



Administrator's T r a i l

WELCOME!

To the 04-05 school year at Leavenworth High School. Schedule Pick-up is set for the week of August 2nd for all students who have selected courses for the 2004-2005 school year. New students and returning students who do not have schedules need to call the school (684-1550) as soon as possible to see a counselor. Returning students with schedules will pick up schedules, pay fees (see attached fee schedule), pick up insurance forms, and obtain a locker. No student will be allowed to go through the schedule pick-up procedure until all outstanding debts to the school have been paid. Students who are coming from Richard Warren or West Middle Schools will have to clear any debts incurred at their respective schools before picking up their schedule at LHS. Please clear these debts prior to August 2nd and have the receipt from the respective schools at enrollment. Parents who have more than one student at more than one grade level may take care of all their students at the same time.

Parents also will have the opportunity to become involved by joining the Friends of LHS. The organization provides an opportunity to become more involved with their child's education and/or activities. Studies have indicated that parental involvement is a key to a student's success. I encourage all parents to take an active role in the educational process.

Finally, I look forward to seeing those of you who are returning and meeting

those of you who are new to our school. I want to do all I can to insure this school meets each of your needs.

Hank Keller, Principal

SCHEDULE PICK-UP

August 2	8:00 - 11:00 1:00 - 3:00 5:00 - 8:00
August 3	8:00 - 11:00 1:00 - 3:00 5:00 - 8:00
August 4	8:00 - 11:00 1:00 - 3:00
August 5	8:00 - 11:00 1:00 - 3:00 5:00 - 8:00
August 6	8:00 - 11:00 1:00 - 3:00

FEE COLLECTION

All fees and charges are due and payable at enrollment. If the full amount of the fee cannot be paid at the time of enrollment, parents will be given the opportunity to sign a fee payment agreement. Fees and charges not paid in full by March 1 will be turned over to a collection agency **and service charges will be added.**

Students approved for free meals are also eligible for free fees.

Students who qualify for reduced price meals are not eligible for a waiver of fees. Fees may be paid by check, cash, money order, Visa or Master Card.

ENROLLMENT NOTICE:

Yearbooks and activity tickets will be purchased and paid for separately from book rental fees. Yearbooks will be purchased and paid for with Mrs. Folsom, yearbook sponsor at the Yearbook table.

Activity tickets will be purchased and paid for with Mrs. Jennings, activities secretary, at the Activity table.

MAKE SURE YOU HAVE SEPARATE CHECKS, MONEY ORDERS, OR CASH TO PAY DIRECTLY TO THE SPONSOR. THEY WILL NOT BE RECEIPTED OR PAID FOR WITH THE BOOK/CLASS FEES. ACTIVITY TICKETS AND YEARBOOKS CANNOT BE PLACED ON A FEE AGREEMENT.

ACTIVITY TICKET INFORMATION

Cost of listed events without an Activity Ticket is \$37.50.

ACTIVITY TICKET PROVIDES:

1. Admission to all home football games.
2. Admission to all home girls' volleyball games.
3. Admission to all home (girls' and boys') basketball games (except for tournaments).
4. Admission to all home wrestling matches.
5. Full payment for Patriot student subscription (school paper).
6. A \$2.00 allowance on the June Bug, the High School yearbook.

Cost of Activity Ticket - \$15.00

Refunds are made only to students who withdraw (voluntarily) from school and no refund can exceed 50% of the amount of money paid for, or on the ticket. A loss of

Activity Ticket does not mean that it will be replaced.

AN ACTIVITY TICKET ADMITS ONLY THE STUDENT TO WHOM IT IS ISSUED. THE TICKET AND ALL PAYMENTS WILL BE FORFEITED IF THIS REGULATION IS VIOLATED.

GENERAL INFORMATION

Below are some items pertinent to Leavenworth High School and its daily operation. Please read them carefully.

ATTENDANCE

Parents are responsible for calling the school the day of or the day before a student is absent. Please leave a message on voice mail extension 216 or 206 if you are calling after 4:00 p.m. or before 7:00 a.m.

CAFETERIA

Leavenworth High has a closed lunch shift. The cafeteria will serve a wholesome, hot lunch for \$2.05 daily. Breakfast may be purchased before the start of classes for \$1.20 daily. Parents and students are encouraged to apply money on account either weekly or monthly. Students eat in the cafeteria, or in nice weather, on the patio. All snack bar purchases are on a cash basis.

An application for the free/reduced price meal program is available to all families and will be distributed during enrollment in August. Only one complete application per family is needed; it must be returned to the school or to the Child Nutrition Department before the start of school for approval.

STUDENT INSURANCE

Student insurance will be available at the beginning of the school year. If you have an interest, please contact the school office.

ATHLETICS

It is the policy of the Kansas State High School Activities Association that any student involved in any type of inter-scholastic sports, including cheerleading, has a current physical on file with the coach prior to participating in the activity. Physical forms may be picked up in the school office.

LOCKERS

Lockers are assigned alphabetically. It is not advisable to share locker combinations with anyone.

