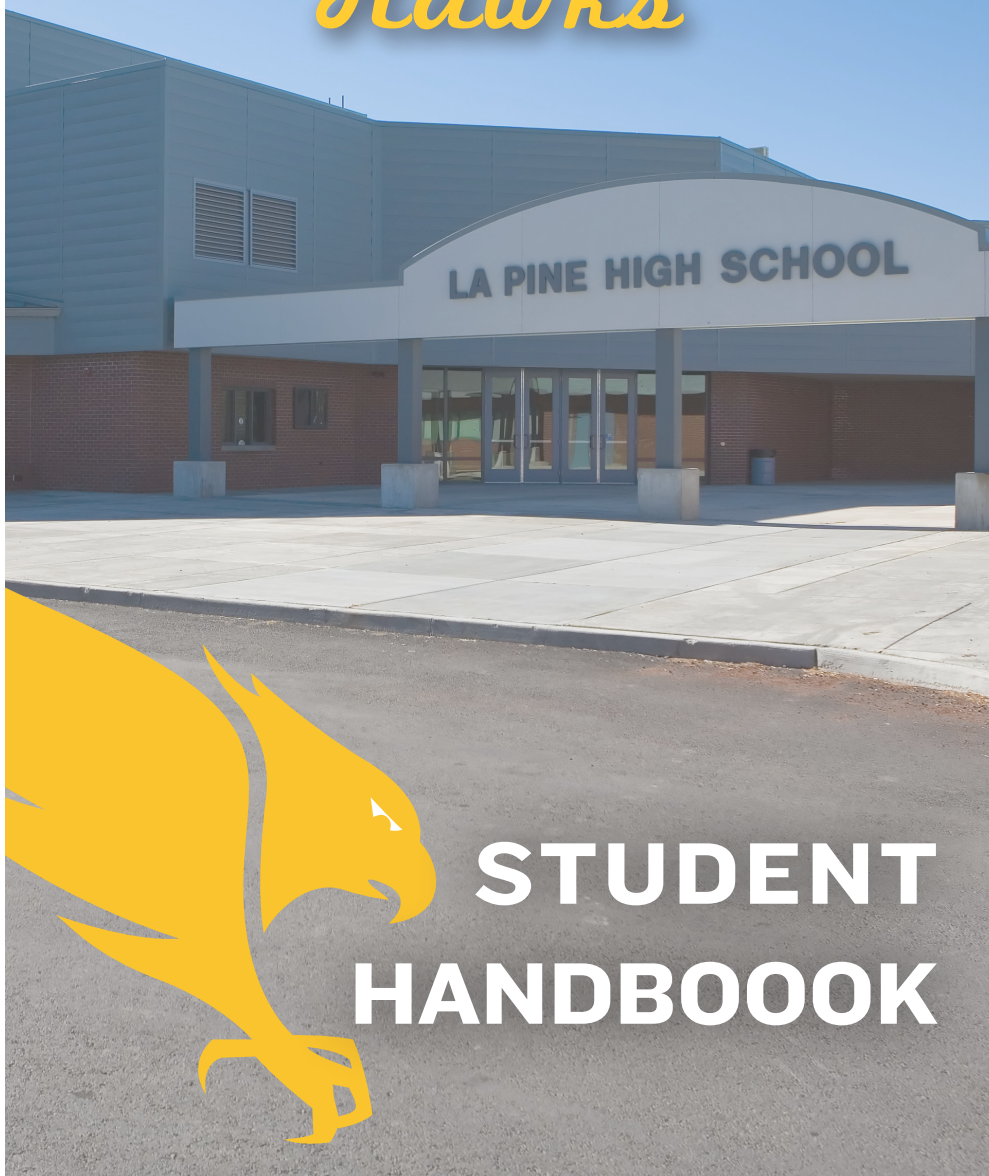


*Home of the
Hawks*



**STUDENT
HANDBOOK**

LA PINE HIGH SCHOOL

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WELCOME

This Student Handbook includes information regarding rules, expectations of student conduct, guidelines, and procedures at La Pine High School.

This book serves as a supplement to the Bend – La Pine School District Family Handbook and Calendar Information publication, which contains additional information outlining the rights, responsibilities, and standards for student conduct. The District Family Handbook can be accessed online, under the Parents tab of our website.

A detailed listing of the Board of Director's policies and procedures can be found on the district's website: www.bend.k12.or.us.

Students and parents and/or guardians are encouraged to read the handbook and publications carefully and retain them for future reference.

Many important items (*daily announcements, staff email, calendars, iPad information, etc.*) can be found on the school website www.bend.k12.or.us/LPHS. It is highly recommended that students, parents and/or guardians check our website daily to stay up-to-date.

Vision Statement

Education first.

Mission Statement

La Pine High School supports students in their quest to be educated and responsible citizens.

Core Values

All students can achieve success.

Respect and responsible citizenship are important and must be part of a student's education.

Students will be educated utilizing the best available practices.

Bell Schedules

Bell schedules can be found on our website at www.bend.k12.or.us/LPHS under the General Information tab.

TRADITIONS

School Colors: Blue and Gold

Blue and gold were established as LPHS school colors possibly as early as 1914. In essence the colors represent our surrounding environment. The gold reflects the brilliant shades of the yellow/gold sunsets and sunrises typical to Central Oregon. The blue represents the rich and deep colors of Central Oregon skies and the many lakes surrounding La Pine. Varying shades of blue and gold are used in uniform selection.

Mascot: The Hawk

The Hawk was established as the school mascot at about the same time as the school colors. The Hawk is a proud, majestic bird of prey associated with La Pine and the surrounding area. During the '30s and '40s, athletic teams were referred to as the "Blue Hawks."

Fight Song: "Fight On"

No official fight song had been passed down from the early history of La Pine High School, but the following was established for use in 1978 after La Pine High School re-opened after a 17year closure. "Fight On" is set to the tune of the USC fight song.

Fight on for Old La Pine

We're going to win the game tonight

Fight on for pride and fame

For old La Pine we'll win the game

Da Da Da Da - Fight On!

Da Da Da Da - Fight On!

POLICY, RULES, AND GENERAL INFORMATION

Rules subject to change: The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.

Breathalyzer Tests

La Pine High School reserves the right to breath test anyone who attends a LPHS function, be it on school property or otherwise. This applies during school hours as well.

Cafeteria-Food/Beverage

The cafeteria is open for breakfast and lunch. Free and reduced lunches are available for those who qualify. Food and beverages are not allowed in the auditorium at any time. We ask that all students pick up after themselves. Students who do not clean their area prior to leaving are subject to disciplinary action.

The gym hallway area will be accessible for students as long as the area is kept clean. Students will lose the privilege to have food or beverages in open areas if these areas are not kept clean. Take pride in your school!

Individual teachers reserve the right to develop food and beverage rules in their respective classroom. This includes the prerogative to prohibit food and beverages at all times in the classroom. In no case should food or beverages disrupt the learning process or create a nuisance and/or sanitary issues.

Persistent refusal or insubordinate behavior to follow food and beverage guidelines will result in disciplinary action.

Closed Campus & Off-limits Areas

La Pine High School is a CLOSED CAMPUS. Once students are at school, it is expected they remain on campus until their school day is complete or have properly checked out through the Attendance Office. All parking lots are off limits during the school day. Juniors and seniors are allowed to go to their cars during lunch and leave campus. No loitering in the parking lot or in cars. Freshmen and sophomores are to remain on campus during lunch. They may not leave campus at lunch unless a parent picks them up and signs them out. Athletic fields and dugouts are closed at all times unless a school-approved event is held. Students are not allowed on the field unless they are participating in the event in progress and properly supervised by a staff member.

Distribution of Materials

Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on school property by anyone without the approval of the administration.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in these activities and all student behavioral expectations apply.

Hours

Classes are held from 7:30 am to 2:40 pm. Monday, Tuesday, Thursday and Friday, On Wednesday classes will be held from 7:30 am to 1:00 pm. Teacher hours are from 7:15 am to 3:15 pm. Office hours are from 7:00 am to 3:30 pm Monday through Friday. The building will be unlocked at 6:45 am and locked by 3:00 pm, students will need to be out of the building unless under direct supervision by staff.

