

Lebanon High School  
**Student Handbook**  
**2019 - 2020**



1700 S. 5th Street  
Lebanon, OR 97355  
541-451-8555  
[www.lebanon.k12.or.us](http://www.lebanon.k12.or.us)

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***The material covered within the Student Handbook is intended to reiterate and/or clarify school, district, and state policies or laws and is not intended to either enlarge or diminish any Board Policy, administrative regulation or negotiated agreement. Material contained herein may be superseded by applicable Board policies, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.***

## **MISSION**

**In partnership with the community, Lebanon High School will ensure all students are prepared for 21st-century success in college and career.**

## **VISION**

**Empowering students to realize their passions and create a plan to achieve their educational and career goals**

## **VALUES**

**Challenge, Integrity, Accountability**



## Lebanon High School Administration

**Principal ~ Craig Swanson**  
**Associate Principal ~ Chrissy Shanks**  
**Associate Principal ~ Angela Landy**  
**Associate Principal / Athletic Director ~ Kraig Hoene**

### SCHOOL CONTACT NUMBERS

Dial Main School Number then Listen for instructions  
**Main Phone number: 541-451-8555**

Attendance Secretary, Margie Chambers..... (541) 451-8549	Dean of Students (Behavior), Ty Tomlin.....Ext. 1120
Athletic Secretary, Lori Stolisg..... Ext. 1011	Finance Office, Lisa Miller.....Ext. 1027
College & Career Center Secretary, Wendy Eilers...Ext.1164	Health Office, Tamaria Suing.....Ext. 1037
Counseling Office Secretary, Kelli Maddox..... Ext. 1022	Library.....Ext. 1073
Counselor (Freshman), TBD.....Ext. 1033	Main Office, Koreen Brooks.....Ext. 1028
Counselor (Sophomore), Will Bower.....Ext. 1031	Main Office Fax.....541-451-8550
Counselor (Juniors), Kelsey Harris .....Ext. 1010	Office Manager, Becky Hood.....Ext. 1001
Counselor (Seniors), Moria Golub.....Ext. 1035	School Resource Officer, David Dominy.....Ext. 1036
Dean of Students (Attendance), Jeff Stolisg ..... Ext. 1101	Special Education Office, Dawnae Gabel.....Ext. 1066

Teacher contacts are available by calling the main office at 541-451-8555; OR  
 on our website: <http://high-school.lebanon.k12.or.us/contact/staff-directory/>

### DISTRICT CONTACT NUMBERS

Dial Main School Number then choose from the options  
**Main Phone number: 541-451-8511**

Transportation.....Option 8
Special Education.....Option 1
Superintendent.....Option 4
Lebanon Community School District website: <a href="http://lebanon.k12.or.us/">http://lebanon.k12.or.us/</a>

## **Diploma Requirements - EPP/ Essential Skills / CRLS**

The State of Oregon and Lebanon Community School District Policy IKF require the following for all students graduating in the class of 2010 and beyond:

- Develop an education plan and build an education profile
- Demonstrate and develop the required Career Related Learning Standards: personal management, teamwork, communication, problem-solving, employment foundations, and career development.
- Demonstrate extended application through a collection of evidence.

## **Education Plan and Profile (EPP)**

Students will develop an education plan and build an education profile based on the following:

- Describe personal, academic and career interests.
- Describe personal, education, and career goals (short-term and long-term).
- Identify “next steps”: (2 year or 4 year college, university, career school, apprenticeship, workforce, military or other) following high school completion and actions for successful transitions.
- Identify a course of study to meet credit requirements and plan learning experiences related to interests and goals.
- Identify opportunities for meeting standards – academic, career-related learning and extended application – and participation in career-related learning experiences.
- Document progress and achievement toward: academic, career-related learning and extended application standards; other graduation requirements and college entrance requirements.
- Record personal awards, accomplishments, experiences, skills, certifications, etc.
- Periodically reflect on progress toward meeting goals, standards, and preparation for next steps.

## ACTIVITIES / ATHLETICS

Lebanon Community School District believes that a dynamic program of student activities is vital to the educational development of the student.

There are a variety of athletic opportunities and club organizations for students to participate in. Getting involved in school activities beyond the classroom makes your high school experience more fulfilling and enjoyable. You may meet people with similar interests and learn valuable lessons that you'll carry with you for the rest of your life.

There are both OSAA regulations and school rules regarding eligibility for athletics and activities at LHS. Please refer below and/or to the athletic and activity handbook available at the main office for these requirements.

### **OSAA Requirement:**

A. Take and pass 2.5 credits the previous semester. The student must also be enrolled in 2.5 credits during the present semester.

### **Additional Lebanon High School Rules:**

A. Students must meet the required standards of passing all classes with a "C" or better. If requirements are not met the student will be put on Academic Probation Level 1 or 2.

### **Probation Level 1 'Eligible Probation'**

A. If the student is failing 1 class or has a "D" in any class, he/she will be required to turn in a weekly grade check to their coach. They also will need to attend supervised study sessions set up by the coach or Athletic Director. These students can practice and participate as long as they attend study table and hand in their weekly grade check. Once they raise a failing grade or their "D" grade, the study table is optional but they must continue the weekly grade check.

### **Probation Level 2 'Ineligible Probation'**

A. Students failing 2 or more classes are ineligible from competition until they reach the Probationary Level 1 requirement. These students must bring weekly grade checks to the coach and attend supervised study sessions until earning Probationary Level 1 status.

