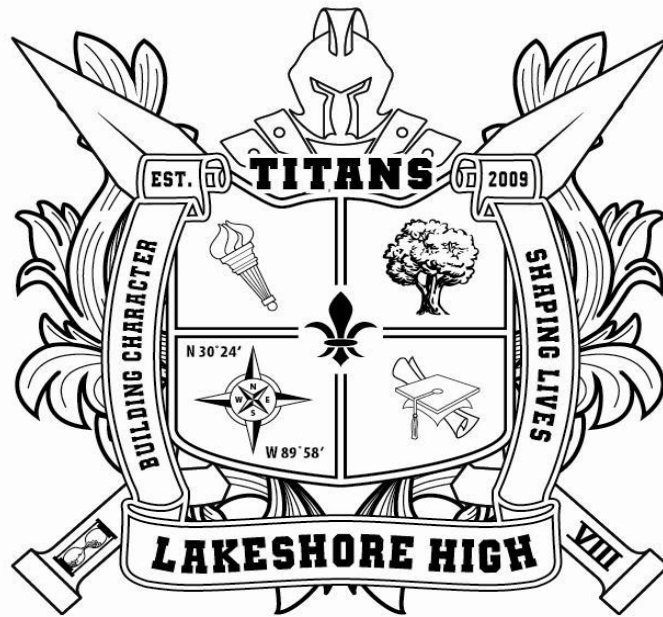


Lakeshore High School



Student Handbook 2014-15

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INTRODUCTION

This handbook is designed to aid students in their stay at Lakeshore High School. It contains the philosophy, rules, and regulations. Lakeshore High School provides students with a quality education. LHS also provides a full range of extracurricular activities to help students become well-rounded adults.

We are loyal to our school and have an overwhelming school spirit. Your participation in any of the various activities offered by LHS will help you feel this spirit. If you have suggestions to make LHS even better, talk to a Student Council representative or Student Council officer.

The **Student-Parent Handbook**, the **LHS Course Description Guide**, and the **St. Tammany Parish Handbook on Attendance, Discipline, and Student Records** will provide you with the answers to many questions you may have. If you cannot find the information you need in one of these publications, please feel free to ask any teacher or administrator for assistance.

LAKESHORE HIGH SCHOOL PHILOSOPHY

Lakeshore High School is a community built upon a shared commitment to excellence. Relying on the encouragement which they receive from each other, students and faculty unite to establish an atmosphere supportive of impressive academic achievement, creativity, social responsibility, and personal growth. At Lakeshore High School, the goal of academic proficiency exists side-by-side with the humane practice of mutual caring, respect for the dignity of every individual, and the nurturing of each person's self-esteem. The Lakeshore student understands that the virtue of self-reliance must be tempered by awareness of his/her need for others and that the success and happiness of each person is inextricably linked to the success and happiness of all with whom life's projects are shared.

MISSION STATEMENT

The mission of Lakeshore High School is to create a safe and engaging environment of life-long learners through the building of character and shaping of lives while promoting productive citizenship in an ever-changing global society.

ALMA MATER

Come and walk by my side
Through the doors of Lakeshore High
Altogether, friends old and new
Lakeshore we will honor you
With hope and gladness singing
"Alma Mater we love you!"
We will never forget you
Dear Lakeshore High

MASCOT AND COLORS

The school mascot is a Titan. The school colors are Black and Silver.

THE FIGHT SONG

Fight for the black and silver,
Lakeshore Titans, we're all for you
Fight for your Alma Mater,
And the school you love so true.
Fight for those Lakeshore Titans,
See her victories safely through
(Yell)Go! Titans! Fight! Fight! Fight!
For the glory of Lakeshore High!

SCHOOL SPIRIT

What is school spirit? It is enthusiastic loyalty to one's school. Loyalty indicates a feeling of sentiment rather than a sense of allegiance. It is belonging to a group rather than maintaining a selfish attitude. To display school spirit is to show others, and accept cheerfully, the responsibilities that are yours as a member of the student body. School spirit is a feeling of belonging to the school and of sharing that feeling. One way in which you can show your school spirit is by taking an active part in promoting the entire school program. By helping to keep your school running smoothly and by displaying a sense of pride in its individual teams, win or lose, you are displaying school spirit. When you accept the privileges of being a member of the school, you should accept the responsibility of doing your share to make it great and keep it strong. Do you have spirit?

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. **Student Services** helps with these items and much more:
 - a. Check in and checkout students; attendance records
 - b. Dispense medications for students that have their prescriptions on file in the office
 - c. Assists students with minor injuries and illnesses
 - d. Lost and found
 - e. Emergency contact phone numbers
 - f. Transcripts
2. The **Front Office** helps with these items and much more:
 - a. Student records, report cards, transcripts, grade changes
 - b. Registration
 - c. Withdrawal from school
 - d. Address and guardianship changes
 - e. All forms including free/reduced lunch forms
 - f. Collects assignments for students with lengthy illnesses
 - g. Picture packets
 - h. Owe list
 - i. Textbook return
 - j. Parent/teacher conferences
 - k. Announcements
3. The **Discipline Office** helps with these items and much more:
 - a. Parking permits
 - b. DMV proof of attendance
 - c. Discipline referrals
 - d. Collection of confiscated items
 - e. **Guest pass** - Required for attendance of non-Lakeshore High students to LHS dances; available in the Discipline office two weeks prior to the scheduled dance; completed form due back by Wednesday preceding the dance
 - f. Bus information
 - g. Locker combinations

3. The **Guidance Department** helps with these items:
 - a. High school credits, college requirements, course selections, schedule changes, correspondence courses
 - b. All standardized testing including GEE/EOC as well as ACT/SAT/PSAT/PLAN/AP testing
 - c. Scholarship questions and applications, financial aid applications, TOPS
 - d. 5 Year Plans/Individual Graduation Plans
 - e. Official Transcripts
 - f. Gifted Testing
 - g. Parent/Teacher Conferences
 - h. Tutoring Information
 - i. Summer school
4. The Librarian is available during school and after school until 2:51 p.m.
5. Important procedures to know:
 - a. **Announcements** - Must be signed by the advisor for the club or team; turned in by 9:00 a.m. to Mrs. Frederick for announcement the following day
 - b. **Illness** - Students that become ill during the school day MUST report to class. The teacher will contact Student Services. The student will be informed when Student Services has contacted the student's parent/guardian. The student will be subject to disciplinary action for leaving campus without permission or for remaining in the restroom for the class period.
 - c. **Detentions** – Students are given a form indicating the date, time, and location of detention. Failure to attend will result in additional disciplinary action.
 - d. **Guidance Counselors** – counselors are available before school, during lunch and after school. Students requesting to see a counselor need to check in first with student services. Parents should call and make an appointment when a personal conference is requested with the counselor.
 - e. **Parking stickers** – The following items are required for purchase of a parking sticker: completed LHS registration card, fee clearance slip, driver's license, registration and proof of insurance. Refer to page 7 of this publication for complete listing of parking rules and regulations.
 - f. **PE class lockers** - **Students should not leave money and other valuable items in the locker room during class time.** Clothing and book bags may be stored in lockers in the locker rooms. Students must provide their own lock. At the end of the class period, the student should remove the lock and the personal items.
 - g. **PE uniforms** – Students can purchase official Lakeshore High School PE uniforms or wear gym clothing in Lakeshore High School colors. Unofficial gym clothing must be solid grey or black and must meet dress code policy.
 - h. **Harassing or bullying** - Bullying occurs when one or more individuals inflict physical, verbal, emotional, psychological, and/or sexual abuse on another or others. Incidents should be reported to the discipline office. Information provided by witnesses will be held in strictest confidence.
 - i. **Visitors** - All visitors must report to the main office. The individual with whom the visit is intended will be called to the office. When appropriate, a Visitor's Pass will be issued. **Students not attending LHS are not allowed to visit with LHS students.**
 - j. **Parking lot** - **Students are not allowed to remain in parked cars before school or to return to vehicle during the school day.** A student may return to vehicle only if he/she has permission to leave the campus. All vehicles