Insurance

La Pine High School has information available for accident insurance that covers students during school hours or 24 hours a day. The school district does not recommend or promote any insurance coverage, but will distribute informational pamphlets to students at registration or the first week of school. These insurances usually do not cover the entire cost of medical care for accidents. Contact the phone number on the pamphlet if you need further information.

iPads

The focus of the iPad program at Bend-La Pine Schools is to provide tools and resources for our students who are 21st Century learners. Increasing access to technology is essential for the future of our students and the use of iPads is a way to help them apply technology in college, in the workplace, and beyond. The policies, procedures and information within the [Acceptable Use Agreement](#) apply to all iPads used at Bend-La Pine Schools, including any other device considered by the Administration to come under this agreement. Teachers may set additional requirements for use in their classroom.

Lockers

Students are assigned lockers at the Attendance Office. A fee will be charged for damaged lockers. Do not write on lockers or scratch the paint or put sticker on lockers. Report all locker problems to the Attendance Office. No sharing lockers unless you have been assigned a locker-partner. If you put your items in a locker that has not been assigned to you we will not open it.

Lost and Found

Any articles found in the school or on school grounds should be turned in to the Attendance Office. Unclaimed articles will be disposed of at the end of each trimester.

Pets at School

Animals are prohibited on school district property including athletic facilities. However, if an animal is brought for educational purposes prior permission must be obtained by the administration.

Security Cameras & Safety

Security cameras have been added on campus to provide a more secure and safe atmosphere for students and to monitor any vandalism. Our School Resource officer is available to students throughout the school year; he is shared with all South County Schools.

Search and Seizure

School officials may search a person and his/her personal property (including vehicle, backpacks and clothing) when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or in violation of the student code of conduct or district policy. Illegal items, (weapons, alcohol, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety, security or disruption of the educational process of others may be seized by school officials. Random general searches with the Sheriff's Department search dog may occur throughout the school facilities and any properties including, but not limited to: lockers, cars, and PE lockers may occur at any time or when a justifiable suspicion exists. Items belonging to the school, items which are unlawful, or items which are in violation of school policy may be seized.

Vending and Pop Machines

Vending machines, including snacks, pop and juice are available to students. Students must dispose of bottles in the trash or recycle bins and clean up spills promptly. Students need to follow all classroom rules regarding food and beverages to keep this privilege at school. School is not responsible for lost monies or item not released.

Visitors

Student guests are not allowed during the school day at La Pine High School, this includes lunchtime. To ensure the safety and welfare of students, and protect the school environment from disruptions, all visitors are required to check into the main office upon entering school and wear a school issued visitor pass.

ACADEMIC DEFINITIONS, EXPECTATIONS, PROCEDURES, COUNSELING AND STUDENT SERVICES

The Student Services Department includes Counselors, the ASPIRE Program Coordinator, the Registrar/Counseling Secretary, and the School to Career Coordinator. Under the direction of a guidance counselor, the Student Services Center involves the instructional staff, school and community resource personnel and parents to assist students in their educational, career, and personal/social development. Student Services provides information and assistance with educational planning (including curriculum/program information, course offerings/ placement, graduation requirements, academic progress, etc.), career/ occupational planning, assessment administration/interpretation, and post high school planning issues i.e. college, vocational/technical schools, work, scholarship opportunities, financial aid, recommendations, college entrance tests, registration and interpretation. A School-to-Career Coordinator is also available to assist students in networking beyond the classroom experiences in the work place.

Academic Letter Award

Students may earn an academic letter recognizing their outstanding achievement in academics. Selections are made after first term of the sophomore year, and each term afterwards. Students receiving the academic letter must have a cumulative GPA of 3.75. Students will receive their letters at the Honors Evening in the spring or at a school assembly.

Alternative Education

Independent Learning Option (ILO) at LPHS offers online courses to students as part of the Bend La Pine Online Program. There are also credit recovery options for students to make up classes and get them back on track to earn a high school diploma. Preference is given to those who are credit deficient, have re-entered high school, are in transition, or who have been placed there by recommendation of the CARE team, counselor, or administration.

Students may earn additional credits or make up lost credits through enrollment in the School to Career Program, ILO, STRIVE, summer school, Expanded Options, or by a course of study approved by the CARE team, counselor, or Administration. COIC (Central Oregon Intergovernmental Council) offers classes and GED prep in La Pine and is an effective learning center for qualifying students. The Student Services Center at LPHS has information on all of these options.

Credits

Credits are the units by which academic progress is measured. The school year is divided into three trimesters – Fall, Winter and Spring, with each trimester approximately 12 weeks in length. La Pine High school is using a five period day. Each trimester students can earn one-half (0.5) credit per class. Students enrolled and attending full time can earn 2.5 credits per term, 7.5 credits per year and 30 credits during their high school career if all classes are passed. See Graduation Requirements in curriculum handbook for more information.

Credits: Graduation Requirements

For credit information and graduation requirements please access La Pine High School's Curriculum Handbook

Drops from Class

Students who drop a class after 5 days will receive an "F" grade for the trimester unless the student has administrative approval based on extenuating circumstances. No incompletes will be given as final grades. A student may be dropped from class if the parent(s) request such action and with administrative approval. Before this action is taken, a conference with the student, parents, and the teacher should be scheduled with the school counselor as well as filing-out the required "Request to Drop" form. A failing grade will be recorded for the class and figured into the students overall GPA. A student dropping a class due to medical reasons with a doctor's written request may be withdrawn from a class without penalty or credit. The Administration may drop a student from a class for disciplinary reasons. When this is done a failing grade for the class may be recorded. All drops after 5 days must be signed off by the Administration.

Enrollment – Late Entrance

All students are expected to be enrolled and in attendance the first day of each term. Course curriculum and lesson plans are developed with consideration to the instructional days available during each trimester. Students will not be allowed to enroll in regular classes after the first seven (7) days of the term, unless they are a direct transfer from another school, were in attendance during our first two weeks of instruction or have the approval of the La Pine High School Care Team or administration.

Final Exams

Final exams are to be taken on dates assigned unless other arrangements have been made with approval by Administration and/or Teacher. Written requests for early finals must be submitted to the administration at least two weeks in advance.

Grade Point Average

A student's grade point average (GPA) is assessed at the end of each trimester by calculating letter grades (A, B, C, D and F). Some high level classes such as AP Calculus, AP English and AP US History, are given weighted grade points because of the difficulty of the curriculum. "Pass" grades are not calculated in the transcript GPA but locally are counted as a "C" in calculating the GPA for athletic eligibility. Students have both a term and cumulative GPA. GPA's are used to establish class rankings, establish athletic eligibility and are used to determine Honor Society as well as other academic recognition eligibility.

Grading Policies

Each teacher shall have a written grading system.

1. Each teacher's grading system, which may reflect participation points, shall be approved by the school principal, or designee, before implementation.
2. Each student shall receive a copy of the teacher's grading system at the beginning of each term (or, upon enrollment, if such enrollment is not at the beginning of a grading period).

Graduation

The La Pine High School graduation is a traditional and dignified ceremony. Staff, parents, students and the public are encouraged to attend this ceremony. The graduation ceremony is a privilege not a right. Students must meet all diploma requirements to participate in the graduation ceremony.

Honor Roll

At the end of each trimester Honor Roll students are recognized at a school assembly. Students with a GPA of 3.0 or higher qualify for the Honor Roll.

Open Period

Students who request an open period must set up a conference with a counselor and/or administrator to acquire permission and sign a contract agreement prior to being granted an open period. Students with an open period are to be off campus or assigned to an authorized area during their open period by the counselor or Administrator. Students are to remain in their current class until the open period process has been completed and permission approved. Students involved in afterschool activities will not be allowed to have an open 5th period.

Parent Conferences

Conferences are scheduled twice during the year, once in October and once in January. Parents who are interested in their student's progress may go to ParentVue and check on their student's current grades. Parent conferences can be arranged at any time by calling the student services office 541-355-8505.

ParentVue

ParentVue is a secure online student information tool for parents. Using your computer, Internet service, and a school issued account, you can get up-to-date information regarding: academic information, attendance activity, and class schedule. Parents can request changes or updates to: demographic information (address, parent phone numbers, home number, parent place of work, and emergency contact information). To access ParentVue visit the Bend – La Pine Schools web site at www.bend.k12.or.us. Click on the PARENTS tab, next click on the ParentVue tab.

Schedule Changes

Students are scheduled into classes they requested during the forecasting and registration process. Schedule changes will only be made during the first five (5) days of each term. The students will be responsible for all assignments already covered in the classes they are transferring to. Schedule changes are made for academic reasons or special circumstances only and are made under the supervision of the counselor, administration or with the recommendation of the SET or CARE Team.