This policy is intended to give our student-athletes an opportunity to be successful in the classroom prior to being determined ineligible. A key to this success will be the coaches and advisors' support and supervised study sessions.

If a student is suspended out of school, they will not be allowed to practice or participate in school-sponsored activities (either home or away) during that period of time.

### ***Sports currently offered at LHS:***

#### **Fall Sports**

Boys/Girls Soccer  
Cheerleading  
Dance Team  
Volleyball  
Football  
Boys/Girls Cross Country  
Color Guard

#### **Winter Sports**

Boys/Girls Basketball  
Boys/girls Swimming  
Wrestling  
Dance Team  
Cheerleading

#### **Spring Sports**

Baseball  
Softball  
Boys/Girls Golf  
Boys/Girls Tennis  
Boys/Girls Track

## CLUBS & ORGANIZATIONS

The following Associated Student Body (ASB) organizations, clubs, and co-curricular offerings have activities all year long and many of them have a variety of competitions throughout the year. Some of these clubs require participation fees. Clubs and Organizations offered at LHS may include but are not limited to:

- Annual/Yearbook
- Aspire
- Class Officers
- Concert Choir
- DECA
- Drama Club
- Electronics Club
- Equestrian
- FCA (Fellowship of Christian Athletes)
- FFA
- Generation LIFE
- Hiking
- Honor Society
- International Club
- Jazz Band
- JROTC
- Key Club
- Marching Band
- Newspaper
- Skills USA/VICA
- STARS
- Student Government

*All Associated Student Body (ASB) organizations, clubs, and co-curricular offerings are required to follow the guidelines set in School Board Policy and Oregon Administrative Rules.*

## BEHAVIOR CONSTANTS

- When the bell rings, students will be in their seats prepared and ready for class to start.
- Students will have a pass while in the hallways during instructional time. **No Exceptions**
- Electronic devices will be off and out of sight. The only exception is if they are approved by administration in advance and are specifically being used for a short-term educational resource only and within the scope of a lesson.
- Students will remove all hoods when entering the building and while inside.
- Students will be respectful and cooperative with staff.
- Students will refrain from using inappropriate language.
- Students will be prepared to learn each and every day.
- Students will conduct themselves in a safe, responsible and respectful manner.
- No student will be allowed to negatively impact the educational opportunities of others.
- Each student is expected to contribute towards the overall success of the classroom. Students will remain working for the entire period.
- Students will treat others with respect and compassion.
- Food and drinks are limited to teacher discretion.

### **Attitude and Effort Determine Success**

#### **We will . . .**

- provide a positive, engaging and safe learning environment.
- provide each student with a solid foundation of basic skills to build upon.
- have high expectations of student achievement and conduct.
- strive to build a learning partnership with students and parents.
- care about each student. We will not let any student be anonymous.

#### **We expect students to . . .**

- positively contribute to our school and community.
- make each class better through their individual participation.
- actively participate in their own self-development.
- strive to achieve each and every day.
- develop positive attitudes and work habits which will allow them lifelong success.
- acquire a solid foundation of applying technology skills to everyday situations.



## CODE OF CONDUCT

### ATTENDANCE

To excuse an absence the parent/guardian may call the attendance secretary at the number listed below, or parent/guardians may send a note with their student to be delivered directly to the Attendance Office. All excuses must be submitted within 24 hrs from the day of the absence.

Attendance Secretary  
Phone (541) 451-8549

### ABSENCES

Lebanon High School recognizes the following **as acceptable reasons for excused absences:**

- ❖ Illness, medical or dental appointments
- ❖ Serious illness or death in the immediate family
- ❖ Religious observances
- ❖ Absences approved in advance by the school administration

Lebanon High School **will not recognize** the following as acceptable reasons for excused absences:

- ❖ Truancy
- ❖ Oversleeping
- ❖ Missing the bus or car malfunction
- ❖ Shopping/haircut appointments
- ❖ Family vacations, hunting or fishing excursions not approved in advance
- ❖ Birthdays, family visiting, or other celebrations

#### **Oregon Law requires regular attendance ORS 339.010:**

Doctors notes will be required for absences due to illness when:

- Extending beyond 3 consecutive school days
- Totalling 10 days in a school year

When a student is absent, parents and guardians may desire their student's absence from school be excused. Those desiring an absence to be excused must call the attendance office or complete a written note requesting for the absence to be excused. Adult students must also file a written note requesting for their absences to be excused. To be considered for an excused absence, the request must include: 1) the date of the request, 2) the date of the absence(s) for which an excuse is requested, 3) the reason the excuse is requested, and 4) the signature of the parent/guardian, or adult student requesting the excused absence.

The request for an excused absence must be filed within **24 hours** (one school day) after the time the student returns to school. Exception to the 24-hour time limit may be granted by the appropriate administrator for special circumstances. The appropriate administrator will grant or deny the request and give timely notice to the parent, guardian or adult student if the request is denied. Excessive use of written requests by adult students is contrary to the educational goals of Lebanon High School and will result in loss of privilege.

If the parent, guardian or adult student disagrees with the discretionary determination of the administrator, they have five (5) days from the notice of the decision to file a complaint under the procedures of the School District.

