All Lakeland High School students are expected to follow all rules and expectations described within our *Student Handbook*, which will be reviewed during the first few weeks of school.

It is also the expectation of Lakeland High School that each parent will review the *Student Handbook* prior to your child beginning school, and it is available online on the Lakeland High School webpage.

Below you will find some key information prior to the beginning of the school year. If you have any questions, please do not hesitate to call your child’s Guidance Counselor or Main Office.

**AFTER SCHOOL ACTIVITIES**

The school day begins at 7:20AM and continues until 2:02PM. Bus transportation is provided at 2:07PM, and activity buses are available daily at 3:15PM and 5:15PM. A bus pass is required to ride the activity bus; bus passes are provided by the teacher/coach/advisor with whom the student is staying. Students who remain in school for a sport, extra help, or an extra-curricular activity are to report to the appropriate meeting site or the library. **After 3:00PM the remainder of the building is off limits, and students found in unauthorized areas will be subject to disciplinary action.**

Students may not leave campus, then return, expecting to ride an activity bus home. No sports practice or use of any locker room facility will be permitted until the coach/advisor is present **AFTER 2:30PM**. Sports equipment should be stored in your locker or the physical education office during the school day.

**ATTENDANCE**

School Attendance: A positive academic culture is best achieved by the regular and continued exchange of ideas among peers, guided by teachers and educational leaders. Because excellence in all aspects of a student’s school experience is the hallmark of the LCSD, regular class attendance is a clear expectation. You can view the Comprehensive Student Attendance Policy #5119 online in the “Summer Packet”.

Course Attendance: To earn course credit, students must be in attendance for at least 90% of classes based on a 180 school day calendar. **Both excused and unexcused absences** will be counted in determining the minimum 90% attendance requirement. Note that approved school-sponsored activities (i.e., field trips, interscholastic athletics, college visits, and competitions) will not be counted if the student makes up all missed assignments in a timely manner. Students who are absent from school must submit a **handwritten and signed** note to the Attendance Office within **2 school days** of your return to school, and are expected to make up all missed assignments in a timely manner. **Students who are illegally absent from class may not be able to make up missed course work.**

**COUNSELOR ASSIGNMENTS**

Counselor assignments are noted on the student’s schedule. Counselor assignments have been divided equally so that the optimum services can be provided to all students. Typically, counselor assignments are not changed. If for any reason you have a concern, please contact Mr. Cummings, Principal, @ 914-528-0600.
COUNSELOR AVAILABILITY

If there is a concern with a student’s schedule, please call 914-528-0600 and your son’s /daughter’s guidance counselor will follow up at the earliest convenience. Please leave a phone number where you can be reached during the day. It is the expectation that all visitors set up an appointment to meet with their child’s counselor. Please do not “drop in” expecting to see a counselor.

EARLY DISMISSAL

All 11th and 12th grade students who have free period(s) at the end of the regular school day must report to the cafeteria during the first week of school or until they can be processed for early dismissal privileges. Once processed, students will receive an early dismissal pass; only then will they be allowed to leave early. Early dismissal passes must be carried by the student at all times either in hand or via a cell phone image. Applications will be available outside of Mr. Mercurio’s office.

EMERGENCY CONTACT INFORMATION

It is of the utmost importance that all parents/guardians pay special attention to providing the school with accurate daytime, work, and cell phone numbers. eSchool Plus is our student management system, and the location of all emergency contact information. Log in information from the previous school year is still active for all accounts; please log in to the Home Access Center (HAC) and check the information that is currently listed. Please take this opportunity to review ALL of this information for accuracy, so that we are able to contact you in the event of an emergency or for regular academic, behavioral or informational updates.

If you are new to the district or have not yet registered for Home Access Center, you may come into school during the last two weeks of August, with current photo identification (such as a driver's license) and register for an account. Please be sure to contact our Guidance Department any time throughout the year if information needs to be added, changed, etc.

EMERGENCY EVACUATION INFORMATION

Emergency Evacuation: Senior drivers/passengers must complete an Emergency Evacuation Student Driver Permission Form, which is included in the senior parking application packet available online.

Indian Point Emergency Evacuation: ALL students are required to board school buses that will transport them to our scheduled evacuation site.

Ki Pills: The Lakeland Central School District, in compliance with the State Education Department and Westchester County Department of Emergency Services, will administer potassium iodide (KI) in the event of a radiological emergency to all students whose parents have opted-in by providing their written consent with the school district. The form will remain in effect as long as your son/daughter attends Lakeland schools. Please provide updates to this form, in writing, to the principal.
LOCKERS

Individual locker assignment numbers are assigned to each 9th & 10th grade student. These assignments will be distributed on the first day of school. Students must use only their assigned locker; if you do not wish to use your locker, you must inform the office of this request.

WE URGE YOU NOT TO STORE VALUABLES IN LOCKERS.
The school cannot be held responsible for lost or stolen items. Each student is responsible for his/her locker. Students are required to use the LHS provided lock.