Teacher Assistant (TA)

Students will be assigned only to office/student services staff who are requesting a teacher aide. Students will be required to complete an

in service. The experience will be relative to the class. Filing, running messages and typing are just a few of the tasks one might expect to experience. Only responsible students who are on track to graduate can apply. Requirements include a minimum GPA of 2.0 and 92% attendance.

Tutorial

The purpose of tutorial is to enhance student success and achievement. It also helps to identify students who are struggling academically and offers them timely assistance. Tutorial is an opportunity to build student/teacher relationships and success through increased individual instruction time. Tutorial class meets daily after 3rd period. All students must report daily for tutorial period. Students must communicate with the teacher and have permission to leave tutorial at the release bell. Students earning a D or F in a class are required to remain in tutorial, and/or teachers can implement mandatory tutorial as part of a course syllabus or classroom management policy. Students who are not required to remain in tutorial still have the option to meet with instructors during this time. Teachers are available in classrooms everyday tutorial is offered, to assist any student who may need extra help, makeup test(s), complete labs and/or assignments. Students who are not required to attend tutorial period will be rewarded with a longer lunch. Students who are required to attend tutorial, but choose not to go or leave without permission, will receive lunch detention. Students who continually do not report to tutorial, leave without permission from tutorial or do not serve tutorial lunch detention will be considered insubordinate and will be subject to further discipline.

ACTIVITIES AND CLUBS

1. The activities program is under the direct supervision of the Principal. The Principal delegates to the Activities Director the necessary responsibilities and authority to supervise and coordinate all aspects of the activity programs. Student Council, on campus clubs, dances and certain annual events are among those activities coordinated and calendared through the Activity Director.
2. Students that participate in the following clubs must maintain a higher level of academic achievement, personal character, and integrity, while participating and not participating. Students must maintain a minimum of 2.0 GPA (Student Council requires a 2.5 GPA) per term and be enrolled in and passing 4 classes to be eligible. Those who fall below the GPA requirement and character guidelines, eligibility may be revoked. Each club and activity has specific rules and guidelines that generally follow the same guidelines as our athletic programs. See Athletic information #2, #3 & #4.

ASB (Associated Student Body) Cards

LPHS student body cards are provided free and are required for all students. There is a replacement cost for lost cards. Students may purchase an Associated Student Body (ASB) sticker. This is an optional purchase. The ASB sticker will save students (and their parents) money. With an ASB sticker admission price to home sporting events will be free (excluding playoff games), and students will also receive a discount at dances.

Assemblies

Varying types of assemblies are scheduled throughout the school year for different purposes. Students are expected to sit with their class. A student's conduct at an assembly must meet the same standards as in the classroom. Students who fail to abide by those expectations may lose the privilege of attending future assemblies and may also be subject to school discipline procedures. (Personal communication devices policy applies)

Dances

High school dances are held on Friday or Saturday nights, or other special nights as approved by the Activities Director or the Administration. Dances are awarded to sponsoring groups by the Activities Director and the Student Council. Dance permission forms and all arrangements are required to be completed and approved by the Activities Director and the administration. The sponsoring organization must plan music, lighting to enable supervision, decorations, money takers, set-up and clean-up committees as well as chaperons. Students will be expected to dress and act in an appropriate manner. Students who do not accept the responsibility for appropriate behavior will forfeit the privilege to attend the dance. The student's parent(s) will be telephoned and informed if an infraction of rules occurs. Parents are always welcome at our dances. A guest pass must be acquired and approved by the Activities Director and/or an administrator. Guests over the age of 19 are not allowed. High school students may not attend middle school dances and middle school students may not attend high school dances. After-game high school dances will last 1½ hours or end at 11:30 PM whichever is longer. All school rules are in effect at dances. Students who leave the dance can not return. Breath-alizers may be used at dances and/or the drug dog may also be present.

Fees

An Associated Student Body (ASB) card can be purchased. This is an optional purchase and saves you money if you go to dances and sporting events. There is a replacement cost if you lose or need your ASB card replaced. Athletes, grades 9-12 are required to pay a participation fee per sport season. Club activity fees vary based on the nature of the activity. Club fees do not count towards the family athletic cap. Unpaid fees will follow the student year to year up to graduation. All fees must be paid to participate in graduation. Other fees may include, but are not limited to; yearbooks, lost textbooks, lost calculators, and any fees associated with iPads.

Clubs

- Associated Oregon Forestry Club (AOFC)
- Equestrian (OHSET)
- Fellowship of Christian Athletes (FCA)
- Future Business Leaders of America (FBLA)
- Leadership / Student Council
- National Honor Society (NHS)
- Navy Junior ROTC (NJROTC)

Associated Oregon Forestry Club (AOFC)

- Organize and work toward common goals for the betterment of the forestry/natural resource industries of our state.
- Create more interest in natural resources and forest product occupations.
- Stimulate and maintain interest in the outdoors.

The La Pine chapter of AOFC and the Advanced Forestry program are also involved in community service projects; service learning projects and natural resource career related learning projects. The focus is to educate each member in modern forestry management, which allows the member to gain expertise in safely operating industry tools, wild land fire suppression, fuels reduction and thinning techniques.

Each member will have the opportunity to be a forestry club competition team member. The competition team will compete in forestry skills events throughout the state. The AOFC club will hold elections for club officers each fall. In turn those interested can apply for State Officer elections which are held at spring conference.

Equestrian (OHSET)

The Oregon High School Equestrian Team (OHSET) competition and program supports, challenges, and offers recognition to the dedicated teenagers who both physically and mentally pursue the challenge of the sport of equine competition. This program will help students develop lifetime skills, teamwork, perseverance & self discipline. The season begins in December and will continue through May. There are 18 individual events such as Showmanship, Western Horsemanship, Steering Daubing, Breakaway roping, Barrels to name a few and 6 team events to compete in such as Drill, Team Penning, Canadian Team Flags, Bi-Rangle or Working Pairs. www.ohset.com

Fellowship of Christian Athletes (FCA)

FCA (established in 1954) is the largest Christian sports organization in America. Using the medium of athletics, FCA challenges athletes at all

levels, coaches, professional, college, high school, junior high and youth to focus on serving local communities by equipping, empowering and encouraging people to make a difference for Jesus Christ. At LPHS; weekly student led "huddle" meetings encourage the participating students via bible study and prayer to incorporate the four FCA values into their daily school life; Integrity, Serving, Teamwork and Excellence. In addition, FCA student members participate in various social, community service and fundraising events throughout the school year.

Future Business Leaders of America (FBLA)

Future Business Leaders of America (FBLA) is the premier organization for student leaders preparing for careers in business, management, entrepreneurship, and information technology. Through FBLA's motto of SERVICE, EDUCATION, and PROGRESS 250,000 students across the world and nearly 3,000 in Oregon participate in innovative leadership and career development programs on the local, district, state, and national levels. We are the place where America's business finds its leaders! Please contact the FBLA advisor for more information. Also feel free to visit these Oregon or National web sites: www.fbla-pbl.org www.oregonfbla.org

National Honor Society (NHS)

Alpha Lambda Omega Chapter of the National Honor Society at La Pine High School invites sophomores, juniors, and seniors who have been in attendance for at least two trimesters while maintaining a minimum cumulative grade point average of 3.5 and who show excellence in the areas of leadership, service and character to apply for membership. New members are inducted each term. Alpha Lambda Omega's projects include fund raising for scholarships, assisting at school events, and participating in individual and community service projects throughout the year.

NJROTC

- Promotes Patriotism
- Develops informed and responsible citizens
- Develops respect for constructed authority
- Develops leadership potential
- Promotes high school completion
- Promotes higher education
- Promotes community service
- Develops a high degree of personal honor, self-reliance, individual discipline and leadership
- Promotes an understanding of the basic elements and need for national security
- Provides information on the military services as a possible career
- Provides an alternative to gangs
- Provides incentive to live healthy and drug free

Student Council / Leadership

Students wanting to hold a Student Council office must go through an application process and elections. Integrity, leadership ability, communication skills, decision-making and problem solving skills are essential in elected officers. Student Council Elections are held annually. Among the many responsibilities of the Student Council is the promotion of a positive and productive school climate as well as addressing the needs and concerns of the students of La Pine High School.

