

standing tradition of outstanding performances in academics, athletics and the arts. It is consistently at or near the top of every category evaluated by the public, county, and state each year. This standard is achieved by each shareholder of the school, committing to achieve his/her highest potential every day.

We hope that all students will do their part to maintain standards of his/her excellence by making sound ethical choices, by attempting to reach the highest level of my ability in academics, accomplishments, accuracy, achievement, actions, appearance, aspirations, athletics, attendance, and attitude.

Alma Mater

For Land O' Lakes, our Alma Mater,
Ever shall we stand.
With every heart and hand
Do we pledge to uphold
Thy noble name and worthy colors.
Proudly may they fly
As wings against the sky
Brilliant Blue and Gold.
And when our term's complete,
If we should chance to meet,
For every kin elite our arms enfold:
And every heart will stir with pride.
Every soul awakes
As we hail our Alma Mater,
Land O' Lakes!

Visitation Policy

Due to the school's responsibility to protect and educate students, visitations by individuals outside of education are limited to the parents and guardians of the students enrolled and organizations approved to conduct business on campus. Parents who wish to visit their child's classroom are welcome to do so, but must give the administration 48 hours notice so that arrangements can be made with the teacher(s). All visitors on campus must have permission from the administration and MUST sign in at the Main Office, to receive a visitor's pass. **There is no provision for students to bring school age friends or relatives to school.**

Community Publications Policy

To assist our community in promoting programs, events and activities that are beneficial to students and their families, we have established the following policy for the availability and promotion of these publications:

- No programs, events or activities which are deemed to be of a negative or unhealthy nature or which adversely affect the educational environment of the school will be accepted.
- Posters will not be accepted. Fliers (8.5 x 11 or smaller) deemed acceptable by the principal, or designee, may be made available for students and parents on the informational table in the IMC.
- Community programs, events and activities deemed appropriate by the principal, or designee, may be announced during our in-school news program.

All students receive one free copy of the planner upon enrollment or at the beginning of the school year. If this planner is lost, a replacement planner may be purchased in the front office at the price set by the school.

Who's Who at LOLHS

Main Line	(813) 794 – 9400
Principal's Secretary	(813) 794 – 9402
School Resource Officer	(813) 794 – 9430
Registrar	(813) 794 – 9407
Clinic	(813) 794 – 9455
Career Specialist	(813) 794 – 9411
Attendance Secretary	(813) 794 – 9413
ESE Secretary	(813) 794 – 9410
Guidance Secretary	(813) 794 – 9409
Bookkeeper	(813) 794 – 9404
Adult Education	(813) 794 – 9412
Athletic Director	(813) 794-9426
Main Fax Number	(813) 794-9491

Problem and Solutions

- Missing your bus:
Be early to your bus stop in the morning, buses may run ahead of schedule. However, don't be frustrated if it's late. Missing your bus is not an excused absence or tardy. In the afternoons, buses leave within five minutes of the end of the school day.
- Tardiness:
You have 5 minutes between classes. The school will assign consequences for excessive tardies.
- Lockers:
Locker assignments are made during the first two weeks of school. If your locker does not open or if you forget the combination, GO TO CLASS. If you are not prepared for class, the teacher will decide what to do. The best time to get help for a jammed locker is during lunch. Keep a copy of your combination in a secret place. If you forget the combination,

go to the main office during you lunch. The lock remains the property of the school at the end of the academic year.

- Bathroom:**

Teachers list bathroom procedures on his/her syllabus. The best time to use the restroom is during passing periods or lunch. If you are sick, you must report to class first to be excused to the bathroom or clinic.

- Lost/Found:**

Lost and Found is located in the Clinic. Items believed to be stolen may be reported to the School Resource Officer.

Academic Reports

Report cards are distributed at the end of each quarter. The final grade for the semester is the official grade that goes on the high school record and transcript.

Progress reports are also given to the student to take home each midterm. The actual date academic reports are issued can be found on the school calendar.

Grades and attendance are also available on eSembler at <https://grades.pasco.k12.fl.us>. This information is updated continually by the teachers and is often the best picture of a student's current status.

Administrative Offices

Students should wait in the lobby of each of the following areas until access is granted to enter.

- Main Office**

Report to the front counter to see an administrator, the bookkeeper, for assistance with locker problems, to submit a parents letter for an absence, and with questions regarding adult education.

- Guidance**

Wait in the guidance lobby after reporting to the guidance office secretary for appointments with counselors. You will be admitted as soon as the counselor is available.

A student appointment book is located in the guidance reception area for students to sign up to see a counselor. Counselors will make every effort to see students within 24 hours of their request. A call slip will be sent to the student's classroom. To schedule a parent/teacher conference, please call the guidance secretary at (813)794-9409

Adult Education (tentative)

The Adult Education program provides students in grades 9 through 12 the opportunity to earn credit in required classes

and a limited number of elective classes beyond the regular school day. Students may select classes from this program to make-up failed credits, raise their grade point average if it is below 2.0, or earn credit to reach their proper grade level.