Absences for field trips, sports, or school approved activities are excused and do not require a parent note. If the absence is excused, students are allowed the same number of days plus one, as they were absent from each class to make up any work missed. It is the student's responsibility to make all arrangements for makeup work.

Students with unexcused absences may be denied the opportunity to receive credit for make-up work. Unexcused absences are those absences, which are not excusable as outlined in the Lebanon Community School District Parent/Student Handbook and any absence, which has gone unexcused beyond the 24-hour limit.

Students missing class because of in-school or out-of-school suspensions will be allowed to earn up to full credit or points for completed work missed. If the work reflects learning that extends beyond the length of the suspension, teachers will permit credit for work (unit exams, large projects, etc).

The Lebanon Community School District Board, Superintendent, and Lebanon High School Administration do not approve "Senior Skip Days." Any students participating in such activities will be subject to consequences as outlined in the discipline policy.

In accordance with Lebanon Community School District Board Policy and ORS 339.254, a notice for recommendation of suspension of driving privileges or the right to apply for driving privileges and a DMV notice form may be sent to the Superintendent for any student who has missed ten (10) consecutive school days of unexcused absences, has fifteen (15) days total unexcused absences, or has sixty (60) single period absences during a single semester.

The consequence for unexcused absences could result in detentions for minor (initial) offenses to the establishing of an attendance plan with parental involvement. For not

following through on attendance plan, consequences could range from In-School and Out-of-School suspension to expulsion as cited in Student Board Policy.

If the student continues to accumulate unexcused absences, a citation conference with the student and their parents will be scheduled by the Truancy Officer. The full range of consequences as cited in Student, Board Policy and Oregon Law will be considered, including a citation to Linn County Truancy Court, and potential fines.

**Prearranged absence forms are available from the school attendance secretary. They must be filled out by the student, signed by each teacher, and returned to the attendance secretary 5 days before the absence.**

## **TARDINESS**

Students are expected to report to school and to each class on time, prepared with the necessary materials. Students who arrive late to school must check in room 300 and receive an admittance slip before going to class.

## **TARDY PROCEDURE**

A student is “tardy” when they are not in their seat prepared for class when the bell rings. Student who accumulate tardies will be subject to progressive disciplinary action.

**4<sup>th</sup> tardy:** In-school suspension (ISS) for the period when the 4th tardy occurs.

**8<sup>th</sup> tardy:** Parent meeting and entering the RTI II (Response to Intervention) process.

**12<sup>th</sup> tardy:** ISS 1-day, parent meeting, and implementation of RTI intervention.

**16<sup>th</sup> tardy:** Out-school-suspension (OSS) 1-day, parent meeting, and increased RTI interventions.

\*Students who miss/skip a lunch detention consequence will be assigned Wednesday school on the very next Wednesday.

\*\* Students who skip/miss Wednesday school consequence or is removed for behavior will be suspended (OSS) pending parent meeting.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with administrative permission or according to school sign-out procedures. The school office personnel will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent/legal guardian or as otherwise provided by law. **Students must sign out of school at the Attendance Office. Failure to do so may result in an unexcused absence.**

## **WITHDRAWAL PROCEDURES**

Students who withdraw from school must provide a parent/guardian authorization to Lebanon High School Registrar's Office and follow the school's withdrawal procedure. After all fines, fees, and charges have been paid and textbooks returned, the student's balance, if any, will be sent to the parent or legal guardian.

## **ACADEMIC CHEATING**

Students will not submit for academic credit any work that is not of their own creation and/or gained from another individual; unless the work is designed as a "group" assignment. Students caught cheating will receive an "F" for the assignment and/or discipline consequences.

## **ASSEMBLIES**

All students scheduled into classes on campus during the time of an assembly are expected to attend the assembly or a designated study room. A student's conduct in assemblies and study room must meet the same standard as in the classroom. A student who does not abide by the District's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

The school provides no direct student supervision before 7:15 a.m. or after 3:45 p.m. The exception to this would be for students enrolled in "0" period classes and any scheduled after school activity.

## **BICYCLES/ SKATEBOARDS/ ROLLERBLADES/ SCOOTERS**

All bicycles are to be parked in a bicycle stand and secured properly. Students park bicycles at their own risk. District Policy states the use of skateboards/rollerblades /scooters or similar devices on district grounds are not allowed. Skateboards/rollerblades/scooters must be stored in designated areas on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to skateboards/rollerblades/scooters. Students who ride their skateboards/rollerblades/scooters on campus in violation of this policy will have them confiscated for parents to retrieve. Students will be informed they are not allowed to bring their skateboards/rollerblades/scooters to school.

## **BUS CONDUCT**

Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses. Violation of bus rules that jeopardize the health/safety of self and/or others may result in the loss of district-approved transportation services. Students found to be in violation of this policy may face disciplinary action up to and including suspension and expulsion. Law enforcement officials may be contacted.

## **CAFETERIA/STUDENT COMMONS**

Students using these areas during lunch and/or before or after school must assume the responsibility for keeping the areas clean. This includes returning trays, cleaning tables, picking up trash on the floor, etc. Failure to do this may result in loss of use and/or disciplinary action.

## **CHANGES OF ADDRESS**

For safety concerns, change of address, telephone number and/or contact information must be reported to the Registrar's Office. This information will be recorded on the student information card.