ATHLETICS

1. The athletic program is under the direct supervision of the Principal. The Principal delegates to the Athletic Director the necessary responsibilities and authority to supervise all aspects of the athletic program. La Pine High School competes in the Mountain Valley Conference at the 3A classification (District 5) in most sports. Certain sports like skiing and girl's golf compete in special districts formed by the OSAA or other governing agency. The Mountain Valley League includes Pleasant Hill, Harrisburg, Creswell, La Pine, Glide and Coquille High Schools.
2. Athletes must maintain a minimum of a 2.0 GPA per term and be enrolled in and passing four (4) classes to be eligible and have the specific number of credits dictated by the OSAA by the start of each year in school (Sophomores are required to have 4.5, Juniors are required to have 10.5, and Seniors are required to have 18). Those who fall below a 2.0 but pass at least four (4) classes, may opt to take one (1) probation, each school year. A student may, due to extenuating circumstances, petition the CARE Team to use multiple probations in a school year. Those who fail to pass four (4) classes are ineligible by OSAA standards and can only be declared eligible through a hardship process that is submitted through the Athletic Director or Principal's office, and approved by a special committee set by the OSAA.
3. The Participation and Training Contract (PTC) that athletes sign shall be binding upon the participant at all times during the season. "At all times," means 24 hours a day, every day of the week, whether at school or away from school. Violations that occur when the student is a part of practice, participation, travel, or during an athletic activity- the consequences shall double.
4. Students must be in attendance the entire day in all classes in order to attend practice or participate in athletic events, dances, fine arts presentations, rehearsals and practices and other school activities.

Athletes must prearrange absences in order to be eligible to practice. Special circumstances will require an administrator's approval to attend. If an athlete is serving in-school suspension for more than one consecutive day they are not allowed to practice or participate in athletic events. This rule does not apply to students participating in sport camps. (The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.)

EMERGENCY INFORMATION

For emergency information please refer to the Bend La Pine School's [Quick Reference Guide for Emergencies](#)

HEALTH RELATED ISSUES

Emergency Medical Treatment

A student, who becomes ill or is injured at school, must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school staff shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid if possible and necessary. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such times as he/she has met immunization requirements. Parents will be notified of the reason for exclusion. A hearing will be scheduled upon request.

Medications

Prescription medication can be given at school. It must be kept locked in the Front office, come in the original pharmacy container and have the appropriate form signed by parent/guardian, requesting that we administer the medication at school in accordance with the Rx. Prescription medications are not to be kept in a locker. By school board policy, aspirin cannot be given due to the danger of Ryes syndrome.

School Based Health Center (SBHC)

The School Based Health Center on campus is open Monday, Wednesday and Friday from 8:00 – 5:00. Students must sign out and get a pass from the attendance office to seek medical services. Appointments can be made by calling 541-536-0400 Monday, Wednesday and Friday.

Sickroom

We do not have a sick room at school. Health services at school are limited to basic first aid only. Ice is available as needed. If a student becomes ill at school the parent/guardian or emergency contact person will be contacted to allow student to check out and go home. Students running a fever must remain home and cannot return to school until they are fever free for 24 without fever reducing medication. Students running a fever at school will be sent home.

LIBRARY MEDIA CENTER

Hours: 7:15am-3:30pm

The mission of the La Pine High School Library Program is to ensure that students are effective users and producers of ideas and information.

Our student-centered library program supports student learning, inquiry and creativity across the disciplines. Our physical and online library <http://bit.ly/lphslibrary> offers instruction, a wide variety of materials, and support for learning. Computer reference databases are available. When accessing databases away from the school servicer (like at home), you will need a login found here: <http://bit.ly/databaselogins> These are a fantastic resource for students.

Books may be borrowed for three weeks. Fines are charged for overdue materials (10¢ per school day). Students are encouraged to renew materials they need for longer periods unless other students request them.

Students who come to the library during class are required to have a pass from their teacher. Beverages and food are allowed in the library but not near the computers.

SUPPORT SERVICES

La Pine High School has a variety of support services that are available to help students.

CARE Team

The CARE Team is a building level review team consisting of an administrator, counselor, and the representatives from special education, regular education classrooms, law enforcement, school psychologist, FAN advocate, and medical staff. CARE Team addresses issues and concerns around attendance, academic achievement, and behavior. CARE Team also accepts and reviews referrals from staff and parents on students not achieving desired levels of academic success. CARE Team refers students with specific needs to appropriate agencies, evaluates and recommends appropriate placement, assists in behavior expectations for identified students.

Family Assistance Network (FAN)

Family Assistance Network connects families and student with resources in the community. Many families in our community struggle to make it from day to day. Inadequate housing, hunger, health and mental health problems and unemployment all contribute to an ongoing cycle of poverty. FAN Advocates link children and families to critical social and support services with the goal of keeping children in school. Working with one dedicated advocate, a student or parent is referred for dental work, job opportunities, clothing, rent assistance, childcare support, health insurance or whatever the need. Central to FAN's approach is empowering families to take action to help themselves. FAN comprehensive network to the web of services available in Deschutes County makes it extremely effective.

Safe School Alliance (SSA)

La Pine High School is a part of a network of school districts and agencies that meet on a regular basis to share information, discuss items of common interest and concern, and advise member agencies on the adoption of policy. The purpose of the network is to increase the ability of all organizations to work consistently and in collaboration to assure safe and secure schools for the children of Deschutes County. The SSA does not decide policy but rather serves in an advisory capacity to partner organizations, recommending policy and procedures that are consistent throughout the county. All partner SSA members operate in accordance with applicable statutes, policies and procedures of their individual districts or agencies. The SSA works on a consensus basis, sharing information and perspectives to increase the knowledge, communication and ability of all partners in creating safe school environments and preventing violence.

School Resource Officer (SRO)

La Pine High School shares a school resource officer with the other South County schools. He/she is available throughout the school year to assist with student and school safety. Law enforcement officials may find it necessary to question students during the school day or during periods of extracurricular activities. In most cases, an effort will be made to inform the parent, guardian or person in a parental relationship that the questioning occurred. Parents are advised that in suspected child abuse cases, Department of Human Services and/or law enforcement officials may exclude school district personnel from the investigation procedures and may prohibit school personnel from contacting parents.

Site Council

The La Pine High School approach to site based school improvement focuses on the kind of shared decision making that best fosters student learning and achievement. One of our primary goals being to educate and assist all of our students with their learning needs. The purpose of the Site Council is as follows:

1. To develop plans to improve the professional growth of the school staff.
2. To contribute to development and evaluation of school improvement efforts.
3. To administer the funds established for the professional development of staff.

Special Education Team (SET)

The SET team addresses Special Education issues such as Individual Education Plans, testing for special needs, placement, behavioral contracts, transition and appropriate referral to servicing agencies. Special Education Staff and a school Psychologist are members of the SET team.

HARASSMENT, DISCRIMINATION, BULLYING, EQUAL OPPORTUNITY, AND REPORTING POLICIES

It is the policy of the Oregon State Board of Education and the Board of Directors of the Bend-La Pine School District Board of Directors (policy GBN/JBA) that all employees and students in public schools are entitled to work and study in an environment that is free of harassment. The schools and support departments of the school district are committed to eliminate sexual and other types of harassment on any school district property, at any school or school district sponsored activity, or at work-related business trips whether or not on school property.

Harassment

1. **Sexual Harassment:** Sexual advancement, request or demand for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is unwelcome or uninvited and is directed by a person (male or female) toward another student, teacher, or other person is prohibited.
2. **Harassment for Reason of Race, Religion, Ethnic Origin, or Disability:** Harassment in the form of slurs or other harassment based on race, religion, ethnic origin, or disability (physical, mental or sensory). A slur is a type of harassment and is defined as any derogatory action such as: remark, word, joke, picture, or gesture referencing or directed to any individual or group(s) which is of a racial, ethnic, religious, or disability nature.
3. **Other Harassment:** Other harassment is also prohibited and is defined as intimidating another person in a way that relates to a person's race, religion, ethnic origin, sexual orientation, or disability; causes physical injury, or by words or conduct places that person in fear of harm to his/her person or property or causes disruptive conduct, intentionally endangers their mental health, hazing, menacing, damaging another's property, cyber bullying, text messaging or creating a hostile educational environment.

Discrimination

The district prohibits discrimination based on an individual's race, religion, sex, national origin, disability, parental or marital status or age. The prohibition against discrimination includes discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to school and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Equal Educational Opportunity

School Board policy (JB-AR) sets the following goals in the area of equal opportunity for students:

1. To insure that all students, regardless of financial ability, age, disability, national origin, race, color, religion, sex or marital status, have the right to fair, equal, and impartial education and the right to equal access to course offerings and opportunities in all aspects of the school curriculum and activities.