Classes are offered two days a week in two-hour blocks of time. The classes are offered between 2:30 pm - 8:30 pm on Tuesday and Thursday. Students must successfully complete all required course work and attend class for a minimum of fifty (50) hours (School Board's policy). To ensure students enroll in appropriate classes, students should obtain their adult education registration forms from their guidance counselor.

The Adult Education secretary is available Monday, Wednesday and Friday from 7:00 am to 2:30 pm and on Tuesday and Thursday from 11:00 am to 7:00 pm. Please call (813) 794-9412 or visit during those hours with any questions regarding Adult Education classes.

Attendance

Seven (7) absences in one quarter or eleven (11) absences in one semester will make a student ineligible for extracurricular activities and result in a loss of privileges. These include the ability to participate in school activities, dance and park on campus.

Attendance is recorded online using eSembler. The classroom teacher marks the student absent. The absence is automatically unexcused. **The absence will remain unexcused unless within two days of returning to school, the student completes the procedure for submitting absentee notes to have it changed to excused.**

Signing In or Out of School

Parents can sign their child into school or out of school in the main office and receive an admit at that time. This includes doctor appointments, medical emergencies, dental appointments and any early release from school. Students cannot leave school without parent approval or without following the check out procedure. Failure to follow the sign out procedure will result in disciplinary action. The school's copy of the admit is used to adjust attendance in eSembler.

Procedure for Submitting Absentee Notes

Students are to present a parent or guardian note within two days of returning to school explaining the absence. The note is taken to

the main office where the student will attach it to a completed admit form and place both papers in the absence note basket. Staff will use the notes and forms to adjust the student's attendance in eSembler.

Procedure for Submitting Tardy Notes

Students are to present a parent or guardian note when he/she checks in at the main office. The note needs to explain why the student is tardy and must include the parents telephone contact number and the parents signature. Failure to produce an excused note will result in the school issuing a detention that will be served during the lunch period the same day.

Medical Emergencies

Students with medical emergencies will sign out through the Clinic. This process will adjust attendance in eSembler.

Obtaining an admit for a Pre-Requested

Absence

Students and parents are encouraged to plan for family trips, college visits, etc. when school is not in session, so important class time is not missed. In cases when this is not possible, students are asked to come to the front office to obtain an absence form five (5) days before the absence. Absences for family trips other than for an emergency illness requires administrative permission.

- After obtaining the approved form, it is the student's responsibility to take it to all six teachers and obtain signatures to show the teacher has been notified BEFORE the absence.
- Upon returning, the student will present the form with all six signatures AND written confirmation of the trip to the main office.
- If the trip is for a college visit, confirmation of an attended appointment on college letterhead stationery is required before attendance is corrected in eSembler. There is a limit of two excused college visits per school year.

Note on Special Events

Students may only receive an excused SRA admit for a school event if the student is a member of the team or group participating in the event. Students attending these events as a spectator must follow the procedure for Pre-Requested Absences.

Cell Phones/Electronic Devices

Students are not allowed to bring electronic devices on the school campus unless noted in this section (i.e. video recording devices, cameras, game machines or other similar

items). Students are allowed to listen to personal audio players (i.e. iPods, MS3 or CD players) before school until the first bell rings at 7:25 am, during lunch in the cafeteria, and after the release bell sounds at the end of the school day. Students may not listen to music on their cell phones. Students who display these items during the rest of the school day will be subject to the same consequences given for cell phones below.

Students may have cell phones in their possession. However, the cell phone may not be turned on, used, or displayed during the regular school day (7:25 am-1: 55 pm). Any cell phone, which is on or seen is subject to confiscation. **Any student who fails to immediately relinquish a cell phone or electronic device when requested by school personnel will receive a referral for defiance of authority.** Consequences for displaying or using a cell phone during school hours are:

- First Offense-Confiscated phone sent to Main Office. Student picks up phone at the end of day prior to leaving campus.
- Second Offense-Confiscated phone sent to Main Office. Parent picks up phone. Warning referral is issued.
- Third Offense-Confiscated phone sent to Main Office. Student receives detention or ISS. Parent picks up the phone.
- Subsequent Offenses-Confiscated phone sent to Main Office. Additional consequences will be at the discretion of an administrator.

Buses

Student conduct on school buses should conform to the rules and regulations of the District School Board. Bus drivers have the delegated authority to control students on buses.

Students riding on buses to school related activities must return on the same bus. The school bus is considered an extension of the school.

The main bus loop is located north of the Gym. Before school, buses drop off in the main bus loop and students remain on the bus until dismissed.

Late buses will not result in an unexcused student tardy. As students exit the bus, they will be given an excused tardy slip. Students are responsible for obtaining the excused tardy slips and presenting them to their classroom teachers.

The district transportation department

determines bus stops and routes. **Students can only ride their assigned bus.**

Dress Code

Administration will determine the appropriateness of dress and appearance and will make the decision whether a student's appearance meets school and community standards. Students are expected to comply with the dress code during all school-sponsored activities. The Principal or designee's decision on appropriateness of dress is final.