parked on campus must have properly attached, current LHS parking sticker.

- k. **ID cards** - **Students are required to wear the LHS identification card at all times during the school day. Failure to visibly display ID will result in a detention.** Students are required to present the ID to check-in and check-out, to buy a lunch, to check-out a library book, for admission to dances, and to vote in school elections. **Students may not write on, draw on, or deface the ID card in any fashion. Misuse of the ID including loaning or borrowing an ID is subject to disciplinary action.** Before 7:20 a.m., students may purchase temporary ID or order replacement ID in the library. In the event that the student is unable to purchase a temporary or replacement ID at this time, they should report to the Discipline Office to obtain a temporary ID. After the first bell, students must report to the Discipline Office for an ID. Students failing to obtain a temporary ID before the 7:20 a.m. bell will be assigned detention.
 1. **Dress Code** - Students must be in compliance with St. Tammany Parish School Board dress code at all times. Failure to do so will result in appropriate disciplinary action.

PARENTAL INVOLVEMENT POLICY

We, at Lakeshore High School, believe that in order for our students to reach their full potential a partnership must exist between the school, students and their parents. We feel that a student is most productive and successful when all three parties work together. We will always continue to look for more ways to help parents become involved in meaningful aspects of their child's education.

As members of the Lakeshore High community, parents are offered the opportunity to attend Open House in the fall semester, PTSA meetings, and New Student Orientation. Open house offers valuable information concerning their child's education and gives the parents the chance to meet their child's teachers and hopefully open the lines of communication between the two. The PTSA meetings are a way for parents to be involved in helping improve Lakeshore High as a school which would affect their child as well as others. Also, parent/teacher conferences are scheduled on a daily basis.

The following list provides a few helpful reminders of the opportunities existing for parents to assist the school and more importantly to assist each student.

- * Sending the student to school on time each day, encouraging regular attendance and cooperating with all school regulations.
- * Checking student progress and attendance through JPAMS at <https://jpams.stpsb.org/jpweb/>
- * Instilling politeness as well as respect for principals, teachers, and school employees.
- * Making sure that all financial responsibilities to the school are resolved.
- * Cooperating with the Principal and teachers in solving disciplinary problems.
- * Conferencing with teachers on the academic progress of the student.
- * Making doctor, dentist, and other appointments for the student outside school hours whenever possible.
- * Participating in the activities of the school including PTSA and the Booster Clubs.
- * Setting aside time for home study.
- * Helping in the development of the student's special talents in music, art, and sports.
- * Helping the child in the careful selection of companions.
- * Sending the student to school each day in compliance with the STPSB dress code.
- * Encouraging good reading and the frequent use of library facilities.
- * Attending activities in which your student is participating.

As a school, we will continue to look for additional ways to strengthen the relationship that exists between our parents and Lakeshore High. Ultimately, our students, your children, will benefit from our strong commitment to helping them achieve and reaching all of their goals.

ELASTIC CLAUSE

The administration reserves the right to take any steps, at any time, which in their judgment, are necessary for the well-being of the students and for maintaining the standards of the school. Any procedure, rule, or regulation preceding this clause is also subject to this clause.

ATTENDANCE

Students shall be expected to be in attendance every day scheduled by the St. Tammany Parish School Board. Students shall be excused from school for personal illness; serious illness in the family; death in the family or for recognized religious holidays of the student's own faith; and shall be given the opportunity for makeup work. The Louisiana Board of Elementary and Secondary Education (BESE) recently revised several attendance policies. **While previously students were allowed 20 absences each school year, beginning in August 2010, high school students will be allowed five absences per semester, and Elementary through Junior High students will be allowed ten absences each school year.**

Parent notes are still accepted to excuse an absence for illness; however, the absence still counts toward the five allowed absences. Additionally, if a student is absent and sees a physician, those days are excused and do not count towards their five allowed by the state.

The new guidelines will not allow students to be excused for vacations or other family trips. As a result, parents should schedule vacations and necessary appointments during school breaks. Extenuating circumstances will be considered but must be approved by the Supervisor of Child Welfare and Attendance. The circumstances must be verified by a physician, nurse practitioner, or dentist in order to be considered as an official excuse from the attendance regulation. State law also allows exceptions based on the observance of special and recognized holidays of a student's faith.

The only other exception to the law will be absences that are verified by the principal for the purposes of school system approved travel for education, a death in the family, or a natural catastrophe or disaster. Students who are participating in school-approved field trips and other instructional activities such as College Spring Testing (two days) and approved college visits will be considered present at school.

1. Students shall not be excused for any absence other than those listed and shall not receive credit for assignments issued on those days missed.
2. Students shall not be excused from school to work on any job, including agriculture and domestic service, even in their own homes or for their parents or tutors.
3. Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for makeup work.
4. Students who have extenuating circumstances and who are, therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

ATTENDANCE PROCEDURES

1. Excuses for absences must be written on a full sheet of paper and given to Student Services **within two days** of the absences. The note shall include: a) student's full name; b) the day(s) the student was absent; c) the reason for the absence; d) parent or guardian's name (and signature); e) date the excuse was written. Failure to send the note will result in the student not being able to make up work. **Zeroes will be given. Excuses will not be accepted after two days of the student's return to school.**
2. Upon returning to school, it is the student's responsibility to work out a schedule with the teachers for making up work missed during the authorized absence.
3. Upon the recommendation of the school principal, any student above the compulsory attendance age who has excessive absences that are unexcused may be dropped from the rolls for the remainder of the school term.
4. Any student who is a juvenile and who is habitually absent or is habitually tardy shall be reported to the Supervisor of Child Welfare and Attendance, and subsequently will be reported to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five absences a month is established. (Ref: LA, R.S. 17:233).

