



Name: _____

Address: _____

Phone: _____

Gaggle Net Account: _____

SCHOOL CONTACT INFORMATION

Address: 835 Stone Street
Camp Lejeune, NC
28547-2520

Principal's Office: (910) 451-2451

Fax: (910) 451-3130

Guidance Office: (910) 451-2453

Fax: (910) 451-2454

Website: www.am.dodea.edu/lejeune/lhs

For daily Lejeune High School information, dial 451-0995 #4

LHS communicates with parents by:

- the handbook and annual calendar
- school newsletter and monthly calendar
- reminder of events
- PTO Meeting
- One Call Now
- e-mail
- GradeSpeed
- Parent discussion forums
- Maintaining a current web page for parent or community access.

POINT OF CONTACT LIST

1. Classroom, Academic, or Discipline Matters:

↳ *Teacher*

2. For more than one course:

↳ *Guidance Counselors*

3. School Level Matters:

↳ *Principal or Assistant Principal*

4. System Level Policies:

↳ *Superintendent, NC-DDESS*

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

The Mission: The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment

The Vision: Communities investing in success for all students!

DoDEA Goals:

Goal 1 and Outcomes: HIGHEST STUDENT ACHIEVEMENT – All students will meet or exceed challenging standards in academic content and special area programs so that they are prepared for continuous learning and productive citizenship.

Goal 2 and Outcomes: PERFORMANCE-DRIVEN, EFFICIENT MANAGEMENT SYSTEMS – DoDEA will use a performance driven management system that operates in a timely, efficient and equitable manner, places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

Goal 3 and Outcomes: MOTIVATED, HIGH PERFORMING, DIVERSE WORKFORCE – The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4 and Outcomes: *NETWORK OF PARTNERSHIPS PROMOTING ACHIEVEMENT – Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement*

LEJEUNE HIGH SCHOOL

The Mission: Every student at Lejeune High School is provided a quality education in a safe and orderly environment and is prepared to be a lifelong learner and a responsible productive citizen.

The Vision:

Lejeune High School will provide a 21st century education supported by the following: motivated students, parents, and staff; cutting edge technology; an environment conducive to mental and physical health; course offerings to meet the needs of all students; and necessary funding.

LHS Goals:

Goal 1: All students will improve their problem-solving skills across the curriculum.

THE BIG6™ PROCESS MODEL – (used as the intervention for Goal 1)

The staff and students will use the Big6™ process model to engage students in problem-solving. Under the Big6™ process model, successful information problem-solving encompasses six stages with two sub-stages under each:

- Task Definition
 - Define the information problem
 - Identify information needed
- Information Seeking Strategies
 - Determine all possible sources
 - Select the best sources
- Location and Access
 - Locate sources (intellectually and physically)
 - Find information within sources
- Use of Information
 - Engage (e.g., read, hear, view, touch)
 - Extract relevant information
- Synthesis
 - Organize from multiple sources
 - Present the information
- Evaluation
 - Judge the product (effectiveness)
 - Judge the process (efficiency)

Goal 2: All students will increase their academic motivation throughout the school community.

I. INSTRUCTIONAL PROGRAM

LHS offers a comprehensive academic program that prepares students for post-secondary study or entry into the job market or both. The ultimate aim of the educational program is productive citizenship.

CURRICULUM AND PROGRAMS

To create a world-class education system, DoDEA has developed rigorous and demanding curriculum standards. The curriculum standards are based on the content standards produced by the National Council of Teachers of Mathematics, the National Council of Teachers of English; the International Reading Association, the National Research Council's National Science Education Standards and the National Council for Teachers of Social Studies.

Standards are important because they set high levels of learning and performance for all students. The standards also serve as a basis for assessment across the curriculum. They focus on what is important in each curriculum area.

Parents are encouraged to visit the DoDEA website, www.dodea.edu, to review the curriculum standards.

SCHEDULE CHANGES

Students should select courses with the understanding that **changes will be permitted only for the following reasons:**

1. Resolve a scheduling conflict (if alternate course selections are unavailable),
2. Schedule a course that is required for graduation,
3. Replace a course required for graduation that was completed during summer school,
4. Replace a course with pre-requisites not satisfactorily completed by the student,
5. Replace a course when the subject teacher recommends in writing that the student has been inappropriately placed, or
6. Allow a senior to participate in dual enrollment.

Course changes may not be made after the tenth (10th) day of the semester.

MINIMUM COURSE LOAD

All students must be scheduled for at least two (2) courses per day. In order to maintain eligibility, athletes must take a minimum of six (6) courses.

GRADING SCALE

Marks are awarded in accordance with the following scale:

| Numerical Grade | Letter Grade | Numerical Grade | Letter Grade |
|-----------------|--------------|-----------------|--------------|
| 96.5 - 100 | A+ | 76.5 – 79.49 | C+ |
| 92.5 – 96.49 | A | 72.5 – 76.49 | C |
| 89.5 – 92.49 | A- | 69.5 – 72.49 | C- |
| 86.5 – 89.49 | B+ | 66.5 – 69.49 | D+ |
| 82.5 – 86.49 | B | 62.5 – 66.49 | D |
| 79.5 – 82.49 | B- | 59.5 – 62.49 | D- |
| | | 0 – 59.49 | F |

North Carolina Virtual Public School (NCVPS) is sponsored by North Carolina state; therefore, it is a seven point scale. DDESS uses a ten point scale. Students taking a NCVPS course will be graded on the North Carolina seven point scale.

GRADE POINT AVERAGE (GPA)

GPA is determined by dividing the total grade points earned by the number of courses attempted.

WEIGHTED GRADE POINTS

Grade points are assigned to all marks according to the following weighted 4.00 grade point scale:

| Standard/Honors | AP |
|------------------------|-----------|
| A - 4 | A - 5 |
| B - 3 | B - 4 |
| C - 2 | C - 3 |
| D - 1 | D - 2 |
| F - 0 | F - 0 |
| WF - 0 | WF - 0 |

CLASS RANK

Cumulative weighted grade point average is used to determine class rank with the rank of "1" being assigned to the highest average in each grade. Unless a course is repeated, failing grades are included in the computation of cumulative grade point average. When a course is repeated, only the last mark is included in the computation. Repeated courses are identified by # on the transcript. All members of the class are included except foreign exchange students. **Final rank** is computed at the end of eight (8) semesters.

GRADES OF "INCOMPLETE"

In some cases a teacher may consider that a student's interest will be best served by awarding a grade for "incomplete." In such cases, the student must submit all outstanding assignments no later than ten (10) school days after the end of a grading period (except the final grading period of the school year). Unless approved by the Principal in advance, assignments not submitted within ten school days will automatically receive a grade of "F" and will be averaged as such with other grades earned during the grading period.

GRADESPEED

Parents and students are encouraged to open accounts in GradeSpeed. While not intended to replace the face-to-face communication between parents and teachers, GradeSpeed offers continuous access to a student's grades. Information on establishing an account is available in the office. In order to maintain an account, you must notify the school office if you change your email account.

REPORT CARDS

Report cards are issued each nine (9) weeks. Letter grades are entered on report cards and transcripts. As an incentive for students, the lowest numerical grade that will be awarded at the midpoint of each semester is "50."

Final grades and credits are issued at the end of each semester.

PROGRESS REPORTS

At the midpoint of each grading period, students receive a paper progress report from each teacher. The progress report indicates the student's achievement to date. The progress reports are emailed to parents.