2. To maintain an effective and responsive set of complaint procedures.
3. To achieve sensitivity to bias and stereotyping on the basis of financial ability, sex, race, color, age, disability, national origin, religion or marital status and to avoid degrading and discriminating practices.
4. To assure that school-sponsored activity programs provide equal opportunities for all students regardless of financial ability, sex, race, color, age, disability, national origin, religion or marital status.
5. To assure equal access to equipment and facilities, and to provide adequate funding to meet the needs of student educational programs and activities for both sexes.

Reporting

Students who believe they are being harassed or discriminated against should report the situation to any of the following persons immediately: a.) Guidance counselor; b.) Assistant principal; c.) Principal; d.) An adult staff member of the school. The burden of proof rests with the individual making the report.

Religion in School

School Board policy IGAC-AR deals with the treatment of religion in schools. In essence, Bend-La Pine Public Schools must remain neutral regarding religion period. The effects of our efforts must neither advance nor inhibit religion. Please refer to policy IGAR-AR for itemized details.

ATTENDANCE POLICY AND PROCEDURES

Oregon Law (ORS 339) requires all children between the ages of 7 and 18 years to regularly attend a full-time public school until they have completed the 12th grade and receive their diploma. See Board Policy JEA

Attendance Expectations – Excused & Unexcused Absences

1. Regular attendance is a key factor in the success a student achieves at school. Absenteeism has a direct negative effect on student achievement, promotion, graduation, behavior and employment potential.
2. Oregon Revised Statute 339.065 defines an excused absence as:
 - A. Illness of the student. Verified by telephone call (541-355-8514), or a note of the illness, from a parent/ guardian upon returning to school. If you are absent more than one week, you will need a doctor's clearance.
 - B. Medical, dental, optical appointments or mandated court appearances must be pre-arranged. If they are not pre arranged they will need to be verified after the student returns to school.
 - C. Official school trips or school sanctioned activities, absences including but not limited to activities, field trips, athletics and including suspension (unless suspension is the student's choice) are excused.

- D. Death in the family or some other significant family emergency outside of the control of the student or the student's family – verified by the parent.
- E. Approved religious holidays – verified by the parent.
- F. Pre-arranged absences approved by the school prior to the absence. Proper paperwork must be completed and returned to the Attendance Office. A note (or call) from a parent/guardian to the Attendance Office is necessary to complete the pre-arranged absence form. If paperwork is not completed the Administration can classify the absence as unexcused. We recommend paperwork be completed at least two school days in advance of the absence.

Note: ORS 339.065 gives authority for the Administration to exercise discretion in determining if an absence is excused or unexcused.

- 3. Students must be in attendance the entire day in all classes in order to attend, practice or participate in athletic events, dances, fine arts presentations, rehearsals and practices, and any other school activities. Students in-school suspended more than 1 day consecutive will not be allowed to participate in the activities listed above. The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.)
- 4. Clearing an absence: parents may call our 24 hour phone line (355-8514) to excuse their student's absence or send a note. Students have 24 hours to clear an absence; absences not cleared within the timeline will remain unexcused. If you are absent more than one week, you will need a doctor's clearance. SEE UNEXCUSED OR TRUANCY ABSENCES
- 5. Any pupil may be excused from attendance not to exceed 10 days in any term of at least six months.

Excused Absences and Make-Up Assignments

Bend-La Pine School District policy IKAD-AR applies.

Excused absences shall be given the number of days absent plus one to make up the work for full credit. For assignments that have been scheduled in advance, students must take the test on the day of their return to school and projects/assignments must be turned in when they were due. A teacher may adjust the above time line for extenuating circumstances. Suspensions are considered "excused absences", unless the suspension is the student's choice. Students suspended from school shall be permitted to make up schoolwork missed.

Unexcused or Truancy Absences

- 1. An unexcused absence results from a student's failure to comply with school attendance rules and falls under the consequences of school disciplinary action. Unexcused absences will be considered truant and be subject to disciplinary action including but not limited to: assignment into detention, ISS, ineligibility to participate in athletics or other activities, attendance probation, discipline hearing, suspension, re-assigned into an Alternative Learning Environment, or withdrawn from class.

2. Enrolled students found to be absent from school or classes for reasons other than permitted by State Law, shall be considered truant. The following absences are considered unexcused (truant) absences:
 - A. Absent without parent permission prior to the absence.
 - B. Absent from class or classes including tutorial, without permission.
 - C. Leave school without signing out, without administrative authorization, or leave class without teacher permission.
 - D. Obtain permission to leave school or class for a specific reason and do not comply with the specific reason.
 - E. Leave school or class due to illness without reporting to the Attendance Office.
 - F. Students who are known to be truant will be assigned into an ISS immediately upon their return to school.

(See: *DISCIPLINE GUIDELINES for truancy and unexcused absences.*)

3. Bend-La Pine School District policy IKAD-AR applies: Unexcused absences will not be allowed to make up missed assignments for a grade. A daily grade of "0" will be given for unexcused absences.

Absent Parents

If a student's parent/guardian is leaving the area for overnight or an extended period of time, a written note should be given to the Attendance Office listing the name and phone number of someone who is taking care of the student. Authorization to sign for medical treatment should be given in writing to someone locally.

Attendance Probation

Students with a history of chronic attendance problems (including truancy, forgery, unexcused and excused absences) may be placed on administrative probation for the purpose of monitoring attendance and academic progress. Violations of this probation may result in the denial of credit, removal from class, the reduction of a student's schedule or alternative placement.

Excessive Absences

Students will be referred to the Youth Services Team (YST) program when absenteeism becomes chronic or excessive. This may result in a fine to the parents. See *unexcused absences/truancy*.

Homework and Excused Absences

Homework can be order from the Attendance Office by calling 541-355-8514, for students absent 3 or more days. Extended absences, 24-hour notice will be needed.

Sign Out Procedure

Any student leaving campus must sign out through the Attendance Office and parent/guardian permission must be given. For safety reasons no one other than the student's parent or other authorized individual (ID may be requested) will be allowed to pick up a student during the school day unless cleared by the administration. Remember: LPHS is a CLOSED CAMPUS during the school day except for lunch for juniors and seniors.

Freshmen and sophomores are not allowed to leave campus during lunch. Phone calls and written notes are not accepted for freshmen and sophomores to go off campus and eat lunch. Students failing to follow the sign out procedures will be considered truant.

SUSPENSION AND EXPULSION STATEMENT

Suspension

Suspension temporarily removes from the student the privilege of attending school and all school activities until a reinstatement procedure has been accomplished. In special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical or psychiatric evaluation, or a review by a probation officer. Suspensions are made by the principal or his/her designee with the approval of the principal and are not to exceed ten (10) calendar days unless special circumstances exist as mentioned above.

1. A student is to be notified of the charge and the reason for the suspension.
2. The parent will be contacted by telephone prior to the student's dismissal from school.
3. In the event the student or parents are dissatisfied with the results of the school conference, they may seek and obtain a conference with the other administrator or his designee.
4. On occasion, there are students who, despite reprimands, parental conferences, or suspensions, still cause too much loss of classroom time. In those cases, students may be expelled.

Expulsion

Expulsion denies the student attendance to all school activities for the remainder of the trimester or in some cases for up to one calendar year. A school district Board, Superintendent or Hearing Officer shall not expel a student without a hearing unless his/her parents waive, in writing, the right to a hearing. The following procedure shall be followed:

1. The student is notified in writing of the specific charge or charges, when and where the hearing will take place and his/her right to a representative.
2. The Parent(s) will be notified of specific acts that support the charge or charges.
3. The Superintendent of the school district or his designee will conduct the Disciplinary Hearing.
4. Prior to recommending a student for expulsion, the school administrator shall provide the student and his/her parent(s) or guardian(s) information on available alternative education programs.
 - a. The programs shall be registered with Oregon Department of Education as alternative education programs.
 - b. The programs shall be based on the student's learning styles and needs.
 - c. The alternative education programs shall be local and accessible to the student.
 - d. The procedure for enrolling the student in the proposed programs shall be explained.

Due Process

Due process assures the protection of individual rights in the process leading to disciplinary action. The process meets the criteria of fairness. Fairness includes the following:

1. Notice of the charge.
2. The right to be heard.
3. Privilege against self-incrimination.
4. Right to counsel or other representation.
5. Right to review by the School Board.

“Party to” or “involvement in” offenses

Students who may not be the direct instigator or transgressor, but are in essence involved in some capacity in one or more of the offenses, will be considered “party to” and dealt with in the same manner as the primary instigators. This includes, but is not limited to, filming, social media posting and/or promoting the incident(s).

