



A dministrator's T r a i l

WELCOME!

To the 02-03 school year at Leavenworth High School. Schedule Pick-up is set for the week of August 5th for all students who have selected courses for the 2002-2003 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. Students who will be out of town during this time need to make arrangements with someone else to pick up their schedules for them.

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 6th 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 5	8:00 - 11:00 1:00 - 3:00 5:00 - 8:00
August 6	8:00 - 11:00 1:00 - 3:00 5:00 - 8:00
Mass Enrollment	
August 7	8:00 - 11:00 1:00 - 3:00
August 8	8:00 - 11:00 1:00 - 3:00 5:00 - 8:00
Mass Enrollment	
August 9	8:00 - 11:00 1:00 - 3:00

Mass Enrollment is for all 9th and 10th grade students new to the district or returning students that did not enroll last spring. As a convenience to parents, any student may pick up their schedule and pay fees during the three evening sessions.

FEE COLLECTION

Students approved for free meals may also be eligible for a reduced textbook fee of 50%. In addition to a free lunch form being filled out, a waiver form must also be completed.

Students who qualify for reduced price meals are not eligible for a waiver of fees. 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.**

Fees may be paid by check, cash, money order, Visa, Master Card or Discover.

ENROLLMENT NOTICE:

Yearbooks and activity tickets will be purchased and paid for separate 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 THEM 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 \$1.65 daily, \$8.25 for a 5-meal ticket, and \$33.00 for a 20 meal ticket. Breakfast may be purchased for \$.95 daily. Students eat in the cafeteria, or in nice weather, on the patio area.

All students are allowed to fill out an application for the free/reduced program with the Food Service Department. Applications for the new school year must be received before the third week of September.

The Food Service Department will serve breakfast to the high school students beginning the first two half

days (August 22 and 23) . We hope this will encourage students to take the opportunity to eat something before the start of the school day.

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 25, 2002
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 are met.

1. Photos must be **black-and-white**, head-and-shoulders portraits and measure 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 they will harm the reproduction quality of the entire page. Casual or full-body photographs **will not** be accepted. Avoid including props or hands in photographs. Photos not meeting these specifications may be refused by the

yearbook staff or subjected to a \$5.00 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 25, 2002 (incidentally the same day senior ads are due)**, to be included in the 2002 Junebug. **If you fail to submit an acceptable photo by that time, your school identification photo will be used in the yearbook.**

Good luck arranging your portraits. Direct questions to Laurie L. Folsom @ (913) 684-1550 ext. 250.

Area Photographers

HJ Carey	682-6262
Expressive Images	724-3242
First City Photo	651-0099
Rox's Images	367-7697
Sears	946-1000

YEARBOOKS

\$45 Deadline: Oct. 1, 2002

\$50 Deadline: Nov. 1, 2002

Final Deadline: Nov. 29, 2002

Make checks payable to LHS

Credit Cards Accepted.

Yearbooks can be ordered at the yearbook table at the time of student registration August 6th -August 10th , during Open House September 12th , Parent-Teacher Conferences September 27th and 28th , and the Homecoming football game October 5th .

Your student's name can be stamped on the cover for an additional \$4.00.

November 29th will be the last day to purchase a 2003 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: Oct. 25, 2002

Make checks payable to LHS

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 5th-August 9th) 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 Poor Richards 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

DRIVERS EDUCATION

Enrollment for the fall semester of Drivers Education will be held on Wednesday, September 5, 2001 at 2:20 p.m. in the auditorium. Students must arrive promptly. Enrollment is taken on a Seniors first basis; then Juniors, Sophomores and Freshmen. Fees for this class will be announced prior to the enrollment date. 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 September 27 and 28, 2001. The times for these conferences are:

Thursday, September 27

5:00 p.m. - 8:00 p.m.

Friday, September 28

8:00 a.m. - 12:00 p.m.

1:00 p.m. - 4:00 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

Every year the nurse's office is faced with the same administrative challenges. I ask parents to please help with these areas so that I can spend my time taking care of the children instead of being flooded with paper work.

1. Up To Date Shot Records – All students must have shot records on file at the school in order to attend. This is the law! For the last year and a half there has been a shortage of tetanus booster vaccine. Hopefully, by the fall it will be available. Over 400 families have been notified that a tetanus booster shot is needed. As soon as your student has had the shot, please send official documentation to the nurse's office. Failure to get the shot once the vaccine is available will cause your student to be excluded from school.

