

THIS IS A TEXT-ONLY EDITION OF OUR STUDENT PLANNER. THE INFORMATION HERE IS SUBJECT TO CHANGE. THE PREVAILING DOCUMENTATION WILL BE THAT FOUND ONLINE IN THE STUDENT CODE OF CONDUCT CANVAS COURSE AND ITS MODULES. THE FILE YOU ARE READING HERE IS FOR REFERENCE PURPOSES ONLY. (August 18, 2014)

Pasco County Vision To create a community, which works together so all Pasco County students will reach their highest potential.

Pasco County Mission Fulfilling the promise of college, career, and life readiness for each and every student.

School Mission Land O' Lakes High School graduates emerge prepared for lifelong learning, personal and civic responsibility, global understanding, and respect for the uniqueness of the individual.

Our Alma Mater

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

Academic Reports and eSembler

eSembler is a teacher grade book that updates in real-time. This online resource is a great tool to monitor grades and attendance. The information, updated regularly by teachers, is often the best picture of a student's current progress.

Open an Account

Parents and students can create individual eSembler accounts by going to <https://grades.pasco.k12.fl.us> and clicking Create a New Account. Provide the required information and complete all steps as indicated. You must agree to all terms and conditions of use. The email address you use to create the account and the password you enter will be your login.

Adding Students to the Account

The parent view page will open once you have established your account. Enter the student's identifying information (ID number, name, etc.), and click OK. 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 clicking Add Student.

Checking Student Progress

- On the login page, enter your User Name and Password and click Login.
- 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 profile will show users who have set up an account to monitor the student. If changes need to be made to the Parent Profile or Student Profile, please contact the Registrar at (813) 794-9407.

Buses

The District's Transportation Services determines bus stops and routes. **Students may only ride their assigned bus.** 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 released. In the event of a late bus, students are given an excused tardy slip. Students are responsible for obtaining this slip as they exit the bus and presenting it to their classroom teacher. At dismissal, bus riders are to proceed directly to their bus and take their assigned seat. Buses are released shortly after dismissal.

Community Publications Policy

Land O' Lakes High School will provide space for literature regarding programs, events, and activities that are beneficial to students and their families, upon approval by the Principal. Please provide the Principal's Secretary with a copy of the announcement or publication at least 5 school days in advance. LOLHS will make approved fliers or publications available in the community information area in the Media Center. Approved announcements will be made during our in-school news show for community programs, events and activities at the discretion of the Principal or designee. Requests must include adequate lead-time for media staff to process.

Examinations and Tests

Teachers 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. Many classes administer semester exams (e.g., Honors), certain of which count fifteen percent (15%) of the semester average. Teachers report this grade as a separate semester exam grade on the report card, if applicable. In all other classes the teacher counts the final assessment as a grade for that quarter. End Of Course Exams affect the course grade as mandated by law.

Field Trips/Personal Belongings

When students participate in school related activities and bags or luggage are necessary, the luggage is subject to search by administration or the trip sponsor. If illegal articles/items, defined by school policy or law are found, the student will not be allowed to take the trip, will forfeit any amount paid to participate, and will be referred to administration for disciplinary action. Legal action also may be warranted.

Student Building (Hall) Passes

Students will use the building pass assigned to them for all travel about the school. Students must carry the pass every day in school. Students must request that the teacher sign the pass and place the date, time and destination when permission is given to leave or go to the classroom for any reason. Each student must only use his or her own building pass. Replacement passes may be available for purchase in Guidance. The Media Center requires a unique media pass for entry to be obtained from a classroom teacher ahead of time. If students have earned a Privilege Band valid during the current semester, it will serve as the Media Center pass only during the student's assigned lunch period.

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. The family is responsible for reading all information from the provider.

Physical Education

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

Online Planner - Canvas

The Land O' Lakes High School Student Planner is fully electronic. By being provided access to this resource and its contents, the student acknowledges having been advised of the school and school district policies, procedures, and practices. The student further acknowledges having been advised of responsibilities for citizenship at Land O' Lakes High School and our Gator Expectations. Students and parents may access the planner by logging in to <https://pasco.instructure.com> and selecting the appropriate link. Students may use time at school or at home to move through the planner modules. A version of the planner will be distributed as part of the school folder, but *students and parents are reminded that the latest information is contained in the online planner.*

Canvas Access for Parent/Guardian

Canvas is the LOLHS online instruction platform. Parents and guardians may access this system to view materials relevant to their student's education. Go to <https://pasco.instructure.com/login> and select, "Create Guardian Account." Follow the instructions provided to have read-only access to Canvas.

