

**LÊP HIGH**  
**STUDENT**  
**HANDBOOK**

2009/10 Academic Year

*"Be the change you want to see in the world." –Gandhi*

At Leadership and Entrepreneurship Public High School, we:

**R**espect Ourselves and our Community

**E**ngage in Learning

**A**ppreciate Diversity

**C**ollaborate and Contribute

**H**old ourselves Accountable

Reach High at LÊP High!

## STUDENTS' RIGHTS & RESPONSIBILITIES

The purpose of this document is to protect each individual's fundamental rights of freedom, justice, and access to an equal educational opportunity. Each member of the LÊP High community is expected to act in a way that shows consideration and respect for other people and that enhances an atmosphere of trust and learning. Student behavior should reflect our values of Integrity, Excellence, Diversity, Collaboration, and Innovation.

Promoting a safe and productive educational environment is everyone's right and responsibility. When individual rights conflict with the fundamental purpose of school, those rights will be limited in time, place, and manner according to the following compelling state interests:

- ♣ Promote legitimate educational purpose
- ♣ Protect health and safety
- ♣ Avoid serious disruption of the educational process
- ♣ Threat of property loss and damage

### RIGHTS

**Freedom**    *Students have a right to*

- ♣ Express themselves through their behaviors and opinions.
- ♣ Talk with teachers, counselors, and other school staff about any concerns.
- ♣ Expect that no one will use his/her personal belongings without his/her permission.

**Justice**    *Students have a right to*

- ♣ Know what is expected of them and to be notified when their behavior is not acceptable.
- ♣ To tell their side of the story.
- ♣ Consequences that are fair and non-discriminatory.
- ♣ Access their school records within appropriate guidelines.
- ♣ Due process

**Equality**    *Students have a right to*

- ♣ Be treated with courtesy, respect, and kindness.
- ♣ An educational environment in which the dignity and worth of all individuals are honored.
- ♣ Participate in the LÊP High community to the fullest extent desired.

Please note: Equality does not mean treating every student the same. It means we will respond to students' individual needs so each will have an opportunity to succeed.

## **RESPONSIBILITIES**

Students are expected to demonstrate thoughtful means of acting and expressing themselves. The exercise of individual rights shall not disrupt the enjoyment and participation of others in the learning process. Students are also responsible for acting in a thoughtful manner in the community at large – remember, your individual actions reflect on the wider school community.

Students have the responsibility to

- ♣ Treat all property with respect
- ♣ Take responsibility for learning
- ♣ Act in a safe and healthy way
- ♣ Respect the rights and needs of other

## CONSEQUENCES/DISCIPLINE

### **PHILOSOPHY**

The purpose of disciplinary action at LÊP High is to ensure that both individual students and the LÊP High community stay focused on growth and learning. Discipline for all students at LÊP High shall be designed to promote behavioral changes enabling students to function successfully.

A progressive discipline approach will be used that attempts to relate imposed disciplinary action or intervention to the severity of the offense and the number of times that offenses have occurred. Prompt resolution of the problem or issues is expected. Discipline may include a warning to the student, parent notification, a conference with students, parents, and staff, restorative service, detention, suspension or a written commitment by the student to improve his/her behavior and/or performance. This code of conduct applies at school and at all school-sponsored activities, events and functions.

Students who violate a rule the first time face consequences commensurate to the violation; repeated violations result in stronger actions. At each step, the intent is to assist the student in identifying the problem, understanding what behavioral changes are necessary, and encourage the student to take ownership for his/her actions. Every case is considered on its individual merits. Students are expected to comply with all District policies and state laws. In the case of suspension, parents/guardians will be notified by telephone and letter.

LÊP High does not use nor condone the use of corporal (physical) punishment. In response to extreme and urgent circumstances, the use of reasonable physical force or restraint by school personnel to protect students or staff, put down disturbances, protect property, or to help students get control of themselves is permitted. When reasonable force is used, it must be reported immediately to the High School Director/Principal.

### **DUE PROCESS**

As a LÊP High student, you are entitled to due process. This means that for each consequence you have the right to:

- ♣ Notice: *You will be told that a consequence is being given and what it is for.*
- ♣ Evidence: *You have a right to be presented evidence of the violation.*
- ♣ Right to be Heard: *You will have an opportunity to share your account of what happened.*

### **CONSEQUENCES**

An important part of your education is the right to make decisions and the responsibility to accept the results of your choices. Disciplinary actions are taken with the aim of correcting behavior to help ensure the student is successful. At LÊP High, our goal is that every consequence given will:

- ♣ Be fair and reasonable.
- ♣ Be relevant. *Consequences will aim to make the situation whole by restoring any damage that has been done.*

- ♣ Encourage reflection. *All consequences will involve some amount of personal reflection. Our aim is not to punish you, but rather to give you the opportunity to think about what happened, what could have been done differently, and what can be learned from the situation.*

When conflicts arise, they will be resolved peacefully, privately, and with consideration for others in the school community. A student who exhibits inappropriate behavior may be subjected to the disciplinary actions below. The list below is meant as a guide for students and staff; additional consequences are listed in the specific behavior policies below.

