



Student Handbook 2023-2024

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MESSAGE FROM THE PRINCIPAL

Dear Cavalier Family:

Welcome to the 2023-2024 school year at Lakeland High School - Home of the Cavaliers! It is our commitment to create a learning experience for all students that invokes dreams, inspires possibilities, and empowers our students to think critically, creatively, and collaboratively. The faculty and staff have been working diligently over the summer months to prepare for the best year yet. I hope that you and your student share in our excitement about the many learning opportunities and experiences that lie ahead.

Here at Lakeland High School, high standards and expectations are maintained for all members of our school community. Our exceptional staff is highly trained and motivated to provide engaging and rigorous academic experiences for students of all abilities and interests. Our students are expected to pursue academic excellence while also maintaining involvement in extracurricular activities that encourage responsible citizenship and contribute positively to the broader community. Our parents and guardians are encouraged to take an active role in their student's educational journey through frequent and positive communications with the school.

It is our belief that we are better together. Please feel free to contact your child's teacher, the office staff, or the administration with any questions or concerns you may have throughout the school year. Check our school's website and social media pages frequently for upcoming events and announcements, and make sure to sign up for Home Access Center (online access to your student's grades and attendance).

A mindset geared for growth will be vital to continued success. The work expected of students is rigorous; however, the opportunities and rewards are endless! Encourage your students to do their best academically, to join teams and clubs, and to show their Cavalier pride.

If I can be of assistance, in any way, please do not hesitate to reach out to me. My door is always open, and I am only a phone call or email away.

Respectfully,

Lori O. White

Principal



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GENERAL INFORMATION

ADMINISTRATION

Mrs. Lori O. White	Principal	loriwhite@spsk12.net
Ms. Marie Bullock	Assistant Principal	mariebullock@spsk12.net
Mr. Rickey Eley	Assistant Principal	rickeyeley@spsk12.net
Mr. Timothy Kubinak	Assistant Principal	timothykubinak@spsk12.net

BELL SCHEDULE

Lakeland High School operates on the 4x4 Block Schedule. The school day is divided into four instructional blocks, each of which is approximately 90 minutes in length and the school year is divided into two semesters or terms. (Schedule meets VDOE requirements of 140 clock hours.)

SEMESTER 1			SEMESTER 2		
	START TIME	END TIME		START TIME	END TIME
BLOCK 1 (Course 1)	8:20AM	9:53AM	BLOCK 1 (Course 5)	8:20AM	9:53AM
BLOCK 2 (Course 2)	9:58AM	11:31AM	BLOCK 2 (Course 6)	9:58AM	11:31AM
BLOCK 3 (Course 3)	11:36AM	1:22PM	BLOCK 3 (Course 7)	11:36AM	1:22PM
BLOCK 4 (Course 4)	1:27PM	3:00PM	BLOCK 4 (Course 8)	1:27PM	3:00PM

MISSION STATEMENT

The mission of Lakeland High School is to invoke dreams, inspire possibilities, and invent realities by engaging students academically, socially, and emotionally.