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, and modes of transportation. According to Florida 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, other tobacco products, or tobacco-like products and paraphernalia will receive the following disciplinary action interventions from the school, and if so determined, referral to law enforcement.

- **First Offense** – One day of In-School Suspension (ISS).
- **Second and Subsequent Offense** – Three days of Out-of-School Suspension (OSS).

Unauthorized Areas

Students found on the grounds or parts of the building without a building pass giving them permission to be in that area will be considered in an "unauthorized area" and are subject to disciplinary action. This may include "skipping" or "leaving school without permission." During lunch, students are to be in the cafeteria. Passes to Media Center or to a classroom must have been secured prior to lunch or to the Media Center using the student's own valid Privilege Band during the student's assigned lunch.

Visitation Policy

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.

Vending Machines

Vending machines are only available to students during passing periods and before or after school. Vending machines in the cafeteria are only available during lunch periods for use by students assigned to that lunch period. Students may not leave the cafeteria to use vending machines during their assigned lunch period. The school is not liable for money lost in the vending machines.

Whom to Call If You

(If the situation is resolved after a given step, there is no need to proceed further.)

Have a problem with another student

- Step 1 Student should make an appointment with his/her guidance counselor
- Step 2 Parent/student should contact the Guidance Secretary for an appointment to discuss the situation with the student's Guidance Counselor

Are struggling in one or more classes

- Step 1 Student should politely ask to speak with each teacher to discuss strategies for academic improvement and success
- Step 2 Parent should contact the Guidance Secretary to request a conference with all teachers and the student's Guidance Counselor

If you have multiple concerns regarding grades, attendance, discipline, etc.

- Step 1 Student should politely ask to speak with each teacher to discuss strategies for academic improvement and success, and to discuss an attendance or behavior plan
- Step 2 Parent should contact the Guidance Secretary to request a School-Based Intervention Team conference

Have communication difficulties with a teacher

- Step 1 Student should politely ask to speak with each teacher to clarify questions and challenges to clear communication
- Step 2 Parent should phone or email the teacher to discuss the situation
- Step 3 Parent should contact the Guidance Secretary to request a conference with the teacher and the student's Guidance Counselor
- Step 4 Parent should contact the Guidance Secretary to request a conference with teacher and administrator

LOLHS Contacts and Services

Administration.....	(813)794-9002
<i>Teacher, Student, and Program Concerns</i>	
Athletic Services.....	(813)794-9426
<i>Athletic Participation, Coaching Concerns, Athletic Events</i>	
Attendance Secretary.....	(813)794-9400
<i>Attendance Records, Tardies, Early Dismissal, Pre-Requested Absences</i>	
Career Resource Center.....	(813)794-9477
<i>College/Career Planning, Scholarships</i>	
ESE Services.....	(813)794-9410
<i>Behavior Specialist, ESE Records, IEP Meetings</i>	
Financial Services (Bookkeeper).....	813)794-9404
<i>Fundraisers, Lockers, Senior Accounts, School/Book Fees</i>	
Food Services/Cafeteria.....	(813)794-9478
<i>Lunch Accounts, Free and Reduced Lunch Applications</i>	
Guidance.....	(813)794-9409
<i>Bus Information, Course Selections, Grad Plan, Guidance Counselors, Homework Requests, Peer Mediation, Teacher Conferences, At-Risk Student Concerns, Credit Recovery, Graduation Options</i>	
Health Services (Clinic).....	(813)794-9452
<i>Emergency Cards, Injury Assessment, Medication, Physicals</i>	
Itinerant Staff.....	(813)794-9409
<i>ESE Compliance, ESOL, Psychologist, Speech Pathologist, Social Worker</i>	
Media Services (Library).....	(813)794-9438
<i>Books, Technology, Reference, Research</i>	
Student Records (Registrar).....	(813)794-9407
<i>Immunization Records, Registrations, School Verifications, Transcripts, Withdrawals</i>	
School Resource Officer.....	(813)794-9430
<i>Parking Passes, Safety Concerns, Report a Crime</i>	

Cafeteria

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. Write student name and ID number in the memo line. Deposits may be made online with a valid credit card at <http://www.mylunchmoney.com/>. If money remains in the account when the student leaves the school, the funds can be reimbursed. The funds in the account are for food service items only. Students may not withdraw funds from the account.