#### **Level 1 Actions:**

- ♣ **Verbal Warning:** *The teacher or other adult will remind the student to focus on his or her behavior by calling the individual student's name.*
- ♣ **Directed Warning:** *The teacher or other adult will identify the inappropriate behavior and notify the student of the consequence if another infraction occurs.*

#### **Level 2 Actions:**

- ♣ **Separation from the Group/Reflection:** *When deemed necessary by the teacher or other adult, the student will be sent out of the class to reflect on his or her behavior. The student must complete and sign the reflection form in order to return to class.*
- ♣ **Loss of Privileges:** *These privileges may include, but not be limited to, removing the student from the student commons, field trips, intercession courses, or loss of open campus lunch or email/Internet privileges.*
- ♣ **Student/Parent Conference:** *A conference will be held with the student, his or her parent(s), the administrator and other appropriate staff members to develop a plan for improving behavior.*
- ♣ **After-School Detention/Saturday School:** *Students who miss time in school due to tardiness or unexcused absences will be required to attend after-school detention. Attempts will be made to notify the student a day before detention is served. If the behavior continues, students will be assigned Saturday School. Students who miss after-school detention will also be assigned Saturday School.*

#### **Level 3 Actions:**

- ♣ **Suspension:** *While students and teachers will work together to ensure an environment that is safe, respectful, and conducive to learning and teaching, there may be times when the conduct of one or more students requires disciplinary action that temporarily excludes the student(s) from the LÉP High community.*
- ♣ **Removal:** *A student may be removed from the school immediately if her or his continued presence poses either a danger to persons or property, or significantly disrupts the educational practices of the school. During a suspension, students cannot be on any school property (at LÉP or any other site) or attend any school district events. Academic make-up work is required. Return to school is contingent upon submission of a written*

*reflection addressing the issue at hand and stating how the student intends to move forward. A conference with parents/guardians, the student, and the administrator will also be required.*

#### **Level 4 Actions:**

- ♣ **Delayed Expulsion:** *After a proper investigation and hearing, a student may be given a delayed expulsion from LÊP High. This will involve:*
  - *The possibility a student will stay in school at LÊP during the period of delayed expulsion*
  - *A contract the student must follow*
  - *An immediate expulsion (without guarantee of a second hearing), should the student break the contract with the school)*
  - *The purging of this delayed expulsion from the student's discipline record at the end of the delayed expulsion period if the student has complied with the contract*
  
- ♣ **Expulsion:** *After a proper investigation and hearing, a student may be expelled from LÊP High for the remainder of the school year. This will happen:*
  - *When the student's behavior renders it appropriate.*
  - *When the student has demonstrated s/he does not value his/her place at the school.*
  - *When expulsion is in the greater interest of the school community.*
  
- ♣ *Three suspensions will lead to expulsion hearing. When an incident involves fighting or other violence or certain egregious kinds of harassment, two incidents will lead to an expulsion hearing.*
  
- ♣ *If a student is expelled from LÊP High, a letter to that effect shall be sent to the parent(s)/guardian(s) stating:*
  - ♣ *the effective date of the expulsion;*
  - ♣ *the specific reason(s) for the expulsion;*
  - ♣ *the process to request a review of the decision by the school's governing board.*

#### **Level 5 Actions**

**Mandatory Calendar Year Expulsion:** *This consequence is reserved for cases involving the possession, use or delivery of weapons and serious infractions which cause severe harm to other students, staff or community members.*

For certain infractions of rules, staff will decide the action level, based on the severity of the incident, as well as whether there is a history of repeated incidents.

## **GREEN SHEETS / PINK SHEETS / BLUE SHEETS**

### Green Sheets:

These forms give students a chance to reflect, calm down, and explain his or her side of a problem to an adult. Teachers keep these in their files and use them as a communication tool with students.

The time window for filling out the green sheets is 10 minutes and students need to either do so right by the teacher's door or in a classroom, if the teacher has made that arrangement.

### Pink Sheets:

Students will receive a pink sheet for disruptive, unsafe or disrespectful behavior. Filling out a pink sheet for a student guarantees:

- the student will have a conversation with an administrator
- the student will not return to that class the period he/she is referred
- there will be a conversation with a parent.

Pink sheets may also lead to other interventions such as detention, restorative service, Saturday School, mediation, apology, or suspension.

Pink sheets are kept in student discipline files in the Director's office.

### Blue Sheets:

Blue sheets are used by staff to notify students that they have been assigned after-school detention.

## BEHAVIOR POLICIES

### RATIONALE: *LEGITIMATE EDUCATIONAL PURPOSE*

#### ATTENDANCE

At LÊP High every student is expected to attend school on a regular basis and be on time for advisory and classes. The academic expectations of LÊP High are rigorous and each student's interaction with her or his classmates and advisory peers on a daily basis is a critical component of the learning process. Student absences will be verified by contacting home.

Parents are asked to call the school's main office when your child is absent. Furthermore, we encourage you to schedule appointments before or after school. However, we understand that sometimes missing school cannot be avoided. If your child needs to be excused from school due to a doctor or dental appointment, let the attendance office know before the appointment, either by a phone call or a note. Your child will be given an early dismissal slip to be excused from class.