DISCIPLINE

Discipline Philosophy Statement

The primary purpose of La Pine High School is to provide a quality educational program for all students. To support this purpose, administration and staff, along with students, parents and community members, will work to insure a safe and orderly school environment. Students shall pursue their prescribed course of study, comply with the written rules of this school, submit to the lawful authority of teachers, staff and school officials, and conduct themselves in an orderly fashion. Students shall be liable to discipline, suspension or expulsion for misconduct as provided by applicable state law, district policy and LPHS’s guiding principles for discipline and citizenship.

Guiding Principles

1. The primary goal of the policies is to change/improve student behavior.
2. Policies conform to board policy, state and federal law. Policies receive the support of staff and administration.
3. Policies will be applied fairly and as consistently as possible.
4. Students and staff are to be held accountable to the school policies.
5. Students will obey rules set by individual teachers in their classrooms and/or teaching stations.
6. Scheduled discipline takes priority over school events, practices, or work.
7. Consequences are progressive whenever possible.

Discipline and Behavior Guidelines

It is the intent of school administration to enforce school rules in a fair, firm and consistent manner on or near school property and at school events whether they are held on campus or other locations. School rules will be enforced during and adjacent to school hours. Under normal circumstances consequences take place during the present school year. In certain situations the consequences may carry over to the next school year. ***The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.***

Note from Administration:

“Any action that would cause harm to self or others or is a disruption of the learning environment is a violation of student conduct expectations.”

Introduction

1. Rules and procedures are designed to be consistent with the district philosophy and goals.
2. Rules and procedures are designed to protect the safety, rights, and responsibilities of students, parents, and school staff.
3. Every reasonable effort will be made to modify unacceptable student behavior into acceptable behavior. The purpose is not to just punish but to change behavior.
4. These rules, procedures and consequences will serve as a guide. They will out of necessity be differential and at times discretionary based upon Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA) and SET team/administrative action.

Oregon Revised Statutes 339.250, section 4 Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school authority or use of display of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.

Oregon Revised Statutes 339.250 “(Duty of the student to comply with rules...). Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teacher’s authority.”

Arson

(Includes Reckless Burning, Pulling Fire Alarm, Bomb Threat) Arson is the act of starting a fire in a building. Reckless burning is the act of starting an unauthorized fire outside of a building. The unauthorized pulling of a fire alarm and the act of making a bomb threat or construction of real or imitation explosive devices are also illegal acts.

Arson offenses, (including act of making a bomb threat or construction of real or imitation explosive device) will result in:

1. Ten (10) school day suspension.
2. Parents, law enforcement and fire department will be notified in a timely manner, student may be cited.
3. Mandatory disciplinary hearing.
4. Mandatory meeting with fire prevention officer.
5. Student and/or parents will make restitution for damage to school.

Reckless burning will result in:

1. Up to ten (10) school day suspension.
2. Parents, law enforcement, and fire department will be notified, student may be cited.
3. Mandatory meeting with fire prevention officer.
4. Student and/or parents make restitution for damages.

Dangerous lighting of matches or other devices, (pulling fire alarm), will result in:

1. Suspension or other serious consequence.
2. Possible interview with fire prevention officer.
3. Parents will be contacted.

Assult

Assault-Physical: To intentionally, knowingly, or recklessly cause physical injury to another.

Assault-Verbal: To place another person in fear of imminent physical injury by word or conduct.

Assault on school ground or at school activity:

First Offense and Second Offense:

1. Law enforcement will be contacted, student may be cited.
2. Suspension up to ten (10) school days.
3. Parent conference and possible Disciplinary hearing will be required.

Continued Offenses:

1. Law enforcement will be contacted, student may be cited.
2. Suspended ten (10) school days
3. Disciplinary hearing required

Assault on staff:

1. Suspension for ten (10) school days
2. Mandatory disciplinary hearing
3. Law enforcement contacted student may be cited.
4. Parent will be contacted.

Bicycles, Rollerblades, Skateboards (Student Personal Transportation)

Bicycles, rollerblades, and skateboards AND OTHER DEVICES OF THIS NATURE may be used to transport a student to and from school: however, they are not to be used on campus. Skateboards and rollerblades must be secured in a locker during the school day and remain secured until school is over. Bicycles are not to be stored in classrooms. A bicycle rack is provided for bicycle lock-up. Non-licensed motorized vehicles, such as go-carts and motorized scooters are not permitted on school grounds. (See Board Policy JHFC-AR)

First Offense:

1. Warning review of rules, and the parent notified.

Continued Offenses:

1. Repeated infractions, after the rule review is given, will be considered defiance and will result in discipline up to and including suspension from school. Item confiscated or not allowed item at school again.

Cell Phones (& Other Electronic Devices)

Cell phones and electronic devices are not to disrupt the learning environment in the classroom and/or library. It is not a right to have an electronic device at school it is a privilege. Teachers may choose in what capacity these devices are allowed in their individual classrooms. Cell phones and electronic devices are to be turned off (not on the vibrate mode) during class time, assemblies and any other time where such use of the device would cause a disruption the educational process, school programs, or school activities. They are to be kept out of view; in a backpack, pocket, or carrying bag during class time and assemblies. The district will not be liable for loss, theft or damage to items brought on district property and school sponsored events. Theft of these items becomes the responsibility of the student and parent. Students have access to the student phones in the Front Office. Parents may leave student messages with the Attendance Office throughout the school day at 541-355-8515. Students are subject to disciplinary action up to expulsion for using an electronic device in any manner that is academically dishonest, illegal or violation of: Board Policy JFCEB-AR.

First Offense:

1. Device confiscated. Warning given.

Second Offense:

1. Device confiscated brought to an administrator. Referral written.

Third Offense:

1. Device confiscated brought to an administrator. Permanent removal of device from school for one week.
2. Administration has the right to ban the device from the school grounds.

Continued Offenses:

1. Device confiscated brought to an administrator and held until end of the trimester.
2. All additional offenses: items locked-up and held until end of school year.

Refusal to give item to teacher will result in insubordination/willful defiance and up to 10 days suspension, may apply.

Cheating / Academic Honesty / Plagiarism

La Pine High School owes its students an environment that teaches and supports honesty and integrity. Students have the responsibility to do their own academic tasks unless it is specifically a group project. For these reasons cheating and plagiarism (plagiarism is taking writings or ideas from another, including cutting and pasting information access from the internet, and passing them off as one's own) are unacceptable. Instructors have several options in dealing with cheating or plagiarism, including: notifying parents, loss of credit for the assignment or test, possibly lowering of the student's term grade or other classroom management plan steps. Repeated offenses may result in a referral to the administration and other school discipline up to and including loss of credit for the course and removal from the class. Includes use of prohibited information:

answers for individual class work assignments and tests, distribution and possession of information. Individual teachers may establish parameter with administrative approval.

First Offense:

1. Assign grade of fail for that particular assignment/test.
2. Conference with teacher/student/administrator.
3. Parents notified.

Continued Offenses: from same class or any other class.

1. Student may be dropped from class with grade of fail.
2. Suspension until parent conference.

Closed Campus

La Pine High School is a CLOSED CAMPUS. Once students are at school it is expected they remain on campus until their school day is complete or have properly checked out through the Attendance Office. Juniors and seniors are allowed to go to their cars during lunch and leave campus. Upperclassmen are not allowed to transport underclassmen off campus. Punishment will apply to both the student unauthorized to leave and the student transporting them. Athletic fields are closed at all times unless a school-approved event is held. Students are not allowed on the fields or dugouts, unless they are participating in the event in progress and properly supervised by a staff member. All areas around the back of the school are closed to students. The grass area east side of D wing is closed to students. The parking lot is closed to Freshman and Sophomores during lunch.

First Offense:

1. Lunch detention.

Continued Offenses:

1. Lunch detention or suspension.

Disruptive Behavior

Disruptive behavior is any action disrupting the learning environment in or out of the classroom, defiance of teacher authority, and willful disobedience. Teachers and staff will inform students of their expectations for appropriate classroom behavior and consequences will be applied as needed.

Dress and Grooming

Dress Code (see Board Policy JFCA-AR):

The Bend-La Pine School District has a dress and grooming policy designed to provide a quality education in a safe, secure and orderly environment. Students at LPHS are expected to dress appropriately for school. Student clothing and attire cannot be a distraction to the educational environment. Students deemed inappropriately attired will be given an opportunity to change.