SENIOR PICTURES

Deadline: October 15, 2004

No cost

Looking forward to your senior year? Make an appointment with a photographer as soon as possible. Photographers advise that you allow two months for the full process of arranging a sitting and ordering photographs, so it is essential that you begin before school starts in August.

These guidelines are provided to you and to all Leavenworth portrait photographers. Take this information with you to your photo sitting, particularly if you are using an out-of-town photo studio. You are responsible for discussing these needs with the photographer and checking that all criteria is met.

1. Photos must be **black-and-white**, head-and-shoulders portraits measuring 2 inches wide by 3 inches tall.

Ear-to-ear head size should be approximately 1 inch.

Photos must have a simple, medium gray background.

Darker to lighter photos and photos with "soft focus filter" will not reproduce as well, and will NOT be accepted.

Casual or full-body photographs **will not** be accepted.

Do not include props or hands in photographs.

Photos not meeting these specifications may be refused by the yearbook staff or subjected to a \$25.00 fine.

2. Two black and white photos are required of every senior. One will be submitted for the yearbook. The other will be used in the senior edition of The Leavenworth Times.

3. **DEADLINE:** Photos must be submitted by **3:00 p.m. on October 15, 2004 (incidentally the same day senior ads are due)**, to be included in the 2005 Junebug. **If you fail to submit an acceptable photo by that time, your school identification photo will be used in the yearbook.** If a school identification photo is not available, your senior picture will not appear in the 2005 Junebug or the LV Times Senior Supplement (May). Good luck arranging your portraits. Direct questions to Laurie L. Folsom @ (913) 684-1550 ext. 132.

Area Photographers

HJ Carey	682-6262
Expressive Images	724-3242
First City Photo	651-0099

Rox's Images(Atchison)	367-7697
Sears	946-1000
Picture it Fun	306-7627

YEARBOOKS

\$40 Deadline: September 30, 2004

\$45 Deadline: October 29, 2004

\$50 Deadline: November 30, 2004

Final Deadline: November 30, 2004

Make checks payable to LHS or Credit Cards Accepted.

Yearbooks can be ordered at the yearbook table at the time of student registration August 2 -August 6, or in room 40 during school. Your student's name can be stamped on the cover for an additional \$4.00 to insure the book can be identified if it is misplaced. November 30th will be the last date to purchase a 2005 yearbook. Orders will not be taken after this day. Do not rely on the availability of extra yearbooks at the end of the year.

Yearbooks will be distributed between the second and third week of May: most usually before seniors graduate.

See the enclosed flyer for more information about special yearbook packages.

SENIOR ADS

Deadline: October 15, 2004

Make checks payable to LHS or Credit Cards Accepted.

Celebrate your senior year with a special remembrance. Parents may purchase ads for students and seniors for their friends/siblings.

Order forms are available during student registration (August 2 - August 6) at the yearbook table or in room 40 from August to October. The order forms explain the process and provide space for your message.

Do not submit a photo that is a one of a kind or with special meaning. We do our best to return photos but a guarantee cannot be made that a picture won't be lost. To use such a picture, take advantage of local services available at Biz Pro or Wal-Mart to have reproductions made. This usually takes only a few minutes and has a minimal cost.

Do not submit photos that have been cut into silhouettes, circles, etc. All pictures must have straight edges.

Submit photos with the return name and address on the back.

Photos can be enlarged or reduced to fit.

Photos will be returned at yearbook distribution in May. If your student

forgets to pick up the photos, the photos will be mailed to the address on the back.

Prices

Full Page (1-12 pictures)	\$170
_ Page (1-6 pictures)	\$100
_ Page (1-3 pictures)	\$ 60
1/8 Page (1-2 pictures)	\$ 30
1/16 Page (1 picture and a very small message)	\$ 18

PARENT NEWSPAPER SUBSCRIPTIONS

Keep up with what's happening at LHS by subscribing to the Patriot student newspaper. Eight issues will be mailed to your home with all of the latest happenings at LHS. Keep in touch with what teens are interested in. Pay by check or credit card at enrollment. Pay after enrollment by sending a check payable to LHS Journalism with a current address. Year-long subscription - \$8.00.

DRIVERS EDUCATION

Enrollment for the fall semester of Drivers Education will be held on Thursday, September 2, 2004 at 2:20 p.m. in the cafeteria. Students must register in the main office prior to this date to reserve a spot in the class. Students must arrive promptly. Fees for this class will be \$175.00 for in-district students and \$250.00 for out-of-district students. Out-of-district students are those students that attend Leavenworth High School, but reside in another district. Students that do not attend Leavenworth High School will not be allowed to enroll in the class. Checks may be made out to Leavenworth High School. The following guidelines must be met in order to complete the enrollment process. **NO EXCEPTIONS WILL BE MADE.**

1. **Student must have full fee amount. Partial payments will not be accepted.**
2. **If a student wears corrective lenses, they must have them with them. Eye exams will be given at that time.**
3. **If a student has a current Kansas learning permit/license, they must bring it with them at the time of enrollment.**

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are October 25 and 26, 2004. The times for these conferences are:

Monday, October 25
12:00 p.m. - 5:00 p.m.