#### **Excused Absences**

Reasons accepted by LÊP High for excused absences include illness of the student, death in the family, religious holidays, school-sponsored activities, medical appointments and family emergencies (the last as approved by the High School Director/Principal or her designee.) Participation in athletic events through the Oregon School Activities Association (OSAA) are also excused if the coach and LÊP High staff have agreed that the student is in good academic standing. An excused absence shall allow a student to make up and submit work missed. All other absences will be considered unexcused, with or without parent notification. For off-campus lunch privileges, excused and unexcused absences will be counted.

#### **Unexcused Absences**

Unexcused absences shall include skipping school or cutting class and failure to provide proper documentation of reasons for an excused absence. Work missed during an unexcused absence may not be made up or submitted without prior approval of the teacher in question. Students who have multiple unexcused absences should expect to be referred by school faculty for disciplinary action (**Levels 1-3**)

#### **Vacations**

LÊP High requests that families schedule vacations or special programs so as not to conflict with school. Given the project-based instructional methods that we use, regular, timely attendance is vital to ensure academic progress. Please contact the Principal directly at 502-254-2537 with any questions or concerns regarding this policy.

## **Late Arrivals**

Students must check in at the front desk for an admit slip, when they return from an appointment or when arriving late for school. Unless students present a written note, their tardiness will be considered unexcused. **(Levels 1-3)**

## **Early Departures**

Students may not leave campus during the school day without consent from their parents or guardians (except when they have earned the off-campus lunch privilege). A permission form or written note may be given in advance to the front desk staff or parents may sign their students out at the front desk if they need to leave school before the end of the day. Please call 503-254-2537 to make arrangements, rather than a student's cell phone, which may disrupt the learning process. Students who leave campus without permission will be subject to disciplinary consequences. **(Levels 2-3)**

## **Ten Day Rule**

The State of Oregon requires schools to drop students from enrollment in the event that they are absent from school for ten consecutive school days. LÊP High School staff will make every effort to communicate with families of absent students to avoid having to take this action.

## **TARDINESS**

Students are expected to arrive to class on time and ready to learn. The consequences for frequent tardiness are outlined below:

# of Tardies (per class/per quarter)	Consequence
1	Warning <b>(Level 1)</b>
2	Directed Warning <b>(Level 1)</b>
3	After-school Detention and call home <b>(Level 2)</b>

Tardiness to ELO will result in detention the first time and each subsequent time. Other consequences may also result **(Levels 2-3)**.

Students must have a pass from the office in order to enter the classroom late (excused or unexcused). Students who arrive ten or more minutes late to class, while still tardy, will receive detention **(Level 2)**.

## **ARRIVING TO CLASS, READY TO LEARN**

Students are expected to arrive to each class on time and with all materials they will need for that class. These materials include any text or reading used in that class, planners, binders, pens, pencils, calculators, etc.

## **USE OF THE BATHROOM**

The LÊP High staff recognizes the occasional need for students to leave the classroom to use the bathroom. The staff also understands that overuse of the bathroom during class time is disruptive to the educational process. Therefore, the following practices shall apply to students using the bathroom during class time:

1. Students will ask permission from the teacher to go. The teacher may ask the student to wait a short time to leave, depending upon what is happening in the classroom.
2. Each teacher will have a pass and any student using the bathroom will need to use their teacher's pass.
3. Trips from class to the bathroom and back to the classroom should be brief and should never exceed five minutes.
4. Only one student is allowed out of each classroom at any time.
5. If it is necessary to pass through a classroom in session to use the bathroom, that bathroom will be off-limits any time a class is in session there. This applies to Rooms 105, 206, and the Multi-Purpose Room (MPR).
6. Students will not be granted bathroom passes during the first or last ten minutes of class.

## **HOMEWORK**

Students should expect an average of two hours of homework per night. Every student has about forty minutes of tutoring time during the school day, so by using their time wisely, students should not have more than an hour of work out of school per night. Homework may be assigned for weekends but not over vacations, except in special cases which will be announced in advance. Teachers will post due dates for projects and tests to avoid overloading assignments at any given time.

## **LATE WORK POLICY**

Teachers will communicate with students the dates after which they will no longer accept late work. Teachers may give reduced or no credit for late work.

## **INTERNET AND ELECTRONIC MAIL USAGE POLICY**

Students are responsible for good behavior on school computer networks, just as they are everywhere in the school environment. Communications on the network are often public in nature. General school rules for behavior and communications apply.

We are pleased to offer LÊP High students access to the school computer network for electronic mail and the Internet. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access non-educational materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

LÊP High supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Network storage areas may be accessed by network administrators to review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on LÊP High servers will always be private.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action. **(Levels 1-4)**

## **ACADEMIC INTEGRITY**

Every student has the responsibility to do his/her own work well, ask for help, and to support the learning and growth of others. Students will often work together with classmates on their assignments, but the final work is expected to be the student's own. Students are responsible for asking their teachers if they are unsure the extent of collaboration that is acceptable for a particular assignment.

At LÊP High, maintaining the highest standard of academic integrity is the norm. Violations of the Code of Academic Integrity may take several forms. Any of the following, without full acknowledgment of the debt to the original source, counts as plagiarism:

- ♣ Direct duplication, by copying or allowing to be copied another's work, whether from a book, article, Web site, another student's assignment, etc.;
- ♣ Duplication in any manner of another's work during an exam;
- ♣ Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;

- ♣ Piecing together sections of the work of others into a new whole;
- ♣ Submitting one's own work which has already been submitted for assessment purposes in another subject;
- ♣ Submitting an assignment as one's own work that was actually substantially produced in conjunction with other people (e.g. another student, a tutor).