REQUIREMENTS FOR PROMOTION

- 9th to 10th 6 units
- 10th to 11th 12 units
- 11th to 12th 19 units

The student must be able to meet all graduation requirements with normal scheduling in order to be classified as a senior.

REQUIREMENTS FOR GRADUATION

Lejeune High School awards a diploma to students who complete the following minimum requirements:

GPA Requirement. Students must earn a minimum cumulative grade point average of 2.0 in order to receive a diploma. The GPA is calculated through the final semester of the graduating year.

Unit/Course Requirement. Students must successfully complete the following distribution of specified courses:

| COURSE | UNITS |
|---|------------|
| English | 4 |
| Math - Algebra I, Geometry and one unit | 3 |
| Science - Biology, Chemistry <u>or</u> Physics, and one unit | 3 |
| Social Studies - World Regions <u>or</u> World History - U.S. History - Government (.5) and another .5 credit | 3 |
| Foreign Language - Two units in the same language | 2 |
| Fine Arts | 1 |
| Professional Technical Studies - .5 unit must be in a computer technology | 2 |
| Health Education | .5 |
| Physical Education | 1.5 |
| Electives | 6 |
| Total | 26 |

Honors Diploma: An honor diploma will be awarded to students who 1) earn a final cumulative GPA of 3.8 or higher and 2) earn a passing grade on a minimum of four (4) Advanced Placement exams.

EXTENDED LEARNING PERIOD

All students are enrolled in an extended learning program which meets Tuesday through Friday from 2:00 until 2:35. The extended learning period is academic contact time. It provides time within the school day to provide additional academic assistance and support services to students. Examples of assistance and services include but are not limited to re-teaching, make-up work, completing work not finished during class, retesting, conducting group counseling sessions and/or guidance activities, providing time for research activities and computer work, and conducting assemblies. Unless in support of school goals, the extended learning period is not time for club meetings or activities considered extra-duty/extracurricular.

An important aspect of the extended learning period is the freedom of the student to work with teachers. Students are expected to use their time wisely. Students who have a pass are allowed to sign out of their assigned class to report to the requesting teacher. Passes to the computer lab and the information center are distributed by the computer lab assistant and the information center specialist respectively. Students may not leave the assigned EL class to get a pass. Students remaining in the assigned EL class should be engaged in study/learning activity.

The extended learning time is not social hour or a time to sleep. Normal attendance and tardy procedures apply during the period. In addition, extended learning pass privileges can be restricted.

Students are required to adhere to the following conditions during extended learning time:

- Students must report to their assigned class on time.
- Students need to bring study material/work to the class.
- Students may work quietly in pairs or in small groups if the teacher agrees.
- Students are not allowed to sleep, listen to music, eat, or consume beverages.
- Students may not be engaged in computer usage of chat lines or computer games.
- Once the class begins, students will not be allowed to go to their lockers.
- Any non-extended learning pass allowing the student to leave the class will be limited to emergency situations determined by the teacher.

HOMEWORK AND MISSED ASSIGNMENTS

The LHS faculty believes homework serves these purposes: preparation, practice, creativity, and responsibility—especially for budgeting of time. The amount of time students need to complete homework assignments, and penalties for missing deadlines, may vary with the teacher.

1. The effect of homework on grades and penalties for missing deadlines are determined by the individual teacher; however, teachers explain their grading criteria as part of the introduction to each course and with each assignment.

2. There is no such thing as "no homework." There may be nothing due on the next day; however, there are usually long-term assignments and always notes to be reviewed.

3. It is the responsibility of all students to complete assignments and/or tests missed due to absence. In most cases, students will be expected to submit homework on the day they return from an absence after an extended absence. After an extended absence, a deadline for making up work will be established by the classroom teacher. GradeSpeed is a helpful tool for students and parents to view assignments.

DISTANCE LEARNING

Online courses are available to 10th through 12th graders through the DoDEA Virtual School and North Carolina Virtual Public School. See the school counselors for additional information.

DUAL ENROLLMENT AT CCCC AND UNC-GREENSBORO

The dual enrollment option with Coastal Carolina Community College (CCCC) and University of North Carolina Greensboro (UNCG iSchool) makes it possible for students to take college level elective courses that are not available in the Lejeune High School course offerings. Students receive both college and high school credits for courses completed with a passing mark. In order to participate in dual enrollment, seniors may take courses either during or after regular school hours. Seniors who schedule courses during the school day must be in attendance at Lejeune High School for at least half the school day (or for the number of periods necessary to meet graduation requirements if more than a half day). Dual enrollment courses do count for athletic eligibility. Non-seniors who are at least sixteen years of age are eligible to participate in the dual enrollment program but must enroll for courses that are offered after regular school hours.

An application to CCCC must be submitted in order to participate in dual enrollment. Applications are available in the Guidance Office. There is no tuition charge for dual enrollment courses; however, students are expected to pay for any required textbooks.

UNCG iSchool provides another avenue for students to take college courses while in high school. Unlike the program at CCCC where courses are offered in traditional classroom design, all UNCG iSchool courses are offered online.

PLANNER AND NOTEBOOK REQUIRED

Students are required to have at least one three-ring binder. The school provides every student a

planner to organize assignments. Students are expected to have the planner and a binder for use in every class and students can expect that they will be checked and graded periodically.

DRIVER EDUCATION

Driver Education is offered through contract services after school, on weekends, and during spring and/or summer break. Enrollment in Driver Education is subject to the following guidelines:

1. Priority for enrollment is by age.
2. Registration will be announced at appropriate times.
3. The student must be in good standing; i.e., good grades and good attendance, no truancy, no outstanding fees, and no cases of disruptive behavior. Students may register only one time. Students who do not complete or fail the course may not re-enroll.
4. Transportation to and from the school for Driver Education is the responsibility of the student and parent/sponsor.
5. The State of North Carolina requires a minimum of 30 clock hours of classroom instruction and six hours behind the wheel to become eligible for certification.
6. Providing official proof of the successful completion of classroom instruction is a requirement for beginning driving instruction.
7. Eligibility form must be presented for license.

II. GUIDANCE COUNSELORS AND COUNSELING SERVICE

COUNSELORS

Three (3) guidance counselors are available to assist students plan their academic program, to discuss career interests, and to help with social and school adjustment issues. Students and parents can make an appointment with a counselor through the guidance secretary (451-2453).

Counselors also provide mediation to help solve conflict, as well as to establish a calm and safe environment among students. Students can find more information or request mediation through the Guidance Office.

STUDENT RECORDS

A student's educational records may be reviewed by the student's parents/guardians or by eligible students (those who are married or eighteen (18) years of age). A request to review a student's records should be submitted in writing to the Principal. When the Principal receives a written request, an appointment for the review will be scheduled as early as possible. Hearing procedures have been established should a case arise when either a parent/guardian or eligible student believes that information contained in an educational record is inaccurate, misleading, or otherwise in violation of the student's rights.

Lejeune High School does require the written permission of the parent/guardian or eligible student when requesting a student's records from another school or agency. Written permission is also required in order to forward the records of a student to another school or agency.

Directory Information. In accordance with current legislation, LHS may release certain directory information without consent. The following has been designated as directory information: student's name, address, telephone listing, date and place of birth, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards received, and the most recent educational institution attended. In addition, current legislation requires that LHS release directory information (name, address, and telephone listing)

about juniors and seniors to military recruiters upon request. If you do not want this information disclosed, you must select "no" on the media/field trip form that is completed as part of the annual registration process.