Some examples of inappropriate dress may include:

1. Any attire, decal or item that is profane, suggestive, contains sexual innuendo, or advocates/advertises the use of tobacco, alcohol, or drugs.
2. Clothing that promotes discrimination, racism, and prejudice or is adorned with weaponry.

3. Clothing that does not cover sufficiently (no undergarments may be exposed). All clothing shall be worn in a reasonable manner that does not expose underwear, undergarments, midriffs, or buttocks. No clothing that is too revealing by discretion of the Administration. This includes, but not limited to:
 - a. Backless, strapless, tube, off-the-shoulder, or halter tops, muscle shirts, shirts split down the sides towards hem, spaghetti straps, T backs or cut out shirts or shirts/tops with straps too narrow to cover undergarments.
 - b. Clothing with holes, ripped, torn or cut, shows undergarments or skin.
 - c. Shorts (less than 4" from inseam) or skirts that do not cover the mid-thigh.
 - d. Tops or shirts that show bare midriffs or that have low necklines.
 - e. Pants are to be worn at the waist level. It is expected that pants be worn in a manner that does not expose underwear, midriff, or buttocks.
4. Spiked accessories and chains (i.e. wallet, key, security, dog chains, etc.).
5. Hoods that are up.
6. Sunglasses
7. Bare feet.
8. Pajama bottoms, slippers or blankets.

First Offense:

1. Student will be sent to the Office/Administration.
2. Students wearing any clothing or apparel considered inappropriate will be asked to change, cover up or sent home for the remainder of the day.

Second Offense:

1. Student will be asked to change or cover up, suspension up to 3 days.

Continued Offenses:

1. Suspension until parent conference (See Insubordination/Willful Disobedience)

Drugs, Alcohol, Imitation Drugs, and Drug Paraphernalia

It is illegal for a student to be involved in the distribution, providing, use, possession, soliciting, or under the influence of alcohol, illegal drugs, imitation drugs, inhalants or narcotics in any form on or around school property or at any school activity. It is also unlawful to possess, use or distribute drug paraphernalia, or misuse or distribute prescription medications.

Use / Possession / Possession by Consumption / Distribution / Providing / Selling Drugs

First Offense:

1. Ten (10) school days suspension; Parent contacted.
2. May be reduced to three (3) school days suspension with a confirmed date for a drug/alcohol assessment (paid for by the student and/or parent).
3. Law enforcement will be contacted, student will be cited.

Second Offense:

1. Ten (10) day suspension pending outcome of a mandatory Disciplinary Hearing.
2. Law enforcement will be contacted, student will be cited.
3. Parent will be contacted.

Electronic Information: Internet Misuse, Computer Misuse, iPad Misuse

The use of the network is a privilege not a right. Violation of local, state and federal laws can lead to prosecution. Inappropriate use of the Internet, use of electronic information resources, cell phones, iPads, or computers will result in loss of Internet and computer privileges. If found in violation of local, state and federal laws: student will be referred to SRO that may lead to prosecution.

First Offense:

1. Suspension (1-3 days)

Second Offense:

1. Loss of Internet privileges and suspension (1-3 days).

Fighting

Physical altercation on school grounds, or at school activities. Mutual combat which 2 or more persons are engaged in a physical altercation. This includes any provocative action or speech by either participant, or other party, which has the effect of escalating the conflict. Assault could apply if the participants are involved beyond self-defensive measures.

First Offense:

1. Suspension (3 days)
2. Parent conference will be required before student is allowed to re-enter school.
3. Law enforcement will be contacted.

Second Offense:

1. Suspension (7 days)
2. Parent conference is required before student is allowed to re-enter school.
3. Law enforcement will be contacted.

Third Offense:

1. Suspension (10 days)
2. Law enforcement will be contacted.
3. Disciplinary hearing or expulsion.

Forgery

Forgery is lying, falsifying, or alteration of a written or printed document of another person's name or signature. This includes, but is not limited to, changing a document to reflect personal gain, changing grades, attendance notes, hall passes, or other deceptive measures.

First Offense:

1. Suspension (1 day) and parent conference, written notes will no longer be accepted.

Second Offense:

1. Suspension (3 days)

Harassment / Discrimination

This rule applies to all behaviors that contribute to a “Hostile Educational Environment” for students or staff. This would include harassment, sexual harassment, coercion, menacing, intimidation, damaging another’s property, hazing, bullying, intentional social isolation, cyber bullying, spreading negative rumors, causing a hostile educational environment or extortion. To persistently act in a manner (written, verbal or physical), which serves to distress, annoy, or torment another person. Harassment motivated by race or sexual orientation increases student consequences. In cases where an allegation of harassment is made by a student(s) to administration, Board Policy JBA-GBN requires investigation and application of district disciplinary procedures as appropriate. The burden of proof lies with the accuser and those conducting the investigation. The district has the authority to report students in violation of this policy to law enforcement officials.

First Offense:

1. Suspension up to ten (10) school days
2. Parent conference required, referral to SRO if applicable

Continued Offenses:

1. Suspension and mandatory Disciplinary Hearing.

Insubordination / Disorderly Conduct / Willful Disobedience

Behavior is a direct and immediate refusal to comply with reasonable adult instruction within a specified period of time. Included but not limited to: willfully disobeying the lawful authority of school staff; cumulative minor infractions; verbal or physical, profane or rude behaviors, language, or gestures; throwing objects not part of the regular school program; disrupting any classroom or school sponsored activity; failure to follow normal safety rules and procedures; not attending assigned detentions. It is intended that this policy give latitude to the staff in dealing with this type of behavior. Teachers will provide appropriate consequences within the classroom whenever possible.

First Offense:

1. Removal from the classroom or activity for a period determined by the administration
2. Detention and/or up to 10 day suspension, parent contact, may be referred to SRO.

Second Offense:

1. Suspension for three (3) to ten (10) school days. May be referred to SRO.
2. Discipline Hearing may be required, may be cited.

Continued Offenses:

1. Suspension of a minimum of five (5) to ten (10) school days
2. Pending outcome of Disciplinary Hearing; possible expulsion from Bend La Pine School District or alternative placement.
3. May be cited for disorderly conduct.

Motor Vehicles / Parking

1. Having a vehicle on campus is a privilege not a right; the privilege will be revoked if abused. Students who are licensed drivers may drive their cars to school and park them in the student parking lot by the gym. All other parking areas are off limits for students. All state traffic laws are in effect on school property at all times - day or night (ORS 332.445). All cars should be locked while parked at school and vehicles must be parked properly within the lines. The parking lots are off-limits to all students during the school day – no loitering. Students who cannot drive safely, or park correctly, will lose their parking privileges, be cited by the sheriff, or even have their cars towed at the owner's expense. Vehicles that display decals with language or pictures that would violate our dress code (if worn as clothing) will also not be allowed on campus.
2. There is a need to strictly regulate the going to and coming from the parking areas so the undesirable and unauthorized persons can be kept off campus, student and staff property can be made more secure, and other violations of school rules in the parking areas can be kept to a minimum. It is important that each student observe the following rules:
 - a. All student vehicles must be registered through the Attendance Office and parking permits must be visible.
 - b. Students are not to be in parking areas during class time or breaks.
 - c. Students must always be able to furnish proof of identity and proof of permission to leave or enter campus.
 - d. Students must park in the student parking lot only.
 - e. The speed limit is 10 MPH on campus.
 - f. Upperclassmen having underclassmen in their vehicle during closed campus times will be subject to disciplinary action.

Parking Violations and Parking in Unauthorized Areas

Violations include but is not limited to improper parking, speeding, careless driving, clinging to the exterior of the vehicle. Students are not allowed to park in: front (east) parking lot, handicapped areas unless they have a valid handicap permit, loading areas, staff parking lot (north), west parking lot and/or fire lanes. Students are allowed to park in the south student parking lot only. Vehicles not registered with Attendance Office, or any vehicle presenting a safety risk or parking hazard, may be impounded or booted at owner expense. A vehicle restraining device may be applied when a vehicle use violation has occurred and the driver has received prior warnings. A fee to be paid by the student will be required to remove the boot. Citations issued by the County Sheriff may be given. Warning stickers may be placed on cars.

All Offenses: (one or more may apply)

1. Warning review of rules, request to move vehicle.
2. Suspension of driving privilege on campus may apply.
3. At any stage may be booted or impounded at owner expense.
4. At any time a citation may be issued by County Sheriff.

Public Display of Affection (PDA)

Unacceptable behavior includes kissing, prolonged embraces and inappropriate touching. Verbal warning will be given. If the behavior continues, parents will be contacted and/or discipline assigned by the office.