- Sexually explicit, see-through, tight spandex clothing, and cut-off, torn, or tattered jeans are not appropriate apparel for school.
- Clothing that is offensive may not be worn. It cannot contain derogatory/harassing remarks or have implicit pictures or language. Clothes cannot identify students with gangs or antisocial groups, advertise tobacco, alcohol, drugs or weapons.
- All pants, shorts, dresses, and skirts must be no shorter than 4 inches above the knee.
- Tops must be long enough to clearly overlap or stay tucked into the waistline during the course of normal movement throughout the day.
- Pants will be worn securely at the waist so that abdominal skin or underwear is not exposed.
- The neckline of a shirt or top cannot dip below a line formed between the right and left armpit.
- Muscle shirts, tank tops, spaghetti straps, bikini tops, strapless or halter tops are not permitted. The sleeves of the shirt or top must "cup" over the shoulder for both boys and girls. Removal of clothing for body paint is prohibited at all school activities.
- Pajamas (with or without pockets) or other costume-type attire may not be worn except for designated dress-up days approved by administration.
- Students shall not bring and/or wear hats, head coverings, headbands, or bandanas on the school campus unless previously approved for medical or religious reasons or special school activities designated by the principal. Students are not permitted to wear hood of a t-shirt, sweatshirt or jacket at school.
- Students must wear shoes while on school grounds or on school transportation for foot protection and hygienic reasons. Slippers are not acceptable.

- Sunglasses may be worn outside only.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major disruption to the educational process. Wallet chains, chains that hang off clothing, spiked jewelry, and dog collars are not permitted.
- Excessively gaudy make-up, body paint, and messages written on skin and/or clothing that are a distraction to the learning environment are not permitted.
- Students must have their school issued badges during all school activities and must be able to present their badges to school officials upon request.
- First Offense-Students will be required to change into appropriate clothing. Covering inappropriate clothing with a jacket or other garments is not allowed. Failure to comply will result in In-School Suspension (ISS) for the remainder of the day.
- Repeat Offense-Each subsequent violation will result in a discipline referral with violations being assigned one of the following interventions: conference with student/parent, detention, parking privilege revoked, in-school suspension or out of school suspension. Acts of defiance and argumentative behavior will result in a severe consequence.

Physical Education

All Physical Education students are required to dress in accordance with the LOLHS school dress code. In addition Physical Education students must wear a gold shirt and navy blue shorts to participate in class activities. Uniforms are available for purchase at the beginning of the school year.

Cafeteria Services

Debit Accounts

Students may deposit money into a lunch debit account by check or cash to a cafeteria cashier. Checks are made payable to Land O' Lakes High School. Deposits may also be made online with a credit card at

<http://www.mylunchmoney.com/>.

If money remains in the account when the student leaves the school, the funds are reimbursed. The funds in the account are for food service items only. Students may not withdraw cash for other purposes.

Breakfast

Students may purchase and consume breakfast snack items in the main cafeteria

from 7:00 am to 7:25 am.

• **Lunches**

Students may bring their own food, meals or snack items from the cafeteria.

All food items must be consumed in the main cafeteria. No food or drink items can be taken to classroom areas. Students are required to pick up his or her own tray and trash and dispose of them properly. Please also recycle aluminum cans, plastic bottles and styrofoam trays.

• **Early Release Lunch**

Early lunch release may be available for seniors. Seniors, with parent permission, their own transportation, and early release lunch must leave campus. If a student with early release lunch is found on campus after his last scheduled class, he or she may lose the privilege.

Clinic

The clinic is open from 7:00 am to 2:30 pm.

• **Services**

During various times of the week, a health assistant, a Nurse, and a Social Worker staff the clinic. The clinic offers many services at no cost if the parental consent form has been signed and is on file in the clinic. Examples are administration of routine medications such as Advil or Tylenol; social and emotional counseling; and pregnancy testing. Prescription medications are to be delivered to the clinic immediately after the student arrives on campus. Clinic personnel and the student will work out a schedule to meet the written doctor's orders, which must also accompany the medication.

Non-prescription medications and/or over-the-counter liquids and pills are not permitted on campus. See an administrator regarding emergency exceptions. Inhalers can only be carried by a student if prescribed by a physician. All others are held in the clinic for the student. Entry into the clinic requires a signed school planner.

• **Emergency Information Cards**

A student must have an emergency contact card on file before the nurse can treat any illness. Students can only be released to someone listed on the emergency card. Clinic personnel will contact students needing to complete this important safety measure.

Club Activity Period

• **Schedule**

On club activity days, the school is on an

alternative bell schedule. When the class period ends, only those students with club cards for that particular club day are permitted to leave the classroom. All other students remain with their classroom teachers in a study hall until the beginning of the next period.

• **Club Cards**

Club members in good standing will receive a blue or gold club card from the club advisor. Students are responsible for presenting the club card to the teacher to be released from class. We recommend taping the club cards to the student planner.