Breakfast

Students may purchase and consume breakfast snack items in the main cafeteria from 7:00 am to 7:25 am. The lower cafeteria is closed during breakfast.

Lunch

Students may bring their own food, or get meals and snack items from the cafeteria. Students may utilize their lunch period to visit the media center, receive tutoring, or make up tests/assignments. Students must obtain a media pass or teacher pass prior to their lunch period to be permitted to leave the cafeteria. All food must remain inside the cafeteria and may not be brought to classrooms.

Free and Reduced Price Meals

Families must complete an annual application to be considered for free or reduced price meals at http://www.pasco.k12.fl.us/nutrition/free_reduced/application/. Families complete one annual application for all dependent students at all schools. Eligible students are encouraged to take advantage of the nutritious meals provided by this federal program.

Clinic

Clinic Services

The clinic is open from 7:00am to 2:00pm and staffed by the health assistant, the school nurse, or other

school personnel. All students must have an emergency contact card on file to receive clinic services. Clinic personnel will contact students who do not have an updated card. Students are released only to those on their emergency contact card.

Medications

All prescription medications must be dispensed to students through the clinic. Clinic personnel will work with students and families to ensure medication dispensement meets physician's orders, which must also accompany the medication. Prescribed inhalers must also be checked in through the clinic and students will be permitted to carry an inhaler only if required by a physician. Non-prescription medications and/or over-the-counter liquids and pills are not permitted on campus. See the nurse regarding emergency exceptions.

Medical Emergencies

If you become ill while at school, report to class and obtain a pass to the clinic from your teacher. Students who are checking out due to illness must do so through the clinic. This process will ensure attendance is adjusted correctly in eSembler.

Lost and Found

Lost and Found is located in the clinic. The staff will make efforts to assist students in finding lost items, but does not accept responsibility for them.

Early Release Lunch

Early release lunch may be available for some seniors. Seniors, with parent permission, their own transportation, and early release lunch must leave campus promptly. If a student with early release lunch is found on campus after his last scheduled class, he or she may lose the privilege. Early release lunch is granted by administration based upon behavioral, attendance, programmatic, and academic criteria.

Guidance Department

Guidance Office

Office hours for Guidance are from 7am to 3pm. To meet with your Guidance Counselor make an appointment before or after school by signing the appointment book in the guidance reception area. Students will be called from class as soon as the counselor is available. Students may not come to Guidance without a pass, nor may they wait in the reception area unless directed to do so by school staff.

Guidance Counselors

Mrs. R. Gleaton	IB Programme – all grades
Camp/Garcia/Harlan	9 th grade
Ms. K. Garcia	10 th grade
Mrs. C. Harlan	11 th grade
Mrs. J. Camp	12 th grade

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. Students are reminded to make transcript requests well ahead of deadlines to institutions.

Schedule Changes

2014-2015 student schedules should match the request submitted and verified by the student during the registration process in spring of the previous year. Schedule changes are made ONLY for the following reasons:

- Students are scheduled for classes they previously passed.
 - Students are scheduled into a class that has a prerequisite that has not been met.
 - Students need a certain class to meet graduation requirements in the current school year.
- An administrator or guidance counselor will make the final decision and inform the student.

Credit Recovery Services

Adult Education classes are limited and priority is given to seniors who need credit to graduate. Students must successfully complete all required course work and attend class for a minimum of fifty (50) hours. Students who are behind on credits to graduate may be eligible to participate in credit recovery through Apex online in our learning lab. Students must make an appointment to meet with their Guidance Counselor to determine the correct courses and recovery option.

Make-up Work

Students who are absent for an extended period of time due to illness, out-of-school suspension, or excused pre-arranged absence may request assignments, homework and/or make-up work to be collected through Guidance. Assignments may be picked up 48 hours after it is requested. Families are encouraged to remain in contact with teachers through email and to see if assignments are posted on eSembler.

