throughout the school year. There are 4 grids and 4 tables (one for each quarter) for each subject area.

Use your gradespeed account to find your grade on a weekly basis. Plot your grade percent each week on the grids provided. Use the table to record your plans for improvement and to set goals for yourself. You may also want to include the amount of time you have studied and prepared for quizzes, tests and exams.



My Four Year Planning Document

Requirements	Credits	Course Title	Course Title	Course Title	Course Title
		Credits Earned	Credits Earned	Credits Earned	Credits Earned
		GRADE 9	GRADE 10	GRADE 11	GRADE 12
Language Arts (English)	4	FOUR CREDITS OF LANGUAGE ARTS ARE REQUIRED			
Social Studies	3	ONE CREDIT OF WORLD HISTORY, ONE CREDIT OF US HISTORY AND .5 CREDIT OF US GOV ARE REQUIRED			
Mathematics	3	ONE CREDIT OF ALGEBRA, ONE CREDIT OF GEOMETRY AND ONE HIGHER LEVEL MATH			
Science	3	BIOLOGY AND EITHER A CHEMISTRY OR PHYSICS IS REQUIRED (PHYSICS APPS AND CHEMISTRY APPS MEET THE CREDIT REQUIREMENTS FOR GRADUATION)			
Foreign Language	2	TWO CREDITS OF THE SAME FOREIGN LANGUAGE			
Career & Technical Education	2	.5 CREDIT MUST BE COMPUTER TECHNOLOGY			
Fine Arts	1	COURSES INCLUDE: VISUAL ARTS, MUSIC, THEATER, DANCE AND/OR HUMANITIES			
Physical Education	1.5	PERSONAL FITNESS, LIFETIME SPORTS, AND PAN			
Health	.5				
Electives	6				
Total Credits Earned					
Total Credits Required	26	6 for promotion	12 for promotion	19 for promotion	26 for Graduation
All Students must have a cumulative GPA of 2.0 to graduate					

Honors Diploma Criteria
 (a) A student must earn unweighted passing course grades and take the requisite exams in a minimum of four Advanced Placement (AP) courses. (b) A student must obtain a cumulative GPA of 3.8 or higher calculated from student grades attained at the end of the second semester of the graduating year based on DoDEA's GPA calculation. AP courses may be weighted for calculating the GPA only after the requisite AP exam has been taken.

GPA Values		
Grade	Value	AP Value
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

Honors Roll Criteria
 Honor roll is based on Semester Grades. No D's or F's are allowed. Honor roll certificates will be distributed following the end of first semester and mailed after the end of the second semester.

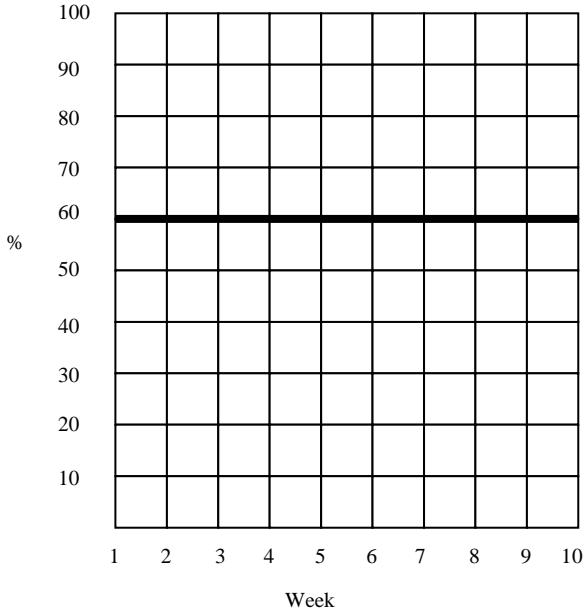
Principal's Honor Roll	4.0 or higher
High Honor Roll	3.5 - 3.99
Honor Roll	3.0 - 3.49

Organizing and Managing Grade Progress

Subject: _____

Check your GradeSpeed account on a weekly basis. Use this area to plot your progress and write a plan for improvement if applicable.
Remember: Academic success will open doors for your future choices!