Examinations and Tests

Teachers may administer tests in their classes at their discretion during the school year. A special bell schedule is provided at the end of each semester for final assessments.

Honors, AP and IB classes administer semester exams, which count fifteen percent (15%) of the semester average. Teachers report this grade as a separate semester exam grade on the report card.

In all other classes the teacher counts the final assessment as a grade for that quarter. Senior Projects are counted as fifteen percent of the grade for students enrolled in a senior level English course.

Detentions

• **Teacher Detention** - A teacher may assign and hold detentions as defined in the course syllabus for poor behavior.

• **Lunch & Breakfast Detention** – Teachers may assign lunch and/or breakfast detention for poor behavior listed in the course syllabus or for a breach to the Student Code of Conduct. Students assigned to lunch detention must report to an administrator on duty in the cafeteria prior to serving their detention. The student follows the directions given. After student successfully completes the detention administrator will sign the detention form and the student will return the signed form to the issuing teacher or administrator.

• **ATS (if available)**- The student must report promptly at the scheduled time with appropriate study materials. After the detention is successfully completed, the detention form will be signed and the student will return the signed form to the issuing teacher or administrator.

Hall Passes

Students will use this planner for all hall passes. Students must have it every day in school.

Teachers will sign the planner and place the time and destination when permission is given to leave the classroom for any reason. Each student may only use his or her own planner. Parents are also encouraged to use the planner as a means of tracking student progress and communicating with teachers. Replacement planners may be available for purchase in guidance.

eSembler

Students and parents can check grades and attendance online. The web address for eSembler is <https://grades.pasco.k12.fl.us>. Multiple students can be tracked with one account even if the students attend different schools. Teachers are required to post two grades at minimum (progress report and report card) per quarter, however most teachers post more than the required minimum.

An online tutorial is also available on the website to help get you started.

To establish an account:

- Open a secure web browser and type in the URL <https://grades.pasco.k12.fl.us>

Note: There is also a link on the school's website ([lolhs.pasco.k12.fl.us](https://www.lolhs.pasco.k12.fl.us)) and on the district website (www.pasco.k12.fl.us). The eSembler website will notify you if you need to upgrade your software to a more secure web browser.

- Make the eSembler login page a bookmark or favorite in your browser. Look for the section labeled Parents, Guardians and Students to find the "click here to create a new account" link.
- "Create an Account" will open and you will provide your first and last name, an email address, and a private password (at least 6 characters, case sensitive). Note: The email address will become your login name. Make sure that the email account will not expire.
- Click on "Terms and Conditions", read the policy statement, then place a check in the box and click the "OK" button.

To add students:

- After your account is created, the "Parents View" page will open for you to enter the student's identifying information (ID number, name, etc.) and then click the "OK" button. The information must be exactly as

we have it in our records. Use a current schedule, report card or progress report to verify the information.

- Continue adding students as necessary by using the "Add Student" button.

After your account is established, to check a student's progress:

- On the "Login" page, enter your "User Name" and "Password" and click on the "Login" button.
- Use the "Forgot Password" link if necessary.
- Click on the student's name and a listing of the student's classes and teachers will appear with a summary of the student's attendance and grades.
- Click on the course title to see details of class assignments and attendance.
- Click on the teacher name to contact the teacher via email.

Note: The student's profile will show every user who has set up an account to monitor the student. Contact the school if you feel that an unauthorized person is monitoring a student, if a parent conference is needed, please call the guidance secretary at (813) 794-9409. If changes need to be made to the "Parent Profile" or "Student Profile", please contact our registrar at (813) 794-9407

Lockers

The locker fee is \$9.00 per year. Lockers in the school, or on school property belong to the school. At no time do they become the property of the student. All lockers are subject to search with reasonable suspicion. Defacing or damaging the locker is not permitted. The locker and its contents are the responsibility of the student to whom it is assigned to for the school year.

Students are not permitted to share lockers. All illegal or prohibited items found in your locker will be considered your property. Items left in the locker at the end of the school year will be discarded. The lock is to remain on his/her locker at the end of the school year.

Guidance

Students are encouraged to talk to their counselor about educational, vocational, or personal concerns. Information on financial assistance to colleges and universities is also available from guidance.

Hours

Office hours for guidance are from 7 am to 3 pm. Appointments may be made during

those hours by signing the appointment book in the guidance reception area. A call slip will be sent to the student's classroom as soon as the counselor is available.

- Staff

Mrs. W. White	Registrar
Mrs. B. Karpay	Guidance Secretary

- Counselors

Mrs. B. Gleaton	International Baccalaureate
Mrs. C. Harlan	9th grade
Ms. L. Ramos	10th grade
Mr. J. Crouch	11th grade
Mrs. J. Camp	12th grade
Ms. J. McHollan	Graduation Enhancement

- Transcripts

Transcript requests are submitted on a transcript request form to the Registrar in the guidance office. Electronic transcripts are provided free of charge to Florida public educational institutions. All printed transcripts cost \$2.00 and the fee must be paid at the time of the request.