CHECK OUT PROCEDURE

Lakeshore High School has a closed campus policy. Once students have arrived on school property, they cannot leave unless they check out through Student Services. Students are considered "on school property" once they arrive at a bus stop until they arrive home (if they ride the bus). If the student is driving, school property begins at entrance of Lakeshore High.

Students that have a need to check out must follow the procedure listed below:

1. A parent must call or write a note requesting that the student be allowed to check out. The note must contain the following:
 - a. time of appointment; (LHS may call to verify appointment)
 - b. name of person appointment is with
 - c. a phone number where parent can be reached to confirm the note
 - d. the phone number of the person with whom the appointment is made
 - e. student's means of transportation; or
2. A parent must come to the Student Services office to check out the student. No makeup work will be given if reason for check out is not illness, doctor's appointment, or death in the family. If a student becomes ill while at school, the checkout procedure is as follows:
 - a. The student must notify the teacher that the student is not feeling well.
 - b. The teacher will call Student Services and request that a parent be contacted for permission to leave. The student does not call the parent. Student Services must initiate the call.
 - c. When the parent has been contacted, Student Services will call the classroom and instruct the student as to the parent's directions.
 - d. The student does as directed by Student Services.

On exam days, short days or the day before a holiday a parent must come to school to pick up the student. Students may leave only at the end of the class period. **The office will not interrupt a class during exams to check out students.** Students that leave campus or class without permission during exams, lunch, or at any other time will be disciplined accordingly.

LATE ARRIVAL TO SCHOOL

Students reporting to school after 7:25 a.m. are to check in through Student Services. Students are issued an admit slip. The note will indicate if the tardy is excused or unexcused. Students will be allowed three warning tardies per semester.

1. On the fourth tardy students will be given an administrative detention from 2:45 p.m. to 3:15 p.m.
2. On the fifth tardy students will receive an afterschool detention from 2:45 p.m. to 3:45 p.m.
3. On the sixth tardy students will receive a Saturday detention.
4. On the seventh tardy students will be assigned to ISS for one day.
5. On the eighth tardy students will be issued a one day suspension and will be referred to the Supervisor of Child Welfare and Attendance.
6. Additional disciplinary action will be issued if the tardiness persists.

LATE ARRIVAL TO CLASS

Students are given five minutes passing time between classes. If the student is not present in class, as directed by the teacher, when the tardy bell rings the student will be marked tardy. If the student has been detained by a teacher, he or she will need a note from that teacher to give to the next teacher. After three disciplinary actions by the teacher (includes any or all of these teacher held detention, calls to parents, parent-student-teacher conference), student will be referred to the office for an administrative detention from 2:45 p.m. to 3:15 p.m.. Continued violations will also be referred to the office and increasing discipline consequences will be issued.

ACCIDENTS AND SICKNESS

Lakeshore High School does not have a full time nurse on duty. Students who feel ill should have the teacher contact Student Services. The secretary will contact the parents. If no one answers, the secretary will call the number that has been listed on the child's emergency card. In the event of a serious illness or accident, if Lakeshore High School cannot reach the parent, the administration will call an ambulance to transport the child to the hospital. The cost of the hospital and ambulance will be responsibility of the parents.

STUDENT MEDICATION POLICY

In accordance with Act 87 (LA RS 17:436.1) relative to the administration of medication, the St. Tammany Parish School Board has formulated the following guidelines to be used when a child has to receive medication during school hours.

These regulations include:

1. No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. **Under no circumstances will over the counter medications (such as Tylenol or aspirin) be given to student without proper documentation.**
2. No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
3. A registered nurse employed by the St. Tammany Parish School Board will review the physician's order and the parent's request. The registered nurse will then assess the specific child in the education setting to determine if administration of the medication by a trained, non-licensed, health professional is acceptable.
4. In order to ensure proper identification of students receiving medication, we are requesting the parent to submit a recent photo of the student to attach to the medication folder.
5. The first dose of the medication must be given at home so that the parent or guardian may be able to observe for unusual side effects. If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Medication for long term illness may

require administration during school hours. If your child requires only short term medication, we recommend (if possible) that medication be scheduled around school hours.

STUDENT DRESS CODE POLICY

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the safe learning environment of every student. Final interpretation of the dress code rests solely with the administration. The Principal maintains the right to determine extremes in styles of dress and grooming. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Refer to the Handbook on Attendance, Discipline, and Student Records for additional information regarding dress code.

1. Students are not allowed to wear tank tops, muscle shirts, and sleeveless t-shirts as outer garments.
2. All hats, caps, bandannas, stocking caps, hoods and etc. are banned from school campus during regular school hours.
3. Male students must be clean shaven and are prohibited from wearing goatees, pork chop sideburns, or beards of any type. Sideburns may be worn to the base of the earlobes.
4. Female students are not allowed to wear spaghetti straps or shoulder straps that allow under garments to show underneath.
5. Sheer, see through, or low cut shirts and blouses are not allowed.
6. Blouses and shirts must be long enough so that no skin may be seen between the pants/skirt and shirt. This rule includes any position including sitting.
7. Any article of clothing with suggestive symbols, words or advertisements of products or substances prohibited by the St. Tammany Board policy shall be prohibited.
8. Shorts, culottes, and skirts should be finger tip length when student is standing erect with his or her arms extended down or not more than 5" above the knee. Skirts or shorts with leggings or jeggings underneath are still subject to the fingertip rule. Shirts worn with leggings only are not allowed to be worn.
9. Students are required to wear school ID's during regular school hours. The ID shall be worn above the waist and visible at all time.
10. The wearing of body piercing ornaments is limited to the ear. Ear piercings may need to be removed for some school activities (activities for which these ornaments are deemed dangerous, i.e. physical education activities).
11. Pants with holes in any location or excessively worn, tattered, and/or frayed at the knee, pocket, thigh, or hip areas are considered extreme in style. No gym shorts, sweat pants or jogging pants are allowed to be worn.
12. Pajamas, robes and slippers are not appropriate attire for school.
13. Hair must be clean and not unusually colored. Sculptured hair styles will not be permitted. For males, the length of the hair may not fall below the base of a collared shirt or past the eyebrows.
14. Backless thong sandals (flip flops, shower shows and soccer sandals) are not permitted.

LAKESHORE HIGH SCHOOL DISCIPLINE POLICY

The following Lakeshore High discipline plan has been established to promote desirable student conduct and behavior. The administration reserves the right to consider the academic placement, attitude, age, pattern of misconduct, degree of cooperation and any other aggravating or mitigating circumstances before taking disciplinary action. Acts of misconduct listed here are those classified as inappropriate student behaviors in the classroom or on the school grounds and those behaviors that disrupt the orderly educational process in the school or on the school grounds. These are listed under groups 1, 2, 3 of the Parish Handbook on Attendance, Discipline, and Student Records. Refer to the Parish Handbook on Attendance, Discipline, and Student Records for behaviors that seriously disrupt the educational process in the classroom, in the school, or on the school grounds. These infractions and disciplinary actions for behaviors are listed under Groups 4 and 5.

classroom is still testing. Consequences for this type of misbehavior will result in receiving a **ZERO** for the project, test or quiz.