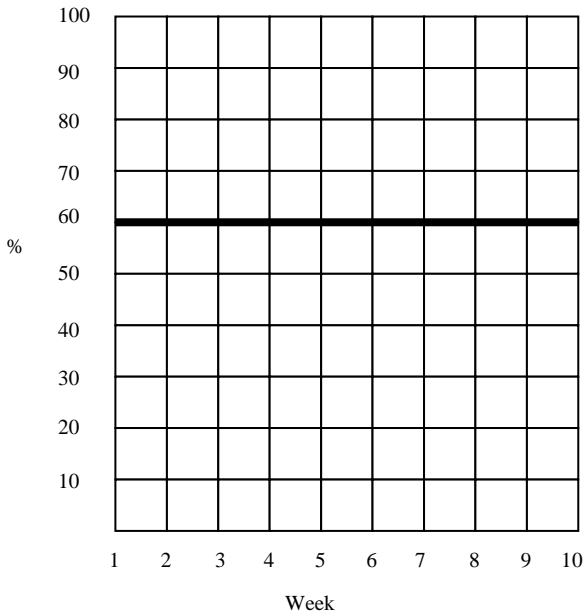
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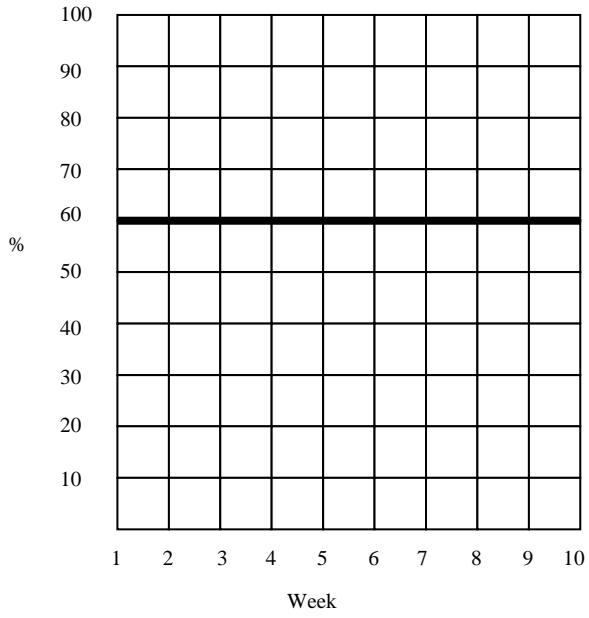
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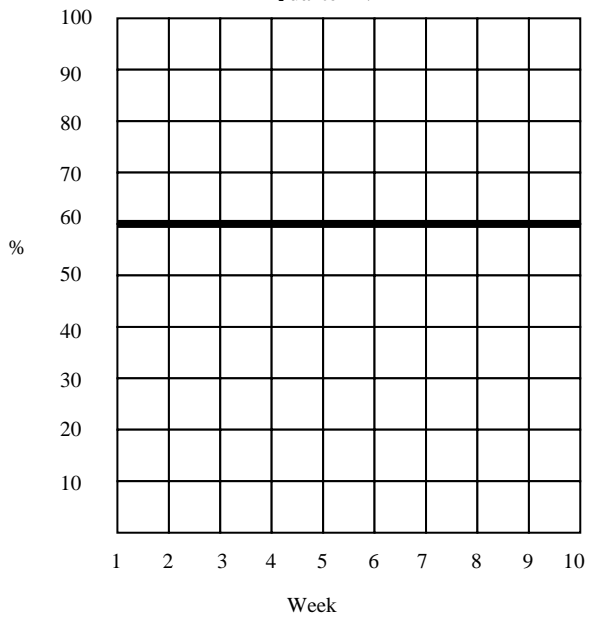
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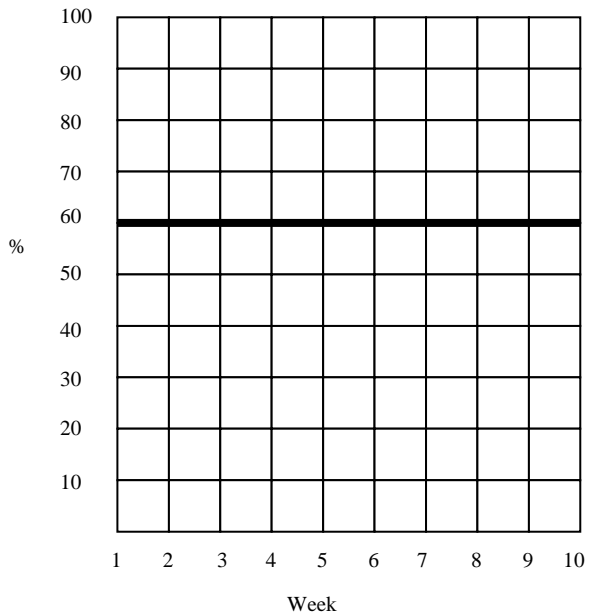
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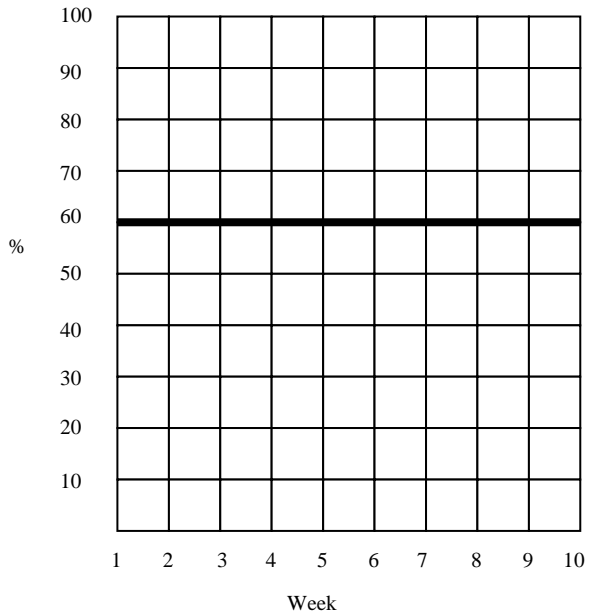
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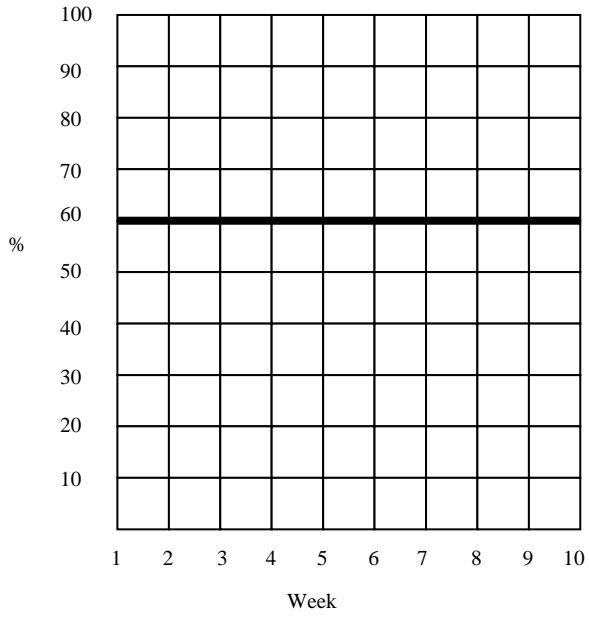
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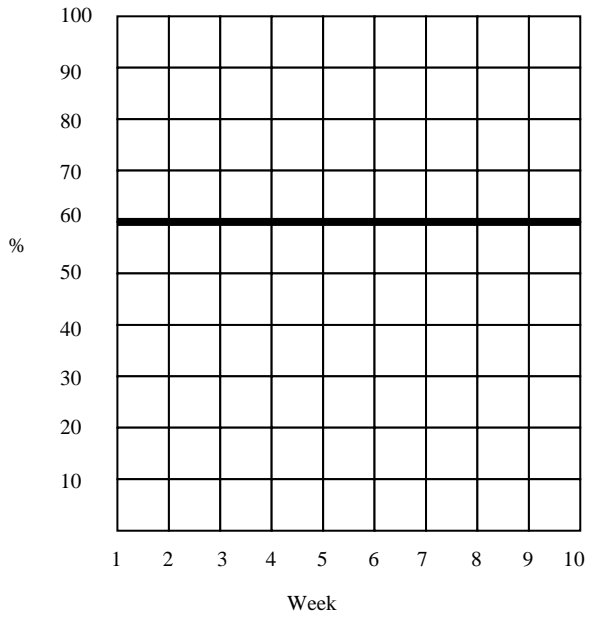
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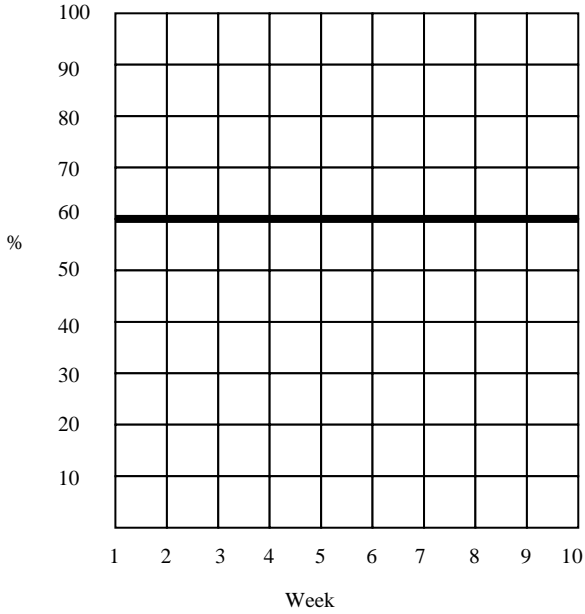
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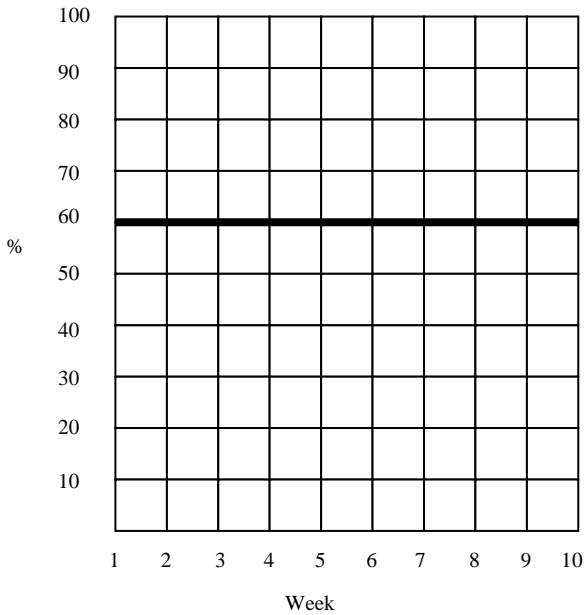
