

LPS - Hayward
Student and Family Handbook
2010-2011



HOME OF THE
ROYALS

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Leadership Public Schools Student Handbook

**THE LEADERSHIP WAY:
VISION, MISSION AND SIX PILLARS OF SCHOOL DESIGN**

OUR VISION

LPS's vision is that all students - regardless of background, ethnicity, or neighborhood - receive an excellent education that prepares them to succeed in college and improve their community.

OUR MISSION

LPS's mission is to serve diverse and traditionally underserved students by building a network of outstanding small public high schools in which we:

- Prepare our students to succeed in college and beyond
- Develop effective student leaders, and
- Partner and share best practices with school districts to strengthen both ourselves and other public schools

OUR SIX PILLARS OF SCHOOL DESIGN

The successful design of LPS schools is based on six pillars of educational excellence:

HIGH EXPECTATIONS

All students take college preparatory coursework and graduates fulfill requirements for admission to the University of California. Students are expected to adhere to high standards of student behavior.

SIGNIFICANT SUPPORT

Our small schools, small class sizes, four-year advisory program, and strong academic, social and college support programs ensure that our students have every opportunity to succeed.

STUDENT LEADERSHIP

Our school-wide, four-year leadership development program enables *all* students to take responsibility for their lives and improve their community.

TALENTED STAFF SUSTAINED BY EXTENSIVE PROFESSIONAL DEVELOPMENT

Our schools improve their performance with weekly collaboration and staff development time, and 15 staff development days, all focused on teaching and learning.

PARENT AND COMMUNITY INVOLVEMENT

Parents support their children and the school by encouraging studying and reading at home, supporting good behavior at school, and participating in school activities and committees. The school develops meaningful community partnerships to help sustain and deliver its educational mission.

FOCUS ON RESULTS

Our schools relentlessly focus on high student performance by measuring results on standardized tests and other reliable indicators, and using this data to improve teaching and learning. Students, parents, and staff create and reinforce a culture of achievement.

STUDENT CODE

*I am the present.
I am the scholar that scholars admire.
I am the leader that leaders emulate.
I shatter all obstacles with unwavering commitment.
I am a paragon of respect.
I am the future.*

SCHOOL VALUES

Scholarship

Leadership students:

Seek to gain knowledge
Study hard and complete assignments
Come prepared every day
Never stop learning

Leadership

Leadership students:

Set the bar and always look to raise it
Accomplish goals
Improve their school and community
Lead by example

Respect

Leadership students:

Assume good intentions
Honor all people at all times
Value school property
Adhere to all school rules

Responsibility

Leadership students:

Take ownership for their behavior
Avoid blaming others and instead look
for solutions
Step in to help others when needed
Go to the source when faced with
conflict

Commitment

Leadership students:

Work hard
Persist in overcoming obstacles
Follow through on their promises
Strive for excellence and continual
improvement

CLASSROOM RULES

1. Be Respectful
2. Follow Directions
3. Come Prepared
4. Keep your hands to yourself
5. No insults or put-downs

CLASSROOM CONSEQUENCES

1. Warning
2. One on one conversation
3. Call home
4. Sent to next door class
5. Referral to Dean of Student Life

STUDENT CONSEQUENCES

The assumption is that most consequences come from the classroom teacher, and that students are referred to the Dean when they do not abide by established rules and consequences in the classroom. These consequences were created to establish consistency; teachers always can make further recommendations.

Some common consequences used by teachers when a student breaks rules are (this list is not all-inclusive):

- Move a student's seat
- One on one conversation
- Detention at break
- Community Service Hours
- Staying after class
- Phone call home
- Parent conference
- After school detention
- Conference with advisor
- Confiscation

Some common consequences used by the Dean or Principal when a student breaks rules are (this list is not all-inclusive):

- After school detention
- Saturday school
- Parent conference
- Behavior Intervention Plan
- Student Contract
- In School Suspension
- Out of School Suspension
- Request for Transfer
- Righting the wrong

Teacher Discretion up to referral to Dean	Dean Discretion up to request for involuntary transfer	Automatic request for involuntary transfer
<ul style="list-style-type: none"> • Disrespect • Dishonesty • Disruptive behavior • Unexcused absences • Insubordination • Profanity • Unexcused absences • Tardiness • Unauthorized use of electronics 	<ul style="list-style-type: none"> • Anything referred to by teacher • Fighting • Bullying/intimidation/harassment • Possession of or under the influence of alcohol • Possession of tobacco products • Smoking on school grounds • Graffiti/vandalism • Violation of dress code • Theft • Gang activity • Possession, distribution or under the influence of controlled substance 	<p>Weapons or explosives on school grounds Assault or battery of staff</p>

LPS Hayward differentiates between a student out of class or to the office for a conversation or for a “time out” from a formal referral. A formal referral is logged and tracked as a serious discipline matter. The following results serve as a guideline for the Dean of Student Life and Principal regarding formal referral.