## **CLOSED CAMPUS**

The Lebanon High School Campus is **closed for all freshmen**. Freshmen will have a separate lunchtime from the rest of the school. Once school has started the gate behind the school will be closed and students will need to enter and exit from the front of the school (5th street). We are locking the gate at the NW corner of the school in order to discourage students from leaving campus. If you leave campus for any reason other than lunch, you need to check out through the attendance office.

Per school policy, freshman have closed campus during lunch and are not permitted to leave. Students who choose to leave are subject to disciplinary action. Consequences for initial offenses may include lunch detention/in-school suspension. If behavior is chronic it will be viewed as defiance and handled accordingly.

## **COMPUTER USAGE**

### **2019-2020 Computer and Internet Usage Agreement**

Network and internet access is a privilege, not a right, and therefore entails personal responsibility. To use a computer and/or the internet students must:

- have a school assignment or other approved reason for using the computer lab.
- follow rules as written in the Lebanon High School Usage Agreement.

Users of the network, which includes Internet, are responsible for their behavior and communications over these networks just as they are in a classroom or in a school hallway. All users must comply with Lebanon Community School District standards at all times when accessing the District and school networks, including the sending and receiving of e-mail or communicating on the Internet.

Network storage areas (files, folders, District e-mail boxes and student accounts) will be treated in the same manner as student lockers. Network administrators may 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 DISTRICT OR SCHOOL SERVERS ARE PRIVATE.** Accounts will be monitored and the system administrators may read files. Students are responsible for all information stored in their area of the network and the condition of the computer when they log out.

### **The following guidelines will be followed:**

Use of the Internet and computer network shall be for educational purposes consistent with the District policies. Electronic Communications System Board Policy and administrative rules may change and ultimately they rule.

- Communications shall fully and accurately identify both sender and recipient.
- Communications shall be positive and constructive in tone.
- Users are responsible for all non-approved financial expenses incurred while on-line.
- Users are to log out correctly by exiting the program in use, then clicking on Start and then Logoff.
- Users must report any problem or inappropriate condition before leaving the room.
- Students will save documents to a flash drive, or their H:\ drive. No files will be saved on the C:\ drive.

- Students are to put materials away and leave the workstation in a neat, clean condition.
- Student data may be purged over the summer or as server needs dictate.

**The following actions will NOT be permitted:**

- Sending offensive messages, pictures, or spamming (sending unsolicited messages to multiple addresses).
- Accessing the Internet during regular class without permission of the instructor.
- Accessing sites that contain objectionable information/images such as nudity or near nudity, sexual content, profanity, violence, etc., plus any that would not be acceptable as educational materials in the classroom.
- Using obscene language in messages or file names when saving documents.
- Harassing, insulting, or attacking others in messages, on web pages, etc.
- Damaging computers, servers, or files.
- Violating copyright laws.
- Tampering with defaults, settings, login scripts, backgrounds, screensavers, desktops or files.
- Opening pop-ups, simply exit these. Do NOT open them!
- Trespassing (hacking) into others folders, files, Internet sites, or violating others' privacy.
- Forwarding personal communications without the author's prior consent.
- Intentional waste of paper, toner, or diskettes (see printing instructions).
- Bringing CDs or earphones into the lab without specific permission of the instructor.
- Employing the network for unauthorized commercial purposes or financial gain.
- Employing the network for illegal activities.
- Employing the network for promoting the use of tobacco, alcohol, or other drugs.
- Knowingly spreading computer viruses.
- Attempting to degrade, disrupt, or monitor the content of transmissions.
- Use of Chat Lines, Instant Messaging or Email.
- Downloading and/or storing files on school computers or the network unless the instructor gives specific permission.
- Downloading games, playing games, accessing game sites, or printing game instructions without THE instructor's permission.
- Printing without permission. Printing is allowed only for educational purposes. Students must have permission of the instructor to print, including the printing of information from the Internet.
- Sharing password, using the account of another person, or letting another person login under your name.
- Adding hardware or software to the network.
- Adding hardware or software to individual computers without permission of the instructor (speakers, for example).
- Damaging or altering any hardware or equipment (physical vandalism) including, but are not limited to the following examples: Removing the tracking balls from the mouse; removing labels or other attachments; disconnecting wires from the computer; AND carving or marking anything on the computer, monitor, keyboard, mouse and/or furniture.

- Accessing and/or responding to “classifieds” that include objectionable ads, descriptions, etc. such as Craigslist.
- Any unauthorized access to a government computer comprises a misdemeanor crime under Oregon statutes and the District will not hesitate to enforce this.

**Note to Students:** Please understand that the use of the Lebanon School District Network is a privilege and all students will abide by this “Internet Use Policy.” Students must understand that the internet contains materials inappropriate for school use and therefore students must take responsibility for materials found or acquired on the network. Further understand that any violation of the regulations in this policy is unethical and may constitute a criminal offense. Understand that if a student commits any violation, access privileges may be revoked and appropriate school discipline or legal action may be taken.

## **COUNSELING**

Counseling services are available to every student. To see a counselor, sign up with your counselor before school, during lunch, or at breaks. Students will **not** be released to see their counselor during class time **without a pass** from the counselor.

## **CREDIT DENIAL/GRADE REDUCTION**

Punctual and regular attendance is essential to the academic success of students. **Teachers may consider a student’s attendance in determining a grade reduction or credit denial,** although attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student’s disability or an excused absence as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. An appeal process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons. Teachers may award partial credit for student learning.

