

LANPHIER HIGH SCHOOL---Student Handbook---2018/2019 School year

ACADEMIC ASSISTANT PRINCIPALS

Chris Barham-Room 120
Brian Caton Room 120
Geneka Gully-Room 120
Karen Vogt -Room 120

OPERATIONS ASSISTANT PRINCIPAL

Cody Trigg-Room 208

DISCIPLINE INTERN

Ryan Robinson -Room 137

GUIDANCE DEAN

Alicia Bradford-Room 216

TELEPHONE DIRECTORY

Main & Athletic Office...525-3080
Academic Office...525-3073
North Office...525-3160
Freshman Office...525-3098
Attendance Office...525-3086

SCHOOL CALENDAR 2018-2019

September 3rd...Labor Day
October 8th...Columbus Day
November 12th...Veteran's Day
November 22th-23rd...Thanksgiving
December 21st-Jan 2nd ...Winter Break
January 21st...Dr. Martin Luther King
February 18th....President's Day
March 4^h...Casimir Pulaski Day
April 1st- April 5th...Spring Break
May 27th...Memorial Day

GRADE PERIODS

First Quarter-August 20th – October 19th
Second Quarter-October 22nd -December 20th
Third Quarter-January 3rd -March 11th
Fourth Quarter-March 12th -May 28th

CLOSED CAMPUS REGULATIONS

No students will be allowed out of the building, during the day, unless authorized by the administration. Any unexcused class, results in Closed Campus consequences. (**Note: Phone calls from parents/guardians after a student has left will not be accepted.**) Any student absent from a scheduled class without appropriate permission will be deemed truant. (no excuses such as “I was ill in

the bathroom all hour.” “I was ill in the library, gym, etc. will be accepted.) Students will have either “A Lunch” from 11:07-11:37 of “B Lunch” 12:02-12:32 depending on their class schedule. They must be in the cafeteria area by the time the 5 minute passing bell rings and remain in the designated area during their lunch period. Students found in unauthorized areas (hallways, restrooms, etc.) will have consequences beginning with Recovery room.

All Consequences subject to change.

TARDINESS

Students should be in class by 8:24 a.m. Students late for first period report to the office and will receive appropriate consequences. Students late for other periods should report directly to their class and a school detention by the teacher will be issued.

DETENTIONS

Detentions will be held from:

7:50 a.m.-8:15 a.m. in the Commons Area M-F
Lunch A & B detention room to be assigned M-F
3:22-4:00 p.m. in the Commons Area-M-F
Mega Detentions Tuesdays & Thursdays 3:22-5:15.
Detention times and days subject to change.

I.D. Cards

Students will be issued an I.D. Replacement cost is \$5.

Consequences subject to change.

OFFICE NUMBERS

MAIN OFFICE	525-3080
NORTH OFFICE	525-3160
FRESHMAN OFFICE	525-3098
ATHLETIC OFFICE	525-3080
ATTENDANCE OFFICE	525-3086
ACADEMIC OFFICE	525-3073

2018 / 2019 BELL SCHEDULE

REGULAR DAY			
“A” LUNCH SCHEDULE		“B” LUNCH SCHEDULE	
Zero Hour AM	7:25-8:15 7:50-	Zero Hour AM	7:25-8:15 7:50-
Detention Day Starts	8:15 8:15 8:19	Detention Day Starts	8:15 8:15 8:19
Warning Bell	8:24-9:17	Warning Bell	8:24-9:17
1 st Period	9:22-	1 st Period	9:22-
2 nd Period	10:12	2 nd Period	10:12
3 rd Period	10:17-	3 rd Period	10:17-
LUNCH	11:07	4 th Period	11:07
4 th Period	11:07-	LUNCH	11:12-
5 th Period	11:37	5 th Period	12:02
6 th Period	11:42-	6 th Period	12:02-
7 th Period	12:32	7 th Period	12:32
PM	12:37-	PM	12:37-
Detention	1:27	Detention	1:27
	1:32-		1:32-
	2:22		2:22
	2:27-		2:27-
	3:17		3:17
	3:22		3:22

**MEGA DETENTIONS TUESDAYS
AND THURSDAYS
3:22-5:15 PM**

**EVERY WEDNESDAY WILL BE
EARLY
BELL SCHEDULE**

60 MINUTE EARLY DISMISSAL			
“A” LUNCH SCHEDULE		“B” LUNCH SCHEDULE	
Zero Hour AM	7:25-8:15 7:50-	Zero Hour AM	7:25-8:15 7:50-
Detention Day Starts	8:15 8:15 8:19	Detention Day Starts	8:15 8:15 8:19
Warning Bell	8:24-9:11	Warning Bell	8:24-9:11
1 st Period	9:16-	1 st Period	9:16-
2 nd Period	9:57	2 nd Period	9:57
3 rd Period	10:02-	3 rd Period	10:02-
LUNCH	10:43	4 th Period	10:43
4 th Period	10:43-	LUNCH	10:48-
5 th Period	11:13	5 th Period	11:29
6 th Period	11:18-	6 th Period	11:29-
7 th Period	11:59	7 th Period	11:59
PM	12:04-	PM	12:04-
Detention	12:45	Detention	12:45
	12:50-		12:50-
	1:31		1:31
	1:36-		1:36-
	2:17		2:17
	2:22		2:22