- Schedule Changes

2011-2012 student schedules should match the request submitted and verified by the student during the registration process last year. Schedule changes are made **ONLY** for the following reasons:

- Students are scheduled for classes they previously passed.
- Students scheduled into a class that has a prerequisite that has not been completed.
- Students need a class to meet graduation requirements.

The educational needs of the students and the practicality of enrollment and class size will be considered when a schedule change is requested. An administrator or guidance counselor will inform the student of the decision. The decision is considered final.

- Withdrawals

Paperwork can be obtained from the Registrar. By School Board Policy, parental contact must be made by guidance personnel before a student can be withdrawn. All materials, books, and the parking pass are turned in with the completed withdrawal form.

Community Service

Students may pick up a Community Service form in the guidance office or print out a copy from the school website. This form is found under student & parent resources. They must see their counselor to obtain approval prior to the activity because the counselor's signature is required. Once the

student completes the activity, the completed form with all required information and signed off by the adult in charge of the event, must be returned to the guidance office. It is then given back to the appropriate counselor who then gives it to the data entry secretary, who enters the hours into TERMS, which allows it to appear on transcripts. The form is then filed in the students academic folder. A student can submit hours on an organization's letterhead, however, it still must be attached to the formal community service form.

Lost Textbooks

If a textbook is lost, see the teacher of that class to receive a lost textbook form. That form and the money to replace the textbook at full cost are then submitted to the bookkeeper in the Main Office. **Retain your receipt for the payment.** If the textbook is found, the receipt is needed for reimbursement.

Field Trips/Personal Belongings

- When students participate in school related activities and luggage is required, the luggage may be subject to being searched by administration or the sponsor of the trip.
- If illegal articles/items, defined by school policy or law are found, the student will not be allowed to take the trip and they forfeit the amount paid to attend and will be referred to administration for disciplinary action.

Dances and Guests

Formal High School dances (Homecoming and Prom) may be attended by Land O' Lakes students and their guests who are enrolled and in good standing at a high school or no older than **20** years old.

- Guests who are not Land O' Lakes students must be registered and approved by the administration no later than the designated due date for each event.
- The Pasco County Code of Student Conduct is in effect at all times at all student activities. It is the Land O' Lakes High School student's responsibility to make certain that guests are aware of **and comply with** school rules.
- All other in school dances are restricted to only Land O' Lakes students.

Deliveries to students/food brought to school

- Unless approved by administration,

students are not permitted to carry cake or other bulky food items throughout the building.

- Students may not receive deliveries of food or other products to school from restaurants, outside vendors, or visitors. Examples include, but are not limited to pizza, flowers, and balloon bouquets. These items will be held in the main office until the end of the school day. The faculty and staff will make every effort to have students pick-up items brought to school for students, but does not accept responsibility for lost or undelivered items.

Insurance

Students injured at school are NOT automatically covered by any school insurance plan. Supplemental school insurance forms are sent home at the beginning of each school year. This insurance is not a major medical health insurance policy and it does not apply to athletics.

Tobacco Policy

Smoking is not permitted in the buildings, on school grounds, within view of the school campus, or at any school sponsored activities, including evenings and off-campus events.

According to State statute 569.11, "it is unlawful for any person under 18 years of age to knowingly possess any tobacco product. Any person under 18 years of age who violates the provisions of this subsection commits a non-criminal violation as provided in s.775.08(3)"

Students found to be in possession of lighters, cigarettes or other tobacco products will receive the following disciplinary action interventions from the school:

- **First Offense** – One day of ISS.
- **Second and subsequent offense** – Three days of OSS

Parking

In conjunction with receiving a parking pass, students will be required to complete a classroom based Teen Driver Program taught by the School Resource Officer. **All vehicles must have a current parking tag.** The tag costs \$15.00. The application is available through the Main Office. A current driver's license, current registration for the vehicle, and proof of insurance are required before the hang tag will be issued.

All cars must be properly parked in the designated student parking area.

All parking areas are off limits to students during the school day, except for those students whose class schedule dictates otherwise. Student drivers and their passengers are to leave their vehicles once it is parked. We strongly recommend that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage or damage to any vehicle while on school property. The speed limit on campus is fifteen (15) miles-per-hour.

Parking space is severely limited at our campus, so parking tags will be issued on a first-come-first-served basis. First priority will be given to seniors and OJT students. Second priority will be given to juniors. Any spaces remaining after that will be issued on a first-come-first-served basis. Freshmen are not allowed to drive. Sophomores who turn 16 during the course of the year will be allowed to purchase a parking hang tag if there are spaces available.

- Students will multiple referrals for violations of the Code of Student Conduct may lose parking privileges.
- Students whose cumulative GPA drops below a 2.0 may lose parking privileges.
- Students habitually tardy to school will lose their parking privileges.
- Students who leave campus without permission will lose their parking privileges.
- Vehicles without current parking permits may be booted, towed at the owner's expense (approximately \$250.00) or receive other disciplinary interventions.