DRESS CODE

DRESS CODE: STUDENTS MUST ADHERE TO THE DRESS CODE AT ALL TIMES

- Solid black or khaki pants
- Black Jeans with no additional colors or designs
- Capri Pants that extend below the knee (final discretion is held by any LPS staff member)
- White or black shirt with a collar. **ABSOLUTELY NO OTHER COLORS**
- LPS Paraphernalia

The following items are NOT permitted:

- Any jeans excluding solid black
- Shorts
- Sweatpants, athletic pants, or pajama bottoms
- Skirts
- Hats or any head coverings
- Any red or blue clothing (**this includes red or blue t-shirts worn under collared shirts and jackets**)
- Any items with inappropriate messages or that do not appropriately cover the body
- Jewelry or clothing that can be interpreted as gang affiliation
- Long T-Shirts that extend past the collared shirts
- Shirts worn outside of collared shirts

STUDENTS WHO ARE NOT IN DRESS CODE WILL BE SENT HOME TO CHANGE AND ARE EXPECTED TO COME BACK TO SCHOOL IN DRESS CODE.

Dress Code on Casual Dress Days

On free dress days, students may wear jeans and regular shirts. However, the following items are not permitted:

- Items that are any shade of red or blue
- Hats or any head coverings
- Clothing may not have messages or logos that are inappropriate for school including: hate speech, alcohol promotion, illegal substances, and sexually explicit or disrespectful references
- Clothing must appropriately cover students and the following are not permitted: skin-tight clothes, tank tops, spaghetti-straps, backless tops, mid-drift tops, or bra tops, shorts
- Pants must be worn at the waist and may not sag
- Outerwear (coats and jackets) must also follow the above guidelines

SCHOOL RULES

ACADEMIC HONESTY

Cheating, plagiarism, or other acts of academic dishonesty are unacceptable and will not be tolerated. Cheating is defined as a situation in which a student presents the work of any other individual as his or her own work. This includes copying or paraphrasing published work, information from the internet, or the work of another student or a parent. Tests in class or out of class must be the student's own work, unless students are instructed otherwise by their teacher. Copying or sharing such tests is a violation of our rules and will result in serious consequences for all students involved. A student plagiarizes when he or she submits work as his or her own that is taken from other sources without naming that source. This can occur if a student copies all or part of a paper directly from another student, a book, or computer network. If it is determined a student has plagiarized a piece of work, the student will face severe consequences. *Students are encouraged to ask teachers ahead of time whenever they have questions regarding plagiarism.* The teacher will inform the advisor and the Principal, a conference will take place, and a notation will be made in the students file.

CAMPUS POLICY:

LPS students are not allowed to leave campus during lunch or during the school day. If parents are dropping food off for students, please bring those items to main office. Students should not wait in the parking lot during lunch times. Students are also not allowed on the grass field during break unless participating in a sport.

CONTRABAND

The possession, use or selling of alcohol or drugs before, during, or after the school day or at any school-related activities, events or trips is prohibited. Students may not attend school, school-sponsored functions, or be on/around Leadership Public Schools campus or surrounding area while in the possession and/or under the influence of drugs or alcohol.

Any student in violation of the LPS Substance Abuse Policy immediately jeopardizes his or her position in the school community. The sale or distribution of illegal drugs or alcohol will result in immediate involuntary transfer and notification of local law enforcement.

ELECTRONIC EQUIPMENT

The use of **cell phones, radios, and IPod's** are not allowed during the regular school day. If a student has electronic equipment, it must be put away in a backpack. **Pagers and cell phones must be turned off and stored during the school day. Cellular telephones may not be used on campus for any reason. Electronics that are not put away or are in view during school hours will be confiscated. Electronics that are heard during school hours will be confiscated. A parent or guardian must pick up confiscated electronics after the first violation. In the case of repeat offenders, the electronic equipment or telephone may be confiscated for the remainder of the school year.**

WEAPONS

Students are not allowed to sell, possess, or transmit any weapon or any dangerous object that could reasonably be considered a weapon while on the school grounds or at any school-sponsored event. Students who are in violation of this rule are subject to immediate expulsion from LPS and the notification of local law enforcement agencies.

SMOKING

Smoking and/or the possession of any smoking products or devices by **any student** on campus, in close proximity to LPS, (surrounding sidewalk) or at school-related activities is forbidden. Students who break this rule are subject to immediate disciplinary action.