SCHOOL COLORS

NAVY BLUE, COLUMBIA BLUE, AND WHITE

SCHOOL MASCOT

CAVALIERS



CONTACTS

Absence (Turn in Excuse)	Ms. Whitaker (Front Office)
Address Changes	School Counseling Secretary
Athletics/Activities	Mr. Rountree, Activities Director
Attendance Concerns	Ms. Sessoms, Attendance Clerk
Bus Concerns	Mr. Eley, Assistant Principal
Bus Pass Requests	Front Office
Depositing Money to Accounts	Mrs. Johnson, Bookkeeper
Discipline (Special Education)	Ms. Bullock, Assistant Principal
Discipline (Last Name, A-J)	Mr. Kubinak, Assistant Principal
Discipline (Last Name, K-Z)	Mr. Eley, Assistant Principal
Early Dismissal Requests	Front Office
Instruction	Mrs. White, Principal; Admin. Team
Lockers	Ms. Bullock, Assistant Principal
Lost and Found	Front Office
Lunch Program (Free or Reduced)	Mr. Eley, Assistant Principal
Parking	Ms. Whitaker (Front Office)
Physical Education Clothing (Purchase)	Mrs. Jackson-Wiggins, Marketing
Scheduling Concerns	School Counseling Dept.
School Counseling (Last Names A-F)	Ms. Rice, School Counselor
School Counseling (Last Names G-O)	Ms. Benita Powell, School Counselor
School Counseling (Last Names P-Z)	Ms. LaNeisha Ruffin, School Counselor
School Counseling (CPPA, BioMedical)	Ms. Williams, School Counseling Director
School Maintenance	Ms. Wiggins, Plant Engineer
Special Education Building Contact	Ms. Bullock, Assistant Principal
Textbooks	Ms. Bullock, Assistant Principal
Transcripts (Request)	School Counseling Department
Senior Class Sponsors	Ms. F. Ingram, CTE Teacher
Junior Class Sponsor	TBD
Sophomore Class Sponsor	TBD
Freshman Class Sponsor	Ms. Melvin, English Teacher



ACCESS - TIDEWATER SCHOLARSHIP FOUNDATION

The **ACCESS Program** provides a school Advisor to encourage students to prepare for higher education after high school. Services for seniors include: **Career Planning, SAT Prep Workshops, College Tours, SAT Waivers** and college application **Fee Waivers** for qualifying students. In the senior year, ACCESS Advisors help students apply to college, and they provide comprehensive Financial Aid and Scholarship services to help students pay for college. One-on-one counseling services are available for seniors and their parents. Don't miss out on this **FREE** program. Please contact the School Counseling Department for more information.

ADDRESS/TELEPHONE CHANGES

Please notify the school counseling department secretary immediately if there is a change in a student's address, telephone number, or person to contact in case of an emergency. This information is important in case a student becomes ill or injured.

AFTER-SCHOOL DETENTION (ASD)

A student whose behavior warrants minor corrective action will be assigned After School Detention. The after school detention program will be held a maximum of three days a week from 3:15 p.m. until 4:50 p.m. Bus transportation will be provided to designated stops for all students attending after school detention. One or two teachers will monitor the students assigned after school detention. Students will be notified by way of referral of the designated date they will be expected to serve the detention. The students will be expected to complete previously assigned school work while serving detention.

Students who fail to attend after-school detention will be assigned ISS and reassigned to ASD. Students who fail to attend 2 after-school detentions may no longer have the option of after-school detention, but may be suspended.

During after-school detention, the student is expected to be cooperative and follow all school rules and regulations. Failure to carry out all rules and regulations while serving detention will result in out of school suspension, in school suspension, and/or reassignment of ASD.

ASSEMBLIES

A variety of assemblies will be held during the school year which will be cultural and educational in nature and extensions of classroom and extracurricular experiences. Students shall report to the assembly area in an orderly and prompt manner under the supervision of the teacher.

Students are expected to be courteous to speakers, performers, and other platform guests and give them their immediate and undivided attention. There shall be no loud talking, laughing, yelling, whistling, booing, stomping, or loud unnecessary applauding. Any of these actions which disrupt the assembly will not be tolerated. Student violators will be required to leave the assembly and will face strict disciplinary action.

ATHLETIC PROGRAM

The interscholastic athletic program at Lakeland offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must have a completed "**Parental Consent/Physician's Certificate Form**" (physical form) to be given to the coach prior to the



first day of practice and/or conditioning. Once a physical form is on file, no other physical is required for additional sports during the same school year.

It is also necessary for students to maintain athletic academic eligibility as defined by the Virginia High School League and in accordance with Suffolk Public Schools' guidelines. All questions regarding athletics should be directed to our Director of Student Activities, Gregory Rountree.

Special Notes:

- Incoming freshmen are eligible for first semester athletic participation immediately.
- Transfer students must have been eligible under the previous school division's eligibility guidelines if they do not meet SPS guidelines.
- Cheerleaders must follow the same eligibility requirements listed above for athletics.
- A student must be in attendance in school at least one-half of the school day to participate in any activity.