6:00 p.m. - 8:30 p.m.
Tuesday, October 26
5:00 p.m. - 8:30 p.m.

You may come any time during the day or evening. Please limit your conferences to 5-10 minutes. If more time is needed, reschedule, so we don't have lines and waits for other parents.

Inevitably, some of our staff are not available during the entire conference time due to sickness or extra-curricular responsibilities. We will have sign-up sheets at each missing teacher's station where you can leave your phone number and the teacher will call you and if needed, set up a mutually agreeable time to conference with you.

NURSE'S NOTES

Shots-Shots-Shots: Up to date shots are required to attend school. Over 400 students at LHS are in need of a tetanus booster shot. This **must** be done before enrollment. If you have insurance, get this at your doctor's office. If you have Medi Aid, Healthwave, no insurance or your insurance does not cover shots, get it at the Leavenworth County Health Department. Don't wait until the day before registration to do this, as you might have some difficulty and then won't be able to enroll. **CHILDREN WITHOUT UP TO DATE SHOTS WILL NOT BE ALLOWED TO ATTEND CLASSES!**
Medications: There must be a written and signed permission slip in the nurse's office in order for students to have medications at school. Medicines should be locked up in the nurse's office with the exception of asthma inhalers and Epipens. A new permission slip has to be signed every school year. Over the counter drugs such as Tylenol, Advil, etc. do not need a doctor's signature, but all prescription drugs do.

Health Forms: All students have to have a health assessment/permission for emergency care form on file. Most students did this in the spring and turned it in to the seminar teachers. If not, you will need to fill one out during the registration process.

Asthma Care: A nebulizer is available in the nurse's office for students who may need this treatment while in school. You will need to provide the tubing/mouthpiece, medication, and doctor's order.

Nutrition: Nutrition and performance go hand and hand. Children experience drops in both physical and mental

performance when they skip meals. Please encourage your students to eat breakfast. Breakfast is served in the school cafeteria.

FRIENDS OF LHS

Greetings to all Parents and Students,

We are the Friends of Leavenworth High School (FLHS). We are the primary booster organization for the whole school. Our organization manages the concessions at all of the home athletic events to raise monies for the clubs and events that we host throughout the school. We also work in conjunction with the Journalism Department and derive monies there to help our fundraising.

We host four Teacher Appreciation events throughout the year. This organization believes that our teachers are the foundation to build better citizens and they have our total support. We also host an Academic Banquet for the top students in each class. We will recognize the top 2.5% of the Freshman class, top 5% of the Sophomore class, top 10% of the Junior class and the top 15% of this year's Senior class. This event will be held on Tuesday, April 26, 2004, so mark your calendars now!!!

The capstone event for this organization is the PROJECT GRADUATION party. This event is held on the night of graduation following the ceremony. It is held at the Riverfront Community Center here in Leavenworth. It starts at 10:00 p.m. and goes till 3:00 a.m. the following morning. The students are allowed in between 10:00 and 11:00 p.m. After that no one comes in. We provide the graduating students a dry and alcohol free environment, plenty of free food and prizes throughout the evening. This year, along with the blackjack tables, we had racing simulators, an obstacle course and a SUMO wrestling pit. All were received well by the class of 2004.

As with any organization, it's only as good as the people it has. FLHS is always seeking members and volunteers. The only cost to join is time. PLEASE stop by our table at registration and sign up to help this fantastic group of parents.

Last but not least, each year our organization during the registration process sells SUPER PASSES to the adult members and non LHS students. These passes are good for the 31 home athletic events we will be hosting this school year. This is a \$155.00 value that FLHS makes available to you for only \$40.00 each.

This is a great savings to you and a great way to be involved and come see all of the Pioneer athletic events for a fraction of what it would normally cost. Again we will be selling these ONLY during the registration process. There is no limit to how many a family can buy!

Eilene Campsey
President, FLHS

COUNSELORS' CORNER

The counseling department welcomes returning students, incoming freshmen and transfer students from all over the world. Our goal is to assist and serve all students with a variety of services including educational and career counseling, personal issues, scholarship assistance, meeting graduation requirements, testing and other related concerns. Counselor assignments for the 2004-2005 school year will be modified with the following assignments:

Mr. Milford A-G (grades 10-12)
Mrs. Klima H&I S-Z (grades 10-12)
Mrs. Shepard J-R (grades 10-12)
Mrs. Fairley A-Z (grades 9 only)

Please note Mrs. Fairley will be working only with 9 grade students and assisting in their adjustment to high school.

A counselor will be on duty throughout the month of July and all counselors will be available beginning on July 29, 2004. For an appointment please call 684-1550, ext. 211. Counselors are available to serve you the students and parents so don't delay in requesting an appointment to discuss your school related issues.

Harold Milford

DATES TO REMEMBER

August 2-6 - Enrollment
August 17 - First day of school (1/2 day)
August 19 - First full day of school
September 6 - No School
September 8 - Open House

See attached calendars for additional activities and information.