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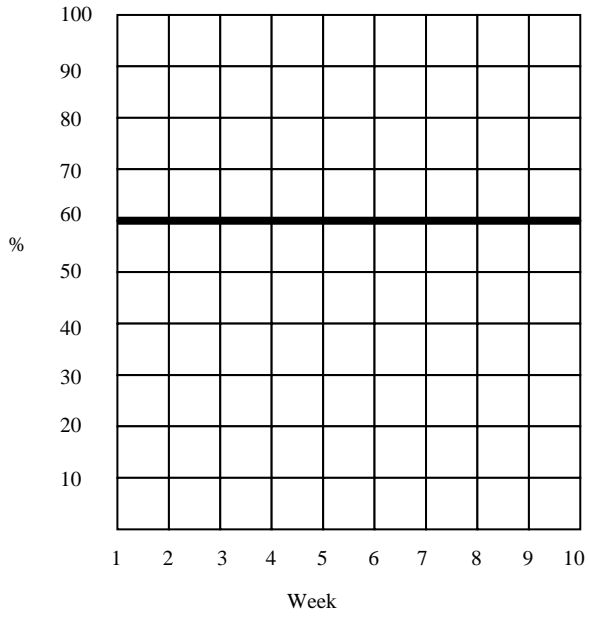
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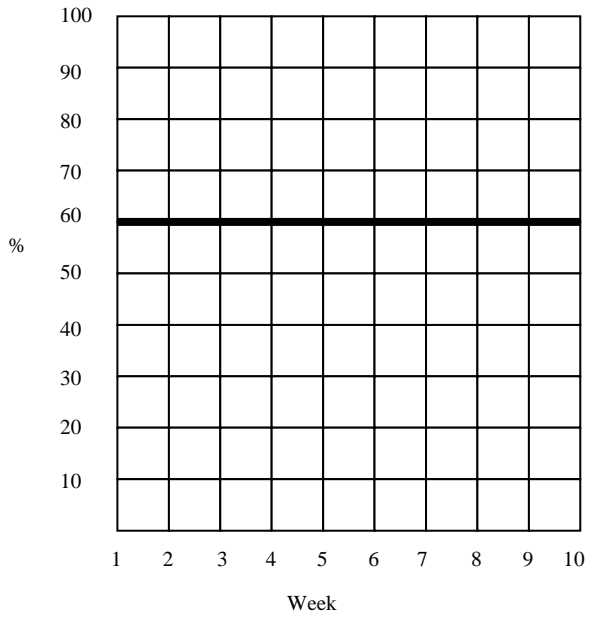
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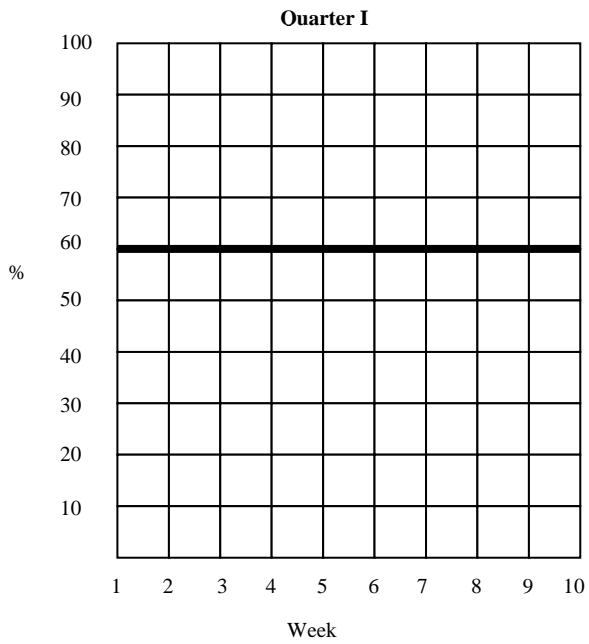
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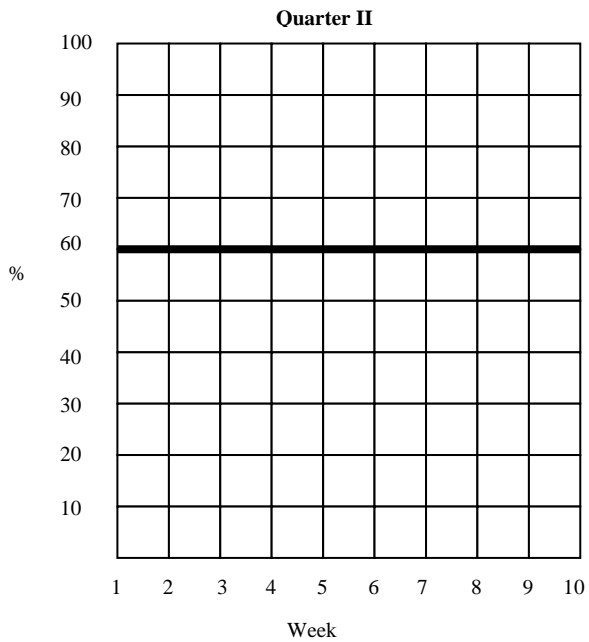
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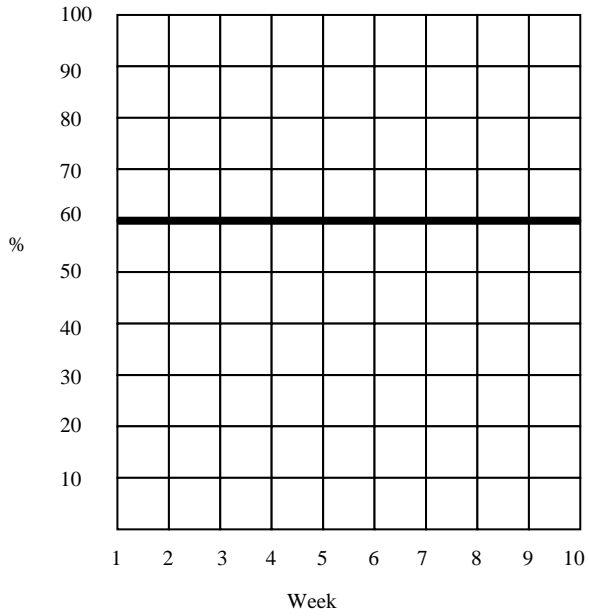
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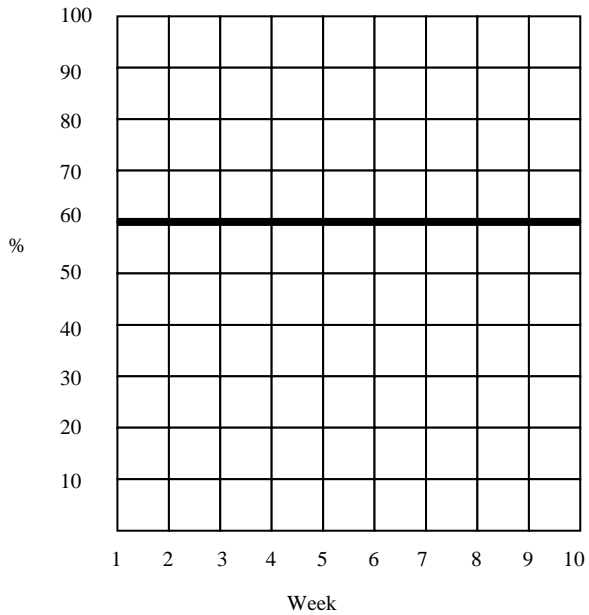
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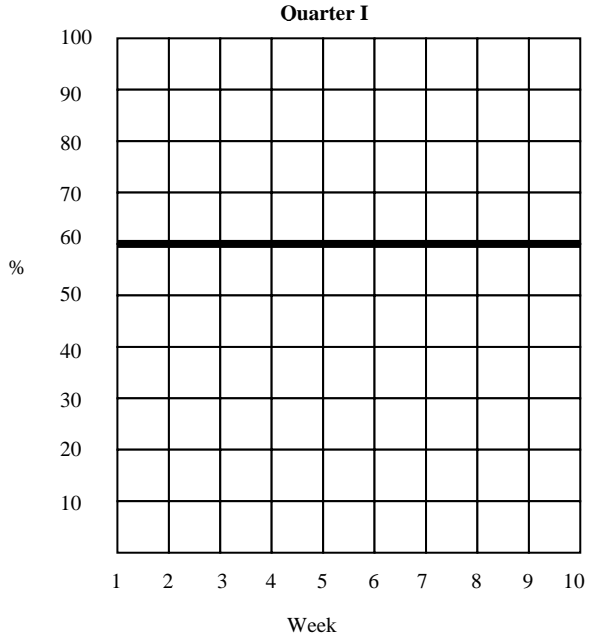
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Organizing and Managing Grade Progress