STUDENTS WILL VALUE THE PROPERTY OF OTHERS

Respect for ourselves and others thrive on a campus where honesty underlies all our actions. Theft is a violation of school policy that destroys trust in our school community. Theft includes borrowing something without the owner's consent or keeping things that one finds around the school. It is also a violation of another student's property to go through his/her possessions or book bag without permission.

Vandalism includes the deliberate destruction or defacement of property both in the school and in the surrounding neighborhood and is a violation of our school policy. **This includes tagging and writing on the walls.** Students should expect to pay for any damage they cause and adhere to any other consequences.

PROTECTING YOUR PROPERTY

LPS is not responsible for any items lost or stolen from book bags or elsewhere on campus. This includes items stolen after a teacher has confiscated them. It is

recommended that students refrain from leaving their backpacks and books around campus where others can pick them up. **In addition, valuables should be kept at home.**

HARASSMENT

It is the policy of Leadership Public Schools to provide an environment where all members of the Leadership Public Schools community are treated with dignity and respect. Harassment occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating because of an individual's race, color, creed, class, sex, national origin, sexual orientation, physical characteristics or disabilities. Harassment includes, but is not limited to, fighting, physical intimidation, verbal or written threats, racial slurs or behavior of a racist or prejudiced nature. Harassment of any sort will not be tolerated.

HATE VIOLENCE POLICY

Hate Violence is any act or attempted act designed to cause physical injury, emotional suffering, or property damage which is or appears to be motivated either all or in part by prejudice based on race, religion, ethnicity, and national origin, disability, sex, sexual orientation, or gender identity. Any students participating in hate violence face severe consequences including but not limited to suspension and/or referral for transfer.

SEXUAL HARASSMENT

Sexual harassment is not social or courting behavior. The overriding factor in sexual harassment is that the behavior is uninvited and unwanted and often an assertion of power. Sexual harassment may include:

1. Physical assault, including rape
 - Coerced sexual relations
 - Inappropriate personal questions of a sexual nature
 - Sexually explicit or suggestive remarks about a person's body, clothing, or sexual activity
 - Sexually stereotyped or sexually charged insults, humor, or verbal abuse
 - Public display of sexually explicit, offensive or demeaning objects, photographs, or cartoons
 - Leering or ogling at a person's body
 - Unnecessary touching in any form
 - Demanding sexual favors, accompanied by promises, hints, or threats concerning one's employment status or opportunities
 - Subtle pressure for sexual activity
 - Repeated expressions of sexual or "romantic" interest after being informed that the interest is unwelcome.

The following are definitions of types of sexual harassment:

- Staff to student harassment: in this context, sexual harassment is defined as any welcome or unwelcome sexual advance, requests for sexual favors, and/or other verbal, visual, written or physical conduct of a sexual nature.
- Student to student harassment: in the context, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event.
- Student to staff harassment: in this context, sexual harassment is defined as any welcome or unwelcome sexual advances, request for sexual favors, and /or other verbal, visual, written or physical conduct of a sexual nature.

Consequences:

- Staff: a substantiated charge against an employee or agent of LPS shall subject such employee or agent to disciplinary actions which may include but are not limited to verbal warnings, letters of reprimand, suspension with or without pay, and dismissal.
- Student: a substantiated charge against a student shall subject that student to disciplinary actions which may include but are not limited to verbal warning, reprimand, counseling, suspension, or expulsion, consistent with the State Education Code and this handbook.

Any student who believes that s/he has been sexually harassed should tell the offending party to **STOP**. If a student does not feel comfortable doing this or is unable to do so, s/he should make his/her concern known to their advisor, counselor, Dean of Student Life, or Principal who will inform the person the offensive behavior must stop.

If the actions taken by the student or school official do not cause the offensive behavior to cease or if the behavior is of a severe nature the student or school can initiate formal procedures.

ATTENDANCE POLICY

Absences & Tardies

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons as permitted by law. LPS Hayward permits parents to excuse no more than 10 absences in the school year. If students have a serious medical issue or emergency that requires students to be out for extended periods, they must go on

independent study. **To excuse an absence, you MUST PROVIDE A WRITTEN EXCUSE to office on the day of the student’s return.** This should be in the form of a doctor’s note when possible. Excused absences will be verified by a phone call.

Unexcused Absences

Students who do not have a reason for absence will be deemed to be “cutting” school and will receive an unexcused absence. **A student who has an unexcused absence will not be allowed to make up work from that day unless they attend a Saturday school to clear the unexcused absence.**

If a student cuts a period of class, including Tutoring, they will receive afterschool detention on Friday and will be subject to additional disciplinary consequences.