VHSL SPORTS OFFERINGS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Wrestling	Outdoor Track (boys)
Golf	Basketball (boys)	Outdoor Track (girls)
Field Hockey (girls)	Basketball (girls)	Softball
Cheerleading	Cheerleading	Tennis (boys)
Cross Country (girls)	Indoor Track (boys)	Tennis (girls)
Cross Country (boys)	Indoor Track (girls)	Baseball
Theater	Scholastic Bowl	Soccer (boys)
Volleyball (girls)	Swimming (boys)	Soccer (girls)
Volleyball (boys)	Swimming (girls)	Esports
	Esports	

ATTENDANCE

Students must be in regular and punctual attendance. Regular school attendance is important to the academic development of a student. Excessive and/or unexcused absences from school are detrimental to such development. Students with 5 or more unexcused absences must attend a mandatory attendance review committee meeting with a parent or guardian. Please refer to the SPS attendance policy in the front of this handbook for more details. ***Please note that students enrolled at LHS via an approved out-of-zone waiver must maintain regular attendance or have their waiver revoked, resulting in a return to their zoned school.***

Absence Notes-Attendance Clerk

Students who are absent from school should bring a written statement from a parent or legal custodian explaining the absence and submit the note to the front office. No excuses will be accepted later than 5 days from the date of absence. Students who were suspended from school for a period of 10 days should report to the attendance office at the conclusion of their hearing with their readmit form signed by pupil personnel.

CHROMEBOOKS

Students are provided a school-issued Chromebook and are fully responsible for the care of the device. **Any damage to the device that is determined NOT to be a result of faulty**



equipment will result in a mandatory repair/replacement fee. School computers are intended exclusively for research, document creation, and the enhancement of the educational process. Students are forbidden to use computers for non-instructional purposes. Downloading files to the hard drive or to the available network destinations is easily traced to a student account and will be dealt with through disciplinary actions; which may include loss of privilege to work with school computers. Logging onto non-instructional websites except as specifically sanctioned by teachers or administration is also not permitted.

CLINIC

The clinic is staffed by a full-time nurse who is available to assist students who are ill, require first-aid treatment, or have other health concerns. Except in the case of an emergency, students should obtain a pass from their teacher to enter the clinic. If a student becomes ill during the school day and feels the need to go home, he/she must first check with the school nurse. The nurse will make the proper arrangements by contacting the student's parent/guardian. **No student is to phone his/her parents or anyone else to pick him/her up from school unless he/she has first gained permission from either the school nurse or a school administrator.**

Parents/Guardians of students with medical problems needing special care should notify the nurse at the beginning of the school year. The only medication that will be given to a student by the school is that prescribed by a physician. In such cases, the parent/guardian should supply the school nurse with a completed Suffolk Public Schools' "Administration of Medication" form. Students who must take medication daily will be issued a "medication pass" to be used each day for entry into the clinic. **Students are not permitted to have any kind of medication at school. This prohibition includes pain relievers, cold remedies, and other over-the-counter drugs. Failure to comply will be considered a violation of school board policy and can result in a request for an expulsion hearing.**

COMMUNICATION DEVICES (CELL PHONES & ELECTRONIC DEVICES)

During the school day, high school students may use personal electronic devices for instructional purposes as defined and supervised by the classroom teacher or administrator. To avoid disruption of the instructional process, **students shall not display, or activate personal equipment during class time unless specifically given permission by a teacher or school administrator.** The school is not responsible for the loss or theft of electronic devices brought to school by students. **Students bring these devices at their own risk.** For specific regulations please refer to Suffolk Public Schools Regulation Chapter 6 Article IV Section 6-4.

Under no circumstances may students use any communication device to photograph, video record, or audio record while on school grounds unless they have been given permission by the school administration to do so. This prohibition includes using any device to photograph or record any student altercation that occurs at school, on school property or at a school sponsored event.

Devices can be used during transition time between classes, in the cafeteria during breakfast/lunch, and before school/after school. **No headphones may be worn in the hallways or the cafeteria and only one earbud may be utilized at any given time outside of class. These devices can only be used during instructional time at the discretion of the teacher.**



Using any device to misrepresent an individual, harass or bully, or promote illicit activity will be considered a violation of the SPS Code of Conduct and subject to disciplinary action. School officials may take possession of personal equipment for any violation of school guidelines. Failure to surrender a device upon the request of a staff member when the use of that device is in violation of school policy could result in suspension.