Withdrawals

LOLHS follows The District School Board of Pasco County School Board Policy requiring parental contact to be made before a student may be withdrawn. All materials, books, and parking pass (if any) are turned in with the completed withdrawal form. Any outstanding fees must be resolved.

Community Service Hours

Students may pick up the Community Service Guidelines and form in the Guidance Office or print out a copy from http://lolhs.pasco.k12.fl.us/?page_id=14. Students 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 services, must be returned to the Guidance Office. It is then given back to the appropriate counselor who next gives it to the data entry secretary, who enters the hours into TERMS, which allows it to appear on transcripts. The form is filed in the student's academic folder. A student may submit hours on an organization's letterhead, however, this must be attached to the official community service form. A review of the submission will determine if the hours meet the Guidelines in order to be entered to the student record on TERMS.

Main Office**Attendance**

Attendance and active participation are very important for a successful and rewarding high school experience. LOLHS follows district and state mandates for attendance. These mandates are found in the planner's District Code of Student Conduct under *Attendance* and *Attendance Procedures*. All absences must be excused in order to be able to make up missed assignments. It is the student's responsibility to request missed work from teachers. Note: Unexcused partial day absences are considered "skipping" and will result in disciplinary action.

Signing In or Out of School

Students arriving late to school or needing to leave early must do so through the Main Office. This includes doctor appointments, medical emergencies, dental appointments, and any early release from school. Students may not leave school without parent approval. Failure to follow the sign out procedure will result in disciplinary action.

Excused Absence Reporting

A parent or guardian must document a student's absence using the online Excused Absence Reporting system within three days of returning to school. The link to this is found on the right sidebar of the LOLHS webpage. All parent or guardian information must be recorded and doctor's or other notes may be uploaded. Staff will review the information and if warranted, adjust the student's attendance in eSembler. Refer to the District Code of Student Conduct for acceptable reasons for a student's absence. Note: For absences not reported within the above timeframe or that are unexcused, teachers are not required to allow missed work or assessments to be submitted for credit.

Procedure for Submitting Tardy Notes

Students are to present a parent or guardian note when they check in at the Main Office. The note must explain why the student is tardy and must include the parent's telephone contact number and the parent's

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. Seniors with early release lunch must make arrangements to serve their detention. The school will assign further consequences for excessive tardiness and for failure to serve detentions.

- 1-2 unexcused tardies to school use tardy pass (found on building pass) – 2 per quarter.
- 3-4 unexcused tardies receives lunch detention.
- 5 or more unexcused tardies receives ISS, other available suspension, or disciplinary option at the discretion of the administration.

Pre-arranged Absence Request

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, the parent or guardian must complete the online Pre-arranged Absence Request form found on the right sidebar of the LOLHS webpage. Requests must be received five (5) days before the intended absence unless due to emergency, illness, or death in the family.

- All requests require administrative review.
- The absences must meet the guidelines established by the District School Board of Pasco County to be considered “excused” and to allow students to submit missed assignments for in-class credit. Absences not meeting these guidelines will be unexcused.
- If approved, the student will be provided a form to take to all teachers and obtain signatures to show the teacher has been notified BEFORE the absence.
- Upon returning, the student will present the form with all teacher 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 updated in eSembler. There is a limit of two excused college visits per semester.

If not submitted at least five (5) days prior to the absence, the parent or guardian must follow the Excused Absence Reporting procedure above.

School Related Absences (SRA)

Students may only receive an excused SRA for a school event if the student is a member of the school team/club/class/group participating in the event. Students attending these events as a spectator must follow the procedure for Pre-arranged Absence Request.

Deliveries to Students/Food Brought to the 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. Arrange for home delivery. Items delivered to school may 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, but does not accept responsibility for lost or undelivered items.

Lost or Damaged Textbooks and Instructional Materials

If textbooks or other instructional materials are lost or severely damaged, see the teacher of that class to receive a lost/damaged textbook form. That form and the money to replace the textbook at full cost must be submitted to the Bookkeeper in the Main Office. **Retain your receipt for the payment.** If a lost item is found, the receipt is required for refund.

Guests Requests for Dances

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 on the date of the event. 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 District School Board of Pasco County Code of Student Conduct – including dress code – 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 Land O’ Lakes students. If directed to leave an event due to rule or dress code violation, funds paid, if any are not refundable.