Note: Students are responsible for clarifying expectations and following the code with all assignments and in all disciplines.

### **Examples:**

This page gives examples of acceptable and unacceptable uses of sources in writing.

[www.oregonstate.edu/admin/stucon/plag.htm](http://www.oregonstate.edu/admin/stucon/plag.htm)

This brief guide from the Paul Robeson Library provides an excellent overview.

[www.libraries.rutgers.edu/rul/lib/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/lib/robeson_lib/flash_presents/text_plag.html)

### **Consequences:**

- ♣ First Offense: *Student (1) receives a zero (failing grade) on the assignment/project and (2) teacher contacts advisor and parents. (Level 2)*
- ♣ Second Offense: *Student (1) receives a zero (failing grade) on the assignment/project and (2) a meeting is scheduled with student, parent, teacher, advisor, and administrator, during which additional consequences will be determined. (Level 2)*
- ♣ Third Offense: *Varies from failure of course to separation from LÊP High (Levels 2-4)*

Please note: Violations of academic integrity are calculated on a school wide basis across all four years. That is, if a student violates this policy in his/her freshman year, and then again in the sophomore year, it is treated as a second violation.

## **INTELLECTUAL PROPERTY**

Given the project-based instructional strategies at LÊP High, students will be engaged in creating new information, ideas, or other tangible and intangible intellectual property. The term intellectual property reflects the idea that this subject matter is the product of the mind or the intellect. Intellectual property rights may be protected by law in the same way as any other form of property, and the holder of this legal entitlement is generally entitled to exclusive rights in relation to the subject matter.<sup>1</sup>

It is the policy of LÊP High that students be the owners of any and all intellectual property first conceived, developed, produced or reduced to practice as part of their assignments at LÊP High.

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<sup>1</sup> Intellectual property. (2006, July 27). In *Wikipedia, The Free Encyclopedia*. Retrieved 16:03, July 27, 2006, from [http://en.wikipedia.org/w/index.php?title=Intellectual\\_property&oldid=66152427](http://en.wikipedia.org/w/index.php?title=Intellectual_property&oldid=66152427).

Furthermore, it is the policy of LÊP High that students grant LÊP High a royalty-free, non-exclusive, perpetual license to do the following:

- ♣ to reproduce the Original Work in copies;
- ♣ to prepare derivative works ("Derivative Works") based upon the Original Work;
- ♣ to distribute copies of the Original Work and Derivative Works to the public;
- ♣ to perform the Original Work publicly; and
- ♣ to display the Original Work publicly.

## **PROFICIENCY-BASED ASSESSMENT SYSTEM**

LÊP High uses a proficiency-based assessment system to measure student achievement and academic growth. Students are assessed individually on an ongoing basis through daily assignments, tests/quizzes, projects, and other performance-based activities. Teachers often use rubrics that specifically identify the criteria students must demonstrate to approach, meet, or exceed expectations.

Although our grading system is convertible to a traditional scale for college applications and transfer credit, **we do not use a traditional 4.0 (A, B, C, D, F) grading scale**. We believe a proficiency-based assessment system has the following benefits:

- ♣ Provides students, parents, and staff a clear indication of student strengths and weaknesses. The various assessment categories are kept distinct as opposed to averaging academic mastery with homework completion, quality of work, etc.
- ♣ Aligns well with the rubrics we use to assess individual assignments.
- ♣ Communicates more specific information about which areas need improvement.
- ♣ Reflects the range of skills and knowledge that colleges and businesses expect of high school graduates.

### *Assessment categories for Report Card comments:*

1) *Academic Mastery* – Each class at LÊP High is aligned with state and national content standards. This category measures students' comprehension of the material.

2) *Assignment Completion* – Homework and in-class assignments represent opportunities to practice and demonstrate skills and knowledge learned in class. This category simply signifies whether or not students are turning in their assignments.

3) *Quality of Work* – To prepare students for college and career, we expect them to demonstrate care and pride in their work. This category signifies quality of the final work products they have turned in.

4) *Use of Class Time* – Time management is an important skill that will help students succeed in the classroom and the workplace. This category assesses how productively students are using their class time.

5) *Appropriate Behavior* – Behavior is separated out from academic progress. In order to graduate from LÊP High, students must exemplify behavior that is expected of competent citizens.

Grades are not final until the end of semester. The following grades are assigned by LÊP High staff to students (from highest to lowest):

- **Exceeding Expectations:** Student shows advanced proficiency in their skills, going well beyond what is required.
- **Meeting Expectations:** Student shows proficiency in learning and skill.
- **Approaching Expectations:** Student is beginning to demonstrate proficiency in the work, but needs more progress to achieve full proficiency.
- **Needs Improvement:** Student shows basic levels of development, but needs more extensive work to achieve the standard.
- **No Evidence for Evaluation:** There is insufficient work to properly evaluate the student’s learning and progress.

The minimum requirement to earn academic credit for a particular course is an “Approaching Expectations” or higher in Academic Mastery. If a student receives a final grade of “Needs Improvement” for a particular course, s/he will need to retake the particular course.