Possession/USE of cell phone, I-pod/MP3 Player, Laser Light/Pointer, camera, etc. – Cell phones, I-pods, and similar electronic devices can be a serious disruption to the learning environment. Louisiana Law Revised Statute 17:239 prohibits any student, unless authorized by the Principal or their designee, from using any electronic telecommunication device in any school building or school grounds or in any school bus. Any student in possession of an “electronic device” while on school property on a normal school day or on the school bus will have that device confiscated. Electronic devices **will only be returned to the parent or guardian**. The normal school day begins when a student arrives on campus and ends following the last period dismissal bell. Progressive consequences will be followed as listed below:

Possession

First offense - item taken and **returned only to parent/guardian** and warning

Second offense - item taken and **returned only to parent/guardian** and after school detention (2:45 p.m. – 3:45p.m.)

Third offense - item taken and **returned only to parent/guardian** and Saturday detention

Additional offenses – ISS or Suspension

Use or Related Disruption – A cell phone or other electronic device that is visible is considered in use. A cell phone that rings during class or is being used to text is considered a disruption.

First offense - item taken and **returned only to parent/guardian** and Saturday detention

Second offense - item taken and **returned only to parent/guardian** and ISS

Third offense - item taken and **returned only to parent/guardian** and Suspension

Note: Electronic devices should be picked up from the office in a timely fashion. **UNCLAIMED ITEMS AT THE END OF THE SEMESTER WILL BE DISPOSED OF ACCORDINGLY.**

Note: It is not the responsibility of LHS to investigate reports of missing electronic devices such as cell phones, I-pods, or other similar contraband that are brought to school by students. These items are considered contraband and therefore the school is under no obligation to recover them. Reports of missing electronic devices will be forwarded to the School Resource Officer if school officials feel it is appropriate.

Defacing or Destroying Property/Vandalism/Pranks – depending on the severity of the offense the students **will be required** to make restitution and/or pay a fine or clean-up fee. Students may also be issued Saturday detention, suspension, or be recommended for expulsion. Additionally students **may be arrested** by the St. Tammany Parish Sheriff for criminal mischief and/or criminal trespassing.

Misbehavior in In School Support - Suspension

Unauthorized Use of Computer or Web Site / Violation of Technology Agreement – ranges from ISS to suspension and loss of technology usage privileges for the remainder of the year

Using or Publishing Profane, Obscene, Indecent or Immoral, Libelous or Offensive Language, Including Racial Slurs, and/or Gestures – ranges from Saturday detention to suspension depending upon how severe or chronic the misbehavior. **The use of the “F” word WILL result in an out of school suspension.**

Bullying – Bullying involves conduct that is hurtful to others. It happens when a person is subjected to intentional, unwanted, and unprovoked hurtful actions. It can be physical, verbal, emotional, or sexual in nature. Allegations of bullying will be promptly investigated. Bullying is not acceptable behavior at LHS and when reports are found to be accurate consequences will be issued depending on the severity of the bullying. Consequences could be at any level on the discipline ladder ranging from a reprimand to a recommendation for expulsion. Victims of bullying should clearly

CONSEQUENCES FOR GROUP 1, 2, OR 3 MISBEHAVIOR

Classroom Misbehavior – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.

Willful Disobedience – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.

Possession/Use of Tobacco/Tobacco Products/Lighter

Possession

First offense – 1 day ISS

Second offense – 1 day suspension

Additional offenses – 2 day suspension

Use

Each offense – 3 day suspension

Off Limit Areas – due to the large size of the LHS campus it is necessary to limit students to those areas which are regularly supervised. Before school students are limited to the cafeteria, hallways and the outside courtyard. During lunch students are not to be in the halls or classrooms unless under the direct supervision of a faculty member. During school students are limited to the halls, covered walkways, and classrooms. Students should use the restrooms between classes and during lunch. Students are discouraged from using the restroom during class and this should not become a habit. Being out of class decreases the amount of time students have to learn.

Following afternoon dismissal students are to exit the campus by 3:00 pm. Students that do not drive or ride the bus must be picked up from school by 3:15. Students may remain on campus in the afternoon only for activities that are under the direct supervision of a faculty member. At the conclusion of the activity students should leave the campus immediately. Students not under direct supervision that remain on campus, after school or after an activity, will be subject to disciplinary action.

Off limit areas include any area not under adult supervision. **All parking lots and roads** are off limit to students during the day unless under the direct supervision of a teacher or with administrative permission. All remote areas of the campus not specifically mentioned are also considered off limit.

Dress Code Violation

First offense - written reprimand and required compliance

Second offense – 30 minute administrative detention (2:45– 3:15 p.m.) and immediate compliance

Third offense – 1 hour administrative detention (2:45–3:45 p.m.) and immediate compliance

Fourth offense – Saturday detention and immediate compliance

Fifth offense – continue to advance on discipline ladder and immediate compliance

Leaving Class, Campus or Other Location w/o Permission - ranges from one Saturday detention to suspension

Disrespect to Teacher/Staff – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.

Lying to school personnel; forgery;

First offense - Saturday detention

Second offense – suspension

Cheating

All instances of students caught cheating will result in a zero and parental contact will be made.

Violation of test protocol, including the use of cell phones, I-pods & similar electronic devices, by a student who is taking a test is a serious violation and will result in the same academic consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any student in the

tell the bully to stop. If bullying persists then the victim should report the problem immediately to a teacher or an administrator. The victim should also tell their parents. It is helpful for the victim to make a written record of the incident(s) including date(s), time(s), place(s), witness, and the name of the bully or bullies. Bullying is covered in greater detail in the St. Tammany Parish District Handbook for Students and Parents. Please refer to the district handbook for additional information.

Fighting – Any student participating in a fight will be suspended. Proper steps to help avoid fights include notifying the administration of potential problems and avoidance of verbal altercations. If a student feels that another student is about to start a fight the threatened student should clearly communicate to the aggressor that they do not want to fight. Walking away from the situation is an important step in avoiding a possible fight. Verbal altercations of a threatening or profane nature or instigation of a fight may also result in suspension. Repeated instances of this nature will be cause for suspension. Note: a 2nd offense for fighting or any other type of violent act will result in a recommendation for expulsion.

Failure to Wear ID – Student is required to purchase a current temporary ID from the Discipline Office. Detention is assigned for failure to wear ID or failure to purchase a current temporary ID before school. **Failure to visibly wear ID will result in automatic detention.**

Suspension – out of school; unexcused absences; student receives a maximum of 67 % credit for work missed; parent-student-administrator conference required prior to student's return to classes; student is not allowed on school campus or to participate in extracurricular activities during suspension.