## **DANCES/SOCIAL EVENTS**

All dances, including Homecoming, Winter Formal, and Prom, are for high school students only. **All guests must be under 21 and/or 14 years old or older and have prior administrative approval.** A guest form must be filled out and turned in to the office one week prior to the event. A background check will be conducted by the school resource officer and/or school administration on each requested guest. The ID’s of guests and students will be checked at the door. The rules of good conduct and grooming shall be observed for social events and school dances. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event or dance may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Students with outstanding behavioral consequences may be prohibited from attending dances or other activities. **Students who have compiled 5 or more behavioral referrals within the year will**

**not be allowed to participate in elective activities.** Students may petition the Dean of Students and/or the Principal for the right to participate.

## **DISCRIMINATION/COMPLAINTS**

Lebanon High School is committed to ensuring that every student of the district is given equal educational opportunities regardless of age, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location. If you feel that you have been discriminated against, there are specific actions you must take. These actions are listed in the LCSD School Board Policy document AC-AR. A copy of this policy and the complaint form can be obtained from the office or online at the district website shown below.

## **DRESS AND GROOMING**

The Lebanon High School dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. **Any** staff member has the authority to determine if clothing is disruptive or unsafe. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

The following are guidelines on clothing that is prohibited on campus:

- Obscene, disrespectful, lewd and/or suggestive statements or pictures on clothing or jewelry are considered disruptive. Wording on clothing with inappropriate double meanings is considered disruptive.
- Clothing that advertises or gives reference to alcohol, drugs, tobacco, violence or anarchy is prohibited.
- Trench coats are not an acceptable form of outerwear and are prohibited.
- Clothing with insufficient covering deemed inappropriate, disruptive, or unsafe.
- Pants are to be worn above the hips and are not allowed to sag.
- Shoes or sandals must be worn at school and school activities at all time.
- Examples of inappropriate clothing would be: hoods on head, pajamas, tank tops, any attire that allows undergarments to show. This list is just an example and other items of clothing may be deemed inappropriate when necessary.

Dress and grooming standards may be upgraded to meet safety, program, transition or workplace expectations when approved by the principal. Students observed wearing inappropriate items will be asked to change or modify the clothing, or they may be sent home to change. Persistent violations of the dress code will be considered willful disobedience.

## **DRIVING AND PARKING**

Students must comply with the following regulations. Failure to comply may result in suspension or expulsion and the privilege to drive to and from school may be revoked. The student must comply with all provisions governing the use of motor vehicles for the State of Oregon.



Parking on District property is a privilege and not a right, and any vehicle parked on district property is under the jurisdiction of the District. As a condition of parking on District property, District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule or procedure violation. No student is to be in a parked car during school hours.

Student parking is restricted to those students who have purchased a school parking permit. Permits are available at the Finance Office for \$10.00 and are good for the entire year. Possession of this permit does not guarantee a parking space. Only students with permits are permitted to park in student lots. Students parking in designated faculty, guest, or pool areas will be subject to citation and/or disciplinary action. Illegal/unsafe driving in school parking lots can be reason for suspension of the parking permit without refund and/or being towed.

## **DRUGS/ALCOHOL**

A student shall not possess, use, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicants of any kind. A student shall not possess drug paraphernalia or tobacco. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

Students found to be in violation of this policy face disciplinary action up to and including suspension and expulsion. Law enforcement officials will be contacted. In an effort to ensure the safety of our students, periodic unannounced screenings of lockers and/or parking lots by trained police canines will/may occur.

## **HALLWAYS**

**Students are to be in the classroom during class time.** Students are not to be in the hallways during class time without proper authorization or a hall pass. A hall pass that is filled out in ink, with the date and time, and signed by your teacher is required. Students are expected to show this pass to any staff member they pass in the hall. No Hall Passes will be given during the first and/or last ten minutes of each period. Students found in any hallway who do not have a hall pass in their possession will be directed/escorted back to their classroom of origin.

## **HONOR ROLL**

Students must have a GPA of 3.5 or greater for that semester and must be enrolled in at least 2.5 credits of classes on the Lebanon High School Campus to qualify for Honor Roll.

## **HOME SCHOOL AND/OR WORK RELEASE PERIODS**

All students attending LHS will have a complete schedule (7 periods). Exceptions to this will include students who are taking classes through alternative programs as administered through LHS, students approved for work release and students granted permission by the building principal. Seniors on track to graduate may be allowed up to two periods of open period/home release. Home and work release periods will only be scheduled at the beginning and end of the school day. Students with home/work release will not be allowed on campus during their release time unless they are located in the Library or College & Career Center.

## **ILLNESS AT SCHOOL**

Students who are determined to be ill will be sent or taken to the health office. Health office personnel will notify parents/legal guardians according to information provided on emergency forms and submitted by parents/legal guardians to the school. Parents/legal guardians are encouraged to update this information as often as necessary. In emergency cases, students will be taken to the Emergency Room at Lebanon Community Hospital. Students leaving campus due to illness must sign out at the Attendance Office.