DRESS CODE REGULATIONS

Section 6-9.2. An appropriate environment for learning required; appropriate dress required; prohibited clothing. — The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division's policies. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoid unnecessary disruptions.

Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:

1. Shirts and blouses must include at least 3" width on shoulders, garments. Spaghetti straps, strapless tops, muscle shirts, off-shoulder shirts, and tank tops are not allowed. The appropriate length of skirts, dresses and shorts will be determined by the "fingertip rule." The length of skirts, dresses and shorts, must extend below the student's fingertips when the student's arms are extended at his/her sides. Only leggings, jeggings, and yoga pants that are opaque (i.e., not able to be seen through) are allowed. Rips and holes in clothing are prohibited.
2. Clothing must not reveal undergarments such as underwear and bras. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline, or is sheer.
3. Clothing and accessories may not advertise alcohol, tobacco, vaping, cannabis, or any illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or are gang related. Apparel that depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups are prohibited. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building, unless prescribed by a doctor for a legitimate reason. Wallet chains are not permitted.
5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks. Headbands, headwraps and/or scarves as they relate to a student's customary country of origin, religious attire or ethnic affinity are allowed.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are permitted. Sandals with a back strap are permitted.
7. Sleepwear may be worn only during designated school functions.
8. Clothing worn by a student must not cause a disruption and/or distract others from



the educational process or pose a health or safety concern.

(Issued Date: March 18, 2012; Effective Date: July 1, 2012; Revised July 12, 2018;
Revised January 13, 2022)

Legal Authority - School Board Policy §9-11.8.

Any clothing deemed inappropriate by school staff will be dealt with as follows:

1. The student will have an opportunity to change into appropriate clothing.
2. The student will be allowed to call home for appropriate clothing.
3. If a student is unable to comply with #1 and #2, the student will be assigned In School Suspension or sent home.
4. Three or more dress code violations will result in a disciplinary referral.

EARLY DISMISSALS

Students desiring an early dismissal from school are to present a written note to the Front Office, prior to 8:15 a.m. This note should include the following information: date, student's name, time of the dismissal, person providing transportation, reason for dismissal, signature of a parent or guardian, and the phone number of where the parent/guardian can be reached to verify the student's dismissal. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL IF VERIFICATION CANNOT BE MADE. STUDENTS MUST SIGN OUT IN THE MAIN OFFICE ANY TIME THEY LEAVE SCHOOL EARLY.** Students will be marked for an unexcused absence unless their dismissal can be shown, via proper documentation, to be for a medical or court appointment. Failure to comply will result in disciplinary action.

Early Dismissals WILL NOT BE granted during emergency evacuations:

In the event that an emergency evacuation of the building becomes necessary for any reason, students will not be granted early dismissal until such time as the situation causing the evacuation has been resolved and students have returned to the building. Upon returning to the building, students who obtain parental authorization will be permitted to leave, but will be marked for an unexcused absence unless their dismissal had been previously approved or can be shown, via proper documentation, to be for a medical or court appointment.

EXTRA-CURRICULAR ACTIVITIES

Lakeland provides a variety of extra- and co-curricular activities. Students are encouraged to join and participate in the activities of their choice. Students should consult a teacher, a guidance counselor, or the Activities Director about these activities or the establishment of new organizations based on interest. Students must have and **maintain a 2.0 grade point average** and not have had an out-of-school suspension for the prior or current semester for extracurricular participation. Please direct all questions to the activities director on eligibility and activity options.

Examples include (but are not limited to):

1. Athletics
2. Academic Team
3. Technology Student Assoc.
4. Marching Band
5. Chorus/Cavalier Singers
6. French Club
7. Spanish Club
8. Drama Club
9. Student Council Assoc.
10. Yearbook
11. CHROME
12. FCCLA
13. Jr. BETA Club
14. Special Olympics



- 15. Library Club
- 16. Ecology Club

- 17. Future Farmers of America
- 18. FBLA

FOOD AND NUTRITION

This school year, students will receive breakfast and lunch free of charge. **The cafeteria will take cash; however, no change will be provided.** Any excess money will be put on the student account. Parents can also go to the Titan Link website to put money on their child's account.