Club Activity Schedule

On club activity days, the school is on an alternate 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. Some clubs meet after school and require that families make alternate plans for transportation.

Club Participation and Cards

Club participation is a privilege to be extended or revoked at the discretion of the school-designated sponsor and the administration. 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 that students keep the club cards in their wallet or purse.

Lockers

The locker fee is \$9.00 per year. Locker assignments are made during the first two weeks of school. Keep a copy of your combination in a secret place. To open a lock, turn the dial a full circle twice to clear. Begin at the top of the 00 turn dial clockwise to the first number. Turn dial counterclockwise without passing the number to the second number. Then turn the dial clockwise to the last number and pull down. Practice opening the lock several times before or after school makes sure you are able to open it with ease. If your locker does not open or if you forget the combination, GO TO CLASS and resolve the problem during non-instructional times. The lock and locker are the property of the school and must be turned over at the end of the academic year or upon your withdrawal from Land O' Lakes High School. 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 the locker is assigned 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 your locker at the end of the school year.

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. Students are not to use personal communication devices for calls during the school day unless at the discretion of the administration.

Media Center**Media Procedures**

The Media Center is available for students during the school day. Extended hours before and after school will be posted on Media Center door. Students must obtain a media pass from their teachers to utilize Media Center during school hours. Media passes are not needed before or after school. Students must sign in upon arrival and sign out when they depart. Students must also have a teacher signed Media Pass during class and lunch periods to utilize media services. Media passes must be secured ahead of time and must be completely filled out. Use is limited to one student per pass at all times. Students with their own valid Privilege Band may go from the cafeteria to the Media Center during their assigned lunch period.

Media Center Services

Services offered include Internet access and other electronic resources, books and videos for check-out and in-house use, magazines, scheduled access to the TV Production Studio and other Audio/Visual equipment (still and video cameras, editing equipment, CDs, DVDs, audio recording and playing equipment, etc.), die-cutting machine, computers, tablets, scanners, printers, areas for group and individual study, and media staff assistance for students, faculty and staff with research and A/V projects.

Printing and Copies

- Students are allowed to print black and white pages for instructional purposes at a cost of five cents (5¢) per page.
- Color printing is available at fifty cents (50¢) per page. See media staff.

- Single 8.5" x11" copies are available at a cost of five cents (5¢) per page.
- Students and teachers are encouraged to use paperless submission methods such as Canvas, Google Drive, and Dropbox to minimize printing.
- Students can minimize printing by saving work to digital media (e.g., flash drive), or emailing to themselves for at-home revision and printing.

Resource Checkout

- Students may check out materials using their student ID number.
- Books may be checked out for 2 weeks.
- 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 by completing the Property Control Financial Liability Form. This must be done in advance.
- Students are fined \$10.00 for each day the A/V equipment is not returned.

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

Remote Access to Online Resources

Go to mind.pasco.k12.fl.us

The following databases are available (username/password):

- EbscoHost – pasco/flamingo
- Grolier – pasco/flamingo
- Gale Power Search – student/(no password)
- SIRS – pasco/flamingo
- World Book Web – pasco1/flamingo

Network Access

Log In Procedure Students have the privilege to use the school's network. Students will be given a unique login and password at the beginning of the year to access the school network. The Media Center or a classroom teacher 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 must 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.

Gator Expectations

Land O' Lakes High School students are expected to follow the *Gator Expectations*. Students **GIVE their attention, ACCEPT responsibility, TREAT others with esteem, OFFER their best effort, and RESPECT their environment**. Students are taught what these expectations look like in different areas of the school through announcements, signs, and presentations. *Gator Expectations* are posted throughout the school describing the appropriate behavior for specific locations.

Bus

Arrive at bus stop at least five minutes prior to scheduled arrival. Bus stop cross streets and stop times are listed in the top right hand corner of your course schedule. If you miss your bus you will need to arrange your own transportation to school. Missing the bus is an unexcused tardy and/or absence. Buses leave promptly five minutes after end of day dismissal. If you are not on your school bus once the bus doors are closed, you will need to arrange your own transportation home from school. Phones are available in the Main Office. Students must observe all safety and behavior rules when on the bus and at bus stops. Failure to do so may result in disciplinary action, including bus suspension.