## **GRADE PROMOTION**

Students must pass a minimum number of classes and earn a minimum number of credits at LÊP High in order to advance to the next grade level. What follows is the break down:

- Freshmen are in their first year of high school or are starting the year with fewer than 3 core academic credits.
- To be considered a Sophomore at LÊP High, students must have earned at least three core credits (including any earned in Summer School) toward the LÊP High diploma.
- To be considered a Junior at LÊP High, students must have earned at least ten core credits (including any earned in Summer School) toward the LÊP High diploma.
- Senior status is be determined by case by case transcript review after Summer School is complete, but roughly comes out to a minimum of 18 core credits or 16 if the student has not completed an internship yet.

Credits not earned can be made up in a number of ways. Please see your counselor for information about credit retrieval.

## **OFFICE POLICY**

Students are allowed in the office to conduct school-related business, including meeting with the Director or other staff, purchasing bus passes, obtaining admit slips, signing in/out of class, or if the student has been sent to the office due to disruptive behavior. Students sent to the office are expected to work on homework and are not allowed to visit with other students. Students are not allowed to eat or drink in the office.

## **RATIONALE: DISRUPTION OF THE EDUCATIONAL PROCESS**

### **DRESS**

Appropriate dress contributes to a productive, safe, and respectful environment at school. If a student's appearance is deemed by staff to interfere with the learning process or school climate, or to threaten the health or safety of the student or others, the student will be asked to change.

LÊP High prohibits clothing or displays that are: vulgar, insulting or sexually suggestive, demeaning to a particular person or group, indicative of gang membership, or promote alcohol, tobacco, or other drug use. **Consequences for this kind of prohibited display range from Levels 1-4. Students will always be asked to change or cover up inappropriate clothing.**

Based upon student input, the following specific policies are in effect:

- ♣ *Tops – Shirts should cover undergarments and abdomen. No midriffs exposed. No strapless shirts allowed. Students wearing shirts that show excessive cleavage may be asked to change.*
- ♣ *Pants – Pants should be worn at the waist so that no undergarments are visible. “Sagging” is not permitted.*
- ♣ *Skirts and Shorts – The bottom of skirts and shorts must reach as low on the leg as the tips of the fingers of the person wearing them.*
- ♣ *Head Coverings – Hats and doo rags may be worn in class provided they do not interfere with the educational process. Sweatshirt hoods are not to be pulled up during class. Bandanas are not allowed.*
- ♣ *Sunglasses – Sunglasses are not to be worn at school on the eyes, forehead or the back of the head. Students may keep sunglasses in their locker, wear them outside, or keep them off their face and head.*

Please note: The dress code applies to field trips, site visits, academic internships and other school-related activities, unless the supervising adult informs the students otherwise.<sup>2</sup>

## **EXPRESSION**

Students may express themselves through symbols of ethnic, cultural, religious or political views such as buttons, badges, emblems, jewelry or armbands, or through mode of dress or grooming. These freedoms, however, also carry with them responsibility. Such expressions are not to infringe upon the rights of others and are not to be illegal or profane. Students must follow school rules about the time, place, and manner of expressive activity. School rules will comply with all applicable state and federal laws protecting freedom of expression. Failure to follow school rules may subject a student to discipline **(Levels 1-4)**.

## **PUBLIC DISPLAYS OF AFFECTION**

LÊP High School recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences. **(Levels 1-3)**

## **GANG IDENTIFIERS**

Gang involvement is a serious issue that the staff at LÊP High does not take lightly. Gang members face many risks, including violence, being targeted by rivals, lack of opportunities, disease, incarceration, serious injury or death. LÊP High staff are committed to helping all students enjoy an educational experience that is free of gang pressures and issues.

LÊP High School staff members reserve the right to address students regarding clothing or expression which we believe is being used as a gang identifier. Any of the following, if used as a gang identifier, will be banned from school and school activities:

- Words, initials, numbers or colors signifying gangs
- Accessories, jewelry, school supplies, permanent or temporary markings on the skin, hair or eyebrows that signify gang involvement
- Clothing styles such as long socks pulled over the knees and one color for tops and bottoms if used to signify gangs
- Bandanas or bandana style in shoes or clothes that signify gang colors or involvement
- Bandanas or belts of any color hanging from pockets, backpacks or other parts of the student

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<sup>2</sup> Appropriate attire for academic internships varies by workplace, and may be different than required by the LÊP High dress code. Students must remain in dress code at school, until they sign out to leave for academic internships.

Students will be asked to change clothing when necessary and will face disciplinary consequences for repeated or serious infractions of this policy. **(Levels 1-5)** Student notebooks or other school supplies with gang identifiers on them will be confiscated by LÊP High staff. Tagging or other gang graffiti will lead to serious discipline consequences (Levels 1-5).

## **MOBILE PHONES, MUSIC PLAYERS, AND OTHER ELECTRONICS**

LÊP High recognizes that many students have mobile phones, music players, and other electronic devices. These devices enable us to communicate, entertain ourselves, and organize our lives. Nevertheless, these devices can pose a serious disruption to the educational process. In an effort to balance individual rights with the educational purpose of school, electronic devices will be limited to the following times, places, and manners.

### **Cell Phones**

Cell phones and other electronic devices may be used before and after school or during lunch. They are not allowed to be used during class time; the expectation is that they will be turned off and put away.