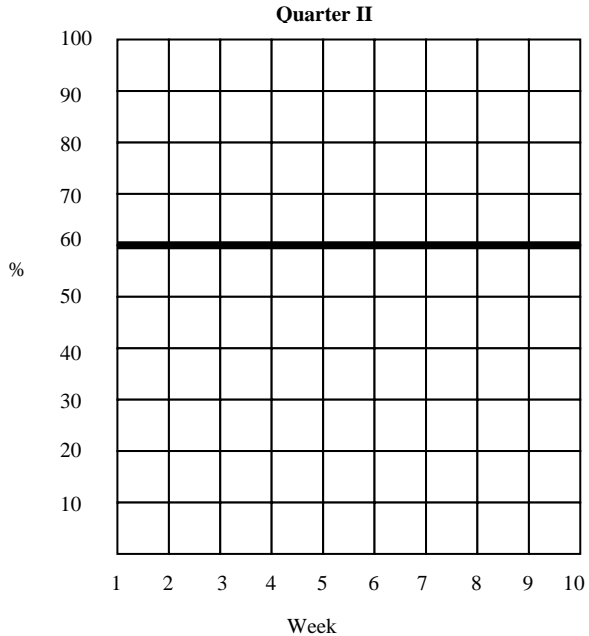
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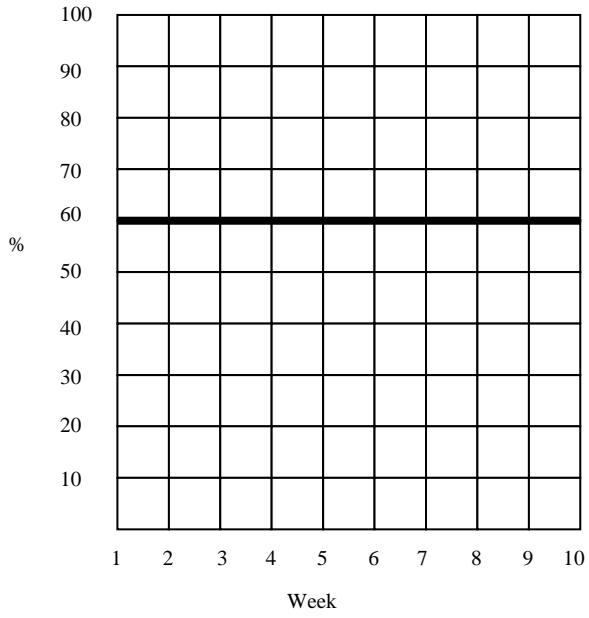
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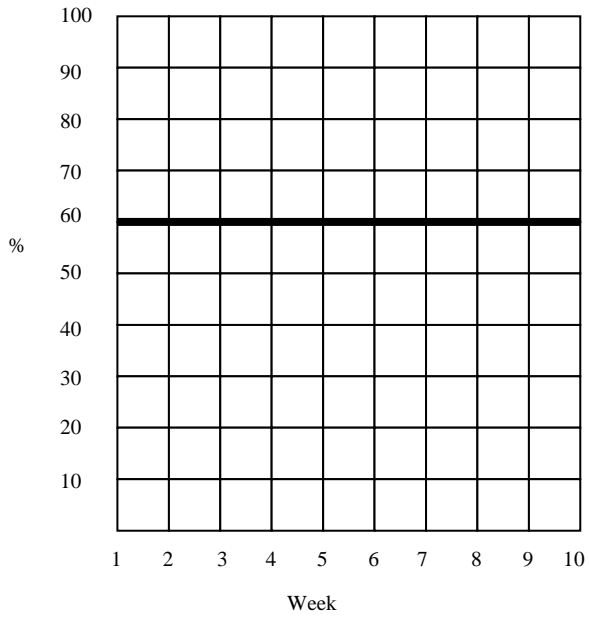
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SECTION IX: ATHLETIC HANDBOOK