South Parking Lot

The south parking lot is located adjacent to the science wing (on the left side of Gator Lane as you approach the school's main building).

North Parking Lot

The north parking lot is located adjacent to the Gym.

Circle Parking Lot

The front circle is reserved for school personnel and visitors.

Stadium Parking Lot

Parking south of the stadium is reserved for staff during the school day.

Stadium Fence Parking Lot

Parking along the stadium fence is reserved for staff.

West Parking Lot

The west parking lot is located west of the

Fine Arts Suite and is reserved for school personnel.

LOLHS is not an open campus. Students may not leave campus or be in other unauthorized areas of the school before the end of their school day unless the student is currently enrolled in a school sponsored educational / work program or has followed the established sign out procedures and is cleared by an administrator. Students that remain on campus during an on-line class must go directly to the schools designated area while class is in session. Students who violate this rule will have their parking privileges revoked for the remainder of the school year. Cars parked on school property are subject to being search by school personnel.

Phone Calls to Students

Students will not be allowed to use the telephone during class time except for an emergency.

Students may only receive emergency calls as determined by the high school staff. Parents should call the front office secretary at the school's main phone number (813) 794-9400) to have a message delivered to the student.

Safety

A written school safety plan, reviewed and revised yearly by faculty, staff, and other appropriate agencies, includes established procedures to be followed by school personnel and students in the event of various emergency situations. Safety procedures are practiced yearly with both announced and unannounced drills throughout the year.

In addition to those safety guidelines established in respective science labs and physical education environments, all students and visitors are expected to:

- obey all warning and danger signs / signals, know the safety exit plans for all assigned classrooms and emergency situations,
- refrain from throwing any objects,
- report all injuries, no matter how slight, and
- refrain from setting off any unnecessary alarms,
- refrain from fighting, wrestling or horseplay.

Tardies

A tardy is defined as not being in an assigned class at the beginning of the class period.

Students arriving to class within the first 5 minutes of class without a pass will receive a lunch detention. Students more than 5 minutes late to class without an approved pass will receive a discipline referral for skipping. Students that are habitually tardy will be assigned a more severe consequence. Students that have an approved pass from an administrator are not considered tardy. Both the sending and receiving teacher must agree upon an approved pass from the previous teacher, otherwise the receiving teacher will mark it as an unexcused tardy.

Unauthorized Areas

Students found on the grounds or parts of the building without a planner pass giving them permission to be in that area, will be considered in an "unauthorized area" and are subject to disciplinary action.

Media Center

The Media Center is open for extended time before and after school. Services offered include Internet access and other electronic resources; books and videos for check-out and in-house use; magazines; access to TV Production Studio and other Audio/Visual equipment (still and video cameras, editing equipment, CDs, audio recording and playing equipment, etc.); die cutting machine; computers, scanners, and printers; areas for group and individual study; and media staff assistance for students, faculty and staff with research and AV projects.

Resource Checkout

- Students may check out materials using their student ID number.
- Print materials may be kept for 3 days.
- Reference materials may be kept overnight and returned before school.
- Special reserved materials (teacher reserved materials for classroom use) may not be checked out.
- Students may check out A/V equipment overnight as long as they complete the Property Control Financial Liability Form in advance.
- Students are fined \$10.00 for each day the AV equipment is not returned.

Individual Student Media Access During School Hours

- The classroom teacher who is allowing the student to go to the Media Center during their class period signs the student's planner. Students must have their signed planner to work independently in the Media

Center. Students who plan to use the Media Center during their lunch period must receive a lunch pass from the media staff prior to their lunch period.

Before and After School Media Access

•Computer and equipment accessibility places a priority on academic projects. If needed equipment is not available, please see Media staff. They will assist you by finding an alternative site (lab) for your work.

Community Information Bulletin Board

•This area is available in the IMC. Check there for notices and bulletins regarding upcoming events and activities sponsored by various groups throughout the school and the community.

Research Web Sites

- LOLHS Web page - lolhs.pasco.k12.fl.us
- District Web Page - www.pasco.k12.fl.us
- Media Resources - mind.pasco.k12.fl.us

Network Access

•**Log In Procedure**-Students login in will be their first and last name. Students will be given a unique password at the beginning of the year to access the school network. The media center will have a list of all passwords.

•**Loss of Privileges**-Network access is a privilege, not a right. Students can lose access privileges. In extreme cases, students are also referred for disciplinary and / or legal action. Students should safeguard their login and password to protect their privilege. See Network Acceptable Use Policy in the district section of this planner for examples of appropriate uses.

Printing and Copies

- Students are allowed to print black and white pages for instructional purposes only at no cost. Any printing that is not for instructional purposes will be charged at five cents (5¢) per page.
- Color laser printing is available at fifty cents (50¢) per page. See media staff for assistance.
- Single 8.5 x11 copies are available in the Media Center at no cost. Multiple copies are available at five cents (5¢) per page.