If a student had three (3) unexcused absences, they are considered Truant by the State of California. Parents can be subject to fines, and students can be subject to legal consequences if they are Truant. (See Truancy below)

At LPS, parents of students who have six (6) unexcused absences in a semester must attend a mandatory meeting with LPS Administration to develop a plan to improve attendance. If parents do not attend, their student may be subject to transfer and may receive partial or variable credit for the semester.

Notices

The following process will be followed for unexcused absences (students and parents will also receive this information.):

First Unexcused Absence	Verbal warning to student, phone call from office (auto-dialer)
Second Unexcused Absence	Verbal warning to student, phone call from office (auto-dialer)
Third Unexcused Absence	Phone call from office (personal contact—written notification if not reached), notification of Dean of Academics.
Fourth Unexcused Absence	Written notice to parent/legal guardian that absence subjects student to potential transfer, SARB (School Attendance Review Boards) process and/or variable or partial credit for the semester; telephone call home by Dean of Academics or designee.
Fifth Unexcused Absence	Telephone call and letter home informing parents of mandatory truancy meeting with school administration and attendance contract.
Six Unexcused Absence	Notification via registered mail and phone contact regarding contract violation. Referral to SARB, reduction in course credit, and possible transfer.

Tardies

Like absences, tardies are only excused in the case of medical reasons or emergencies. Parents can excuse up to 10 tardies. After that, written documentation for the students tardy will be required. If a student is more than 30 minutes tardy it is considered an absence and counts towards students absence totals.

Unexcused tardies will result in lunch detention on the day of the tardy.

Truancy—Legal Definitions and Consequences

Students qualify for classification as truant if absent from school without valid excuse three days in any one school year, or tardy without valid excuse in excess of thirty (30) minutes more than three days in one school year. Students who are truant shall be reported to the Hayward School District's Child Welfare and Attendance Officer.

A parent\legal guardian of a student classified, as truant shall be notified of the following:

1. The student is truant
2. The parent\legal guardian is obligated to compel the student to attend school
3. The parent\legal guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290 et seq.
4. The parent\legal guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
5. Alternative education programs are available in the District
6. The student may be subject to arrest under Education Code 48264
7. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7
8. It is recommended that the parent\legal guardian accompany the student to school and attend classes with the student for one day.

GENERAL INFORMATION

COMMUNITY SERVICE

At Leadership Public Schools, students are required to complete 35 hours of Community Service as part of graduation requirements per academic year, for a total of 140 hours. Community Service must be performed outside of school hours, except in unusual circumstances. Transfer students will have a pro-rated amount of community service individually set by the Director of Enrollment and the Community Service Coordinator.

CONFIDENTIALITY

LPS fosters close relationships between students and staff; however, in some circumstances the confidentiality between a student and teacher is not protected. The following are instances in which teachers/staff members are legally bound to inform a parent and/or the authorities about information given during a confidential conversation or counseling session. 1) When a student indicates that he or she is going to physically harm himself or herself or jeopardize his or her life: 2) when a student indicates he or she is going to physically harm or jeopardize the life of another or has knowledge that another's well-being is threatened: 3) when a student indicates he or she is being sexually, physically, or emotionally abused or subjected to neglect or dangerous situations

DANCE POLICY - RULES:

1. Attendance at a Leadership Public Schools dance is a privilege. All Leadership Public Schools rules apply.
2. Students who miss school for legitimate reasons (illness or appointment excused with a note from a physician) must be in attendance for half the day in order to attend a dance.
3. If a student is on suspension from Leadership, that student is not allowed to attend the dance.
4. Students who formerly attended LPS and were expelled or transferred out of LPS due to disciplinary reasons are not allowed to attend LPS dances.
5. Certain LPS dances will be for LPS students *only*. If guests are allowed at a dance, the LPS student who invited him/her must accompany all guests. No student may have more than one guest. All guests must have a signed permission slip submitted 2 days prior to the dance in order to attend. All guests must have a student ID or permission to attend by the Principal. **Guests must also follow our school rules. LPS students are responsible for their guests.**
6. After students enter the dance, they may not leave and come in again.
7. Doors will be closed at specified times.

HEALTH and MEDICATION POLICIES

If students are taking any prescription medicine, they must have an Office Manager's permission and physician authorization form on file in the office. The form is available from the school secretary. **Students are not allowed to carry medication at any time.** Students found with medicine on them may incur a disciplinary consequence. Any student who needs to take medication should have their parent/guardian drop the medication off in the main office in the original bottle. The Office Manager will keep all medications in a locked area and students will get their medications from the office manager. In emergency situations, the school will administer Tylenol, Advil, and Pepto-Bismol with signed parent/guardian consent only. Students who are in regular need of these items or other over the counter remedies such as cough drops should bring their own supply and give them to the Office Manager.