Lakenheath High School Department of Athletics

LHS Athletic Handbook



The primary purpose of our competitive sports program is to provide experiences that will enable our students to progress toward established educational objectives. These objectives include the following qualities: physical strength, endurance, vitality, neuromuscular skills, courage, alertness, resourcefulness, good sportsmanship character, high moral standards, loyalty and a healthy self-concept. Our coaching staff is dedicated to helping the student athlete reach these goals. Both the physical and psychological growth of each student is conscientiously considered when planning and implementing our athlete program.

Our coaches are aware of the individual needs of our youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, excellent equipment and facilities, and skilled instruction to reach their maximum athletic potential if they dedicate themselves to our program.

Our goal is to also produce young men and women who have the capacity to be successful citizens in our highly competitive society. We are committed to achieving this goal. We want our athletes to leave Lakenheath and be able to say that they are proud to have been a “Lancer.”

ACADEMIC ELIGIBILITY

To be eligible to compete in DoDDS sponsored interscholastic athletics event at LHS, the following criteria must be met:

Student athletes (this includes all 9th graders and 7th and 8th graders who are participating in the authorized individual sports) who meet the 2.0 GPA and 1 “F” requirements are eligible, but **must be monitored on a weekly basis.**

- a. Any “eligible” student athlete who has more than 1 “F” during a weekly monitoring period will be ineligible for all scrimmages and DoDDS-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
- b. Eligible students can regain and lose their eligibility on a weekly basis.

INELIGIBLE STUDENTS: An athlete’s GPA is checked as follows: fall sports based on previous spring semester GPA; winter sports based on 1st Quarter GPA; spring sports based on 1st semester GPA. Freshmen are checked after 1st semester.