Remote Access to Online Resources

Go to mind.pasco.k12.fl.us

The following databases are available:

- Atomic Learning (password/sign-on) pasco/abc123

- EbscoHost- pasco/flamingo
- Grolier- pasco/flamingo
- Gale Power Search- [\(no password\)](http://student/(no password))
- SIRS- pasco/flamingo
- World Book Web- pasco1/flamingo

Athletic Eligibility

Prior to the first practice session all students must have:

1. A current physical examination. Physicals expire after 365 days.
2. A signed parent permission form for the current year. (Signature must be notarized.)
3. The county required participation fee must be paid within 3 days of the completion of tryouts. In no circumstance will a student be allowed to participate if this fee is not paid.
4. An original birth certificate must be presented to the coach for verification and a copy given to the athletic director to be filed. (This need only be presented one time while the student is at LOLHS.)
5. A student living out of the LOLHS attendance zone must also have:
 - a. Completed and approved Pasco County Special Attendance Request form on file with the registrar's office. This form must be completed every school year.
 - b. Completed FHSAA GA4 Form on file in the athletic director's office. This form only needs to be completed the first year a student participates and must be notarized.
6. Students must maintain a 2.0000 cumulative GPA and meet the attendance requirements to remain eligible.

Participation on Athletic Teams at LOLHS

It is the policy of the LOL Athletic Department that no student will be allowed to participate on two LOLHS teams simultaneously. It is our feeling that the academic demands and the responsibility that the athlete has to one team are too great to permit students to do otherwise.

Participation simultaneously on recreation or club teams not under the direction of the school is also discouraged and may be disallowed by some coaches.

In addition, no athlete may begin practice with a second team until the completion of the full season with the previous team. If the athlete quits a team or is removed for disciplinary or academic reasons, they may

not begin practice until their former team has completed its regular season schedule.

Suspension from School (OSS AND ISS)

Pasco County School Board policy dictates that any student assigned Out-of-School or In-School Suspension may not practice or participate in an athletic contest while suspended.

Stealing

Stealing by any of our athletes will not be tolerated and will be grounds for immediate dismissal from that team and may affect future athletic participation.

Practices

The coach will schedule practices. It is imperative for all team members to be at practices when scheduled and to be on time. If you are unable to attend any of these sessions, it is your responsibility to notify your coach that day that you will not be at the practice. If you are not in school, phone the school and ask for your coach or leave a message with the school operator.

Consequences for missed practices will vary for each sport and will be outlined by the individual coach in their team policies that may be written or verbal.

Class Attendance

Students can never adequately make up for class instruction missed when absent from classes. Thus, it is imperative that students be in school whenever physically able to attend.

A student that does not attend all class periods will not be allowed to participate in practice or contests that day unless documentation is provided stating that the absence is excused. This will be determined by the schools administration.

Coaches may dictate in their policies additional standards that they feel to be necessary.

LOLHS Athletic Code of Conduct

It is an honor and privilege to represent yourself, your family, and Land O' Lakes High School through participation in athletics. We believe our student athletes should exemplify and maintain unconditional sportsmanship both on and off the field.

1. Abide by all rules and regulations listed in the Pasco County Student Code of Conduct.
2. If a student athlete quits or is removed from a team, the student athlete may not participate in any other sport until that sport is finished.

3. Any student athlete assigned in OSS may not practice or participate in an athletic contest while suspended. This suspension will also apply during any appeal process. Any student athlete assigned to ISS may not participate in practice or a game the day of the suspension.

4. A student athlete must be in class all day or obtain a pre-approved excused late arrival to school to participate in an athletic event (practice or contest). In the event the athlete has to leave early, he/she must petition administration before leaving school.

5. Any student athlete who is in possession of or under the influence of drugs, alcohol, or weapons on campus or at a school-related activity during his/her sport season is removed immediately from their sport team.

Sportsmanship

Florida High Schools Athletic Association (FHSA) policy states that any athlete ejected from a contest for unsportsmanlike conduct must sit out at least the next athletic contest scheduled for that team.

Depending on the severity of this misconduct, these suspensions could be for as long as six weeks. In addition, FHSA levies fines against the schools involved in these incidences.

We encourage all our athletes and supporters to exhibit the utmost sportsmanship and respect for our opponents, their fans and the officials who are working the contests

1. FHSA bylaws state that any athlete ejected from a contest may be suspended from participation up to six weeks. Gross misconduct could result in a loss of eligibility for one calendar year. **These suspensions are a minimum standard set forth by the FHSA. Land O' Lakes High School may lengthen the suspension if deemed necessary**

2. The FHSA has mandated that the home school is responsible for the control of spectators during athletic contests. If in the event that a spectator or spectators create a distraction, they will be removed from the facility and face possible suspension from future athletic events.

We at LOLHS Encourage all our supporters and athletes to exhibit sportsmanship and respect for our opponents, their fans, and the officials who are working our contests.