Student Dress Code

Dress and grooming shall neither present a risk to the health, safety or general welfare of students or others in the school nor interfere with or disrupt the educational environment or process. Dress and grooming shall not be contrary to curriculum goals and/or education objectives or advertise, promote or picture alcoholic beverages, tobacco, illegal drugs or violent behavior. Dress, grooming, including accessories, shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols. Hats, caps, bandannas, sweat bands and sunglasses shall not be worn in the building. Pierced jewelry, other than earrings worn in the ear, shall not be worn in the building; neither shall spiked apparel and accessories or chains that can be used as weapons. Clothing with holes, ragged hems or cut-off hemlines, or made of transparent or fishnet, or clothing that exposes the chest, abdomen, genital areas or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the building. Properly fitted clothing is to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed, Pants, shorts or shirts must be worn at the waist; sagging is prohibited. Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times while students are on school property and/or in attendance at school sponsored activities. Tank top with straps one inch or wider will be permitted. Spaghetti straps on any garment are not permitted. Layering of tank tops will be permitted as long as the provision for covering all parts of the body is fulfilled. Shoulders must be covered. No inappropriate exposure will be allowed in front, back, or under the arms. Shorts, dresses or skirts may not be any shorter than finger length or mid thigh. **Students will be sent home for the 1st offense and may return if correct attire is worn, 2nd offense-sent home and 2 detentions issued, and 3rd offense-sent home and (1) Recovery and (1) detention.**

Academic Center

The Academic Center is located on the first floor, room 120. Each Academic Assistant Principal has an office and is available to students before and after school and during free periods. Students may leave a class to see an Assistant Principal if necessary providing they have the instructor's and the Assistant Principals' permission. Students are assigned to an Academic Assistant Principal who will help them plan an educational program. The Guidance Dean (room 114A) and the Post-Secondary Coach (room 221) have information concerning post-high school opportunities, scholarships, vocational information and college entrance tests. Information is available on PSAT, SAT, and ACT tests to those students who are preparing to take any of these tests. The Academic Assistant Principals are here to help you. Their training has prepared them to listen and discuss situations that confront students in their social life, family, relationships and school activities. Take advantage of their knowledge and experience. Know your Academic Assistant Principal and Guidance Dean.

Grading System

The following grading systems will be used: A-Excellent, B-Above Average, C-Average, D-Below Average, F-Failure. The grade a student earns becomes the permanent record, which the school keeps on file. Each year is important; hence, the student should strive throughout his/her career to establish a good record.

Report Cards and Student Progress Reports

A regular nine weeks report card is issued on the student's work to give him/her a general idea of his/her achievement in school. This report represents the teacher's judgment of the work done in the classroom. These judgments are derived from numerous oral tests, written examinations, promptness and completeness of work done by the student in all class activities. Students will be given a Progress Report by the end of the fourth/fifth week of each term. The Progress Report is to be taken home and reviewed by the parents/guardians.

Library

The school library is the resource center of the school. Students may use the library for study, research and recreational reading when they receive special permission from their teachers. Computers are available for school work before school and after school upon request. All books, except those on reserve or on the reference

shelf, may be checked out for two weeks. Books for which there is no waiting list may be renewed. No books may be checked out during the last two weeks of school. During the school day, all students must have a pass to the library and will sign in and out.

Phones

Only in case of emergency will the students be permitted to use the office phones. Students will be given messages only from parents/guardians and only in cases of extreme emergency.

Insurance

School accident insurance may be purchased for a nominal fee. This is not compulsory but highly recommended. However, students taking part in the athletic, dance or cheerleading programs **must have** insurance covering them in case of injury.

Athletics

A complete offering of interscholastic sports is available each season for both male and female participants. Students should listen for P.A. announcements regarding athletic try-outs. Students who participate in interscholastic or intramural athletics must have insurance covering injuries which may occur during participation. Should an injury occur, parents/guardians will be notified before the student is permitted to leave school. If the parent/guardian cannot be reached, expenses incurred for ambulance service and medical or hospital treatment because of illness or injury are borne by the parents/guardians. ***An athletic fee of \$85 is required.***

Extracurricular Eligibility

High school students will be required to pass 5 courses per week and achieve a C (2.0 GPA) average each semester while passing 5 courses.. The second semester of the school year (17-18) will determine eligibility for the first semester of next school year (18-19.)

Fund Raising Activities

All students who sell candy and other items for the respective approved school organization will be financially responsible for these items. They must give the money to the sponsor the day after collection of the funds. All unsold merchandise must be returned to the sponsor unopened ***Students are not permitted to sell items in the school for an organization that is not an approved Lanphier High School organization.***

Profanity

Profanity will not be tolerated in and around school.