If a student athlete does not meet the 2.0 GPA/1 F requirements, then he/she must adhere to the following:

- a. The student is ineligible for **the first THREE (3) weeks** of the season and will continue to have his/her GPA checked every 3 weeks throughout the entire season commencing on the first official day of the season. These 3-week checks must be done throughout the entire season, even though the student may meet the GPA requirement at the end of the first three-week or second three-week period.
- b. He/she may still practice during this time, but participation in all scrimmages and DoDDS-E scheduled games is prohibited. **Ineligible athletes cannot dress-out or travel with the team.**

- c. Coaches should encourage tutors and additional study time for these students so that they may regain their eligibility at the end of each 3-week period.
NOTE: There is no requirement, during the ineligibility period, for these students to be monitored weekly. However, it is highly suggested that this be done to determine progress and provide assistance where necessary.
- d. At the end of the first three-week period at the beginning of the season, if the student has not met the 2.0 GPA/1 F requirements, the Principal has the right to grant an additional three-week ineligible period. If, at the end of the six-week period the athlete has still not met the requirement, he/she will be removed from the team for the remainder of the season.

Freshman athletes are not checked for 2.0 eligibility until 2nd semester.

Transfer students:

If a student enrolls in school without a transcript or any previous school record:

- a. The student must be monitored on a weekly basis. If the student has more than 1 F at the end of the weekly monitoring period, then the student is ineligible for that week.
- b. Because the athlete has no previous semester GPA to determine if the GPA requirement has been met (this is only for students in grades 10 - 12) then this student must also meet the three-week GPA check. If, at the three-week check, the student has a 2.0 GPA or higher and no more than 1 failing grade, then he will be ELIGIBLE for the next three-week period (he must continue to be monitored weekly). If we still do not have an official transcript by the 5th week to determine the GPA eligibility requirement, then again, at the 5th week a GPA check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next three weeks.

Local procedure: Eligibility is based on grades submitted at the close of business on Tuesday.

Reports are run on Wednesday morning. If a student appears ineligible within the report, the Athletic Director will clarify the grades, then notify, in writing, coaches, administration, athlete and parents no later than 1200 on Thursday.

ACADEMIC ELIGIBILITY APPEAL

If an athlete feels a grade is improperly reflected, s/he will contact the Athletic Director who will contact the teacher and once again, clarify the grade. The Athletic Director will then confer with the Principal who has the final decision on the athlete's eligibility.

ACTIVITY BUSES

Students who participate in sports and live off base may ride the activity bus that departs the high school promptly at 1730 (1800 during the spring sports season) Monday to Friday on school days. The buses do not duplicate the stops the morning buses do but have general stops in the villages and towns that would be central to all. Athletes may only ride the bus on which they are registered. Again, athletes are expected to comply with all Lakenheath Community bus rules

- Riding the activity bus is a privilege not a right. Abuse of this privilege can result in the loss of the ability to ride the activity buses. Personal transportation arrangements will have to be made.

- Athletes will receive separate activity bus passes to use during the season. The Athletic Director will take up the athlete's normal day bus pass and give the athlete the new pass. At the end of the season, the normal day pass will be returned to the athlete and the activity bus pass returned to the Athletic Director.
- Activity Bus pass colors change each season. They will not be allowed to carry over to the next season. There has, historically, been a one-week grace period before an athlete is refused to ride with an old activity pass.

APPEAL PROCEDURE

In the event that an athlete is removed from a Lakenheath High School sports team, the following process will be in effect:

1. Student will inform the athletic director of his/her intention to appeal the removal. This may be either verbally or in writing. IF the Athletic Director is not available then the request should be submitted through the school administration.
2. The Athletic Director will then convene an appeal panel as soon as possible. The panel will have the following representation: 1 academic teacher, 1 coach not in season, president of the student council, president of the National Honor Society, and the chairperson to be the assistant Principal. The assistant Principal is to vote only in the case of a tie.
3. The chairperson may invite the coach and/or the sponsor of the activity involved to provide information about the infraction or the removal from the team.
4. The chair or person selected will explain the details of the incident that led to the dismissal. The student will then be able to make a statement on his/her behalf; the panel may ask questions of the student and/or the coach/sponsor. At this point, the student and the coach/sponsor will be asked to leave and a discussion will take place among the panel members. The panel will then vote by secret ballot to determine the outcome of the appeal. The student will be notified the next day as to the decision.

ATHLETE BEHAVIOR

Student athletes are expected to maintain proper standard of behavior during the school day, practices, contests and travel. Our athletes are expected to be leaders and exemplary representatives of our Lakenheath High School Community and country. Expected behavior includes:

- Complying with all rules and regulations in the student handbook
- Being courteous and showing respect for others.
- Showing a willingness to cooperate with team members, coaches, teachers and community members
- Complying with the requests and directions of all coaches and adults.
- Showing respect to foreign cultures when traveling.
- Using appropriate language; no cursing or use of obscene gestures. Inappropriate language, body language or behaviors will not be tolerated.
- Complying with the controlled substance policy
- Refraining from Public Displays of Affection (PDA)

ATHLETIC CONTESTS

Athletic contests are where teams show the final result of their hard work and dedication. All the long, hard hours of work can pay off if you are mentally ready to compete. Fans from the local and

visiting communities will judge athletes, coaches, school and our community by the way we perform and by our behaviors. Be ready to accept the challenges that arise during competitions. Compete and conduct yourself like the champion you can be.

Competition Appearance: Athletes will wear school-issued uniforms (including warm-ups) for competition and other team events as directed by the coach. Uniforms will be properly fitted and worn appropriately. During competition, athletes will wear jerseys tucked in their shorts unless otherwise designed. Hats, caps, headbands or other head apparel are not to be worn unless they fit within the uniform design. Athletes will be groomed and travel to the coaches specifications. Headphones will be worn only at appropriate, non-game times.

Always remember when you are at a contest in Lancer uniform, you are no longer merely an “individual,” but a representative of your team, school, and community. Always show Pride and Class!