2. Health-Assessment/Permission for Treatment – Students enrolled at LHS '01-'02 school year were asked to have this form completed, signed by parent and return to nurse. Less than half of the school did so. This form alerts the nurse, and through her the teachers, of outstanding medical problems that could affect a student's performance and/or safety at school. It also provides permission to obtain medical treatment in

an emergency if a parent cannot be contacted. Every year I have to take kids to the emergency room and invariably someone will not have permission for treatment. If a completed form is not on file, you will be asked to do one during the registration process.

3. Medication – In order for a student to receive any medication at school a signed permission slip must be on file. You will also need to provide a bottle of medication for your student, which will be locked up in the nurse's office. School board policy does not allow students to carry any medication except inhalers or Epipens. If your student carries any other medication, he/she could be subject to disciplinary action. New permission forms must be signed each school year.

4. Asthma Treatment – Several hundred students at LHS have asthma. This is a potentially life threatening condition. Make sure your student carries any needed inhaler. It is a good idea to have a spare inhaler in the nurse's office. Also, a maximist treatment machine is available in the nurse's office for students who need to do breathing treatments. You will need to supply the tubing and mouthpiece, the medication, and written doctor's order. The equipment will be cleaned and stored with your student's name on it.

5. Current Telephone and Emergency Contact – For your child's safety, please make sure that your current numbers are on file. If you change/add anything during the year, please let us know.

6. Health Screening – In accordance with state guidelines, all 10th and 12th grade students, all new students regardless of grade, and any student identified with a problem will have vision and hearing tests done. Blood pressures are also taken. Students who are nurse office helpers (either junior or senior) assist with the vision screening tests after being trained to do so by the nurse. You will receive notification only if a problem is identified.

LHS TECH COMMITTEE

The LHS Tech Committee invites students, parents, and faculty members to check out the new comprehensive LHS website at www.lvksch.com/hs.

By July 2002 there will be everything from upcoming events to enrollment forms available. New students can get acquainted with the enrollment process and find the resources they will need to make a smooth transition to Leavenworth High. Get to know the administration and

contact a teacher by using
www.lvksch.com.

Our goal is to make this website another way for the public to access the information they need about the LHS school community quickly and easily. Please let the webmaster know what coverage would help us make this site serve our patrons better.

FRIENDS OF LHS

Mike Weilbacher
President, FLHS

COUNSELORS' CORNER

In order to better serve our high school students, the Counseling Office will be open all summer with a counselor on duty on a rotating basis. If you are new to the area or have not registered for fall classes, please contact our office for an appointment (684-1550, ext. 211 or 213). Call early to avoid the August rush.

Again we will offer fall testing in the ACT and SAT programs. Applications should be available by September 1, 2002 or you can register on line at www.act.org for ACT testing and

www.collegeboard.com for SAT. You should have plenty of time to register once school begins in August.

Any senior interested in attending a military academy or seeking an ROTC scholarship should contact Mr. Milford whenever possible for additional information or assistance. Start applying early and keep good records of all official documents.

NEWS AND VIEWS FROM THE EARLY BIRD

Greetings Pioneers from the Early Bird? Guess what? Yes, you're right – no scholarship applications right now. Soooooooo, no letters or recommendation, no resume, no personal statement needed right now. Right? Wrong! Let's get started early. "Baby" Pioneers (9th grade) "Old...oops, Ole" Pioneers and all interested persons in this scholarship application process, should begin to "Just Do It" now.

9th-12th grades – Listen to the announcements every morning over the intercom. Scholarships and other events are advertised as they come in.

Read over the teacher's announcements for upcoming events, i.e. scholarships,

military, ROTC Leadership Camps, Girl and Boy State and much more.

Pick up your copy of the Early Bird Newsletter in Guidance. We, the counselors, have some interesting tips on scholarships, hot off the press – well, pretty hot.

Juniors and seniors – listen for times and dates for our Annual Scholarship Meeting. Financial aid, and Career Night is also coming up soon.

1. Write your resume (9th -12th) and add on.
2. Write your personal statement or autobiographical statement.
3. Start asking people to write you letters of recommendation.
4. Start working or talking with your counselor in Guidance. We are truly nice people.
5. Join, join, and join productive organizations.
6. Be creative.
7. Keep your grades up and take all necessary tests.

Welcome to Guidance.

Joyce Williams

AKA The Early Bird

DATES TO REMEMBER

August 5-9 Enrollment

August 22 First day of school

August 26 First full day of classes

September 2 NO SCHOOL

September 11 Open House

September 17 School Pictures

September 26 NO SCHOOL – Parent Teacher Conferences

September 27 NO SCHOOL – Parent Teacher Conferences

See attached calendars for additional activities and information.