In-school Support (ISS) – usually one to three days; Students will only be assigned one ISS day for tardies/skipping and one ISS for any other misbehavior. Student will be excluded from regular classes and will report to the discipline office. Student must bring all textbooks and assignments. Misbehavior in ISS results in out of school suspension.

Saturday Detention - student may be assigned a total of four Saturday detentions. Additional behavior offenses that would merit Saturday detention will result in suspension. Students must bring textbooks and assignments to the four hour detention (8 a.m. to noon). Conflicts with jobs held by the student and/or community service requirements that the student has will not be considered in scheduling Saturday detention. **A student failing to attend the issued Saturday detention will be issued out of school suspension.** If a student is too ill to attend Saturday detention a written note must be presented to the administrator on Monday morning. Misbehavior in Saturday detention will result in an out of school suspension.

Afterschool Detention – (2:45–3:15p.m. or 2:45–3:45p.m. depending on seriousness/frequency) Issued for misbehavior that is not serious or chronic enough to merit Saturday detention.

SEXUAL HARASSMENT

The St. Tammany Parish School Board is committed to providing a safe and stable climate free from sexual harassment by students, Board Members, Superintendent, administrators, teachers, and other employees who have contact with or provide services for the Board or any other personnel associated with the Board and over whom the Board can exercise influence.

The School System and the Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment.

Some acts of sexual misconduct are considered criminal and are subject to prosecution. Lakeshore High School, the St. Tammany Parish School Board and the School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

Any person who alleges sexual harassment by a staff member should report their allegation to the principal. Any person who alleges sexual harassment by a student should report their allegation to the appropriate school personnel. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's

status, nor will it affect future employment, grades, or work assignments.

CARE OF SCHOOL PROPERTY

The walls in the buildings, the furniture in the classrooms, gymnasium, library, cafeteria, etc., in fact, the building and whatever fixtures and equipment it contains are provided at great expense by your parents, the taxpayers. Every pupil should refrain from defacing or destroying school property. In order for our school grounds to remain clean, everyone may help by placing all paper and waste in proper containers. Any student damaging any school property, intentionally or through negligence, will be liable for such damages and subject to disciplinary action.

Groups that need to hang signs in the building must first receive administrative approval. Hot glue guns, staple guns, strapping tape, electrical tape, nails or tacks should not be used. Signs should not be placed on painted wall surfaces, on windows or on the murals. **Only masking tape should be used.**

PARKING PRIVILEGE AND RESPONSIBILITIES

The privilege of parking on campus is given to Seniors. If room is available, the privilege is extended to Juniors. A fee of \$11.00 per year is charged for vehicle registration. Lakeshore High School assumes no responsibility for damage to vehicle while it is parked at Lakeshore High or for thefts that occur while vehicle is parked on school grounds. Drivers park at their own risk, park in appropriate areas, take care to properly lock the vehicle, and are careful to leave valuables at home. Items that must be left in the vehicle should be properly stored. Possession of a parking sticker indicates that student has permission to drive to school. The sticker does not guarantee a parking spot. Students may not sit in parked vehicles or return to vehicles during the school day, except when they have permission to leave campus.

General Regulations:

1. Eligible students who have provided a) proof of vehicle registration; b) proof of insurance; c) proof of grade classification; and, d) clearance slip (from school's accountant); may purchase a parking sticker for the current school year. Dates, times, and location for sticker purchase will be announced.
2. Sticker must be securely attached on lower, right back window, passenger side of the appropriately registered vehicle. The parking sticker is not transferable. If a student sells the vehicle or has the windshield replaced, he/she must return the old sticker to receive a free replacement sticker. If a car is sold and the sticker is not available for return, an act of sale will be required. Stickers are not transferable.
3. A student's driving privilege may be suspended:
 - a. if student's vehicle is used for the purpose of skipping or leaving the campus without permission;
 - b. for continued excessive tardiness;
 - c. 3 or more tickets that remain unpaid for more than one week;
 - d. reckless operation of vehicle in parking lot;
 - e. parking in teacher only areas or in restricted areas
4. Student will be fined for infractions as listed below:
 - a. unregistered vehicle parked on campus;
 - b. parking in non-designated areas;
 - c. no parking decal visible (in wrong location; not properly secured;)
 - d. decal on vehicle that has not been registered;
 - e. parking in handicapped areas or sidewalks
5. Drivers who are picking up or dropping off students should enter the parking lot from the main entrance, stop at the gym area only, and exit through appropriately labeled exit.
6. Student drivers are encouraged to use main entrance and observe all one-way traffic directional arrows and should follow the directional arrows which are displayed in the parking lot. Refer to the parking lot map for: entrance and exit areas; pick up and

drop off area; faculty parking areas; temporary parking areas; and no-parking areas.

7. Students are not allowed to park on entrances or on islands at the ends of each row. Drivers should not block entrances or exits.

FAILURE TO COMPLY WITH PARKING REGULATIONS

1. First offense results in driver being ticketed and fined \$5.00. Driver has two weeks to pay the fine.
2. Second offense results in driver being ticketed and fined \$10.00. Driver has two weeks to pay the fine.
3. Third offense results in driver being ticketed \$15.00 and in losing driving privilege for six weeks. At the end of the six week period, driver must purchase a new sticker.
4. Fourth offense results in driver being ticketed \$20.00 and in losing driving privilege for one semester. A driver who drives while under driving suspension may be subject to school discipline.

SCHOOL BUS REGULATIONS

A. SCHOOL SPONSORED BUS TRIPS

Students attending field trips, athletic events, and other school-related events are required to ride the school sponsored bus. An estimated time of return will be indicated on the permission slips. Parents must provide transportation to their own homes when buses return. No adult supervision will be provided beyond 15 minutes after the bus returns. Students must be picked up or drive home in their own vehicles prior to adult supervision ending.

Students traveling to school sponsored events are required to observe all rules governing punctuality, conduct, and dress code as identified in St. Tammany Parish Handbook on Attendance, Discipline and Student Records and LHS Student Parent Handbook. Students are required to return on the same bus and are not allowed to leave the event in cars. Parents who wish to pick up their student must personally contact the sponsor of the activity. The school reserves the right to have these requests in writing at the beginning of the group's season, or by the beginning of the week in which the event is being held.

B. SCHOOL TRAVEL

St. Tammany Parish School Board provides bus transportation for students to and from the home and the school. A pupil may be excluded from the bus for disciplinary reasons. Parents will be required to provide transportation during the time in which the child is excluded. Rules and regulations pertaining to bus conduct are distributed to students by bus drivers at beginning of the school year. It is the responsibility of the student to become acquainted with rules and regulations governing behavior on buses and at events scheduled on other campuses or at locations other than the school. These rules and regulations include use of tobacco, alcohol, drugs and weapons, disrespect for authority figures, and fighting.