**Please note: In cases of emergency, parents are asked to contact the school office (503-254-2537) rather than student cell phones.**

### **Music players**

Music players may be used before and after school, during lunch or at a teacher's discretion. The person next to you should not be able to hear the music on your headset. Except during the appropriate times (as detailed above), headphones may not be visible; students should put their music player and headphones away.

### **Electronic Games**

No electronic games may be played during class time. Please do not bring electronic gaming devices such as PSPs to class.

### **Violations of Expectations Regarding Electronics**

Staff members may confiscate phones/electronic devices until the end of the period or day. If this problem occurs again, staff will communicate with parents before returning the device to the student or parent. **Continued violations will be dealt with using Levels 1-4.**

## **RATIONALE: HEALTH & SAFETY**

### **HARASSMENT**

At LÊP High, we are committed to providing a healthy and productive learning environment where students feel physically and emotionally safe. We will follow Portland Public Schools' policies and procedures regarding harassment and sexual harassment (4.30.060-P Harassment & Bullying). The policy is summarized below, and additional details can be found on the "Board of Education" link from the district website (<http://www.pps.k12.or.us/>).

LÊP High will have a prompt and confidential system for receiving, investigating, and resolving reports of harassment. Students who believe they have been harassed are encouraged to contact any faculty member to address the problem. Retaliation against students or staff members who report harassment or participate in an investigation of harassment is prohibited.

#### **Physical/Emotional Harassment**

Harassment, bullying, hazing, or discrimination against persons on the basis of age, color, creed, disability, language, marital status, national origin, race, religion, sex, or sexual orientation is prohibited and is subject to school discipline. Students shall avoid any conduct or action that could be characterized as harassment, intimidation, or bullying.

"Harassment, intimidating, threatening, or bullying" includes intimidating, coercing, threatening, or any other act that is repeated or severe and substantially interferes with a student's educational opportunities. It can include damage to a student's property or take place at school, on the way to or from school, on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation. Harassment that occurs outside of the school realm but has an effect on students' physical and emotional well-being may also be dealt with by LÊP High staff and may also be subject to these discipline guidelines. Harassment that has any of the following effects is prohibited:

1. Threatening, insulting, demeaning, or systematically excluding any student or group of students in such a way as to disrupt or interfere with the school's mission or the education of any student.
2. Inciting or creating a hostile educational environment.
3. Placing a student or staff member in reasonable fear of physical or social/emotional harm or damage to the student's property.
4. Physically harming a student or staff member or damaging a student's or school property.
5. Bullying and harassment can also include any form of harassment using electronic means, including but not limited to, voice messaging, voice mail, cell phone calls or messages, e-mail, or pager messages or with the use of school-owned electronic equipment (computer, cell phone, pager, or personal digital assistant, i.e. Palm Pilot).

**Physical and emotional harassment will result in Levels 2-4. Two incidents can lead to an expulsion hearing.**

## **Sexual Harassment**

LÊP High is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment will not be tolerated. "Sexual harassment" means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which creates a hostile, intimidating, or offensive environment; or sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is repeated after there has been a clear statement that the harassment shall stop.

Sexual harassment of an individual student, a staff member, or a group of students is prohibited. This includes, but is not limited to:

- A. Letters, notes, telephone calls, e-mail, distribution or display of materials of a sexual nature;
- B. Deliberate touching, leaning over, cornering, or pinching;
- C. Sexually suggestive looks or gestures;
- D. Pressure for sexual favors;
- E. Pressure for dates;
- F. Sexual teasing, jokes, remarks, or questions.

If you have any questions about whether a particular behavior can be characterized as sexual harassment, please talk with any LÊP High staff member.

**Sexual harassment will result in Levels 2-4. Two incidents can lead to an expulsion hearing.**

## **HORSEPLAY**

Horseplay is any behavior, which is perceived as unsafe, either by a participant or an observer. Some of the behaviors that are considered unsafe are:

- Picking students up so that both feet are not on the floor.
- Hitting or punching in a playful manner.
- Pushing or kicking.
- Knocking students against the wall.
- Swinging anything at another student that might result in injury.
- Fooling around near breakable objects.

Behaviors that are considered unsafe may actually or potentially harm someone. It is considered a violation of the school rule of "No Horseplay" if there is any behavior, which is potentially unsafe, even if no one gets hurt at the time it is observed. Teachers are asked to warn all students if horseplay is observed. Further disciplinary action will be taken if horseplay becomes a chronic problem. **(Levels 1-4)**

## **FIGHTING/ BATTERY**

### **Fighting**

Students who participate in fighting or battery against another student or staff person will face serious consequences. Fighting includes:

- The exchange of mutual physical contact, such as pushing, shoving, hitting, pulling hair or scratching, with or without injury.
- Fighting involves two or more people. Anyone who participates in the fight, regardless of who started it, will receive a consequence. **(Levels 3-5)**
- **Any student involved in a second fight during the school year will be subject to an expulsion hearing.**

### **Battery**

Battery is different than fighting, as it does not involve mutual combat, but comes from one party only. Battery is defined as:

Intentionally, knowingly or recklessly causing physical harm to another, but not mutual combat

Unlawful application of force

Physical contact that is willful and harmful, including tripping, spitting on, hitting, slapping, etc.