Cell Phones/Electronic Devices

In accordance with Pasco County School Board Electronic Use Policy, local school principals may set guidelines for the use of cell phones and/or electronic items on school grounds. LOLHS' first priority is to create a rigorous and engaging learning environment for all students, teachers, and staff. We

understand that electronic media is a valuable component in our modern world. We encourage the appropriate use of technology to enhance the curriculum and engage student learning. We understand that these items can often be a distraction that can take away from our goals.

Electronics such as cell phones, smart phones, iPods, tablets, media players, laptops, etc., are expensive. Students and parents are responsible for any loss, damage and/or theft of their personal property. LOLHS will not investigate nor be responsible for damaged, lost or stolen personal items. Parents/guardians must carefully consider whether or not your student needs to have any of these items at school.

When necessary, students may appropriately use electronic devices during non-instructional times, including before and after school, and at lunch. In order to preserve and respect classroom instruction, students may not have electronic devices out or powered on during class time unless directed to do so by their teacher for instructional purposes.

Electronic devices may not be used in a manner that causes a distraction or disruption to the learning environment, or in an inappropriate manner. There shall be no recording of audio or video anywhere on school grounds without proper consent. The use of electronic devices is a privilege that may be revoked at any time, and lead to disciplinary action if used inappropriately, including through social media and apps.

In certain circumstances, such as EOC, FSA, FCAT, AP, and IB examinations, students are not permitted to be in possession of phones and other electronic devices whatsoever. Violation may result in the invalidation of exams and other consequences. The school is not responsible for opportunities lost due to student violation of examination regulations.

Consequences

Teachers and staff initially may issue warnings, assign lunch detentions, and counsel students who violate the guidelines for appropriate use of electronic devices on campus. Further infractions may rise to the level of offenses requiring further intervention.

- 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. Student receives detention or ISS.
- Third Offense – Confiscated phone sent to Main Office. Student receives detention or ISS. Parent picks up phone.
- Subsequent Offenses – Confiscated phone sent to Main Office. Additional consequences will be at the discretion of the administration.

Note: Students must hand over any item as required by staff. Refusal will result in additional disciplinary action.

Dress Code

Appropriate dress is a matter of safety, self-respect, personal dignity, and respect for others and our school. Administration will determine the appropriateness of dress and appearance and will make the decision whether a student's appearance meets school expectations. Students must comply with the dress code during all school-sponsored activities. The Principal or designee's decision on appropriateness of dress is final.

Prohibited dress includes items described here. This is not an exhaustive list.

- Sexually explicit, cut-off, tight spandex clothing, torn, or tattered jeans with holes are not appropriate apparel for school.
- Skin fitting pants such as leggings, jeggings and yoga pants are not allowed unless covered by other clothing that meets length and other dress code requirements (as noted below).
- See-through clothing that reveals underwear or other unapproved clothing is not appropriate apparel for school.
- Clothing that is offensive may not be worn. It cannot contain derogatory or harassing remarks or have implicit pictures or language. Clothes cannot identify students with gangs or antisocial groups, or contain images of tobacco, alcohol, drugs, weapons, or other prohibited items.
- All pants, shorts, dresses, and skirts must be no shorter than 4 inches above the knee, as worn during

the course of normal movement throughout the day.

- Tops must be long enough to clearly overlap or stay tucked into the waistline as worn during normal movement throughout the day.
- Pants will be worn securely at the waist and 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 armpits.
- 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 all students.
- Removal of clothing for body paint or other decoration 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. Hats/head coverings must be put away inside a book bag and may not be otherwise displayed, attached, worn, or carried. Students are not permitted to wear the hood of a t-shirt, sweatshirt or jacket at school.
- Students must wear shoes while on school grounds and on school transportation for foot protection and hygienic reasons. Slippers are not acceptable.
- Sunglasses may be worn outside only and must be put away when inside the building.
- 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, dog collars, etc. are not permitted.
- Excessively gaudy make-up, body paint, tattoos, 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.

Consequences

- 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. As a courtesy, students will receive a dress code violation warning for an initial offense.
- 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 severe disciplinary action.