Students who are ill or are injured during the school day should go to the school office immediately. The school will see to it that the student receives proper medical care. The School will contact the person(s) listed on the student emergency card. A student will not be allowed to leave school during the academic day without being picked up by a parent or guardian or unless the Principal or Dean of Student Life speaks to the parent/guardian directly.

LEADERSHIP PUBLIC SCHOOLS VISITORS POLICY

All visitors are subject to approval and must sign in at the office upon arrival and sign out upon departure. Upon sign-in, visitors will receive a LPS nametag that they are required to wear at all times while on campus.

Parents/guardians are welcome at all times to LPS, but must check in at the office. Parents who are visiting classrooms are asked to check in with teachers ahead of time in case of testing, preset fieldtrips, or student presentations.

Students who do not attend LPS are not to be on the LPS campus unless by permission of the Principal or Dean of Student Life. They must be sponsored by a student or staff member and must have permission from the Principal, Vice Principal, or Dean of the school they attend.

Former students who were transferred out or expelled due to disciplinary reasons are not allowed back on campus unless the Principal grants permission.

If a student visitor is coming to meet an LPS student after school they must wait outside the campus gates.

MESSAGES AND TELEPHONES

School telephones are not available for student use except in case of an emergency with prior permission from the Office Manager. Students are not allowed to use their cellular telephones at school or in the immediate vicinity of the school, or during the school trips.

SKATEBOARDS, SCOOTERS, AND BIKES

- Students may use their skateboards, scooters, or bikes traveling to and from school only. (These items are not allowed at lunchtime.)
- Skateboards, scooters, and bikes are not allowed in classrooms. They may not be ridden anywhere on campus or in the immediate vicinity of the school.
- Motorized scooters are not allowed at school.

Any violation in the above agreement will result in any of the following: Saturday School, parent notification, confiscation, conference, contract, or suspension.

Continued violation in the above agreement can result in the loss of privilege to have skateboards on LPS campus.

Due to limited space options at LPS if there is a large influx of student use of scooters and skateboards this policy may be revised.

BICYCLES

Students are permitted to ride their bicycles to school but they must be stored in designated area. Students can only use their bicycles for transportation to and from school. Bicycles must be locked up during the school day. **LPS assumes no responsibility for student bicycles.**

School Postings

Students are encouraged to post information on around school but must get approval from the Dean of Student Life prior to putting them up. He will give the students designated areas that they can post. After the event, students are expected to take down these postings on their own. Failure to check in with the Dean of Student Life may result in cancellation of a student's event.

ADDITIONAL LEADERSHIP OPPORTUNITIES AT LPS

- LPS Board of Trustee: The LPS Charter specifies that there will be student representation on the LPS Governing Board.
- School Advisory Council: Each LPS school will have a School Advisory Council to advise the Principal. This council is comprised of two teachers, two students, two parents, an optional community member, and the Principal.
- Student Government: There are two elected bodies of student government at LPS: President and Vice-President. Elections are typically held at the end of the school year for the upcoming year. The remainder of student government is filled through an application process that includes an essay and teacher recommendations. If selected to be in student government, members can earn the opportunity to get all community service hours for the year.
- Week Without Walls (WWW): All WWW classes have a leadership component.
- Athletic Programs
- Clubs

CO-CURRICULAR ACTIVITIES

Students are responsible for initiating and running all co-curricular activities. This includes Student Government, approved student clubs, activities, sports teams, and committees.

STUDENT GOVERNMENT

Students at Leadership Public Schools have the opportunity to work with the administration and teachers to begin Student Government. All students attending LPS, as members of the student body, have a voice in the LPS Student Government. All students interested in candidacy for any official position must achieve and maintain a grade average of a “C” or higher. If at any time an official’s grade drops below a “C” in any academic class, he/she will be temporarily excused from the Student Government to raise her/his grade. The school reserves the right to dismiss officials for any reason.

CLUBS

Students at LPS will run a number of clubs representing a wide range of interests and identities. Clubs provide students with opportunities to get involved in the school and to take leadership positions. Additionally, many students have gained leadership skills through the experience of founding a club. All clubs are student-initiated and must have an advisor. To start a club, students must write a proposal and submit it for approval to the Dean of Student Life. We welcome parent advisors! Please see the Leadership coordinator or Dean of Student Life to get involved.