**(Levels 3-5)**

## **PROHIBITED ITEMS**

Students may not have dangerous or prohibited items at school, on school property, or at school activities, including:

1. Dangerous or deadly weapons including, but not limited to, firearms, knives, metal knuckles, straight razors, num-chucks, blackjacks, SAP (steel shot) gloves, and other instruments capable of inflicting injury to persons or property, facsimile or simulated weapons; **(Levels 4-5)**
2. Explosives (including ammunition/bullets); **(Levels 4-5)**
3. Noxious, irritating, or poisonous gases; **(Levels 3-5)**
4. Poisons; **(Levels 2-5)**
5. Intoxicants and drugs (except as legally prescribed); **(See Page 20.)**
6. Tobacco products; **(Levels 1-4)**
7. Items used in the transport, sale or use of illegal drugs (including paraphernalia, matches/lighters); **(See Page 20.)**
8. Stolen property; **(Levels 3-4)**
9. Material or devices which endanger the physical safety of persons or property; **(Levels 1-4)**

10. Gang members' identifying markings or paraphernalia (including on school assignments and notebooks); **(Levels 1-4)**

11. Materials, devices, identifying markings or paraphernalia which are patently racially, religiously or sexually offensive; and **(Levels 1-4)**

12. Other items or materials prohibited by the policies, regulations or school rules. **(Levels 1-4)**

**Violations of this policy have consequences which range from warnings to expulsion.**

## **WEAPONS**

Weapons and weapons-related activities are prohibited in the schools, on school grounds, at school activities, and during school hours and school sponsored activities. The United States Gun-Free Schools Act of 1994 (PL 103-382) and Oregon law (ORS 339.250(6) ) provide that any student found to have brought a weapon to school must be expelled for not less than one (1) calendar year. A weapon, for purposes of this Act, means a firearm as defined under Section 921 of Title 18 of the United States Code or ORS 161.015 (1). Possession or use of dangerous and deadly knives and other items used as weapons may also be grounds for immediate expulsion. **(Levels 4-5)**

## **SMOKING**

It is the policy of LÊP High that smoking or other use of tobacco products by any individual, student or employee, are prohibited in any school building or school facility, anywhere on school grounds and on any school bus. This policy applies to the area immediately surrounding the school campus. Non-school personnel must also comply with this restriction. Smoking or any other use of tobacco products is also prohibited during all school activities off school property. **Violations of this policy will result in discipline that ranges from Level 1-4.**

## **SUBSTANCE ABUSE**

Alcohol and other drug use is a threat to the students who are under the influence and possibly to those around them. LÊP High is committed to providing a drug-free environment for all students and strictly maintains zero tolerance of use or possession of drugs or alcohol. Students found possessing, using, or being under the influence of alcohol or other drugs may face disciplinary consequences and will receive appropriate interventions. The focus of our disciplinary actions will be on helping students live healthy, drug-free lives.

Students who are under the influence at school or in possession of alcohol, drugs, or the paraphernalia related to drugs and alcohol will be removed from or suspended from school while under the influence or in possession and are subject to an alcohol/drug hearing. First offences

will be considered Level A violations (**Levels 2-4**). These will require students to do one of the following:

1. Attend alcohol/drug education with an adult family member
2. Participate in an alcohol/drug assessment by a community organization and follow the recommendations from that assessment.

Students who have a second alcohol or drug offences or are found to be delivering substances (whether selling or giving to other students) or who fail to comply with the Level A violation will be considered to have a Level B violation. Level B Violations include suspensions and may result in expulsion. (**Levels 3-4**)

Alcohol and drug violations are cumulative during a student's high school career, meaning that a student can receive a Level B violation his/her sophomore year after a level A violation freshman year, even if there is no prior offense during the sophomore year.

## **SEARCH & SEIZURE**

### **Student Right to Privacy**

Each student shall have privacy at school with respect to his/her person, which is accorded to public school students by law. Under the law, each student's privacy is necessarily limited by the school's need to protect its educational climate from disruption by the presence of weapons, explosives, drugs, gang paraphernalia or other dangerous or prohibited items.

Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted.

### **Searches**

Lockers and other places where students keep things are the property of, and are under the control of, the school and may be checked at any time by the school for dangerous or prohibited items. The school may search a student or a specific locker or assigned storage areas if the school has a reasonable suspicion that a prohibited item will be found. The Portland Police Bureau may be called in to assist or conduct the search.

Whenever possible, the student will be present for the search of his/her locker or other assigned storage areas. Searches of a student's person will be conducted in the presence of two adults. Prohibited items are held for the student, the student's parents/guardians, or the police as necessary.

### **Student Notification**

A student need not be notified in advance of any check of the assigned student storage. Following any student storage check, if anything was removed, the student will be notified in writing by the High School Director/Principal or her designee that the assigned student storage has been checked, the time of the check, the persons present, the items that were taken from the student storage, and when and where returnable items will be available for the student or the student's parents/guardians.

## **LOCKERS**

Students will be assigned lockers and will have the opportunity to choose a locker partner. The school office will keep a copy of each locker combination. Students may use only their assigned locker and may not use their locker at any time that disrupts their own or another class.