## **MEDICATIONS AT SCHOOL**

Students may be permitted to take prescription or nonprescription medications at school or school-sponsored activities as long as certain requirements are met:

1. Request to administer medication must be made in writing by the parent. Forms are available in the school's health room.
2. Prescription medication must be in an appropriately labeled prescription container, which has the name of the student, the name of the medication, the dosage to be given, route of administration and the name of the prescribing physician.
3. All medication is stored in the health room in a special locked cabinet and is administered only by trained Designated Medication Caregivers following state law and school board policy.
4. Permission for students to self-medicate and carry their own medication is allowed only in the following circumstances: a. The student is in grades 9-12 and the district has received written permission from the parent that self-medication is permitted. This self-medication can only occur for certain categories of medication and is limited to any drug, which is to be taken for less than ten school days. b. Younger students may carry certain medication, which is needed for emergency use (inhalers or epinephrine) only if a special permission form is signed by the parent and the school nurse and is on file in the school health office.
5. The sharing or borrowing of medication with another student is strictly prohibited and will result in disciplinary measures.
6. School staff is prohibited from supplying any prescription or non-prescription medication to students who have not been authorized and provided by the parent.

## **LASER POINTERS**

The Lebanon Community School District does not allow for the possession or use of any laser pens by students unless authorized by a member of the district personnel as part of the educational process in school. Laser pens/pointers may cause serious injuries to the eye. Punishment will follow district policy and may include expulsion. Anyone pointing a laser at a police officer is guilty of an "A" misdemeanor (ORS 163.709), which is punishable by one year in jail and a \$5000 fine.

## **LIBRARY**

The library is open between 7:00 a.m. and 4:00 p.m. For admittance to the library during class time, students must have a signed pass from their teacher.

- Students must sign in on arrival and sign out when leaving.
- A valid student body card is required to check out materials.
- Bags and backpack are to be left on the shelves at the front of the library.
- NO food or drink is allowed in the library.
- Unsatisfactory behavior or damage will result in disciplinary action and/or termination of privileges for use of the library.

Students will be charged a fine of ten cents (\$.10) per day for books not returned by the due date. Students with overdue books or fines may not check out additional books or materials until the fine is paid.

## **LOCKERS**

District policy states that lockers are not considered private property of the student and as such, lockers remain under the jurisdiction of the district even when assigned to an individual student. School officials reserve the right to inspect any locker. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present. Students are responsible for the security of the locker and its contents and are responsible for making certain it is locked and that the combination is not available to others. Only locks issued by the school may be used on lockers any non-school lock will be removed. In an effort to ensure the safety of our students, periodic unannounced screenings of lockers and/or parking lots by trained police canines will/may occur.

## **PERSONAL COMMUNICATIONS DEVICES**

Per Board policy, students may possess personal communication devices, such as cellular phones, personal digital assistants, and pagers on school property. A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

**Students** permitted to possess a personal communication device **are prohibited from using the device on active mode during a class period.** Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules will be subject to disciplinary action. **The device may be confiscated** and then released to the student’s parents or guardians. The district assumes no responsibility or liability for loss or damage to personal communication devices of confiscated due to student refusal to follow district rules. Teachers may grant permission to use such devices for class purposes only; this is at teacher discretion and does not apply to other classes.

Exceptions to this policy may be granted by the administration if circumstances warrant. When an exception is granted, the student will be issued identification indicating the conditions of the

exemption. Failure to have this identification in your possession may result in the confiscation of the device.

## **CELL PHONE POLICY**

Cell phones are to be silenced, and put away during class unless teacher directed. If a cell phone becomes a distraction to the learning environment, a teacher has the right to hold the device or turn it into the ISS room.

## **PERSONAL CONTACT**

Improper display of affection is not acceptable behavior during the school day, on the school bus, or at school-sponsored events. Kissing, extended hugging, and inappropriate touching will not be tolerated and parent/legal guardian notification and subsequent discipline will occur. Personal intimate contact (Public Display of Affection) in excess of holding hands and brief hugs is **NOT** allowed.

## **PROFANITY/GESTURES/ AND OBSCENE MATERIALS**

The use of profane or obscene language or gestures in verbal, written, or any other form is prohibited on school grounds or at school activities. "Double meanings" or other implied use of such language is also prohibited. Students in violation of this policy are subject to discipline up to and including expulsion and/or referral to law enforcement officials.

## **PHYSICAL EDUCATION**

No student shall be excused from participating in the prescribed physical education program unless that person presents a doctor's excuse which indicates the reason why they should not participate. In almost all situations, alternative activities will be used to allow students to receive daily credit.

## **RADIOS/CD PLAYERS/ GAMES**

Students are encouraged not to bring valuable personal belongings to school. The school assumes no responsibility if a student's personal belongings are destroyed or stolen during the school day. Electronic entertainment devices will only be allowed for personal use before or after school or during lunch.

## **STUDENT ID CARDS/ASB MEMBERSHIP**

Each student will be issued a current student ID card. The card contains a library ID number. A student ID card is needed for admission into any school-sponsored activity, including dances. It is also needed to check out materials from the library, and for access to the computer labs. If you do not have a student ID card, report to the Main Office.

## **SCHOOL MEALS**

The district participates in the National School Lunch and National Breakfast Programs. Free breakfast is available to all students. Applications for free and reduced-price meals are available in the school office.

## **STUDENT FEES AND FINES**

Students will be charged a security deposit for locks on lockers, loss and damage to texts, materials, or damage to school property. Students or parents will receive written notice at least 10 days in advance of withholding stating the district's intent to withhold until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The notice will also state that the district may pursue the matter through private collection agency or other methods available to the district. The district may waive fees, fines or charges if the student or parents cannot pay, the payment of debt could impact the health and safety of the student, the cost of collection would be more than the total collected or there are mitigating circumstances as determined by the superintendent.