AMBASSADORS

All students have the option to participate as a student ambassador for the school. Ambassadors serve as student representatives for LPS at various events including enrollment presentations, CCSA Leadership Conferences, charter school symposiums, etc. Ambassadors also host visitors, including interested parents, educators, donors and prospective shadow students. Often, student ambassadors are asked to give their account of their experience(s) as a Leadership Public Schools student to help interested people learn more about our school. Ambassadors also help with recruiting and enrolling new students.

ACADEMIC PROGRAMS

STUDENT PLANNERS

Leadership expects that all students have their student planner with them at all times. We will provide, free of charge, a planner to all students at the beginning of the school year. Lost planners can be replaced for a \$5 replacement fee.

STUDENT OUTCOMES AND PREPARATION FOR COLLEGE

It is through our vision, hope, and work that all graduates of Leadership Public Schools will be life long learners and leaders. Our graduates will represent the diversity of cities where our students live, and will be able to take responsibility for their actions as they relate to their own lives, the lives of those close to them, or the life of their larger community. We strive for every student to have the opportunity to attend college (where they choose) and to be prepared to succeed in college both academically and socially as a student leader.

WEEK WITHOUT WALLS

Week Without Walls is a week in which we change our normal schedule and each teacher, with a small number of students, participate in special courses designed to broaden students' life and educational experiences.

- Week Without Walls allows you to take more electives, which supplements our rigorous schedule and requirements.
- Week Without Walls allows you to build on the number of non-UC approved credits you can earn. Based on a 35-hour week, Week Without Walls is a required course.

Student Behavior Guideline

TEN RULES TO A SUCCESSFUL WEEK WITHOUT WALLS WEEK

- 1. Stay with your group at all time**
- 2. If you need to go to the restroom, get the teacher's permission and go in pairs**
- 3. If you take prescription medication, please turn over your medication to your teacher**
- 4. You must return back to LPS after your trip unless otherwise approved by your parent or guardian**
- 5. Please bring money for food unless you plan on getting school lunch**
- 6. Bring comfortable walking shoes and bottled water if you need it**
- 7. All normal school rules apply while on trips (NO IPOD'S OR CELL PHONES CAN BE USED ON TRIPS)**
- 8. Dress Code is expected unless your activity requires you to wear different attire**
- 9. Attendance will be taken during Week Without Walls (not attending is considered cutting school and will be treated as such)**
- 10. Many trips are extremely time sensitive. It is extremely important that you are on time every day**

Represent LPS Hayward as the committed, scholars and leaders that you are everyday.

GRADING PERIODS

Report cards enable students and parents to know how a student is performing in each class. For each subject, the teacher enters a letter grade, a grade for work habit, and narrative comments about the student's progress.

GRADUATION REQUIREMENTS

LPS Graduation Requirements

1/1/2010

1. CAHSEE

All students must pass the California High School Exit Exam (CAHSEE)

2. A-G Courses: Required

All students must complete the UC/CSU A-G required courses with a grade of C or better

- 4 English
- 3 Math to include Geometry and Algebra 2
- 2 lab sciences to include biology and chemistry or physics
- 2 social science to include World History and US History or Econ / Government
- 2 foreign language
- 1 VAPA
- 1 A-G elective

UC/CSU credit validation protocols may be applied:

- Passage of Algebra 2 can validate Algebra 1
- Passage of Spanish 2 can validate Spanish 1
- Passage of the second semester in math, chemistry or Spanish can validate first semester

A-G Courses: Recommended

It is strongly recommended that students complete the A-G recommended courses:

- 3 lab sciences
- 3 social sciences to include World, US and Econ/Government

3. GPA

Student must have a GPA of 2.0 or higher. Although courses can be validated to meet the A-G course requirement, the overall GPA must still be 2.0 for graduation.

4. Credits

All students must complete 200 credits to graduate. No credit will be given for grades of D or F.

- College Reading (Read 180 and ELD) can count as two courses per year if given for two periods
- Advisory taken after 2007-2008 may not count toward graduation credits or GPA

5. College Application

All students must complete at least one college application

6. Leadership

All students must complete the leadership requirements laid out by their respective schools. These may include but are not limited to:

- Community service hours
- Senior portfolio
- Senior projects

Modification

Graduation requirements may be modified by, and documented in, an IEP

ACADEMIC INTERVENTION PLANS

Academic Intervention Plans are put in place when a student is in danger of not succeeding academically at LPS. The intent of an academic intervention plan is to put an academic support program in place with a clear plan of action. The student, with the student's advisor, teachers, and family, are central in identifying the student's academic goals and particular strengths and obstacles to school achievement.