## **OPEN / CLOSED CAMPUS**

LÊP High School has an open campus during lunch policy, but the open campus is a privilege afforded to students, not a right. Open campus privileges will be granted on a monthly basis to students who:

- Maintain 90% or better attendance (this includes excused and unexcused absences)
- Have five or fewer tardies that month
- demonstrate positive school behavior (Pink slips may lead to loss of the current month's pass for up to the rest of the month.)
- conduct themselves respectfully and responsibly in the neighborhood community.

Students who abuse off-campus lunch privileges, such as by returning late or causing other students to arrive to class late by getting them food at the end of the lunch period are subject to losing this privilege.

Students who leave campus for field trips, job shadows, internships and other educational purposes will be asked to follow all expectations in the REACH motto (respect, engaging in learning, appreciating diversity, contributing and collaborating and holding themselves accountable) while off campus. These privileges may be discontinued for students who fail to comply with LÊP High expectations. **(Levels 1-4)**

## **DRIVING**

Students who drive their own vehicles to and from school must comply with the following rules. It is the student's responsibility to drive in a legal, safe, and courteous manner. Due to limited space, students will not be allowed to park in the LÊP High staff parking lot.

It is helpful for the office to record the following in the student driver's file:

- Name of student and signature
- Student's Driver's License number
- Parent and/or Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

Please note: LÊP High is not responsible for any loss or damage to student vehicles or the contents before, during or after school nor is the school liable for any injury associated with a student's driving.

### **Student Passengers**

Students who drive to and from school should not drive other LÊP High students in their vehicle during the school day without written permission, in advance, from the parents of any student who may be a passenger. Students are not allowed to drive other students to their academic internships, job shadows or other school-related activities.

### **SKATEBOARDS, SCOOTERS, BICYCLES**

Skateboards, scooters, roller blades, and bikes may be used for transportation to and from school and must be checked in and out with school staff. Bikes should be locked outside of school - students are responsible for the security of their bikes as there is no room for bikes inside the building. Skateboard, scooter, roller blade, and bike riding are not permitted on school property, including the parking lots and sidewalk.

If a student with off-campus lunch wants to check their skateboard, scooter or roller blades out to use off-campus during lunch, they may do so. If this becomes a problem, such as using these in the parking lot during lunch, that privilege will be removed.

### **MEDICATION**

LÊP High does not have a nurse on staff. The main office staff will have first aid kits and will be your health center point of contact. We can store a supply of prescription medicines for your son/daughter to keep on hand in case of an emergency. There is a form to complete and all medications must be in their original containers, clearly marked with name of student, name of medicine and appropriate dosage instructions as prescribed by your doctor. Students may keep inhalers for asthma conditions, over-the-counter medicines, i.e. Tylenol, Motrin, etc. and supplements like glucose tablets in their possession unless parents wish to make other arrangements. These must be kept in original bottles and students must understand that, under some circumstances, staff may need to examine over-the-counter medications for authenticity. Staff cannot provide aspirin or other over-the-counter medications to students.

Students who require injectable medication must confer with their school administrator. Permission to self-medicate may be revoked if the student violates the Portland Public Schools' policy governing administering non-injectable medicines to students and/or this regulation. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

## **COUNSELING SERVICE**

The school counselors are available to work with students to address academic and personal goals and challenges that are getting in the way of their success at LÊP High. The College Counselor will also work with students to assist them in filling out applications and completing other tasks related to college applications. To schedule an appointment with your counselor, please ask Ms. Jan in the Main Office for a Counselor Request Form. The Counseling staff for 2009-2010 is as follows:

- Grades 9-10: Ms. Amy
- Grades 10-11: Ms. Fara
- College Counselor: Ms. Julie

## **RATIONALE: PROPERTY LOSS/DAMAGE**

### **PERSONAL PROPERTY**

Every member of the LÊP High community has the right to feel secure with respect to their personal property. Students are expected to ask permission to use other students' property. In addition, students are expected to use instructional resources (including laptops) properly and return them in the same condition in which they were issued.

#### **Minor Theft**

Any student who takes property belonging to the school or another individual or group without permission is committing theft. Minor theft is defined as taking items with a retail value of less than \$20.00, but excludes personal items such as wallets, purses or keys. **Students involved in minor theft are subject to discipline levels 1-3. Repeated incidents could be subject to Level 4.**

#### **Major Theft**

Major theft is defined as taking property belonging to others with a retail value of more than \$20.00 or keys, purses or wallets regardless of the value or contents. **Students involved in major theft are subject to discipline levels 1-4.**

### **CLEAN-UP RESPONSIBILITIES**

Students are expected to help maintain a clean and healthy environment within the school and campus. A good learning atmosphere and continued use of our facilities depends on each of us doing our part to respect the buildings and grounds on campus. LÊP High does not have custodial services during the day. Therefore, students will be assigned lunch clean-up duties on a rotating basis.

## **FOOD**

Food is not allowed in classrooms during class time, unless the Teacher is bringing it or making arrangements for a special occasion. Water is allowed, but not other drinks, but not when using computers or otherwise banned by the teacher. Gum will not be allowed in the school at all, due to the fact that it will damage our building.

If food is causing students to miss class time, disciplinary consequences may be imposed.  
**(Levels 1-3)**

***Sources:** Many elements from this student handbook were borrowed from other public schools. In particular, LÊP High would like to give credit to the Center School, Francis W. Parker Charter Essential School, High Tech High, and Portland Public Schools.*

*LÊP High School recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation.*