All students must report to the cafeteria for lunch. Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until the bell rings to report to class. At no time are students allowed to take food outside of the cafeteria during the lunch period. **Students are not permitted to leave the school campus for lunch. Students are not allowed to have anyone other than a parent/guardian bring lunches to them from an outside vendor (i.e. Wendy's, McDonald's, etc.). This includes food delivery services such as GrubHub and DoorDash.** Students will not be called from class to receive lunch. Parents may only bring lunch during their child's lunch period. Food for students will not be housed in the office.

Students are to line up in an orderly manner and wait their turn to be served. Any cutting of the lunch line will warrant disciplinary action. When students have finished their lunch, they are to return their trays, food, and trash to proper locations. Students are NOT to sit on cafeteria tables. Students are not allowed to leave the cafeteria during lunch.

Breakfast: Upon arriving at school, students who are eating breakfast are to proceed through the nearest breakfast line and immediately report to their classrooms. **Students should NOT be eating their breakfast in the hallways or cafeteria.**

Courtyard: **Only** seniors are allowed to access the courtyard during permitted times established by administration. (This privilege may be revoked by the administration at any time.)

HOMEBOUND STUDENTS

Those students physically unable to attend school for extended periods of time should call their Guidance Counselor in order to receive information on homebound instruction.

HONOR ROLL

The Honor Roll will be determined for each grading period from the grades which appear on the report card. Students may not have a grade lower than "B" to make the honor roll.

LOCKERS

Student lockers will only be issued with administrative approval under extenuating circumstances. Students wishing to lease a lock/locker for the school year should contact Ms. Bullock, Assistant Principal.



Students shall be permitted to use a school locker for the storage of coats, books, and other educational materials of the school. A locker maintenance fee of \$10 will be charged. The locker and combination will be kept and supplied by administration upon presentation of the locker rental receipt. Lockers are considered the property of the school.

Students will not share lockers and/or combinations with anyone. Students are fully responsible for the contents of their locker. Students are encouraged to enter lockers before and after school and before first lunch only. Use of non-school issued locks will result in the lock being cut off from the student's locker by the administration. *School officials acting with just cause shall have the authority to search lockers or other areas of the school when reason exists to believe items hazardous to the welfare of the student or student body are present or when such items are used to violate a law or cause a disruption in the school. Random locker searches may also be instituted.*

LOST AND FOUND

Items that are found are turned into the main office. Items not claimed by the end of each semester are given to a charitable organization or discarded.

MAKE-UP WORK

Students will be permitted to make up work regardless of reasons for absences. **For block classes, students must make up work within 5 school-days of their return to the block class missed.** In cases of extended absences, the teacher and student, with the approval of the school administration, will develop a plan of action. Students should be reminded that when school is missed for any reason, it is their responsibility to see their teachers for any/all assignments missed.

MEDIA CENTER

Media Center Hours:

- Monday, Tuesday, and Thursday: 8:00 a.m. – 3:30 p.m.
- Wednesday: 8:00 a.m. – 3:15 p.m.
- Friday: 8:00 a.m. – 3:05 p.m.

1. Quiet is the rule in the library. Failure to observe this rule will result in the suspension of library privileges for a time to be determined by the library staff. Students will be given one warning before losing their privileges. The first suspension will result in one week's loss of library privileges; and a week will be added for each additional offense.

2. Permission slips signed by a teacher or administrator are required for entrance into the library.

3. Books may be checked out for two (2) weeks. Books can be renewed twice.

4. There is a five-cent a day fine for all overdue books. Maximum fine will be \$3.00.

5. Students will not be allowed to check out any additional books until all overdue books are returned and all fines paid.



6. Lost library books should be reported to the librarians. If not found, the replacement cost of the book(s) must be paid. Any book that is later found in good condition may be returned and a refund will be issued.