The four Steps are focused around finding concrete solutions and strategies to help the student succeed. The four steps are outlined below.

Step*	Process	"Student Support Team": Who is involved?
Step 1	Initial conversation and notes	Teacher, student, (parent & advisor informed)
Step 2	Conversation and signed plan	Advisor, student, (input from teachers, parent informed), Dean
Step 3	Formal two-part meeting: signed plan and evaluation date	Dean, Teachers, Advisor, Student, Family Member
Step 4	Formal two-part meeting, signed contract and evaluation date (Evaluation outcome: Success, Contract Extension or Transfer)	Principal or designee, Advisor, Student, Family Member, (teachers invited), Counselor^,

*Steps 1-3 can be repeated as often as needed or seems appropriate.

RESOURCE SPECIALIST

Leadership has a Resource Specialist Program to serve the needs of students with Individual Education Plans (IEPs). The plans can be developed after an assessment process, which may confirm a disability that affects a student's academic success. The RSP teacher will focus on supporting those identified students within the context of their general education classes.

Possible support structures include student and staff consultations on specific classroom accommodations and pullout for specific IEP goals.

SUMMER SCHOOL POLICY

Students that receive below a C in any subject offered must attend summer school. During summer school students adhere to all school year rules including dress code, electronic equipment policy, and strict attendance policy. Students are only allowed 2 absences during summer school. On the third absence day students will not receive any credit for the course and must make that class up at another time. In addition three tardies are equal to one absence. Any combination in tardies and absences will result in immediate removal from summer school.

It is our common practice that only current LPS Hayward students are allowed to attend summer school. Incoming students for the next school year and outgoing students for the current school year are not allowed to attend summer school at LPS. Students that fall into those categories may attend Chabot, CSU Easy Bay, or one of the local high schools offering summer school programs.

LEADERSHIP PROGRAM

ACADEMIC ADVISING AND ADVISORS

Upon entering Leadership Public Schools, students are assigned an advisor and enrolled in classes called Leadership Advisory. The Leadership Advisory class is required each year. The advisor serves as the first point of contact for his or her advisees when students need advice, counsel or guidance. Advisors are asked to know their advisees well enough to recognize when concerns arise, and when necessary, to call upon other adults to assist the advisor in helping advisees.

Advisors assist advisees in areas of concern, offer counsel and support, and review all course reports to monitor a student's progress. Advisors call the parents/guardians during the school year and are the first contact for parents/guardians with questions or concerns about their child's progress at LPS. If a student is having issues around academics, behavior or attendance, teachers will notify the advisor who will watch for patterns and arrange a follow up conference.

The advisor has four main roles:

1. Teach the Leadership Advisory Curriculum;
2. Serve as Academic Advisor to monitor all graduation requirements and academic progress (i.e. credits, community service, grades etc.)
3. Serve as an advocate for her/his advisees;
4. Build community within her/his advisory and between her/his advisory and the school.

Ultimately, the advisor must know her/ his advisees well by maintaining a line of communication with each advisee, his or her teachers and parents.

- ✚ **Leadership / Advisory Class:** Three days a week, all students engage in activities to develop life skills and leadership capacities. As part of the course, students practice leading through community action projects.
- ✚ **Leadership Retreats:** Leadership Retreats are three days of curriculum and activities focused on personal and school leadership. The curriculum is designed to welcome all students, foster community (within advisories, classes and the school as a whole) and set a tone for a successful year. The 9th grade retreat takes place at an off-campus location during the first week of school, and all newly enrolled students must attend.
- ✚ **Student Ambassadors:** Selected students choose to represent the school as ambassadors. They assist the Enrollment Director and the Principal with outreach, make presentations on behalf of the school, and represent the student population at various in school and out of school activities.
- ✚ **Student-led Co-Curricular Activities:** Students are responsible for initiating and running all student clubs, activities, sports teams, and committees.
- ✚ **School Governance:** Students are consistently involved in important decision-making processes at the school. This includes participating in student government and, along with parents and teachers, serving on the school-site council and other committees.
- ✚ **Community Service:** At Leadership Public School, students are required to complete 35 hours of Community Service as part of graduation requirements per academic year, for a total of 140 hours. Community Service must be performed outside of school hours. Transfer students will have a pro-rated amount.