C. FIELD TRIPS

When field trips are scheduled to enhance the classroom work, students will be notified in advance of the date and time of the event; the return time of the bus; the cost of the event; and the need to contact the student's teachers to learn of work that will be missed. The student will be excused from class, but will be required to complete all assignments, tests, and projects that are done during his or her absence. If buses are scheduled to return after the regular ending of the school day, adult supervision will not be provided beyond 15 minutes of the return to the school building. Parents must provide transportation for the student once buses have returned.

Students are required to obey all St. Tammany Parish School Board and Lakeshore High School rules and regulations regarding dress code; appropriate conduct; use of alcoholic beverages, drugs, weapons; fighting and other forms of misconduct. Refer to the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records for more specific information.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Exit maps are posted in each classroom.

TORNADO DRILLS

Tornado drills are also required as an important precaution. Instructions are posted in each classroom. It is necessary that students follow these instructions and their teachers' instructions precisely.

TELEPHONES

The telephone in the office is a business phone and is not for student use. Students will not be called out of class to receive phone calls, to have messages delivered, or to use the office phone except in an emergency.

LOCKERS

Each student who wishes to do so may use a hall locker to store textbooks. Students must use only the assigned locker and are cautioned against using the locker to store valuable items. The locker is loaned to the student and is subject to inspection by school administrators at any time. Lockers should not be used as safety deposit boxes because they can be forced open. The school is not responsible for money or articles stolen from lockers. Students may go to the lockers before school, between classes, and after school. Students may not leave class to go to lockers. Students should avoid giving their locker combinations to other students or leaving the lock set for later use.

Gym lockers are available for use during PE class time. **Students must provide their own padlocks for gym lockers.** Students are advised that they should not leave money, jewelry and other valuables in the locker room during class time. Wallets and purses should be given to the PE teachers so that these items can be locked in the coach's office. Students are not assigned personal lockers in the gym so they should remove their items and the lock at the end of class.

LOST AND FOUND

Students are cautioned not to bring large amounts of money or expensive items to school. Students should avoid leaving book bags and other personal possessions unattended. The student, not the school, is responsible for his or her personal property. Students who find lost articles are asked to take these items to Student Services where these can be claimed by the owner.

LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your consideration in:

1. Depositing all lunch litter in a wastebasket.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others. Failure to comply may result in disciplinary action by the administration.

Students may purchase lunch for 1.35 per day. Eligible students may apply for reduced lunch prices (\$0.40 per day) or for free lunch. Application forms are given to all students during first week of school. Forms may also be picked up in Student Services.

DANCES

Students will be required to present a student ID before being admitted into school dances. Guest passes for non-Lakeshore High students may be required for dances. Passes are available two weeks

prior to the scheduled dance and must be returned to the discipline office no later than the Wednesday preceding the dance. Guests to Lakeshore High dances must meet the following criteria:

- a. must be between the ages 14 and 21;
- b. must receive signature from their own school principal
- c. has not been expelled from Lakeshore High School or any other school;
- d. have appropriate information on the guest pass form;
- e. remain at the dance until dismissal of all students.
- f. **Must be cleared from all debts on "Owe List"**

The LHS student and the guest are required to follow all LHS rules during the dance. Appropriate disciplinary action will be taken for those that behave inappropriately. Dances usually are scheduled from 8:00 p.m. to 11:00 p.m.. Students may arrive up to ½ hour after the beginning of the dance and are allowed to leave after 10:30 p.m.. All dances are "lock-in" dances. Once the student or guest arrives at a dance they will not be allowed to leave until the "lock-in" is over. Students may not be under the influence of alcohol (or other illegal substances) or have possession of alcohol on their person or in their vehicle or other mode of transportation. Students drinking any form of alcohol before a school dance will be deemed "under the influence." The administration maintains the right to use local law enforcement and breath analyzers to determine if students are under the influence. Additionally, vehicles may be searched.

Note: Students guilty of alcohol offenses at dances or any other school activity will be suspended for 5 days. Additionally students will have to complete a counseling program.

CLASS FEES

The following fees are currently collected by the school:

1. \$10.00 SUPPLY FEE: Used to purchase paper, expendable supplies for student worksheets, tests, enrichment materials, equipment maintenance, transparencies, etc.
2. COST OF MATERIALS: Departments such as Home Economics, Art, Industrial Technology, Science Labs, etc., may require students to purchase their own materials for individual projects.

TEXTBOOKS

All textbooks at LHS are the property of the STPSB. Any loss or damage will result in a monetary fine. If a student loses a textbook, he or she will have to pay for it before another book will be issued. Writing in a textbook constitutes damage. Textbooks that have become wet for any reason will mildew and thus are a total loss. Students will be required to pay the full cost of water damaged books.

Students should see the school accountant to pay for lost or damaged books. At the end of each semester, students must return the textbooks issued to him or her.

LIBRARY

The library is a place for students to get information for research purposes and to find materials for leisure reading. It is open before school, after school, and during lunch. All books, magazines, and reference materials may be checked out. Circulation and the card catalog are fully automated. The library has a networked CD ROM tower with encyclopedias, author databases, etc. Students may access an online full text periodical database from the library, classrooms throughout the school, and from home.

Note: Students and parents must sign the Technology Use Agreement prior to having access to the Internet.

STUDENT ORGANIZATIONS

Since the classroom work deals primarily with the mental or intellectual values associated with various subjects, the establishment of clubs has evolved to give students the opportunity to work with a group of like-minded young people in areas of interest outside the classroom.

The purpose of clubs and organized efforts in our school are:

1. to increase fellowship among groups of students with similar interest;
2. to broaden the interests of students in different endeavors;
3. to motivate and enrich classroom work;
4. to develop worthy social ideals, attitudes and habits;
5. to develop leadership qualities;
6. to work together towards a common goal;

Students seeking office or leadership positions must meet the following criteria:

1. meet all eligibility requirements as stipulated in the group's constitution or charter;
2. be "in good standing status;" See Regulations Concerning Clubs and Organizations section of this handbook.
3. Have clearance slip from school's accountant indicating that all fees and fines have been paid

REGULATIONS CONCERNING CLUBS AND ORGANIZATIONS

To hold an elected office, a student must: 1) have maintained, and continue to maintain during term of office, a minimum 1.5 overall academic average (exception - Honor Society groups whose national charter stipulates a higher grade point average); 2) have maintained "in good standing status" during current school year. "In good standing" means, during current school year, student a) has not been recommended for expulsion; b) has not been disciplined (suspension, in school suspension, or work detail) for the following offenses; leaving class or location without permission; skipping school; cutting class; disrespect to faculty or staff; theft; possession/use of alcoholic beverages; fighting. **Students participating in short day program may not hold office in any clubs.** Officers are subject to removal from office for failure to maintain "in good standing" status. A student may hold one major office and one minor office or two minor offices. Listed below are the elected offices and their classification:

Student Council will rule on all additions or changes in these regulations as the need arises.