7. Reference books may be checked out for overnight use only. There will be a fine of 25 cents a day for these books. Some reference books may only be used in the library.

8. No eating or drinking will be permitted in the library.

9. No passes will be issued from the library for students to go to other places.

10. Study hall students are allowed to use the library twice weekly for forty minutes each visit unless a specific assignment requires more frequent use of the library.

11. Students are not to leave the library before the end of the period unless an earlier departure time is requested by the teacher.

12. Students will be allowed to sit in groups of two (2) or less ONLY.

13. Any material which must be checked out through the library is considered the property of the library and must be treated as such. If these materials are lost or abused, they must be replaced.

PARENT-TEACHER CONFERENCES

Parents who desire to have conferences with teachers should make arrangements with the teacher at least two days in advance. Teachers may be contacted via email (using their SPS accounts) and/or via phone message left with the front office.

PARTICIPATION IN EXTRA EVENTS

Students who wish to run for class offices, homecoming court or prom court must have an overall GPA of 2.0 and not have an out of school suspension for the prior or current school year.

PARTNERS-IN-EDUCATION

Lakeland High School proudly partners with local businesses. Each partner works with the school to enhance academic, instructional, and community programs. If a business is interested in partnering with our school, they may contact our business partner liaison, Mr. Timothy Kubinak, Assistant Principal.

PHYSICAL EDUCATION

1. Textbooks will be used by the teacher for classroom use only. Textbooks are to remain in the classroom at all times. Resource copies will be located in the library for students to check out overnight. All books checked out must be returned to the library by the beginning of the block the following day. Students who abuse this privilege will be limited to library use of the books only.

2. All students are required to dress out for Physical Education class as required by department faculty. Students are encouraged to purchase school approved uniforms from the school store.



3. Students with medical excuses will not take part in physical activity. Written assignments or other assignments will be given at the discretion of the teacher. Notes from home to excuse students from gym will not be accepted unless the school nurse has screened the student for the stated ailment. Students should see the nurse upon arrival at school. No student will be excused to see the nurse once he or she comes to the gym. Again, all excuses for physical education must be obtained from the nurse prior to the student's gym block.
4. Failure to Participate: Students who fail to dress out will receive a grade of zero (0) for the day and will be subject to the following disciplinary actions:
 - a. Conference/Warning
 - b. Parent Conference
 - c. After-school Detention
 - d. Out of School Suspension
5. Bringing valuables to the locker room is strongly discouraged due to locker design. **The school is not responsible** for any valuables left in the locker room. Such items should be given to the gym teacher to secure in the gym office.

NOTE: No food or drinks will be allowed in the gymnasium. All personal belongings will be placed in the locker rooms, not the bleachers.

PUBLIC DISPLAYS OF AFFECTION

Students are not to show affection publicly on school grounds such as hugging, kissing, and sitting on laps. Violations of the stated policy will result in disciplinary actions.

SCHEDULE CHANGES

The change of a class schedule is strongly discouraged and no changes will be made after the specified add/drop date without proper approval by the administration. Class additions are highly unlikely due to the lack of availability of additional class space.

To obtain a schedule change, a student must complete a request form from the Guidance Office which a parent or guardian and the administration must sign. **After the add/drop date, students will not be allowed to add any courses and courses may only be dropped with a failing grade for the year. SOL courses may not be dropped beyond the deadline for any reason.**

SCHOOL BUS REGULATIONS

The routes which buses travel and the assigning of drivers to school buses is the responsibility of the Suffolk Public Schools' Supervisor of Transportation. The school bus driver is responsible for the operation of the bus in a safe and efficient manner at all times, the maintenance of a time schedule, and the conduct of the children who ride the bus.

The administration is responsible for any disciplinary action taken with students whenever the bus driver finds it necessary to report pupil misconduct. **Please be aware that the same rules apply on the bus (and at the bus stop) that apply on school grounds.** Bus drivers,



with the assistance of the administration, will conduct emergency exit drills on the school bus.

SPECIAL NOTE: Students participating in athletics and attending “Away” games or meets must ride to and from the event via the mode of transportation provided and approved by the school and School Board. Any variations from this procedure must have prior approval of the administration and/or the Activities Director.