III. SCHOLASTIC AND HONORS PROGRAMS

Lejeune Scholars Program (information follows)

National Honor Society

Valedictorian and Salutatorian

Marshals (top 10 juniors)

Honor Roll: no grade lower than "B," no "incomplete"

Principal's List: no grade lower than "A," no "incomplete"

Scholar Athlete

Department Academic Awards

LHS nominates students for:

Governor's School

Boys' State / Girls' State

Morehead and Park Scholarships

LEJEUNE SCHOLARS PROGRAM

Considerable effort is made to recognize the outstanding accomplishments of Lejeune High School students. The Lejeune Scholars Program is the most comprehensive of the recognition programs to acknowledge academic excellence. All students who pursue the specified schedule of rigorous courses listed below and who earn a cumulative weighted GPA of 3.55 or higher are eligible to earn the distinction as a Lejeune Scholar.

| COURSE | UNITS |
|--|-----------|
| English | 4 |
| Math Algebra I, Geometry, Algebra II and one (1) additional course w/ Algebra II as a pre-requisite | 4 |
| Science Biology; Chemistry; and Human Anatomy, AP Biology, AP Chemistry, Physics, AP Environmental Science, or AP Physics. | 3 |
| Social Studies One (1) World Studies Credit; U.S. History; U.S. Government (.5); and an additional 1.5 social studies credit | 4 |
| Second Language Three units in the same language | 3 |
| Fine Arts | 1 |
| Professional Technical Studies | 2 |
| Health/Physical Education | 2 |
| Electives | 5 |
| Total Credits | 28 |

GRADE LEVEL SCHOLARS

In addition to the comprehensive Lejeune Scholar Award, students in grades 9 – 11 can earn a Lejeune Scholars Program Award by working toward the course requirements and by earning a GPA of at least 3.55 for the year. GPA's for the Scholar Awards are computed at the end of the third quarter. In order to become a candidate for a grade-level awards, students must be taking or have completed the following courses:

Freshmen – English, Algebra I, Science, Social Studies, Foreign Language, & PE +2
Sophomores – English, Geometry, Science, Social Studies, Foreign Language &
Health/PE, + 2
Juniors – English, Algebra II, Advanced Science, US History, Foreign Language, + 3

IV. STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF DISCIPLINE

In addition to teaching fundamental skills and knowledge, one of the most important experiences that we can provide for students is the teaching of accountability. Students must learn to abide by the laws and expectations of the adult world. This section will outline the expectations for behavior and the consequences for failure to follow rules.

Discipline Mission Statement: The mission of the Camp Lejeune Dependents Schools regarding discipline is to create a successful partnership among members of the educational community (students, parents, staff, and military) ensuring a safe learning environment, resulting in responsible, productive, and respectful members of society.

Beliefs:

1. The interaction of environment, instinctive needs, and experiences influences behavior.
2. When behavior is reinforced, it will be repeated.
3. Expectations of the educational community influence behavior.
4. School discipline is successful when combined with effective teaching practices.
5. Students are responsible for their own actions according to their ages and levels of maturity.
6. Students must be helped to make connections between their behavior and consequences.

Students' Rights and Responsibilities:

1. Students have the privilege to attend school and learn. It is their right to expect respect at school, on the bus, or at school activities from other students and school employees. It is the responsibility of the school system to protect students from sexual harassment and physical or verbal abuse from other students and school employees. Students have the responsibility to follow published district, school, and classroom rules. Students who are accused of violating the rules or displaying improper conduct will be provided with due process which at the minimum means they will be informed of the violation and will be provided with a chance to explain their position except when their presence in school could endanger other students. Discipline will be conducted firmly and fairly. Corporal punishment will not be used as a disciplinary method.

2. For minor offenses, the Principal or designee may assign consequences proportionate with the offense and in accordance with the development and maturity of the student involved.

3. Members of the Camp Lejeune Dependents Schools community must have a sense of belonging. Thus members will feel capable of contributing to their school community. Parental support is critical to a successful discipline program.

Core Expectations for Staff, Parents, and Students:

Staff Members are expected to:

1. Exhibit proper and adequate supervision of all students.
2. Instruct students and parents about school and classroom rules and regulations for proper conduct.

3. Work cooperatively with other staff members, parents, and students and treat them with respect and courtesy.
4. Enforce school rules and policies fairly and consistently, while respecting the dignity of students, parents, and other staff members.
5. Establish an atmosphere of proper school behavior by modeling and setting guidelines for such behavior.
6. Create a positive and safe learning environment for all students, staff, and other adults.
7. Communicate with school personnel, students, and parents in a responsible and non-threatening manner, without abusive language or physical violence. Abusive language is defined as any words or gestures intended to insult, hurt feelings, or show defiance, such as slander, public accusations, or racial/religious/sexual slurs.

Parents are expected to:

1. Cooperate and comply with the school administration of school procedures and rules.
2. Respond without undue delay to any request by school officials to attend conferences regarding student behavior or progress.
3. Be responsible for the willful misconduct of their student.
4. Treat all school personnel and students with respect and courtesy.
5. Communicate with school personnel and students in a responsible and non-threatening manner, without abusive language or physical violence.
6. Communicate concerns or questions regarding school policies and procedures directly to school personnel in an appropriate setting (without student).
7. Assist their student in attending school regularly and on time.
8. Provide for their student's health, personal cleanliness, acceptable, grooming, and suitable dress.
9. Be responsible for their student's understanding and exercise of self-discipline and independence.

Students are expected to:

1. Accept responsibility for their actions.
2. Treat all students, parents, staff, and other adults with respect and courtesy.
3. Communicate with others in a responsible, honest, and non-threatening manner **without abusive language** or physical violence.
4. Be aware of and conform to class, school, and system-wide rules and regulations.
5. Follow directions from an adult staff member without undue delay and in a cooperative manner.
6. Respect others' property and personal space by not exhibiting any unacceptable physical contact (vandalism, theft, hitting, pushing, public displays of affection, pulling hair, etc.)

LEJEUNE HIGH SCHOOL RULES FOR STUDENT BEHAVIOR

1. Students will be on time for all classes and assemblies.
2. Students will follow directions carefully the first time they are given.
3. Students will keep hands, feet, and objects to themselves.
4. Students will bring to class all necessary items such as paper, writing instruments, notebooks, homework, and books.
5. Students will conduct themselves in a manner that prevents them from disrupting the learning/teaching process for any other individual.
6. Students will use appropriate language during all school functions (**obscenity, vulgarity, and profanity are inappropriate**).

LEJEUNE HIGH SCHOOL DISCIPLINE PLAN

| | |
|---|--|
| First Offense | Student's name will be recorded and/or a brief conference will be conducted with the student. |
| Second Offense | Student is required to come to the classroom at time set by teacher. |
| Third Offense | Teacher will conduct a parent conference with the sponsor in person or by telephone. |
| Fourth Offense | The student is assigned to After School Detention or teacher sponsored after school detention. |
| Fifth and/or Subsequent Offenses | The teacher submits documentation of previous offenses for action to be taken to the administration. The administration may also be called in an emergency to remove a student from class. |

Should more than one offense occur during a class period, the appropriate higher level response will be imposed.

Repeated offences during a class period could lead to removal from the class and the appropriate disciplinary action taken for the behavior(s).