Parking

Parking on campus is a privilege, not a right. In order to receive 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 and display a current LOLHS parking tag.** The tag costs \$15.00. The application is available on the school webpage. A current driver's license, current registration for the vehicle, proof of insurance, and fee payment are required before the hangtag 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. Lock vehicles during the school day and keep all valuables at home. The school assumes no responsibility for theft, breakage, or damage to any vehicle or vehicle contents 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 hangtag if there are spaces available.

- Students with multiple referrals for violations of the Code of Student Conduct may lose or be denied 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 and will be subject to additional disciplinary action.
- Vehicles without current parking permits may be booted, towed at the owner's expense, (approximately \$250.00) and/or receive other disciplinary interventions.

LOLHS is not an open campus. Students may not leave campus or be in unauthorized areas of the school or school grounds 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 who remain on campus during an on-line class must go directly to the school's designated lab area while class is in session. Students who violate this rule will have their parking and other privileges revoked for the remainder of the school year.

All vehicles brought to or parked on school property are subject to being search by school personnel, and when so determined, by law enforcement.

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 who are habitually tardy will be assigned a more severe consequence. Students who 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 unexcused.

Consequences

- **Teacher Detention** A teacher may assign and hold detentions as defined in the course syllabus for breach of classroom expectation.
- **Breakfast and Lunch Detention** Teachers and staff may assign lunch and/or breakfast detention for a breach of classroom expectations or the Student Code of Conduct. Students assigned to lunch or breakfast detention must report to an administrator on duty in the cafeteria prior to serving their detention. The student follows the directions given. After the student successfully completes the detention, an administrator will sign the detention form and hand it back to the student. The student is responsible for returning the signed form to the issuing staff member.
- **In-School Suspension (ISS)** In-School Suspension may be assigned for a breach to the Student Code of Conduct. Students are permitted to make up work and will be provided time to gather assignments from their teachers prior to serving ISS. In ISS, students must sit apart, remain silent, complete academic work and studying/reading, and may not use personal electronic devices.
- **Out-of-School Suspension (OSS)** Out-of-School Suspension may be assigned for serious breaches to the Student Code of Conduct. Students are permitted to make-up work. Please contact the Guidance Secretary to make arrangements for pick up. Students serving OSS may not set foot on any school, office, or property – including transportation – of the District School Board of Pasco County. The student may not attend or participate in any school-related event during the period of his OSS. Doing so is considered trespassing, will be referred to law enforcement, and will receive school issued consequences at the discretion of the administration. A case will be registered with the Sheriff's Office.

Gator Rewards and Privilege Bands

LOLHS rewards positive academic and behavioral success by providing students with earned privileges based on their behavioral and academic status and progress. Students will receive levels of privileges based on the criteria below. Privileges may include free or discounted tickets to school events such as sporting events, dances and monthly reward celebrations. Access privileges may include movement to outdoor patio area, Media Center, or other restricted areas during lunch, special area parking, and expanded use of electronics at school. Students must show their own valid Privilege Band to partake.

Highly On Track

3.5 or Higher GPA
0 Discipline Referrals

On Track

2.0-3.4 GPA
0 Discipline Referrals

All credits
Less than 10% absences school Y-T-D

All credits
Less than 10% absences school Y-T-D

At Risk for Off Track-Any one or more of these
Less than a 2.0 GPA
1 or More Discipline Referrals
Behind by no more than ½ credit
Greater than 10% absences school Y-T-D

Off Track
Less than a 2.0 GPA
1 or more Discipline Referrals
Behind 1-3 credits
Greater than 10% absences school Y-T-D

Highly Off Track
Less than a 2.0 GPA
1 or more Discipline Referrals
Behind more than 3 credits
Greater than 10% absences school Y-T-D

Graduation Goal Sheet – Am I on Track?

Credits Needed for Graduation = 24

Total Credits Earned _____ Total Credits Needed _____ Area of Concern _____

GPA = 2.0

Unweighted GPA _____ GPA Required _____ Area of Concern _____

Attendance: Less than 10% absences

1st Quarter less than 5 days _____
2nd Quarter less than 5 days _____ less than 9 days total _____
3rd Quarter less than 5 days _____ less than 13 days total _____
4th Quarter less than 6 days _____
Area of Concern _____

Discipline Referrals: Less than 1

1st Quarter _____
2nd Quarter _____
3rd Quarter _____
4th Quarter _____ Area of Concern _____

Testing

To meet graduation plan requirements, students must take/pass certain End of Course Exams. As well, some students may still fall under the requirements of earlier exams such as FCAT. EOC and other exams for each group of students entering their 9th grade year is found online at http://www.pasco.k12.fl.us/cis/graduation_requirements.