## **TEACHER TO STUDENT ASSISTANCE**

Teachers are normally available for student assistance. Please check with the teacher first. They may have meetings or be working in other areas of the school if they do not expect you. Additional assistance may be available through prior arrangements at other times during the day. All teachers will maintain consistent office hours in compliance with contractual agreement.

## **TEMPORARY EXCLUSION**

A temporary exclusion will occur when a teacher invokes the Article of the Collective Bargaining Agreement giving them authority to remove a **seriously disruptive or dangerous student** pending a conference with the student, parent or guardian, teacher, and an administrator. The purpose of a temporary exclusion is to problem solve why the student is acting out and to develop a behavior success plan.

## **TOBACCO**

The possession or use of tobacco or look-alike products is banned from high school property, buildings, and any school-sponsored event or within 1000 feet of the Lebanon High School campus. Students found to be in violation of this policy face disciplinary action up to and including suspension and possibility of expulsion. Law enforcement officials may be contacted.

## **VISITORS**

Parents, legal guardians, and other visitors are encouraged to visit district schools. **All visitors must report to the high school receptionist in the front office upon entering school property.** This is to ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested. This policy applies to the lunch period as well as class time. A member of the school's administrative team will approve requests to visit as appropriate. **Student visitors are not allowed on campus during normal school hours** unless requested by a teacher for educational purposes and approved by an administrator. **Visitors parking in the visitor parking spaces must sign in with the high school receptionist at the main office and obtain a parking permit** to be displayed in the vehicle. Failure to obtain a permit may result in a citation.

## VIOLENCE & THREATS

### **EXTORTION**

Extortion is defined as demanding money or something of value from another person in return for protection from violence or threat of violence. Students found to be in violation of this policy face disciplinary action up to and including suspension and expulsion.

### **CYBERBULLYING**

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

### **FIGHTING**

Fighting is strictly prohibited and will result in disciplinary action up to and including suspension and expulsion. At a minimum, disorderly conduct charges will be filed for a serious fight or when an injury occurs. A referral to the juvenile court will follow. In addition, either party may request for possible criminal charges through law enforcement.

### **GANGS**

*A gang is defined as any "unauthorized" group that identifies itself through the use of a name, unique appearance or language (including hand signs), the claiming of geographical territory, or the espousing of a distinctive belief system, that frequently results in disrespectful, intimidating, harassing, or criminal activity. Lebanon High School is a gang-free zone and will not tolerate any type of gang behavior including but not limited to the following:*

- Headwear that is considered gang-related.
- Use any speech, either verbal or nonverbal (gestures, handshakes, etc) signifying gang membership or affiliation.
- Wearing of clothing, or possession of objects signifying gang affiliation.
- Displaying gang names or gang-related symbols.
- Gang graffiti on any school or student property.
- Flashing of gang signs or symbols.
- Any activity intended to intimidate, bully or harass.
- Hanging belts or belts longer than six inches beyond the belt buckle.
- Solicit other students for membership in any gangs or commit any other illegal act or other violation of District policies.

Any student referred to the office do to gang-related clothing will be asked to change into appropriate clothing. If the student refuses or is repeatedly sent to the office for this offense the student would be referred to the school resource officer and or suspended pending a parental

meeting. Students in violation of the District gang policy will be subject to discipline in accordance with the District's Student Code of Conduct.

## **HARASSMENT**

Harassment includes language, behavior, electronic communications, and/or offensive physical contact that insults, ridicules, or torments another person. A student who is found to have harassed another student or staff member will face disciplinary action up to and including suspension and expulsion.

Students who believe they have been the subjects of harassment are to report the incident to a staff member. Staff to whom an incident of alleged harassment has been reported by a student must report the incident to a building administrator and district office personnel will be notified.

## **INTIMIDATION/MENACING/THREATENING BEHAVIOR**

Intimidation, menacing, and threatening behaviors include the intentional, serious threat by word or act (including physical and/or verbal bullying/threatening), which places another person in fear of imminent serious physical injury. This includes, but is not limited to, words, target lists, or conduct directed toward another person because of their race, gender, color, religion, national origin or sexual orientation. Students who threaten, intimidate, coerce, or harass fellow students or school district employees face disciplinary action up to and including suspension and expulsion. Law enforcement officials may be contacted.

## **VANDALISM AND PROPERTY DAMAGE**

Students who willfully damage school property or unlawfully enter upon school property face disciplinary action including suspension and expulsion. The student and the parent or guardian having legal custody of the student may be liable for the amount of the damages. Law enforcement officials will be contacted.

## **WEAPONS**

Firearms and other weapons and replicas of weapons are forbidden on school district property, or property under the jurisdiction of the district, or at activities under the jurisdiction of the district. Disciplinary action will be taken against students who possess weapons and those students who assist possession of a dangerous weapon. Students face disciplinary action up to and including suspension and expulsion. Law enforcement officials will be contacted. According to board policy JFCJ weapons include but are not limited to: guns, chains, metal knuckles, knives, straight razors, poisons, and etc. See Student/Parent Handbook for additional information and guidelines in the Student Code of Conduct.