DETENTION PROGRAMS

Lejeune High School conducts an After School Detention (ASD) and a Saturday Detention program to deal with infractions of rules. ASD is a fifty-five (55) minute after school assignment on weekdays and Saturday Detention is typically a three and one half hour (3 ½) assignment on a Saturday morning or a student holiday. Any faculty or staff member may assign a student to detention with them after school for classroom problems or to the ASD program. Saturday Detention assignments are made by the Principal or an Assistant Principal.

Repeated assignments to ASD, generally more than three (3) , will result in assignment to Saturday Detention. Repeated assignments to Saturday Detention, generally more than three (3) per semester, will result in a suspension from school. Students should be encouraged to perform community service. The coordination of this community service must include from the sponsor/parent/guardian and, when appropriate, the community commander or designees.

While assigned to either detention, the student may be required to help in policing or cleaning the school and the school grounds and/or do academic work at the discretion of the person on duty. Transportation to and from detention is the responsibility of the parent and not the school.

It is the student's responsibility to make arrangements with an administrator prior to the detention, if she/he is unable to attend detention at the appointed time. If a student skips ASD, he or she will be assigned to a detention held on a non-school day, unless there are an accumulation of disciplinary actions warranting suspension.

Consequences of Conduct Violations

Student discipline may follow the progression of less severe consequences for the first infraction with increases in consequences for each subsequent offense. However, any severe disruption or offense may result in a more severe penalty based on the nature of the incident. The administration and/or teacher, consistent with the powers and authority delegated to them by the Camp Lejeune Dependents Schools, have the authority to take additional action or modify administrative action if, in their opinion, it is warranted by the nature of the misconduct. This Behavior Policy is not meant to include all possible infractions. Students who do not meet the behavior expectations are subject to the following consequences or combination of these consequences:

| Group I | |
|--|--|
| Serious Offenses | Consequences One or <u>all</u> of the following consequences may result from a Group I Offense |
| <ul style="list-style-type: none"> -Occasional unexcused tardiness to school and/or class -Minor bus misconduct -General disruption of the orderly educational process - Disrespect or use of vulgarity or vulgar gestures toward other students -Public display of affection -Wearing clothes or accessories that are inappropriate for the educational setting -Unauthorized selling of any product for personal profit -Gambling -Disruptive use of electronic devices (e.g. beepers, cellular telephones, walkie-talkies, recorders, toys, et | <ul style="list-style-type: none"> -Verbal reprimand -Admin/Teacher/Student Conference -Detention (after-school &/or non-school days) -Parental/Sponsor Conference -Restriction of privileges -Probation -Suspension of bus-riding privileges -Parental/Sponsor monitoring during school day |

| Group II | |
|--|---|
| Major Offenses | Consequences One or <u>all</u> of the following consequences may result from a Group II Offense |
| <ul style="list-style-type: none"> -Defiance of authority and/or the use of vulgarity or vulgar gestures toward school personnel -Disruptive behavior including on the bus, on campus, in the cafeteria, during school activities and/or events. -Simple assault and/or threats -bullying -cyber-bullying -Misrepresentation or forgery of a signature and/or an excuse -Smoking or possession of tobacco products -Stealing -Cheating and/or plagiarism -Truancy -Fighting and/or mutual fray -Hazing, harassment, and/or the malicious use of slurs based on race, gender, religion, ethnicity, language against another background, and/or national origin -Sexual harassment -Lying or participating in a deception which may lead to an adverse action against another -Use or possession of alcoholic beverages -Extortion -Vandalism -Possession of paraphernalia related to the use of illegal drugs - Instigator or accomplice to Group II Violation -Chronic unexcused tardiness to school and/or class - Habitual offender of any Group I and or Group II offenses | <ul style="list-style-type: none"> - Restriction of privileges - Probation - Out-of-School suspension 1 to 9 days - Suspension of bus-riding privileges - Suspension of computer privileges - Parental/sponsor monitoring during school day - Superintendent's suspension of 10 days or more/Referral to Discipline Committee - Expulsion - Contact Command - Referral to appropriate law enforcement -Prosecution by the Special Assistant to the United States Attorney (SAUSA) in Federal Court -Appearance and hearing before the Juvenile Discipline Rehabilitation Board (JDRB) -Required mental health assessment |

| Group III | |
|---|---|
| Criminal Offenses | Consequences One or <u>all</u> of the following consequences may result from a Group III Offense |
| <ul style="list-style-type: none"> -Aggravated assault and/or assault & battery - Possession and/or concealing a deadly weapon - Robbery or burglary - Possession, use, and/or distribution of illegal substances or drugs - Sex violations - Aggravated vandalism - Willful detonation of a fire alarm without a just cause and/or calling a false report of an event that could affect the health, safety, or welfare of students, employees, or visitors to the school (i.e. bomb threat) - Possession and/or concealing a detonation of any device which may results in bodily harm. - Arson - Instigator or accomplice to any Group III Offense - Habitual offender of any Group II or III Offenses | <ul style="list-style-type: none"> -Superintendent's suspension of 10 or more days -Restriction of Privileges -Referral to the Discipline Committee -Suspension of bus-riding privileges -Referral to appropriate law enforcement agencies -Expulsion - Contact Command - Referral to appropriate law enforcement -Prosecution by the Special Assistant to the United States Attorney (SAUSA) in Federal Court -Appearance and hearing before the Juvenile Discipline Rehabilitation Board (JDRB) -Required mental health assessment |

JDRB: The JDRB meets monthly. When reporting to this committee, relevant information of a student will be provided/shared to outline extenuating and mitigating circumstances.

RIGHT TO APPEAL: The parent/sponsor of a student disciplined under this policy may appeal the disciplinary action by writing to the next higher level administrator. The next higher level administrator would be the District Superintendent if suspension is imposed or the principal if the disciplinary action, short of suspension, is initiated by a teacher. The appeal must be submitted in writing within 5 days of the imposition of the discipline.

ARRIVING LATE TO SCHOOL

Arriving at school promptly is a top-priority responsibility. Students must be in first period class when the tardy bell sounds at 7:50 a.m. All students must check-in at the front office, if they arrive after this time. The doors located at the bus entrance to the school will be secured after school begins. Students must either provide a written excuse within two school days from the parent/guardian or the parent/guardian must physically sign the student in at the front office.

PUBLIC DISPLAY OF AFFECTION

Any amorous display of affection during school hours may result in disciplinary action. Actions such as, but not limited to, kissing, caressing, sitting on each other's lap, are to be considered unacceptable and in violation of this rule.

BUS REGULATIONS

Bus transportation is a privilege. While being transported to and from school, students are under the direct authority of the driver of the school bus. The duties and responsibilities of students are as follows:

1. Obey promptly and cooperatively with the instructions and orders of the operator of the school bus.
2. Exhibit proper behavior while getting on or off and while riding the school bus.
3. Be at the designated bus stops at the proper times. The operator is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
4. Help keep the bus clean, sanitary and orderly and to refrain from damaging or abusing cushions or other bus equipment. **SMOKING, EATING, DRINKING, OR LITTERING IS NOT PERMITTED ON THE SCHOOL BUS.**
5. Occupy the seat assigned by the operator or administrator and refrain at all times from moving around while the bus is in motion.
6. Request the driver to stop the bus in case of personal emergency.
7. Stay off the roadway at all times while waiting for a bus.
8. Wait until the bus has come to a complete stop before attempting to get on or off.
9. Enter or leave the bus only with the consent of the operator.
10. Keep head, hands, and feet inside the bus at all times.
11. Cross the highway or road, if necessary, after leaving the bus in the following manner: cross in front of the bus within sight and hearing of the operator, look both ways, and stay out of the line of traffic until the path across the roadway is free from any danger.
12. Show identification card to the bus operator and/or monitor upon request. In cases where a pupil does not have an ID card in his/her possession, the pertinent information will be given orally.