EOC Exams To Meet My Graduation Requirements

EOC in _____ Taken? _____ Passed? _____ Area of Concern _____
EOC in _____ Taken? _____ Passed? _____ Area of Concern _____
EOC in _____ Taken? _____ Passed? _____ Area of Concern _____
EOC in _____ Taken? _____ Passed? _____ Area of Concern _____
Other _____ Taken? _____ Passed? _____ Area of Concern _____

Athletic Eligibility

Prior to the first practice session all students must have:

1. A current physical examination and FHSAA forms EL3 and EL3CH. 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.
6. Completed FHSAA GA4 Form on file in the Athletic Director's office is required for students who have previously attended another high school. This form only needs to be completed the first year a student participates and must be notarized.
7. Students must maintain a 2.0000 cumulative GPA and meet the attendance requirements to remain eligible. 9th grade students must have a 2.0 GPA at the end of the 1st quarter to be eligible during 2nd quarter.
8. Students transferring to LOLHS after starting the 9th grade may not participate in athletics for one calendar year from they date of enrollment at LOLHS. Students who wish to appeal this policy with the school board may do so.

Participation on Athletic Teams at LOLHS

It is the policy of the LOLHS 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, he/she may not begin practice until the 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 (OSS) or In-School Suspension (ISS) may not practice or participate in an athletic activity while suspended, nor may the student be a helper or spectator at events.

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. There may be additional disciplinary action.

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 receptionist. Consequences for missed practices will vary for each sport and will be outlined by individual coaches 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 who does not attend for the majority of the school day will not be allowed to participate in practice or contests that day. Coaches may dictate in their policies additional standards that they determine to be necessary.

LOLHS Athletic Code of Conduct

Student athletes must print, read, sign, submit, and abide by the requirements of the LOLHS Athletic Code of Conduct. The parent/guardian signature is required as well. The document may be downloaded from the online planner on Canvas by selecting the link found therein, or see the Athletic Director for a copy.

Sportsmanship

Florida High Schools Athletic Association (FHSAA) 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, FHSAA levies fines against the schools involved in these incidences.

1. FHSAA 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 FHSAA. Land O' Lakes High School may lengthen the suspension if deemed necessary.
2. The FHSAA has mandated that the home school is responsible for the control of spectators during athletic contests. In the event that 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 athletes and supporters to exhibit sportsmanship and respect for one another, our opponents, their fans, and the officials who are working our contests.

Ejections and Fines

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

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.

Attendance 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 who participate in spite of this 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 suspension. Athletes who participate in spite of this 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 as possible in writing so the athletes and parents 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 also may be obtained through the Athletic Director's office, 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. The school provides Varsity letters and pins to athletes. Any other awards are provided by the team and/or its booster organization.

Football Tailgating

Tailgating is permitted only in approved areas through the sponsorship of an approved school organization. Congregating in areas that can cause a safety hazard is not allowed. This includes sidewalks, parking lots and areas 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 his/her 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 PRIOR to the start of the season.
3. Those lettering in a specific sport will receive their letter award in the following:
 - First time lettering in any sport at the varsity level – a school letter for Varsity
 - First time lettering in a particular Varsity sport – a pin for that sport
 - Second time or more lettering in a particular varsity sport – a bar pin
 - All trophies, plaques and patches, other than SAC awards, will be at the expense of the individual sport boosters.
 - In addition to the "All SAC" individual sports teams selected by the coaches, an "All Academic" team will be selected.
 - Requirements for the "All Academic" awards are as follows:
 - Must have a 3.20 grade point average for each of the first three nine week grading periods during the current school year.
 - 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.

Calendar

For school and athletic calendar information, please visit the Land O' Lakes High School website where you may consult and subscribe to our school calendar. You may access the District School Board of Pasco County calendar at <http://www.pasco.k12.fl.us/calendar/>. Dates may be subject to change.