ATTENDANCE POLICY

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire and discipline. Without pursuit of these, the athlete can do no justice to him or herself or our school. The athlete must discipline himself to be a good citizen and student in order to achieve athletic excellence. Our coaching staff believes that a tradition of winning is established and maintained based upon these principles. To achieve a determined course of action for the pursuit of athletic achievement and the character training of young people, the following policies and procedures must be understood and followed by the athlete:

- Athletes are expected to be at school and in class on time each day. Failure to attend class will result in poor grades leading to ineligibility. Unexcused absences during the week may result in forfeiture of the right to play.
- Athletes must be in school **all day** if the contest is on a school day in order to participate. If the contest is on Saturday, athletes must be in school all day on Friday. The athlete is also expected to be in school all day on the **day prior to traveling** to an away game. Tardiness and or late arrival are not excused. Exception to this would include a pre-booked medical appointment. All absences must be approved by the Principal in advance.

Coaches are responsible for athletes after school. With that in mind:

- Practice is mandatory. Athletes are to report directly to their respective assigned areas at the beginning of their athletic period. Loitering in the school buildings or areas is not acceptable. Athletes are expected to be at practice each day and practice as if they would play during a game.
- An athlete, who, for some reason, cannot make a practice, should notify the coach before missing. The method of dealing with the athlete’s absence is the responsibility of each coach.
- If athletes must miss all or part of practice for academic work with a teacher, they should alert the coach before missing and bring a written note from the teacher citing the time they left their tutelage.
- An athlete cannot be absent from school and attend practice except for an excused absence approved by administration in advance.

An athlete or team participating in the DoDDs Interscholastic Athletic Program is expected to participate in all DoDDs scheduled events and practices for the sport in which s/he participates. Participating in a non-DoDDs event in lieu of a scheduled DoDDs practice or event is not permitted. Any athlete or team who misses a practice or game for a non-DoDDs athletic activity loses the privilege of continued participation for that season.

BUS RULES

Athletes are expected to comply with all Lakenheath Community bus rules. LHS stresses the following when traveling to sporting competitions:

- Always enter and exit the bus through the front entrance unless instructed to do differently.
- Drivers will be treated with respect and requests obeyed immediately.
- Place trash in a trash bag; do not throw it on the floor of the bus. Trash will be disposed of in the dumpsters at the school (by the gym), not the trash bins in the front. Upon return from a trip, the buses will be cleaned before athletes are dismissed to leave.
- Do not climb or sit on the top of the seats.
- No “external noise” music/video. Headphones only.
- Two to a seat only. No movement on the bus while it is moving.
- Sit where instructed by the coaches.
- No horse play
- No sodas or canned drinks allowed. Only re-closable drinks are allowed.
- Food is allowed on the buses only with the permission of the bus company.

CONTROLLED SUBSTANCES AND MIND ALTERING SUBSTANCES *(Policy applies to all athletes regardless of age)*

All participants in DoDDS-E will adhere to DoDEA and DoDDS-E regulations concerning unlawful possession, use, or distribution of controlled and mind altering substances.

Possession, use, or distribution of tobacco, alcohol, mind altering substances, or drug paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by athletes is prohibited at any time. Improper use of controlled substances by athletes is prohibited at any time.

Case I: Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate this policy during the school day, on or off school property (to include while riding to or from school, school events or school busses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, are subject to the following:

1. **First offense** during the school year: Team member is removed from the team for the remainder of the season.
2. **Second offense** during the school year: Team member is removed from athletic participation for the remainder of the school year.
3. Any athlete in violation of the policy during (departure from school until the championships are over and the team has returned to school), the post season championships will be immediately suspended from the championships, removed from the team, and will not be permitted to participate in the next season. Removal during the spring championship will be

carried over to the next year. Parents are responsible for providing transportation from the championships when their athlete violates this policy.

Case II: Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate this policy outside of the events as stated in 21.2, are subject to the following:

1st Offense: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

1st Offense: If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

1st Offense: The student athlete must show proof of attending one counseling session prior to returning to competition and scheduling and attending at least two more counseling sessions within the next three weeks.

2nd Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

ELIGIBILITY REQUIREMENTS

To participate in athletics, a student must:

- Be enrolled as a student at Lakenheath High School or home schooled in the community
- Be a student in good standing, with no significant discipline problems and maintain academic eligibility.
- Have on record in school: a current physical, a signed power of attorney, Lakenheath Athletic Code and a parent consent form.
- Not reached or passed his/her 19th birthday on **August 1** of the current year. Students beyond their eighth semester of high school are ineligible to participate in interscholastic athletics

EQUIPMENT RESPONSIBILITIES

Athletes will be responsible for any equipment and/or uniforms issued to them during a sport's season. The athlete will be responsible for the **replacement cost** of anything that is lost or stolen. Athletes will be made aware of these costs at the beginning of the season.

INJURIES

There is always an inherent possibility of injury when participating in competitive sports. Coaches conduct practices to condition athletes appropriately and teach the proper methods of play to help avoid unnecessary injuries. Officials, to the best of their ability, control games to prevent injuries. However, in the event of injury, care will be taken of your athlete.

- You will be contacted by the coach as soon as s/he safely can.
- Powers of Attorney are on file to allow coaches to take your athlete to medical facilities.

- In the event medical attention is been needed, LHS will need a statement from the attending physician that your athlete is cleared for participation. This holds true especially for head injuries. Athletes who sustain head injuries are expected to be cleared by a doctor at a follow-up appointment.
- Parents are responsible for all medical expenses as a result of injury. The parent is also responsible for providing transportation and/or other costs for a student athlete who does not return to Lakenheath with the team bus.
- Please provide the coaches and school offices with proper phone numbers and email addresses. Please keep these numbers updated. Also, let coaches know if emergency contact changes.

LETTERING POLICY

Varsity and Junior Varsity recognition may be earned by meeting or exceeding the criteria established by the coaches for the various programs and activities sponsored by LHS. The criteria include the following: attendance, discipline, observation of team rules and performance standards established by the individual coaches and cleared by the athletic director and the school administration.