To participate in extra-curricular activities, including sports, clubs, dances and parking privileges students must be cleared of all obligations on the "Owe List".

CLUBS AND ORGANIZATIONS

Lakeshore High School has many clubs and organizations that are either extra-curricular or co-curricular. Students may obtain a listing of clubs and organizations in the front office. Times and locations for each meeting will be announced. Sponsors for each activity will communicate to the students the times, dates, and location for after-school meetings, rehearsals, and performances. Adult supervision will not be provided beyond 15 minutes of the stated ending time for practices, meetings, and the like. Parents must provide transportation of their student to the practice, performance or meeting.

HOMEROOM

The homeroom is the basic organizational unit of Lakeshore High School. Each student is assigned to a homeroom and a homeroom advisor. The advisor in this homeroom will remain with the homeroom for the student's four years of high school. It is the homeroom advisor that the student should go to first for advice on educational problems. Attendance in homeroom is required in the same manner as attendance in academic classes. Important functions of homeroom include information related to School to Work Opportunities Act of 1994, the Career Options Law Act (Act 1124), scheduling, and student government.

The Career Options Law requires students to complete a five year plan of their course study. This includes four years of high school and one year of post secondary work. In order to facilitate

compliance with this law, the students will meet on a regular basis with their homeroom. Students will choose a career path and with the help of the homeroom teacher, called Teacher as Educational Advisor and Mentor (TEAM), each student will be able to choose a pathway and develop a plan to successfully complete the requirements prior to graduation.

Each homeroom will also elect one Student Council representative, two class Senators, and three Homecoming nominees. The Student Council representative has the responsibility of representing the homeroom in Student Council. The Senators will represent their homeroom in class Senate meetings. For more information regarding Student Council, class Senate, and Homecoming, see section related to Clubs and Activities.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is a committee of school level staff members that includes an administrator, counselor, speech therapist, special education coordinator, 504 coordinator, Pupil Appraisal representative, faculty representative, and other staff members where applicable. This committee is a problem solving, decision making group that meets on a scheduled basis to receive referrals from teachers, parents, or other professionals on individual students who are experiencing difficulty in school due to academic and/or behavior problems. The committee also receives referrals on students who may qualify for the gifted/talented program. Once a referral is received, the committee will review the student's performance and make a screening or placement recommendation that will be in the best interest of the student. All decisions shall be in accordance with state and local policies. Parents will be notified and invited to participate when the SAT meets. Concerned parents who would like to make a referral to SAT are urged to contact the child's teacher or an administrator. The school official will then complete the appropriate referral paperwork that officially begins the SAT process.

STUDENT PROGRESS

1. **Interim reports:** Issued at 4.5 weeks of each grading period to all students in all subjects. The interim is given to the student. Refer to the school calendar for dates.
2. **Report cards:** Issued at the end of each nine-week grading period. Cards are given to the student. The fourth nine-week report card is mailed to parents. Please be sure to maintain an updated mailing address. Refer to school calendar for dates.
3. **Progress reports:** Parents wishing to more closely monitor their child's progress are encouraged to use the internet site provided by the STPSB. If you have not received or have lost the logon passwords please call the office. Other options for monitoring student progress are listed below.
 - a. E-mail or telephone specific teachers,
 - b. Contact the student's guidance counselor, or
 - c. E-mail the principal.
4. **Final exams:** Given the last week of each nine-week grading period. Refer to school calendar for dates.

Student progress can be checked at any time through JPAMS at <https://jpams.stpsb.org/jpweb/>

HONOR ROLL

LHS shall have an Honor Roll for each semester. The Honor Roll shall be determined in the following manner:

1. A minimum of 3.5 GPA is required for Honor Roll status.
2. Letter grades ONLY shall be used in all subjects.
3. A student who has received F or D in any subject is not eligible for the Honor Roll.
4. A student must be attempting 5 credits to be eligible for Honor Roll status.
5. Students who have earned a 3.5 or higher grade point average for the semester will be invited to an honor roll breakfast

EXAMS

Exams will be given at the end of each grading period. The semester grade for the report card will be the average of both quarters prior to the semester exam.

PARENT CONFERENCES

1. **Parent request:** Parents may request conferences with teachers, counselors, or the principal by telephoning the school at 624-5046 or by emailing the specific party. Parents are encouraged to call for a conference with the teachers or administrators if they have questions that cannot be answered through email or a phone conversation.
2. **Discipline:** A parent-student-teacher conference may be required as part of disciplinary action. The parent will be contacted to schedule the conference. A student may be excluded from class until the conference is completed. Conferences are scheduled before school or after school. If your student indicates they are having discipline problems in a particular class please contact the individual teacher to schedule a conference. A conference may help to avoid an office referral and disciplinary action.

ACCREDITATION

Lakeshore High School is approved by the Louisiana State Department of Education and is accredited by the Southern Association of Colleges and Schools.

GRADING SCALE

The grading scale used by the entire school in all classes is the following:

100-93	A = 4 quality points
92-85	B = 3 quality points
84-75	C = 2 quality points
74-67	D = 1 quality point
66- 0	F = no quality point

STUDENT GRADE CLASSIFICATION

9 th grade	0 – 4.5 credits
10 th grade	5 - 10.5 credits
11 th grade	11 - 16.5 credits
12 th grade	17 credits or more

CLASS RANK

Students are ranked in class based on their number of quality points earned in grades 9 – 12 and not on GPA. Students have the opportunity to receive additional quality points by taking weighted honors, AP, DE, and gifted courses in English, mathematics, science and social studies. An extra quality point will be given for an A, B, or C earned in a maximum of 16 weighted courses. Rank in class will be based on a maximum of 28 credits although some students may earn more than 28 credits.