STUDENT OUTCOMES

- ✚ **Personal Responsibility.** We practice basic habits of personal responsibility. We do what we say we will do. We show up to meetings/classes on time. We are self-reliant. We conduct ourselves in a way that others will look to us as role models.
- Social and Civic Responsibility.** We remember that we are part of many communities to which we are responsible. Our life's purpose includes improving the lives of others and leaving the world a better place than we found it. We measure our actions against the impact it will have on others. When possible we build teams to solve problems.
- ✚ **Communication and creativity.** We communicate our ideas clearly and constructively, whether in writing, in speech, or through other creative outlets. We move, persuade, and enlighten others through articulate, clear, and persuasive communication. We seek to understand before making ourselves understood. We use our imagination and creativity to see the world in new ways and find new solutions to problems.
- ✚ **Analytical Thinking.** We approach the world with an active intelligence. We seek to make connections between ideas that have not been made before. We ask “why?” and “why not?” as much as we ask “who?” and “what?” We consider different perspectives. We do not accept what

we hear or read at face value, but instead evaluate the source and compare it with other known facts. We are always willing to dig deeper if we are not satisfied with an answer.

- ✚ **Continuous Learning.** We are continuous learners and strive for continuous improvement. We each have a personal learning plan to guide our growth. We seek and welcome constructive feedback from others. Wherever possible we use data to inform our performance and to set benchmarks for performance improvement. We commit ourselves to be lifelong learners and to continuously improve the performance of ourselves and the organizations to which we belong.

ATHLETIC PROGRAM

Leadership Public Schools will have student initiated sports teams. Sports will be available in both the fall and the spring. If students are interested in initiating athletic teams, they should speak to the Dean or the Athletic Director.

Students will be notified of tryouts for each sport and each player must earn her/his position based on ability and attitude. Students who participate in a LPS team will receive one semester of Physical Education credit per season. Team sports allow students to set aside individual goals and accept roles as part of a team. The athlete must accept the coach's decisions and be ready to participate when called upon.

SPORTS ELIGIBILITY

Students must be **both** Academically and Athletically Eligible to participate on sports teams.

Each student-athlete will consult their Advisor and the Dean of Student Life as to their academic eligibility for participation in interscholastic sports. Each student is expected to:

- Maintain a 2.0 GPA in order to participate in team sports. Students who fall below this GPA will be suspended from participation until they bring their grades up.
- Complete and submit all homework assignments on time.
- Obtain any and all assignments missed due to participation in athletic events.
- Communicate immediately with your coach, teacher, and parents if you fall behind in your studies.
- Students participating on an LPS athletic team will receive one semester of Physical Education credit per season.
- Participation Pledge **MUST** be signed by student and parent to participate in any sport.

Athletic Eligibility rules for student athletes will be determined when LPS enters a sports league.

SPORTSMANSHIP

- All student-athletes are expected to display a respectful and courteous attitude toward peers, teachers, coaches, opponents, visitors, officials and administrators on or off campus. Any infractions of this will be treated as an individual case and judged on its own merit. The seriousness of the offense, conditions under which it occurred and the

students past record will be considered. Consequences range from a (2) week suspension to expulsion from the team. Severe incidents may result in suspension or transfer from the school.

- All student-athletes, while on/off campus or participating in a school or non-school function may not use, sell, distribute or be in possession of any illegal drugs, alcohol, steroids or tobacco products.

CONDUCT DURING ATHLETIC EVENTS

- All athletes, spectators, and guests are expected to exhibit the ideals of good sportsmanship, ethical conduct, and fair play. LPS urges all sports participants be they players or fans, to show cordial courtesy to visiting teams and officials. Please respect the integrity and judgment of sports officials. Any athlete who displays unsportsmanlike conduct will be removed from the event immediately, referred to the Dean of Student Life for conduct review and consequence(s). Student spectators who display unsportsmanlike conduct will be asked to leave the event immediately, and will be referred to the Dean of Student Life and/or Principal for consequences. All members of the LPS community are responsible for the conduct of any guest he or she invites to a school event.

ATTENDANCE

- All student-athletes are expected to be in attendance all periods of the day while participating in a practice or athletic event scheduled for that day. The Dean may excuse a student-athlete for appropriate reasons. If a student-athlete violates this rule, he/she will be suspended from participation in practice and games for a total period of two weeks.

APPEALS

- Appeals of suspension or dismissal from participation in athletic events may be made through the Principal. There will be no appeal if you are found to be guilty of using, selling, distributing or in possession of illegal drugs, alcohol, steroids, or tobacco products.

EQUIPMENT

- Athletes may be required to purchase all or a portion of the uniform or practice uniforms: these purchases are the athlete's property. Students are encouraged to initiate and complete fundraisers in the event that funds are needed to procure uniforms. School-issued uniforms and equipment are to be worn only for contests and practice, and athletes are responsible for their maintenance. Parents/guardians/students will be charged a replacement fee for all school uniforms and equipment not returned in good condition at the end of the season.