SCHOOL SAFETY

Lakeland High School implements the following initiatives to ensure safe schools:

- School-specific crisis management plan
- School safety committee that meets monthly
- Annual safety audit
- Daily security screening for all students and visitors entering the building
- Employee identification badges
- Student code of conduct
- Character education/Social-emotional learning
- Conflict mediation and other counseling services
- Scheduled safety drills
- Video surveillance on school buses and premises
- Collaboration with Suffolk Police Department (dedicated SRO on premises)
- Multiple full-time safety monitors monitor throughout the school building
- Multiple lunch monitors are assigned to ensure safe conditions in the cafeteria
- Multiple intervention support specialists work to ensure positive student outcomes inside and outside classrooms

In order to ensure the safety of all students and staff at LHS, all students, visitors, and staff are subject to safety screening upon entry to the school building.

- ***Visitors/Students will remove large electronic devices (anything larger than a cellular phone) and either place it on the table, or hold it above the detector, as they walk through it, with all other belongings.***
- ***If the detector is triggered (audible alarm), visitors will be subject to bag search and magnetometer wand search.***
- ***If a search is refused by a visitor, an administrator or SRO will be notified immediately. The visitor is NOT to be granted access to the building.***
- ***ALL VISITORS WILL SUBMIT TO INITIAL SCREENING AND SECONDARY SCREENING (AS NEEDED).***

STANDARDIZED TESTING

The testing schedule can be found on the main portion of the Suffolk Public Schools Handbook. It is imperative that students attend school during testing.

The Standards of Learning (SOL) define minimum instructional objectives for courses in Mathematics, Science, English and History. In addition, technology standards for students have been included. The standards are the basis for the accountability component of the State Board of Education’s assessment and accreditation programs.



Students will take SOL tests in the Spring of each year. Retests are administered throughout the year (see testing calendar). Beginning with the class of 2004, students have had to pass SOL tests to graduate. Additional testing opportunities include the following. Any questions regarding these assessments may be directed to the Counseling Department.

- THE PRELIMINARY SCHOLASTIC ASSESSMENT TEST (PSAT)
- THE SAT I: REASONING TEST
- THE SAT II: SUBJECT TESTS
- ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)
- ADVANCED PLACEMENT TESTS

STUDENT PARKING

Students who drive to school are to register their vehicles with the school administration. Cost of the parking sticker for the year is \$85.00 for a reserved parking space (\$50 for a semester). Students will receive information regarding parking during the first ten days of school from their advisory teacher. All students who drive to school must park in their designated area. Students who park in unauthorized areas may be cited for a parking violation. Students receiving parking violations, for any reason, may be denied the privilege of purchasing a parking permit, or delayed in purchasing a parking permit for the following school year. Vehicles should be parked so they do not block other vehicles or exits. Any student, while on school property, who drives in a reckless or unsafe manner that could cause damage or harm to pedestrians, vehicles, or school property may be reported to the police, and will lose parking privilege. (Please note that all student vehicles on school property are subject to search given reasonable cause.)

Upon arrival to school, students should park their vehicles in the appropriate area and enter the building without loitering in the parking lot. The parking areas are off limits to students (including those transitioning to CCAP by bus), at all times during the day except when the students are arriving or departing. **Private vehicles are prohibited from using the bus lane (South entrance) from 7:45 – 8:45 and 2:15 – 3:15.**

Students are not to enter their vehicles at any other time without permission from the administration. **Students found in violation of these rules may have their driving privilege revoked and/or receive appropriate disciplinary action. Students who arrive at school late regularly will have their driving privileges revoked.**

STUDENT SUPPORT SYSTEMS

Lakeland High School uses the Virginia Tiered Systems of Support (VTSS). VTSS is a data-informed decision making framework for establishing the academic, behavioral, and social-emotional needs needed for a school to be an effective learning environment for all students. The VTSS systemic approach allows divisions, schools and communities to provide multiple levels of support to students in a more effective and efficient, clearly defined process. Implementing the VTSS requires the use of evidence-based, system-wide practices with fidelity to provide a quick response to academic, behavioral, social and emotional needs. The practices are progress-monitored frequently to enable educators to make sound,



data-based instructional decisions for students.