Ejections and Fines:

1. Athletes who are ejected from a contest for unsportsmanlike behavior will be fined \$50. This fine needs to be paid prior to the athlete returning to the team. An athlete ejected for gross unsportsmanlike behavior will be fined \$250. This fine needs to be paid prior to the athlete returning to the team. Any senior assessed a fine will need to pay the fine prior to graduation.

Arrests and or Charges:

As stated in the student handbook, if the student is adjudicated guilty of a misdemeanor (F.S. 775.08), the student will be ineligible for a period of four weeks from the date of conviction. The four weeks must be part of the regular school year and will not include summer school. Refer to student handbook for specific details.

Team Policies:

1. Athletes are expected to attend every class unless there is administrative approval. Otherwise they are not allowed to participate in after school activities. Athletes that participate anyway will be suspended from the next event.
2. An athlete receiving ISS or OSS is not allowed to participate in after school activities on the day / days they are serving their referral. Athletes that participate anyway will be suspended from the next event.
3. Team policies listed are a minimum for discipline in all sports. However, coaches can publicize and enforce stricter policies of their own.

This Land O' Lakes High School Athletic Code of Conduct does not cover all situations that may occur in our Athletic Program; however, we have included as many possible in writing so the athletes and parents to understand our expectations. We will strive to do all we can to make sure our student athletes represent this school and community with dignity and integrity.

Other Athletic Information

Booster Club

The Athletic Booster Club is here to help support the athletic programs at LOLHS. Each sport has a support group in place and they are always looking for parent volunteers.

Contact your sport's head coach for information about your sport's group. Information can also be obtained through the

Athletic Director's office or the Booster Club President or Booster Club Treasurer.

Banquets and Award Ceremonies

An award ceremony should be held at the conclusion of each sport season. This can range from a formal affair to a picnic. The date, place and time of these events will be sent home to the parents via the athletes. The Booster group for that sport usually sponsors these events. We encourage the coaches, boosters and athletes to make these events a positive experience for all athletes involved in each sport.

Football Tailgating

Tailgating is permitted only in approved areas through the sponsorship of a school organization. Congregating in areas that can cause a safety hazard is not allowed. This includes sidewalks, parking lots and areas directly around the playing field.

Letters and Awards

The following are Athletic Department policies outlining what must be done to earn a letter in varsity or junior varsity sports at Land O' Lakes High School. These standards have been established to make the letter more meaningful.

1. A student must be academically eligible at the end of the season to be considered for any awards.
2. Each head coach will establish standards for their sport that each athlete must meet to earn a letter. A copy of these standards should be available for the athletes participating in the respective sports.
3. Those lettering in a specific sport will receive their letter award in the following:
 - a. First time lettering in any sport at the varsity level a school letter for Varsity
 - b. First time lettering in a particular Varsity sport - a pin for that sport
 - c. Second time or more lettering in a particular varsity sport - a bar pin
4. All trophies, plaques and patches, other than SAC awards will be at the expense of the individual sport boosters.
5. In addition to the "All SAC" individual sports teams selected by the coaches, an "All Academic" team will be selected.
6. Requirements for the "All Academic" awards are as follows:
 - a. Must have a 3.20 grade point average for each of the first three nine weeks grading periods during the current school year.
 - b. Must have earned two varsity letters in

two or more recognized conference sports during the current school year.

Sunshine Athletic Conference

LOLHS is a member of the Sunshine Athletic Conference and will follow the by-laws of that organization while participating in sports recognized by the conference.

Important Land O' Lakes High School Dates

August

8th Golf begins
8th Swimming begins
8th Football begins
8th Volleyball begins
15th Cross Country begins
22nd Students' first day
25th Adult Ed Graduation

September

5th No school - Labor Day
23rd progress reports

October

10th Girls' Soccer begins
17th Boys' Soccer begins
20th End of 1st Quarter
21st No school for students
24th Second quarter begins
24th Wrestling begins
24th Girls' Basketball begins
28th Report Cards
31st Boys' Basketball begins

November

11th No school – Veteran's Day
14th Girls' Weightlifting begins
23rd-25th No School – Thanksgiving Holiday
29th Progress Reports

December

22nd End of 2nd Quarter
23rd-30th No school – Winter Break

Semester Exams-TBA

January

1st-8th No School – Winter Break
9th Teacher Planning Day
10th Third quarter begins
10th Softball begins
16th No School- Martin Luther King Day
17th Report Cards
24th Track begins
31st Tennis begins

February

2nd Adult Ed Graduation
7th Boys' Weightlifting begins
15th Progress Reports
20th No School-Presidents' Day
28th-29th FCAT Writing

March

1st FCAT Writing
16th End of Quarter
19th Teacher Planning Day
26th Report Cards

April

2nd-6th No School Spring Break
16th-27th FCAT
Senior Projects Presentations

May

2nd Progress Reports
28th No School – Memorial Day
Senior Exams
AP Exams
IB Exams
End of Course Exams
Semester Exams

June

5th Last Day of School
14th Secondary Report Cards Mailed