TOTAL	24 units
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REQUIREMENTS FOR GRADUATION

In order to receive a diploma from Lakeshore High School, a student must pass the required sections of the Graduate Exit Exam (GEE) and/or End of Course (EOC) tests (requirements based on entry year) and earn the following credits:

Beginning with incoming freshmen in 2008-2009 and beyond, all 9th graders will be enrolled in the **Louisiana Core 4 Curriculum**. The minimum course requirements shall be the following:

English	4 units
Shall be English I, II, III, and English IV	
Mathematics	4 units
Algebra I (1 unit) or Algebra I-Pt. 2 Geometry Algebra II The remaining unit shall come from the following: Financial Mathematics, Senior Applications in Math, Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a locally-initiated elective approved by BESE as a math substitute.	
Science	4 units
Shall be the following: 1 unit of Biology 1 unit of Chemistry 2 units from the following courses: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a locally initiated elective approved by BESE as a science substitute. <ul style="list-style-type: none"> Students may not take both Integrated Science and Physical Science Agriscience I is a prerequisite for Agriscience II and is an elective course. A student completing a Career and Technical Area of Concentration may substitute a BESE/Board of Regents approved IBC-related course from within the student's Area of Concentration for the 4th required science unit	
Social Studies	4 units
Shall be the following 1/2 unit of Civics or AP American Government 1/2 unit of Free Enterprise 1 unit of American History 1 unit from the following: World History, World Geography, Western Civilization, or AP European History 1 unit from the following: World History, World Geography, AP Human Geography, Western Civilization, AP European History, Law Studies, Psychology, Sociology, or African American Studies. A student completing a Career and Technical Area of Concentration may substitute a BESE/Board of Regents approved IBC-related course from within the student's Area of Concentration for the 4th required social studies unit.	
Health Education	1/2 unit
Physical Education	1 1/2 units
Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of four units of Physical Education may be used toward graduation. NOTE: The substitution of JROTC is permissible.	
Foreign Language	2 units
Shall be 2 units in the same foreign language or 2 Speech courses	
Arts	1 unit
1 unit Fine Arts Survey or 1 unit of Art (§2333), Dance (§2337), Music (§2355), Theatre Arts (§2333), or Applied Arts. A student completing a Career and Technical Area of Concentration may substitute a BESE/Board of Regents approved IBC-related course from within the student's area of concentration for the required applied arts unit.	
Electives	3 units

Louisiana Core Curriculum – after a student has attended high school for a minimum of 2 years, the student and parent/guardian may request that the student be exempt from completing the Louisiana Core 4 Curriculum. The student and parent/guardian must attend a meeting with the guidance counselor and sign a written statement asserting their consent acknowledging that one consequence of not completing the Louisiana Core 4 Curriculum may be ineligibility to enroll into a Louisiana four-year public college or university right out of high school.

For incoming freshmen in 2008-2009 and beyond who are completing the **Louisiana Core Curriculum**, the minimum course requirements for graduation shall be the following:

English	4 units
Shall be English I, II, and III, and English IV or Senior Applications in English	
Mathematics	4 units
Algebra I (1 unit) or Algebra I-Pt. 1 and Algebra I-Pt. 2 (2 units) Geometry The remaining units shall come from the following: Algebra II, Financial Mathematics, Senior Applications in Math, Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a locally initiated elective approved by BESE as a math substitute.	
Science	3 units
Shall be the following: 1 unit of Biology 1 unit from the following physical science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I 1 unit from the following courses: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical science cluster, or a locally initiated elective approved by BESE as a science substitute. <ul style="list-style-type: none"> Students may not take both Integrated Science and Physical Science Agriscience I is a prerequisite for Agriscience II and is an elective course. 	
Social Studies	3 units
Shall be American History, 1/2 unit of Civics or AP American Government, 1/2 unit of Free Enterprise; and 1 of the following: World History, World Geography, Western Civilization, or AP European History.	
Health Education	1/2 unit
Physical Education	1 1/2 units
Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation. NOTE: The substitution of JROTC is permissible.	
Electives	8 units*
TOTAL	24 units

*Beginning with incoming freshmen in 2010-2011 and beyond, all students enrolled in the Louisiana Core Curriculum must take one unit of Education for Careers or Journey to Careers as one of their elective choices and must complete the minimum courses required to obtain a Career/Technical area of concentration.

TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state merit-based scholarships. Students are required to complete 19 units in core courses, earn a minimum of a 2.50 GPA in those courses, and score at least a 20 on the ACT (or equivalent on the SAT I).

For more information about TOPS, visit osfa.state.la.us or call 1-800-259-5626, extension 1012.

TOPS applications are completed through the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in guidance after January 1st or online at fafsa.ed.gov.

GUIDANCE COUNSELORS AND RELATED SERVICES

The school has three full time guidance counselors. Counselors are available before school, during lunch and after school. Students requesting to see a counselor should first check in with student services. Parents should call and make an appointment when a personal conference is requested with the guidance counselor.

Guidance counselors visit all classes in the early part of the fall semester to acquaint students with services that are provided by the guidance center. Additionally, parents and students can find current counseling information on the Lakeshore High School website under the guidance page.

TESTING

One of the most important phases of education is the constant evaluation of student progress and aptitude. It is desired that students at Lakeshore High have every opportunity to develop their true potential. Guidance counselors will provide additional information.

END-OF-COURSE TESTING

The End-of-Course (EOC) tests, which are standards-based assessments, were first administered online to high school students in fall 2007. EOC tests measure the knowledge and skills a student should have mastered by the end of the course. The results of the EOC tests help ensure that all Louisiana students have access to a rigorous curriculum that meets high academic standards. EOC tests will assess student learning in the following high school courses:

1. Algebra I
2. English II
3. Geometry
4. Biology
5. English III
6. American History

Any student enrolled in and/or receiving credit for an EOC course, regardless of grade, inclusive of middle school students taking high school courses for high school credit, is required to take the EOC test upon completion of that course.

EOC tests are offered at the end of the fall and spring semesters. Students completing the course at the end of the fall semester shall participate in the fall testing regardless of the grade earned during the fall semester. Students completing the course at the end of the spring semester shall participate in the spring test regardless of the grade earned during the spring semester.

For incoming freshmen in 2010–2011 and beyond, students must meet the assessment requirements below to earn a standard diploma.

1. Students must pass three End-of-Course Tests in the following categories:
 - a. English II or English III
 - b. Algebra I or Geometry
 - c. Biology or American History

2. For students with disabilities who have passed two of the three required End-of-Course Tests and have exhausted all opportunities available through the end of the 12th grade to pass the remaining required End-of-Course Test, that End-of-Course Test may be waived by the State Superintendent of Education if the Department of Education determines the student's disability significantly impacts his/her ability to pass the End-of-Course Test.

Plan Test: a comprehensive resource that helps **10th graders** measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post graduation years. All **10th graders** will take the PLAN during the school day. No registration needed.

PSAT: a practice test for the SAT that gives **11th grade** students a chance to enter National Merit Scholarship Corporation scholarship programs. The PSAT measures critical reading skills, math problem-solving skills, and writing skills. **9th and 10th grade** students can take the test for practice. The test is administered on a Saturday for a fee. Registration is held during the month of September in the guidance office.

ACT - the ACT test assesses high school students' general educational development and their ability to complete college-level work. The ACT test is administered to all 11th grade students in the Spring semester. For more information and online registration visit: actstudent.org.

SAT— the SAT tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. Open to all students, but recommended for **11th grade students or students who have completed Algebra II**. For more information and online registration visit collegeboard.com.

College Entrance Tests - School Code 191-657

a³ Academy

Online courses are offered for credit recovery or new credit to St. Tammany Parish school students. Fees may apply. See the guidance counselor for more information.