The Motor Vehicle Operator Supervisor will report all major violations of school bus regulations on the part of students to the Principal for disciplinary action. Students involved in violations will be subject to progressive disciplinary actions which may include being barred from riding the bus for the remainder of the year.

CAFETERIA

Lunch Prepay: The one-stop shop for automated school meal account management. For more information go to www.lunchprepay.com or contact the Child Nutrition Central Office at 450-1732. Parents need their child's 10-digit student number, not serving number, to register for the service. This information can be provided at the school office or by calling the Child Nutrition Central Office.

Rules: Students are expected to be responsible and considerate citizens when utilizing the food services facility at Lejeune High School. Students are expected to keep their account current and not to incur excessive charges. Students will clean their own area and deposit trash and utensils in designated receptacles; display good manners, demonstrate respect for others including fellow students, staff, and child nutrition program personnel. Food purchased in the cafeteria should be eaten there. Students may however purchase packaged items to be stored in their backpack but not eaten in the building. These items must be stored away before leaving the cafeteria. Consequences for not following rules can include cleaning the cafeteria area, and detention.

CHEATING

CHEATING includes, but is not limited to:

- communicating with another student during a test, quiz, or any other form of evaluation.
- copying or allowing copying in any testing situation.
- copying or allowing copying of homework, class work, projects, or other material unless allowed by the teacher.
- using unauthorized notes or devices, i.e. cell phones or iPods.
- submitting falsified information for grading purposes.
- obtaining a copy of and/or information about an examination or giving information about such examinations without the knowledge of the teacher.

PLAGIARISM includes, but is not limited to:

- presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment.
- borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

LYING AND FORGERY includes, but is not limited to:

- willfully telling a falsehood.
- any form of deceit, attempted deception or fraud.
- lying to administrators, faculty members, and other staff.
- falsifying any school document.
- signing any signature that is not one's own.
- altering or falsifying notes or passes.

ILLEGAL USE OF COMPUTER HARDWARE OR SOFTWARE

A student Computer/Internet Access Agreement is signed by every student and sponsor each school year. Violation or illegal use of computer hardware and software includes, but is not limited to:

- Illegally using or accessing computers, software, data disks, telecommunications and related technologies or being involved in the willful acts that cause physical, financial, or other harm, or disrupting information technology in any manner.
- See the Student Computer/Internet Access Agreement for more information.
- Cyberbullying
- Students are not authorized to change any setting, delete fields, or install programs.

CONSEQUENCES FOR CHEATING, PLAGIARISM, LYING AND FORGERY AS WELL AS ILLEGAL USE OF COMPUTER HARDWARE OR SOFTWARE could be any or all of the following:

1. Loss of credit for the academic work in question
2. Contact with military sponsor
3. Community service, such as writing or speaking, to inform others how to prevent the problem.
4. Loss of eligibility for academic honors (i.e., Honor Roll, Principal's List, National Honor Society, Valedictorian, Salutatorian, Marshal, Lejeune Scholar Awards, etc.)
5. Detention or suspension
6. Loss of access to computers throughout the school.

CLOSED CAMPUS FOR SECURITY

1. During a regular school day, Lejeune High School is a closed campus. A closed campus means students are not to leave the grounds of the school at any time unless they have permission from an administrator. This also applies to the period of time between a student's arrival to school and the beginning of the first period class. Students are not permitted to leave the campus for lunch.
2. Parents and all visitors must sign-in at the front office as they enter the school. Visitors will be given a visitor's badge which must be displayed prominently while in the building.
3. A student may not have "visitors" during lunch, or any other time without the permission of the Principal or Assistant Principal.

COMMUNICATION OF A THREAT

It is the policy of the Camp Lejeune Dependents Schools not to permit the continued enrollment in the Camp Lejeune Dependents Schools (CLDS) of any student who is found guilty of communicating a threat or any other violent life-endangering act to any school or part thereof of the CLDS or its officials via telephone, in writing, or any other means.

School officials will notify the Provost Marshal's office for an appropriate investigation. The Principal may recommend permanent expulsion of the student in accordance with DoDEA Guidance for Student Discipline.

To ensure the safety of students and employees, we will observe the following plan:

1. Any student communicating a threat against another student will immediately be removed from the learning environment.
2. The student will be placed on a suspended status.
3. The student will be referred to a mental health professional (with credentials) who can determine whether or not the student poses a threat to himself or others.
4. The mental health professional will provide feedback to the school administration.
After receiving feedback from the mental health professional, one of the following will occur:
 - A. The student will be readmitted to school without conditions or restrictions.
 - B. The student will be readmitted to school with conditions and or restrictions. These will be outlined in a student behavioral contract.
 - C. The student will not be readmitted to school pending further legal, counseling, or school action.

As educators, we rely on mental health professionals to determine a student's psychological state. This process is not intended to harass or offend students nor their family. We must, however, exhaust all avenues to ensure that students are safe at school.

DAMAGE TO SCHOOL PROPERTY

We appeal to students to take pride in their school and its facilities and not to become involved in any form of vandalism. Any student who is involved in damage or vandalism to school property will be subject to disciplinary action, criminal procedures, and/or will have to pay for the damage to the property or repair the damage themselves. This includes both the physical facility (buildings, etc.) and educational materials (textbooks, etc.).

DRIVING TO SCHOOL

Students are encouraged to use the bus transportation that is provided; however, students may register for a parking permit from administration to obtain parking privileges on campus. If for any reason driving or parking privileges are abused, the privilege of having a vehicle on campus may be revoked and further disciplinary action may be taken. **Students may not return to their vehicle during the school day unless accompanied by school personnel.**

FIGHTING

Fighting will not be tolerated at Lejeune High School. Fighting is defined as any physical contact that is an attempt to harm, harass, or intimidate another student. Students that are preparing to engage in a fight but are stopped may also be disciplined accordingly. In order to curb this behavior, the following procedures will be utilized:

1. Students fighting will be suspended out-of-school for up to ten (10) days. Copies of corresponding suspension letters may be sent to the NC-DDESS Superintendent, Marine Corps Base Commanding Officer, the Juvenile Disciplinary Rehabilitation Board (JDRB), and the Provost Marshal. Also, any student who is involved in a second fighting incident or who hits adult school personnel, accidentally or otherwise, will either be recommended for expulsion or receive other administrative sanctions. Additionally, any student who does not immediately cease and desist when told to do so will be subject to additional out-of-school suspension.
2. A successful re-entry conference/communication must be held with the military sponsor (spouse,

if sponsor is deployed) before the student reenters school.

3. If the school officials determine an aggressive action to be of serious nature, the military police may be called to conduct an investigation. Their report will be made available to the Base Inspector.
4. Any student aiding or abetting students fighting will be subjected to an out-of-school suspension of up to ten (10) days.
5. All students have the responsibility to:
 - a. Inform a teacher or administrator of any circumstances that indicate fighting may soon occur; and
 - b. Immediately inform the nearest adult if fighting occurs where no adult is present, rather than to stand and watch the fight.
6. See **Counselors** for information on peer/adult mediation—a preventive service to resolve disputes in a controlled setting to avoid unsupervised confrontation.