Smoking

Smoking in school, on school property, or on property adjacent to school property is prohibited. The first offense will result in 1 day Recovery, a second offense a 3 day suspension, a third offense is a 5 day suspension, and a fourth offense is a 10 day suspension. *Consequences subject to change.*

Parking

The parking spaces behind Lanphier High School-off of North Grand Avenue and in the north parking lot off Converse Avenue-are assigned to staff and faculty members. Students who are brought to the school should be dropped off on Converse Avenue, or the Memorial Field parking lot, not in the faculty parking lots. Students must have a valid parking permit displayed on the rear view mirror of their vehicle to park in the Memorial Field lot or Converse lot. Permits may be purchased from the Student Government Association. **Vehicles will be towed at the student's expense** if parked in the faculty lot or a valid parking permit is not displayed when parked in the student lots. Parking in the LHS lots is at the owner's risk. **LHS is not responsible for cars parked in school lots.**

Entering the School

The school year (2018-2019) doors will open at 7:45 a.m. Students will be asked to enter school through the South doors to the Commons Area off 11th Street. Students who do not want to stay in the Commons Area must adjust the time they arrive. The west gym doors will be opened at 8:15 a.m.

Procedure to Follow When Absent

The parent or guardian must phone the school (Attendance Office-525-3086) before 10:00 a.m. each day the student is absent. Any student whose name is on the unexcused absence list must have a parent call the school stating the reason for absence to the Academic assistant principal within 48 hours.

Types of Absence

(1) Excused absence-personal illness or other physical disability, illness or death in the family, observance of a religious holiday(s), and extraordinary emergency in the home or of uncontrollable nature. Full credit for make-up work is allowed. (2) Unexcused absence-absence from school without knowledge and permission of the parents/guardians and a school official. No credit will be given for an unexcused absence. **It is the student's responsibility to get make up work from the teachers.**

Relating to Unexcused Absences

(1) The school will make a reasonable effort to contact parents/guardians each time the student receives an unexcused absence. (2) On the second unexcused absence from a class, a parent/guardian conference will be requested. (3) Students with unexcused absences are not allowed to make up class work; this will result in a zero (0) for each class missed. (4) Continued unexcused absences will result in the assigning of detentions and/or Recovery time.

Early Dismissal

Any student who becomes ill while at school or finds it necessary to leave for other reasons must report to the Attendance Office and contact a parent/guardian before leaving the building. If this is not done, the absence will be considered unexcused and a closed campus violation. Parent/guardian permission for students who leave school will not be accepted retroactively. Students may receive a suspension if they fail to follow this procedure.

Student Dismissal

Students should leave the building immediately after school has been dismissed or following the serving of a detention. Students and parents should become familiar with the Discipline Handbook for Middle and High School students-published by the Board of Education. Copies are distributed to the students early in the year and can also be found online.

Lockers

Lockers are assigned on the first day of school. A student may use only the locker assigned to him/her, and must keep it locked at all times. The lock combination should not be given to anyone. A student should not affix any sign, picture, or sticker to any locker, on the inside or out. Anyone having difficulty with a lock or locker should report immediately to the Attendance Office-Room 105. All lockers are issued and taken care of at the Attendance Office.

Lost and Damaged Books

At the end of each semester, a student must return his/her rental textbooks to the teachers who issued them. If he/she has lost or seriously damaged any books, the student must pay any charges that are assessed. When a student drops a class, the textbook must be returned immediately. To obtain a book fine refund the student must present the receipt and the book to the Main Office during the school year that the fine is paid.

Bullying or Disrespect of Each Other and Property

Disrespect towards other students or adults will not be tolerated. Students are expected to be polite and respectful at all times. Students are expected to follow any reasonable request from all staff members.

Vandalism of property whether it is a book, furniture, or the building will be dealt with harshly. Full restitution is expected in addition to the possibility of suspension.

Hats, Radios and DVD/CD Players Are Not Allowed in School

If a student is seen with the above items they will be confiscated. The first offense will result in the return of the item at the end of day. The second offense will require a parent to pick up the item.

Electronic Communications Devices During School Hours

PDA's, pagers and telephones seen during school hours will be confiscated. The first offense will result in the return of the item at the end of the day. The second offense will require a parent/guardian to pick up the item.

Coats and Book Bags Are Not Allowed in Class During School Hours

Students taking these items to class will receive a referral to the Assistant Principal. Students are expected to put these items in the lockers at the beginning of their day and they are to remain there until the end of the school day. Large purses will not be allowed in class.

Materials

Students are expected to bring necessary materials (paper, books, pencils, etc.) to class. Progressive discipline will be enforced for failing to have the appropriate materials.

Lost or Stolen Property

A student should not carry large sums of money or be in possession of valuable property while at school at anytime, as the school cannot be responsible for lost or stolen items.