- A varsity athlete may receive one chenille letter during his/her high school career. Subsequent awards will be bars or team pins. JV athletes will receive certificates of participation.
- An athlete who does not complete the season, including post-season tournaments or games should not expect to letter. Injuries and PCSing can be taken into account.
- All uniforms and/or equipment must be cleared before post-season awards can be given.

MEDICAL REQUIREMENTS

A physical is required annually prior to practice or competition in any sport. The completed physical form must be kept on file by the school nurse. Appointments may be made at our 48th Medical Facility or on the British economy.

NOISE MAKERS

Noisemakers, such as horns and bells are not allowed at games. The use of noisemakers would be grounds for removal from games.

PERSONAL APPEARANCE

Our student athletes are constantly in the eyes of the public and are a representative of the school, community and country. The athlete's personal appearance not only reflects his or her attitudes, it also reflects that of the team, the school, and our U.S military community. Athletes are expected to dress in an appropriate manner.

PLAYING TIME

All teams at LHS are established to provide young athletes the best competitive experience. Teams will play to win in the fairest, competitive, sportsmanlike way. Coaches will do their best to see that all athletes get game time, but sometimes, in a very competitive varsity game, this may not be possible.

SEXUAL HARASSMENT/ INTIMIDATING /HAZING

No student shall be subjected to sexual harassment or intimidation by any school employee or other students.

- “Sexual harassment” means any unwelcomed sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose of substantially interfering with the student’s educational performance or creating an intimidating, hostile, or offensive environment.
- “Sexual intimidation” means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.
- Incidents of sexual harassment/intimidation may be:
 - ✓ verbal, such as derogatory comments, jokes, slurs, or remarks/questions of a sexual nature;
 - ✓ physical such as unnecessary or offensive touching
 - ✓ visual such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks or gestures

Student athletes who are guilty of sexual harassment or intimidation other athletes or any student in school, will be removed from their team for the remainder of that season and may face both school and community discipline.

SPECTATOR CONDUCT

Spectators, both students and adults, are an important part of DoDDS athletic events. They serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes.

At DoDDS-E athletic events, it is inappropriate for spectators to engage in:

- Violence
- Obscenity or obscene gestures
- Harassment of officials
- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances
- Vandalism
- Throwing objects

Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, and after DoDDS athletic events.

Under the direction of the school music department a school band may perform at appropriate times. Appropriate times are half times, time-outs, between quarters, and before/after games.

SUSPENSION/SATURDAY SCHOOL POLICY

If serving a Saturday detention, athlete cannot participate that day. Any student suspended from school is not eligible, at the minimum, for the next scheduled DoDDS-E competition.

TRAVEL

Lakenheath HS teams will often travel to the continent for competitions. We travel primarily by bus but will, on occasion (and with approval from the area office), fly to competitions. Please note that in some cases not all members of a team travel.

IMPORTANT: Athletes will not be allowed to travel outside the UK without a valid passport and VISA stamp. Please contact your coach immediately if this is an issue.

- All team members are required to travel and return on the team bus unless written **arrangements have been made with the coach** by the parent and/or sponsor for their student-athlete only **prior to the trip.**
- During regular season, teams sleep on the gym floors of their host schools. During final competitions, teams stay in hotels near their competitions. Athletes are chaperoned at all times and future travel depends upon behavior on the trips. There will be times that athletes are allowed to be within government facilities and not be directly with their coach but within "line of sight." They are expected to travel in groups of three while on base and stay within the prescribed areas allowed by the coaches.
- Return times to school after trips to the continent are often very early in the morning. Please be prepared to pick-up your athlete as soon as you receive the call they are at the school. If you will be unable to do so, please make alternative arrangements and alert the coach to any changes.
- When flying to our destinations, we must strictly adhere to our weight restrictions as determined by the airlines. Please help your athlete with his/her packing. Any cost for excess baggage is the responsibility of the athlete.

Basic Travel Kit (for bus travel. This may be restricted when flying)

Sleeping bag	Pillow	Toiletries
Weather appropriate clothing	All uniform and game equipment	Towel
Water bottle	Snacks	Study aids
Ear phoned-music/video equip	Any other equipment as required/directed by the coach.	

Important: Before making family travel plans to go to watch your athlete play, please make sure s/he is eligible!! Eligibility is announced by 1700 Wednesday. LHS cannot be responsible if you have made previous plans and grades prevent your athlete from traveling!

TRYOUTS

Tryouts will last a minimum of three days before cuts are made. This is to insure that all athletes are given a fair chance of making the team. Although coaches do not like making cuts, due to large

numbers, it is sometimes necessary. Every effort will be made to give each athlete an equitable chance at making the team.

For student-athletes arriving after the beginning of the season, every effort will be made to allow them an opportunity to try out for the team. However, to prepare for competitions, at some point tryouts must be concluded. Every effort will be made to accommodate students arriving late or after sports seasons have commenced.

Each athlete must have a valid physical on file with the school nurse before being allowed to try out. It is sometimes difficult to get appointments in a timely fashion. Coaches try to be understanding, but seasons are short and competitions begin within three weeks of initial tryouts. All prospective athletes should strive to get their physical appointments weeks before seasons actually begin.

WEAPONS

The carrying of weapons is considered serious. Anything that can be construed as, used as or resembles a weapon is STRICTLY forbidden while on any team, at any game or while under the jurisdiction of LHS personnel. Possession of weapons will be grounds for immediate dismissal from the team.

High School Sports Offered			
Sport	Boys	Girls	Season
Cross Country	X	X	Fall Beginning of school until approximately the first week of November.
Football	X	X	
Volleyball		X	
Tennis	X	X	
Golf	X	X	
Cheerleading	X	X	Fall and Winter
Basketball	X	X	Winter —Mid November until @ 1 March
Wrestling	X	X	
Soccer	X	X	Spring Mid March until approximately 1 June
Baseball	X		
Track and Field	X	X	
Fast pitch Softball		X	