FOOD AND DRINKS

NO FOOD OR DRINKS WILL BE CONSUMED OUTSIDE THE CAFETERIA. The exception to the rule of "no food and drink outside the cafeteria and packaged food outside the building" is drinking water in the classroom. Students may take water contained in clear plastic bottles into classrooms where drinking water will not interfere with the instructional program.

HARASSMENT, HAZING, AND BULLYING*

Lejeune High School is committed to the belief that everyone should be treated with respect. No one should be subjected to personal indignity. If one student's behavior is annoying, offensive, or interfering with another's learning, the behavior must cease. A substantiated charge that a student continued or repeated the behavior after being warned to stop shall subject the offending student to disciplinary, and possibly legal, action. *Definition: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity." Please see **COMMUNICATION OF A THREAT.**

OUT OF SCHOOL SUSPENSION

When a student is suspended out of school, the Superintendent will be notified. A letter stating the reasons for the action will be forwarded to the parents with a copy to the Superintendent. No student may return to school following suspension unless he is accompanied by the parent or guardian to hold a re-entry conference with a school official. Students may not attend any school functions during the time of suspension. Parents/sponsor should contact the front office staff to find out if there is any student work to be picked up during the suspension. Recurring out of school suspensions may be referred to JDRB. Upon request, reports of any disciplinary actions is given to Juvenile Officer (CID), JDRB, the Commanding Officer of the base, and any other legal authorities.

SMOKING / USE OF TOBACCO PRODUCTS

Students shall not possess, smoke, or use any tobacco products on the school controlled grounds, in any school building or school vehicle, at any school-sponsored or school-related activity, at any authorized school event before, during or after school hours, or during any period of time a student is subject to the authority of school personnel. The first time a student is found to be in possession or is using tobacco products he / she will be assigned to Saturday Detention. All subsequent incidents will result in progressive disciplinary measures.

SUBSTANCE ABUSE PREVENTION

It is the policy of Camp Lejeune Dependents Schools that students receive a planned educational program to discourage the use of alcohol and controlled substances that are injurious to health and adversely affect the educational process. Controlled substances are those defined by section 863 of 21 U.S.C. (reference [g]) and set forth in the Comprehensive Drug Abuse Prevention and Control Act of 1970.

A student will not possess, use, transfer, or be under the influence of alcohol or any controlled substances included in the policy not prescribed by a registered physician while present at school, school premises, or at any school sponsored activity wherever located.

Upon discovery of a violation of this policy, school officials will contact base authorities and take appropriate action that may include any or combination of all of the following actions:

- | | |
|--|--|
| a. Parental/Sponsor Conference | g. Parental/Sponsor Monitoring during School Day |
| b. Saturday Detention | h. Referral to the Discipline Committee |
| c. Restriction of Privileges | i. Superintendent's Suspension of more than ten days |
| d. Probation | j. Expulsion |
| e. Out of School Suspension | |
| f. Suspension of Bus Riding Privileges | |

Students/Sponsors have the right to appeal any disciplinary action taken.

Students who voluntarily admit themselves to rehabilitative services or a self-help program will receive support in their personal effort. However, self-referral or admission will not serve to abate the disciplinary process. The school nurse will provide support, resources, and educational information on the effects of tobacco and or other drugs on the body and mind. Resource help from the school nurse will be provided after school on an as needed basis. Call 451-2451 to speak with the school nurse and schedule a time.

THEFT

Thefts of items valued at more than \$25.00 will be reported to the Provost Marshal's Office for investigation. Appropriate school personnel will cooperate with the Military Police to conduct such a lawful investigation. Thefts of items valued at under \$25.00 will be investigated by the Assistant Principal and/or School Resource Officer (SRO).

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess, handle, or transmit any object that can reasonably be considered a weapon in the schools. Students are prohibited-while on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus-from the authorized use or possession of guns, knives, other weapons, explosives, or other objects that can be used with the intent or threatening or harming any individual. Violation of this policy will result in disciplinary action up to and including expulsion. The cognizant DoDEA deputy director may determine, based on a review of the facts of a particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The principal shall report all violations of this policy to the cognizant law enforcement authority. Bringing weapons or items that could be used or even give the appearance as weapons to school will result in disciplinary action by the school and, possibly, Marine Corps Base officials.

V. GENERAL POLICIES

ADDRESS AND TELEPHONE NUMBER CHANGES

Parents should notify the school of all address, email address and telephone number changes during the school year. Notification of change in rank is also welcome. LHS communicates with parents by the handbook and annual calendar, school newsletter and monthly calendar, reminder of events, PTO meeting, One Call Now, e-mail, GradeSpeed, parent discussion forums, and maintaining a current web page for parent or community access.

ASBESTOS

As required by the Asbestos Hazard Emergency Response Act (AHERA), a notification of asbestos containing materials in Lejeune High School is being provided. Lejeune High School DOES NOT CONTAIN ANY ASBESTOS BUILDING MATERIALS. A copy of the AHERA report is kept in the office and is available for review. If you have any questions or concerns, please contact the school office.

ATTENDANCE POLICY AND PROCEDURES

Excused Absences: Absences from school may be necessary and are excused under certain conditions: illness, family emergencies (e.g. severe illness or death in the family, local hardship situation), religious observances, family trips, medical appointments that cannot be arranged at a time when school is not in session, school-sponsored activities, or any absence deemed by the Principal to be in the best educational interest of the student.

Students who are absent must return to school with a note from their parent or guardian verifying the reason, exact date(s) and time(s) of the absence. Notes are due within two school days of the student's return to school or the absence will be considered unexcused. The student will present the note to the front office for verification. It is the student's responsibility to present the verified note to each teacher. Students who are absent with the permission of their parent/sponsor or a school official may make-up work missed. The student is responsible for obtaining the information about the work missed. The amount of time allowed for make-up work is generally equal to the amount of school days missed. In the event of an extended absence the student's sponsor/parent should contact an administrator promptly to request guidance.

Unexcused Absences: A student absent from school without the permission of his/her parent/sponsor is truant. Students with unexcused absences will be given the opportunity to make-up classwork or homework. Points or grades may be taken from assignments.

Excessive Absences: When a student's academic achievement is negatively impacted by the student's absences whether excused or unexcused, a situation of excessive absences exists. The number of absences considered excessive will be determined on a case-by-case basis by administration.

Administrative Actions: The following steps will be taken for excessive and/or unexcused absences:

1. Parent Notification and Warning beginning with the third absence.
2. Administrative Counseling with Parent Conference upon sixth absence
3. Saturday Detention
4. Saturday Detention and develop a plan to remediate
5. Saturday Detention and Notification of Command

Continued unexcused or excessive absences may result in referral to the Discipline Committee and/or the Juvenile Discipline and Rehabilitation Board.

Signing Out/In: Students are expected to be on time to school and for each class. Students who check out of school for any reason must present a note from their parent or guardian before classes begin. The note should include the time and reason for checking out, and if applicable the expected return time. The school staff is charged with accounting for the presence of students at all times. Therefore, it is critical that students who leave campus sign-out at the main office and sign-in at the office when they return during the school day. Note: Failure to sign-out will result in an unexcused absence. Students who become ill during the school day shall report to the nurse (or the front office, if the nurse is unavailable) who will assist them with the check-out procedure if necessary. Anytime a student is checked out, the student's absence is recorded for the period(s) missed.