TARDINESS TO CLASS

Any student who is not in his/her scheduled class when the tardy bell rings shall be considered tardy and duly noted in the teacher's records. Tardiness will be monitored via the computer system. Students reaching a total of 5 occasions of tardiness across all classes will begin to receive disciplinary actions upon the 5th tardy arrival to class.

- 5th tardy – 9th tardy = After School Detention (failure to attend = 1 day ISS + reassign ASD)
- 10th tardy and beyond may result in OSS, ISS, or other sanctions at the discretion of the administrator.

Students who are ten or more minutes late to class without a note, will be considered guilty of cutting class. Furthermore, students observed to be intentionally loitering in the hallway and thus intentionally extending the amount of time by which they are late to class, will be dealt with; at the discretion of the administrator, as cutting class.

Students arriving late to class without a note will be marked with an unexcused tardiness. Students arriving late with a note from another teacher in the building will be marked as present. Students arriving to class late with a note from the office will be marked as tardy by the teacher, and the tardy mark will be changed to "excused" by the office.

The administration reserves the right to have a "**Lock-Out**" during any period. A "**Lock-Out**" means that teachers will lock their doors and will not allow students to enter after the tardy bell, without a pass. Students "**Locked-Out**" must report to the cafeteria to receive their disciplinary referrals; which will be their passes to return to class. Students receiving a "**Lock-Out**" tardy will be disciplined based on their record of previous tardies.

TARDINESS TO SCHOOL

Students should be in their classrooms no later than 8:20AM daily. Students arriving late to school must enter the building through the front entrance. They must sign in at the front reception area and must receive a pass to class. Failure to comply will result in disciplinary action.

Students arriving late due to missing the bus, oversleeping, family issues, personal issues, sibling care, power failure, errands, and the like, will not be excused. Similarly, students who repeatedly bring notes that indicate illness will not continue to be excused unless a doctor's note substantiates chronic illness that could explain the need to be late. Cases will be evaluated on an individual basis. **Unexcused tardies to school are also counted as tardies to the student's 1st block class and will be counted toward appropriate disciplinary action. Students who are frequently tardy to school and drive their own vehicle will lose their driving privilege.**

TELEPHONES

A telephone is available in the main office for use by students. Students will not be called out of class to the telephone; nor should they leave class to make a telephone call. Only in an



emergency situation will messages be delivered to students. If an emergency arises, students should inform a staff member to seek permission to go to the main office.

TEXTBOOKS

All textbooks are issued to students for their use at no charge during the school year. Students are held responsible for their books and should handle them carefully, keep them clean, and keep them in their possession at all times. **Students will be required to pay for lost (misplaced or stolen) or damaged books.** In the event a student withdraws from school for any reason, the student must return all books to the media center before any transcripts will be forwarded.

TRANSCRIPTS

All transcripts of high school grades must be requested through the Guidance Department. Three days should be allowed for the processing of a transcript.

VISITORS & VOLUNTEERS

Visitors and volunteers are a welcome part of our school community. All visitors and volunteers will have to present proof of identification when entering the building. Permission must be obtained from the Principal or his/her designee before visiting any area of the building. A visitor's badge will be issued to visit a specific area or provisions will be made for a guided tour of the building. Students may not invite guests to school for lunch, or for the day, unless prior approval has been provided by the administration. **Visitors will not be allowed to sit in on a class session without prior approval by the school's administration. Volunteers must be pre-approved in our online Volunteer Connect system. (A link can be found on the school website.)**

WORK/EARLY RELEASE PROGRAM

Students involved in work-study or co-op programs may be released early from school on a daily basis. Students in the work-study or co-op programs apply for early release through the appropriate teacher. All students receiving early dismissals on a regular basis will receive a school issued pass/badge that must be presented DAILY when they sign out at the front kiosk near the main entrance. Failure to follow this procedure may result in revocation of the early dismissal privilege and assignment to an appropriate class. **Students with early dismissal may NOT remain in the building.**