LUNCH PASSES

Lakeland High School encourages all students to fit lunch into their schedule. However, any student who does not want or is unable to fit a lunch period in their schedule may apply for a lunch pass; this grants them permission to quickly obtain a meal in the cafeteria and bring it to class. Teacher permission is also required. Applications for lunch passes can be obtained from Mr. Mercurio’s office.

SCHEDULE CHANGES

Students can request schedule changes for the following reasons:

1. Conflict in the original course selection;
2. Need to down-level in an academic course;
3. Change in academic status after attending summer school;
4. Course failure with a teacher on a previous occasion.

- Requests for specific teachers cannot be honored.
- Student schedules have been created to maximize student requests and balance classes.

If you have a schedule change request that meets the above criteria, it must be submitted online and will be addressed in the order that it was received. Students who do not have access to a computer can complete their online request in their High School Guidance Office. School administration will only allow counselors to make schedule change requests that have an appropriate academic rationale. The change request form can be accessed through the District Guidance webpage.

SCHEDULE CHANGES ---DROP/ADD POLICY

Scheduling students will meet with their school counselor to review course options for the upcoming school year. Students and parents will receive an initial course request verification for review (the course verification will also be available through the parent portal in eSchool). Any issues or concerns should be shared with the student’s counselor. Students and parents will receive a second course verification form before the end of June. The selection of courses requires careful planning, serious thought, and proper guidance. Since classes are established based on course requests, students are expected to remain in the courses they select. It is only in extraordinary circumstances that students should change courses after course selection is complete.

All students will receive their new schedule by mid-August. If all the required courses and at least one elective are on the schedule, then everything is ready for the first day of school.
**Drop Policy**

Students and parents will be notified when the 2019-2020 Add/Drop Form is available online. If the course change request is made after the school year begins, the student must attend class until a determination has been made.

**Dropping and Adding Courses**

In recognition of the fact that, from time to time, students may wish to drop or add courses to their schedules for valid reasons, while understanding the need for administrative efficiency and ensuring that students complete all requirements, the Board of Education adopts the following policy for dropping and adding courses:

**Full-Year Courses**

1. Courses may be added through the 10th school day of the September as designated on the school district calendar. Courses dropped by October 31st will be removed from the student’s transcript.
2. Courses dropped beyond October 31st will be annotated on the high school transcript as a drop. Course level changes (e.g., moving from Advanced Placement or Honors) must occur before October 31st.

**Semester (Half-year) Courses**

1. Courses may be added through the 7th school day of the semester. Courses dropped by March 15th will be removed from the student’s transcript.
2. Courses dropped after March 15th will be annotated on the high school transcript as a drop.

**Course Availability**

In the event of insufficient enrollment, staffing considerations, and fiscal restraints, we may cancel a course. Additionally, courses within the same discipline, but on different levels, may be combined as a result of low enrollment.

**Note:** The course catalog lists all courses that may be offered to students; please note that some courses may not be offered, and classes are subject to change based on enrollment, etc.

**SMOKING**

NY State law prohibits smoking on school grounds. Smoking anywhere on campus will result in disciplinary consequences. Possession or use of any tobacco product or accessories, including electronic cigarettes, is not permitted by students. Any tobacco product or accessories, including electronic cigarettes, observed by a staff member will be confiscated and appropriate disciplinary action will be taken by administration; this includes all extra-curricular events.
STUDY HALL ASSIGNMENTS

All 9th grade students are assigned to study hall when they do not have a class or lunch; this is included on your schedule. Students will be held accountable for study hall attendance. 10-12th grade students needing additional academic support may be assigned to structured study halls throughout the year.

TECH CENTER TRANSPORTATION

The first day of Tech Center classes is Wednesday, September 4th. Students who are scheduled for the morning session at Tech should report directly to the bus located at the bus circle. The bus departs for Tech at 7:20AM. Mid-day and afternoon Tech buses leave from the main entrance at 9:40AM and 11:40AM. Buses leave Tech for LHS at 10:00AM and 12:00PM. There is also a 2:00PM dismissal from Tech. NO students are permitted to drive to Tech until permission forms have been processed. Students who are assigned to the Tech Center must report to Tech each day for class. Students who choose to stay behind at LHS and not attend Tech will be subject to disciplinary consequences.

TRANSPORTATION TO AND FROM SCHOOL AND STUDENT PARKING

• Beginning of School— Notice of transportation routes will be mailed by the Transportation Department.
• Transportation: Transportation is provided by the Lakeland School District for all students.
• Student Parking: Student parking is limited; therefore, only seniors who receive a parking permit will be allowed to park on the campus.
• No other student will be permitted to park on the campus without a permit.

Applications for fall parking permits are now online. Contact Ms. Bonetti in the main office for additional parking permit information. Students are not permitted to leave the campus during the school day; students who leave without permission are subject to disciplinary action, which may include suspension and loss of parking privileges.

Please encourage your son/daughter to ride the school bus provided; parents dropping off students create enormous congestion and delays during the morning arrival time, and often results in tardy arrival to school.

Students, who accumulate five (5) illegal absences or tardies to school, will lose their parking privileges on campus.