Normally a student who does not attend a full day of school will not be allowed to participate in or attend any school-sponsored event scheduled that same day.

Tardy Policy: Lejeune High School has a tardy policy. A teacher records a tardy when a student is late for any reason to class. The teacher determines if the student's tardy to their class is excused or unexcused. **Teachers should not hold students from reporting to their next class.** The following guidelines should be used for unexcused tardies:

| | |
|---|--|
| First Tardy | Warning – sponsor notification |
| Second Tardy | Second Warning/Teacher Contacts Parent – classroom discipline |
| Third Tardy | Teacher assigns classroom discipline/ASD |
| Fourth and/or Subsequent Tardies | Tardy Referral Form to Administration/Saturday Detention/progressive disciplinary measures |

Office – Late to School:

| | |
|---|--|
| First Tardy | Student Warning |
| Second Tardy | Warning – sponsor notification |
| Third Tardy | ASD |
| Fourth and/or Subsequent Tardies | Tardy Referral Form to Administration/Saturday Detention/progressive disciplinary measures |

Students who report late to school are required to sign-in at the front office. Students signing in to school will be issued a pass to class. The office will not issue tardy passes for students who are at school on time and are tardy to classes. Teachers will keep tardy records.

Administrative actions may include but are not limited to Saturday Detention, suspension, referral to Student Support Team (SST), contacting the Command, referral to Discipline Committee, and/or the development of a behavior contract.

DELIVERIES TO STUDENTS AT SCHOOL

Balloons, flowers, etc. for any special occasion **should be delivered to students at home**. Any deliveries made at school will be held in the office until the end of the day.

DRESS CODE

We expect Lejeune High School students to present good appearance as well as polite behavior to school visitors and to others when they go elsewhere as a LHS group. Students are not allowed to wear clothing to school that is distracting or dangerous. For example, but not limited to:

- Pajamas and bedroom slippers are inappropriate.
- Clothing that reveals undergarments (or lack of). This includes for boys shirts with sleeves cut out.
- Clothing that is skintight, low-cut, thigh-high-slits, shorts or skirts shorter than mid-thigh.
- Clothing that contains messages or images relating to drugs, alcohol, sex, or inappropriate language.
- Clothing that sags.
- Writing on shorts/skorts/skirts/pants (other than the brand name) is prohibited
- Tank-tops, spaghetti straps, or cut-off shirts and tops that reveal midriffs.
- Hats or any other headgear including sweatbands, scarves, and bandanas.
- Chains.

Being a student is serious work, and school is a good place for students to learn to dress appropriately for the workplace. **Teachers determine what is distracting or dangerous attire in their classroom.** Any staff member can report to an administrator a student who refuses or is unable to correct an infringement of dress standards. Repeat offenders will be subject to Group I serious offenses and consequences.

ELECTRONIC EQUIPMENT

Students are discouraged from bringing amplifying equipment, cellular telephones, wireless telephone headsets, MP3 players, IPODs, ear plugs/headsets, disc players or any other electronic equipment to school. These items are prohibited in the classrooms and hallways. If these items are brought to school, they must remain in lockers or backpacks, completely out of view. These electronic devices may be used outside the building, commons area, and in the cafeteria before

school, after school, or during lunch. Beepers are not authorized. Any of the equipment noted above or similar equipment that is not stored out of view as required will be confiscated and returned only to parents. Lost and/or stolen items should be reported directly to the Military Police.

HALL PASSES

Students should use the pass provided in their planner and signed by a staff member to be in the hallway during class time. Students in the building after school must be accompanied by a teacher, coach, or carrying a pass from one teacher to another.

HEALTH / FIRST AID ROOM

A Nurse staffs the Health Room (Room 103). Students who become ill during the school day must report the illness to his/her classroom teacher. The student will be given a pass to the Health Room from the teacher so the school nurse can determine the extent of the illness. If it is necessary for the student to be excused from school, the nurse will contact the student's parents and the teacher.

Students should not bring any medication(s) to school: this includes over the counter medications, aspirin, Tylenol, ointments, etc. **If a student requires any over the counter or prescribed medication during school hours, it must be prescribed by a physician; a DoDEA Medication Administration Permission Form must be completed by the prescribing physician; and the medication in it's original container along with the form must be submitted to the school nurse by the sponsor/parent.** DoDEA Medication Administration Permission Forms are available in the nurse's office or may be downloaded from the CLDS or LHS websites. All submitted medications are kept in the Health Room and dispensed by the nurse.

INCLEMENT WEATHER CONDITIONS

When we have snow, ice, or winds of destructive force, listen to local radio and television for information on the Camp Lejeune Dependents Schools or call the base information number, 451-1717 after 6:00 a.m. The recorded message will tell you to press #5 regarding schools. If school is delayed, the school building will not open until fifteen minutes before the start of classes. Students should not come to school early when school is delayed.

LOCKERS

Lockers are available at no cost to all enrolled students. Lockers are the property of Lejeune High School and may be inspected at any time. If a student's locker is found to have been abused, e.g., a locker that has been kicked and damaged, the student assigned to the locker will lose the use of any school locker and will be charged the cost of repair. Nonetheless, students should make sure lockers are locked before leaving area. The school is not responsible for any theft of items stored in the locker. However, you should report the loss to the office/SRO. Students should not share their lock combinations with other students. The use of private locks is NOT authorized and all private locks will be removed at the owners' expense. This also applies to lockers in the Physical Education locker rooms.

LOST AND FOUND

DO NOT LEAVE MONEY OR OTHER VALUABLES IN CLASSROOMS, DESKS OR LOCKERS. The school **WILL NOT** be responsible for students' valuables that are lost or stolen. Students who find articles of value should turn them in to the main office.

PHYSICAL EDUCATION ATTIRE

All students must wear appropriate attire in physical education classes. The Physical Education Department will determine what is deemed as appropriate attire. Gym clothes and sneakers should be marked with the owner's name. A student may elect to use a locker to store gym clothes; however, the gym locker should not be used as a hall locker and students should not leave money or other valuables in the gym locker.

SENIOR PRIVILEGES

The senior class officers in conjunction with the class sponsor will submit a request to the principal for senior privileges. No senior privileges will be granted until this request is submitted. Abuse of senior privileges may result in the loss of privileges.

SCHOOL DANCES

Students are encouraged to attend the dances scheduled throughout the school year. Students, staff and parents have willingly volunteered their assistance to make each dance a special night for our students. Please respect the time and thoughtfulness given to these events by following these guidelines:

- A current student ID must be presented at the door.
- Student guest passes for students not attending LHS must be submitted by 2nd lunch the Wednesday before the dance.
- Only one guest per student is allowed. Guests must have an ID.
- Guests must be in grades 9 – 12. Military personnel and students who have graduated from high school will be admitted to formal dances (i.e.; Homecoming and Prom) if accompanied by a student.
- Dances begin between 7:00 p.m. and 8:00 p.m. and end between 11:00 p.m. and 12:00 a.m. No one will be readmitted after leaving a dance.
- No dangerous or suggestive dancing will be allowed.
- All school rules and expectations in the student handbook apply to students and guests at all times.
- You will be asked to leave if you are unwilling to abide by the rules.

STUDENT ID CARD with Reduced Admission Option

All students will be issued a student photo identification card, which should be in their possession any time they are on school grounds. Students should cooperate respectfully with any staff member who asks to see a student card. If a student is found utilizing another student's identification card, BOTH students are subject to disciplinary action.