## BEHAVIOR & SCHOOL DISCIPLINE

### BEHAVIOR PHILOSOPHY

Lebanon High School students will behave in a safe, responsible, and respectful manner. The philosophy behind the behavior management program is very simple; we expect high standard of student behavior. One which will not disrupt the learning environment for other students. We work hard to establish and teach clear expectations of behavior. If rules are violated, there are clear consequences. When rules are followed, we look for opportunities to praise, encourage and reward students. We will enforce school rules and follow through with appropriate consequences so that behavior will change. It is our desire to facilitate an improvement in behavior and to provide a safe, responsible, and respectful learning environment. A student who repeatedly violates school policies may be referred for a behavioral plan and or change of placement.

### DISCIPLINARY REFERRAL PROCEDURES

**Non- Negotiable** behaviors will result in an immediate major referral and disciplinary action.

- Use of derogatory language at or in the direction of staff
- Physical altercation/threat of altercation
- Defiance to the level it threatens the safety of students and staff
- Destruction of classroom property
- Harassment
- Truancy / Skipping
- Gross – Insubordination

All other behavior management issues will be dealt with on a case by case basis.

Students who receive a major referral will be placed in the ISS room (in school suspension) for at least 1 period. Parents will be notified and may be required to meet with school administration to problem solve the disciplinary situation.

Any student who receives 4 major referrals will serve a mandatory OSS (out of school suspension) time period and will be required to have a parent meeting prior to returning to Lebanon High School.

All referrals received following the 4th major referral, the student will be subject to progressive discipline and/or alternative placement. Including off-campus placement if appropriate.

### DETENTIONS

Detentions are consequences for minor disciplinary infractions. A student must serve detentions on the assigned day(s). When issued a detention, the student will receive a copy of the



disciplinary action form describing the offense. Failure to serve a detention may result in an in-school suspension or a suspension.

## **IN-SCHOOL SUSPENSION**

In-school suspension may be issued **by administration** for minor or major behavior infractions, unexcused absences, as well as students who have failed to fulfill their lunch detentions. Students serving in-school suspension have the opportunity to complete work and receive credit/points for work assigned during a suspension. If you have been assigned ISS, you must bring work to complete while there. Strict rules are enforced in In-School Suspension. No talking is allowed; passes are not issued. In addition, there will be no food, drinks, cell phones, headphones, radios, CD players, or games allowed. If you are in ISS, you will not have lunch with your peers. ISS that has been assigned will have to be fulfilled prior to returning to class. Failure to follow the rules of In-School Suspension is a serious offense and will result in an out-of-school suspension. If you have been assigned ISS for the entire day you must bring work to complete while there. All parents will be notified of their students ISS assignment and circumstance.

## **OUT-OF-SCHOOL SUSPENSION**

Students can be suspended out of school for up to ten consecutive days for each violation. These offenses include, but are not limited to the following:

- Fighting, Assault or Reckless endangering
- Bullying, Harassment, or Gang involvement
- Cyberbullying
- Defiance/Insubordination
- Removal from In-School Suspension
- Profanity directed at staff
- Possession or sale of alcohol/drugs/tobacco/paraphernalia
- Arson, theft, vandalism, incendiary devices, or weapons/replicas • Serious automobile misuse
- Serious repeated disorderly/disruptive conduct
- Extortion
- Serious lewd conduct
- Forgery
- Repeated trespass warning violations
- Chronic violation of the closed campus policy

Students serving out of school suspension will be given the opportunity to complete work so their learning is not interrupted and receive up to full credit or points for work assigned during a suspension. Also, they are allowed to make up tests and projects that cover learning beyond the length of the suspension.

Any student suspended out of school may not attend any school activities such as dances, field trips, club activities or functions, any athletic practice or event, be present on any district property, nor participate in any activities sponsored by the district until they have returned to school following completion of the suspension. Failure to observe these restrictions may result

in arrest for trespassing. Students who persistently violate school policy and have been subject to multiple In-School / Out of School Suspensions may be banned from School and Extracurricular Activities pending an appeal process.

## **EXPULSION**

A student may be expelled for severe or repeated violations of the Student Code of Conduct. Major violations or excessive disciplinary consequences or suspensions will result in a recommendation to the Superintendent for expulsion from school. Students may be expelled for up to one calendar year. Any student expelled from school may not attend any school activities such as dances, club activities or functions, any athletic event, be present on any district property, nor participate in any activities sponsored by the district until the term of their expulsion has expired. Failure to comply with this could result in arrest for trespassing.

## **CITING SOURCES**

Lebanon High School uses the current MLA (Modern Language Association) format for documenting sources in a research paper. This is the format currently used in most university English, History, and other humanities departments.

Standard MLA format includes a **bibliography** of all sources used and **in-text citations** (in lieu of footnotes or endnotes) to identify the specific sources of all quotes, paraphrases, and facts/statistics used in a paper. It is important to clearly explain the correct **use of sources to avoid plagiarism**.

### **In-Text Citations**

In-text citations are located immediately after the borrowed ideas (mid-sentence if necessary). They are located before the period (or comma), and after the final quotation marks. In-text citations consist of the author's last name and the page number of the quote, paraphrase, etc., in parentheses.

### **Work Cited (Bibliography)**

The works cited (bibliography) is located at the end of the paper on a separate page. Sources are organized in alphabetical order. Each entry is single-spaced and double-spaced between entries. If the entry requires two or more lines, the second line of text is indented.

**OSLIS (Oregon School Library Information System)**: Is an excellent source to use when creating a bibliography or when you have questions on how to cite a source.