Swearing, Vulgarity, Obscene Behavior and Profanity

The use of profane, vulgar, contemptuous language, drawings, publications and electronic materials or behavior for the purpose of debasing the dignity of another person, language, actions or behavior that is offensive to another person and are not acceptable in a school environment or mixed gender, is not appropriate in classrooms, hallways, or on school property. Obscene/Indecent gestures are not acceptable as well.

First Offense:

1. Verbal reprimand; staff intervenes at an appropriate level; notification sent to administration. Detention may apply.

Second Offense:

1. Suspension up to three (3) school days and parent conference.

Third Offense:

1. Suspension of five (5) school days. A Disciplinary Hearing may be held.

Tardy Policy

Tardiness is loss of instructional time for the tardy student; it is also disruptive to the whole class. A tardy is defined as not being in class when the tardy bell rings. Specific consequences are up to individual teachers. Consequences may include, but are not limited to; loss of class points directly related to a "bell ringer" activity, lunch detention, parent meeting, make-up time assigned, and/or a discipline referral.

Theft

Theft is taking another person's property without consent.

Major theft (loss valued at \$50 or more)

1. Law enforcement will be contacted, student may be cited.
2. Up to ten (10) school day suspension.
3. Disciplinary Hearing may be held.
4. Restitution will be made by student and/or parent.

Minor theft (less than \$50) will result in:

1. Suspension up to three (3) school days.
2. Law enforcement will be contacted.
3. Disciplinary Hearing may be held.
4. Restitution will be made by student and/or parent.

Threatening Speech or Conduct Toward Others

Written or verbal threat of injury to others, physical or verbal behavior directed toward another person, including but not limited to hitting, shoving, tripping, or threatening. (See Harassment Definitions Assault and Discrimination.)

First Offense:

1. Up to ten (10) school days suspension
2. Parent conference required.
3. Law enforcement will be contacted.
4. A Disciplinary Hearing may be required.

Tobacco

Possession, distribution, or use of tobacco: on or around school grounds or at school activities. (Imitation or look-alike products carry the same school consequences). Oregon law prohibits the possession, use or distribution of tobacco products by minors while present on school grounds or while attending any school event. Our schools are tobacco free. Tobacco possession, use or distribution by ANY PERSON regardless of age will not be tolerated. (See Board Policy JFCG-AR)

First Offense:

1. If under 18, SRO will cite student, Deschutes County Juvenile Justice Department will be contacted.
2. Suspension up to three (3) school days. Parents notified.
3. Possible fine

Second Offense:

1. Suspension five (5) school days, parents notified.
2. If under 18, SRO will cite student and Deschutes County Juvenile Justice Department will be contacted.
3. Possible fine

Third Offense:

1. Suspension ten (10) school days.
2. Parent conference required.
3. If under 18, SRO will cite student and Deschutes County Juvenile Justice Department will be contacted.
4. Possible fine

Continued Offenses:

Pending outcome of mandatory Disciplinary Hearing; possible expulsion from the Bend La Pine School District.

Truancy

An unexcused absence results from a student's failure to comply with school attendance rules and/or Oregon Revised Statutes. Examples of truancy are listed below:

- A. Absent without parent permission prior to the absence.
- B. Absent from class or classes, including tutorial, without permission.
- C. Leave school without signing out, without administrative authorization, or leave class without teacher permission.
- D. Obtain permission to leave school or class for a specific

- reason and do not comply with the specific reason.
- E. Leave school or class due to illness without reporting to the Attendance Office.

First Truancy:

1. Parent contact.
2. Lunch detention for periods missed.

Continued Truancies:

1. School action deemed appropriate including attendance contract, ISS, possible alternative placement and/or removal from school.

Vandalism

Vandalism is the willful, ignorant or malicious defacing or destruction of property, including but not limited to computers and technology.

First and/or Subsequent Offenses:

1. Suspension up to ten (10) school days.
2. Restitution for damaged property must be made in a timely manner by student/parent.
3. Disciplinary hearing may be held.
4. Law enforcement will be contacted student may be cited.
5. Parent will be contacted.

Weapons

No student shall possess, use, deliver, or manufacture a weapon, real or imitation, on school property or at any school activity. Weapons include, but are not limited to the following: firearms; any knife, regardless of blade length; cutting or stabbing instruments; explosive devices; fireworks, noxious or irritating gases, poison, live ammunition and electrical-mechanical devices. Any object may be considered a weapon if it is used or intended to be used to cause bodily harm. It is a violation of federal law for a firearm to be in a vehicle on, or in the proximate vicinity of school property. This rule applies to look-alike weapons or other objects that are represented as dangerous weapons. (See Board Policy JFCJ).

Possession of dangerous weapons on school grounds, including inside vehicles, will result in:

First and/or Subsequent Offenses:

1. Up to ten (10) school days suspension and disciplinary hearing, this may result in recommendation for expulsion up to 1 school year.
2. Law enforcement will be contacted, student may be cited.
3. Mandatory immediate removal from school in accordance with Safe School Alliance protocol.
4. Parent will be contacted.

Expected Positive Behaviors In & Around Our School

<u>Area</u>	<u>Responsible</u>	<u>Respectful</u>	<u>Reasonable</u>
All Areas	<ul style="list-style-type: none"> Follow school rules Place garbage in cans/recycle bins Use computers/iPads appropriately 	<ul style="list-style-type: none"> Be kind to others Use formal language Use good manners Follow the dress code 	<ul style="list-style-type: none"> Report safety concerns or threats Be good to our building, furniture, and equipment
Walkways / Hallways	<ul style="list-style-type: none"> Keep walkway open to others 	<ul style="list-style-type: none"> Share space with others 	<ul style="list-style-type: none"> Respect others property
Library	<ul style="list-style-type: none"> No food or drink near computers Return books on time 	<ul style="list-style-type: none"> Allow others to focus on work/task 	<ul style="list-style-type: none"> Be kind to books and computers
Assemblies	<ul style="list-style-type: none"> Be on time Eyes and ears on person presenting and/or speaking 	<ul style="list-style-type: none"> Formal language Honor the accomplishments of others 	<ul style="list-style-type: none"> Silence and secure electronic devices Acknowledge everyone regardless of differences
Classroom	<ul style="list-style-type: none"> Follow classroom rules Be responsible for your own learning Attend on time Be honest 	<ul style="list-style-type: none"> Honor others right to learn Listen Contribute Clean up after yourself 	<ul style="list-style-type: none"> Silence and secure electronic devices Work with everyone regardless of differences
Restroom	<ul style="list-style-type: none"> Report any damage or concerns 	<ul style="list-style-type: none"> Flush Wash hands 	<ul style="list-style-type: none"> Move on when done using facilities
Office	<ul style="list-style-type: none"> Ask permission to use phone or to enter other offices 	<ul style="list-style-type: none"> Practice patient communication 	<ul style="list-style-type: none"> Wait your turn
Focus Room / ISS	<ul style="list-style-type: none"> Complete conflict form Take ownership for your own actions/words 	<ul style="list-style-type: none"> Use calm communication Be patient Do not interfere with work of office staff 	<ul style="list-style-type: none"> Use time to calm self and reflect Problem solve with staff
Cafeteria	<ul style="list-style-type: none"> Clean your mess Wait your turn in line 	<ul style="list-style-type: none"> Be courteous 	<ul style="list-style-type: none"> Share tables
Outside Areas	<ul style="list-style-type: none"> Garbage in cans / recycling bins 	<ul style="list-style-type: none"> Avoid throwing objects Avoid loud horseplay 	<ul style="list-style-type: none"> Share tables and space Use benches and tables as intended
Emergency Drills	<ul style="list-style-type: none"> Leave calmly and quietly with class Report to designated area 	<ul style="list-style-type: none"> Pay attention to directions Be patient 	<ul style="list-style-type: none"> Follow changes in schedule when necessary
Area Around School	<ul style="list-style-type: none"> Abide by all laws 	<ul style="list-style-type: none"> Be courteous to local business and the community 	<ul style="list-style-type: none"> Do not loiter or litter

Student Verification of La Pine High School Student Handbook

I _____ (*print name*) have been given a copy of the La Pine High School Handbook.

I understand the student policies apply when any La Pine High School student is on any property owned by the Bend La Pine School District and when attending or traveling to and from any activity sponsored by Bend La Pine Schools.

I also understand the consequence of failure to comply with these policies, rules and regulations.

I have received a student Handbook.

Student signature

Date

La Pine High School
51633 Coach Road
La Pine, OR 97739

541-355-8400