For \$20 a student's card will indicate the student is entitled to reduced admission (\$2.00), instead of the general admission (for adults and children 6 and older) of \$5.00, to all regularly scheduled **HOME** athletic events. The athletic endorsement on the ID card does not entitle the student to reduced admission to play-off games sponsored by the North Carolina High School Athletic Association. There is a \$5.00 charge for replacing a lost or stolen card with the reduced admission endorsement and a \$2.50 charge for replacing a card without the endorsement.

Season and Yearly Athletic Passes for general admission are a great bargain for parents and others who regularly attend athletic events. They will be available for all HOME athletic events and can be purchased at the gate at any home athletic event.

TELEPHONE

The nurse will telephone parent or sponsors for students in case of illness. Parents may leave a message for a student by calling the school office. As a practice, students will not be called from class to receive a telephone call unless it is an emergency. Students are not allowed to receive telephone calls or text messages during class.

UNAUTHORIZED AREAS

Certain areas of the campus are not to be utilized by students. Those areas that are NEVER to be used by students during the school day unless under direct supervision of an adult are:

1. within and surrounding the work area behind the school (the walled in area),
2. teacher offices,
3. staff lounge,
4. parking lots,
5. staff restrooms,
6. maintenance and storage rooms, and
7. other areas as announced during the school year. Only seniors are allowed in the courtyard outside the computer lab.

During lunch, students may use the Commons and the concrete area in front of the school. Other parts of the building or campus are off limits. Students may go to the Information Center or Computer Lab, if they have a pass from a lunch monitor.

Auditorium/Gym: These areas are for instruction and performance. Students should not be in these areas except under adult supervision.

VISITORS

All visitors must report to the Main Office (Room 100) immediately upon entering the building and sign-in. Authorized visitors will be asked to provide proper identification and will be issued a visitor's pass. **Students may not have visitors on campus during school hours.**

VI. STUDENT ACTIVITIES PROGRAM

MASCOT

The Lejeune High School mascot is the "Devilpup", after the proud Marine Corps "Devildog" history earned at the Battle of Belleau Wood in World War I. The Germans named the Marines "Teufel Hunden" for their courage and fighting ability.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the elected voice of the student body. The SGA is responsible for promoting democracy, instilling good citizenship and pride in LHS, uniting the student body, maintaining and encouraging communication between faculty and students, and participating directly in the LHS decision making process. The SGA meets weekly to carry out these responsibilities.

The SGA membership consists of an Executive Board including a President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and Historian. A President, Vice-President, Secretary, Treasurer, and two Senators represent each LHS class.

INTERSCHOLASTIC ATHLETICS

LHS fields interscholastic athletic teams in football, girls' volleyball, girls' tennis, cross country, basketball, wrestling, soccer, track and field, boys' golf, cheerleading, baseball, and softball. All athletes must meet North Carolina High School Athletic Association (NCHSAA), LHS, and DoDEA policies for academics and attendance to be eligible to participate. Students must show a record of at least 85% attendance (13 or fewer absences) during the previous semester. Also, the student must have a current physical on file and purchase school insurance. Complete information is provided in the athletic packet available from the athletic director. Parents of participating athletes must attend a parent meeting.

ATHLETIC INSURANCE

Camp Lejeune Dependents Schools requires that all athletes, team managers, and any other student assistants purchase school athletic accident insurance in order to participate on school - sponsored teams. The insurance assists with expenses that may be incurred as a result of an injury while away from Camp Lejeune as well as at home. School insurance is a limited policy and will pay only a certain amount for each injury including any possible ambulance transportation (see the insurance explanation sheet). School insurance does pay up to \$25,000 for a catastrophic injury at which time the state athletic association's (NCHSAA) catastrophic insurance will take over the coverage. The insurance company does not refund payment if a student does not make or quits a team.

STUDENT ACTIVITIES AND CLUBS

D.P. PRESS - The school newspaper is largely student run. Each year the journalism class decides on departments to be included, layout, and publishing schedule. Excellent writing skills, artistic ability, and photographic knowledge are needed. Students must also possess the ability to be self-

directed learners and self-disciplined in meeting deadlines.

DEVILPUP - The Devilpup, the LHS yearbook, is in its 60th year of publication. Students learn rules of layout, design, and photography. Students must apply and are selected based on work ethic. After-school work is expected over a five-month period.

THESPIAN CLUB - The Thespian Club, a group dedicated to theatre, sponsors the plays here at LHS. Members are selected after a specific number of theatre participation hours have been completed. Participation includes all areas of theatre from acting to stage crews to lighting.

FUTURE TEACHERS OF AMERICA - FTA is an organization that does community service for LHS as well as the surrounding area. Members can be interested in becoming future educators, but that is not mandatory. Membership is open to all LHS students.

FUTURE BUSINESS LEADERS OF AMERICA - Members can be interested in becoming future business leaders, but that is not mandatory. Membership is open to all LHS students.

KEY CLUB – A service club designed for young people who want to help in their community, members sponsor food drives, visit nursing homes, assist with school events, and do other things to contribute to the community.

LHS MARCHING BAND & FLAG TEAMS - The only requirement is knowledge of a musical instrument. No previous knowledge of marching is necessary. We'll teach you! Drill rehearsals are held after-school one evening per week. Come prepared to work and express LHS pride!

LHS CHORUS – Performs at schools and in the community.

YOUTH COUNCIL - Youth Council provides a voice from the youth to the elected leaders of Jacksonville. By working with city officials and students from other area high schools, delegates gain knowledge about local government and help to make our community a better place.

STUDENTS AGAINST DESTRUCTIVE DECISIONS - SADD has become a peer leadership organization dedicated to preventing underage drinking and drug use by focusing attention on the potentially life threatening consequences of destructive decisions involving issues such as not wearing a safety belt, smoking, drug use, violence, sexually transmitted diseases and suicide.

FELLOWSHIP OF CHRISTIAN ATHLETES - FCA provides Christian fellowship for athletes and other interested students. There are opportunities for district rallies and summer camps.

NATIONAL HONOR SOCIETY - NHS is a chapter of the national organization which recognizes students' outstanding achievements in academics, community service, and leadership.

STUDENT GOVERNMENT ASSOCIATION - SGA is voted and selected by the student body near the close of the school year. The objectives of students government are to further democracy, promote good citizenship, unite the student body, maintain communication between students and faculty, defend student rights, and participate in the decision making process of LHS. The weekly meetings are open to any students who would like to be involved in school activities.

FRESHMEN & SOPHOMORES - Class officers meet with interested students to plan and organize activities that promote involvement in school and community. Get involved now to help decorate for Homecoming and other competitions.

JUNIORS - Organizing "FUN"draisers is the key to a successful Junior-Senior Prom. Juniors kick off the year with the "Welcome Back Dance" and follow it up with car washes and candy gram sales, hosting the Ring Ceremony, and the year's big finale, THE PROM. Help the Junior Class sweep homecoming competitions by attending Junior class meetings.

SENIORS - Senior class focuses on several activities throughout the year: homecoming, fundraising events, baccalaureate, graduation, and Project Graduation, to name a few.

LHS STEP TEAM – Put some pep in your step...join the step team and perform at halftime of games and competitions throughout the community. Help promote Devilpup Pride at LHS!

The 2009 – 2010 LHS Student Handbook was reviewed and discussed.

Date: _____

Student Name & Signature: _____

Parent Name & Signature: _____

After signing, please detach and return to your extended learning teacher.