

LEAP High School

Student Handbook

2019 – 2020

Mission Statement

LEAP high school's mission is to be a national leader in preparing immigrant and refugee students to become global citizens, critical thinkers, and scholars, while building English language fluency and working toward a high school diploma.

Table of Contents

I. General School Information

- a. School Contact Information
- b. School Hours
- c. Scheduling
- d. Attendance/Tardiness Policy
- e. School Bus
- f. Lockers
- g. Lost/Damaged Books
- h. Breakfast and Lunch
- i. Emergency Contacts
- j. Identification (ID) Cards
- k. Medication Policy

II. Student Responsibilities

- a. Dress Code & Appearance
- b. Electronics
- c. Computer Use
- d. Smoking
- e. Firearms & Weapons

- f. Alcohol
- g. Illegal Drugs
- h. Assault & Harassment
- i. Elevators
- j. Discipline

III. Family and School Communication

- a. Parent/Guardian Phone Calls to Students
- b. Visiting
- c. Parent/Teacher Information Night and Conferences
- d. School Closure

IV. Reminder to Students

I. GENERAL

School Contact Information

LEAP High School [www.leap.spps.org]
631 Albert Street North, St. Paul, MN 55104

Phone: (651) 228-7706
Fax: (651) 228-7711

School Hours

Monday through Friday: 7:00 a.m. to 3:00 p.m. (Office), 7:30 a.m. to 2:00 p.m. (Classes)

Schedule Changes (Childcare or Work Issues)

When possible, LEAP staff can adjust student schedules to fit student needs. The school counselor can help with childcare or work issues if there are conflicts that prevent a student from attending a full day of classes. Our goal at LEAP is to keep students enrolled and provide a schedule that also fits students' family responsibilities and work schedules.

Attendance

Students are expected to be in class every day, to arrive at class on time and stay for the entire class period (unless special arrangements have been made with the class teacher). Excessive lateness or early departure will need to be discussed with the teacher. Class attendance affects the student's grade. A student with excessive absences will not earn credit. Ask your teacher or the office each quarter for the specific number of days absent that will result in no credit for the quarter.

Reporting an absence: Call the school office (651) 228-7706 to report an absence. The office opens at 7:00 a.m., but a message may be left at any time. Acceptable reasons for absence include sickness (doctor verification is required for three (3) or more consecutive absences due to illness), doctor or dental appointments, immigration and housing appointments, family emergencies, and religious holidays. Vacations while school is in session are unexcused absences.

State Law: According to Minnesota State laws, students are expected to attend school every day except when excused. A note from a parent or guardian is required to excuse any absence (notes must be turned in to the school office). The school **must report excessive absences or tardiness** to the appropriate agencies (Ramsey County Truancy Intervention Program). If a student has an attendance problem, LEAP staff will work with the student and family to improve attendance.

Late arrivals: Students arriving to school after classes have begun must sign in at the office. A note from a parent/guardian or note from a doctor/dentist is required to excuse late arrival.

Tardiness (being late to class): Students must be on time to class or have a valid excuse for being tardy. Three (3) unexcused tardies will count as an unexcused absence from a class. Missing 20 minutes or more of any one class will count the same as an absence.

Missing classes during the school day: Any student missing a class (or classes) during the school day without a valid excuse will be considered to be “skipping” class. Teachers are not obligated to accept work from students on days when class was skipped. Repeatedly skipping classes will result in a meeting with a school administrator.

Dropped: If a student misses school for fifteen (15) consecutive days, the student will be dropped from the active school rolls and will need to re-register before he or she can return to classes.

Signing out of school: If a student must leave school (for an emergency, a valid appointment, or family reasons) he or she must sign out (if age 18 or over) in the main office or be signed out by a parent or guardian (if under 18). Leaving the building during school hours without appropriate sign-out in the main office will result in a meeting with a school administrator and possible disciplinary action.

Busing to and from School

Riding the School Bus: School bus transportation is provided for students 20 years old and younger who live more than one mile from school. Transported students are assigned a bus stop at a specific street corner. Students are required to get on and off the bus at their designated corner only. Students must live within St. Paul city limits to receive bus transportation.

Moving: If a student moves, he or she should notify the school office of the new address as soon as possible. Bus routes are managed by the St. Paul Public Schools’ transportation office; after changing addresses, a new bus stop will be arranged for student within three to five days.

Lockers

Students will be issued a lock and locker to store their belongings. Please keep the following rules in mind:

1. Each student must use the lock and locker assigned by the school.
2. The student is responsible for the contents of his/her locker.
3. The school is **not responsible** for loss of students’ possessions kept in lockers.
4. Do not put stickers or decorations that are difficult to remove on lockers.
5. To prevent theft, students should not give their lock combination to anyone.
6. Lockers are the property of the school. Locker searches can and will take place if the school administration has reason to believe that illegal and/or dangerous items are in the locker.

7. Locker “clean-outs” will be held during the school year for the purpose of maintaining a neat, pleasant and safe environment.
8. There is a replacement cost of \$5.00 if a lock is lost during the school year.
9. Spending time at a locker is not an acceptable excuse for being late to class. Students should stop at their lockers in a timely manner and/or carry materials with them so they are not late for class.

Lost or Damaged Books

Students are fully responsible for books and other materials assigned to them during the school year. Books and materials must be kept in good condition for future use. Students are responsible for paying for replacing books if they are lost or damaged to the point they cannot be used again.

Breakfast and Lunch

St. Paul Public Schools’ Food Service prepares breakfast and lunch for LEAP students. Breakfast is free for all students. Lunch is available for purchase, but students may qualify for free or reduced-price lunch by filling out a food service form and returning it to the office or to the cafeteria supervisor.

Emergency Contact

All students must provide the school office with their emergency contact information. Emergency contact information must be accurate and kept current (please tell the office if contact information changes). If a student moves he or she must inform the office of the new address, phone number, etc.

Identification (ID) Cards

Pictures for school ID card will be taken at the beginning of the school year. Students will receive a picture ID card shortly after pictures are taken, and should carry their ID card with them during the school day or during school activities. Students who start at LEAP during the school year will have an ID photo taken when they enroll.

Medication Policy

The Saint Paul Public Schools' policy is that all medication taken by a student at school must be under direct adult supervision. Before the school nurse may administer medication of any kind to a student, a permission form signed by a doctor and parent or guardian is needed. All medications must be brought to school in a container with the correct prescription information from a doctor or pharmacy.

II. STUDENT RESPONSIBILITIES

Dress Code, Student Appearance, Tattoos

Clothing should reflect the fact that students are in a school environment. Please keep the following rules in mind:

1. Clothing should be appropriate for a school setting; halter tops, short shorts, short skirts and shirts showing bare midriffs, etc. are not to be worn. Clothing must be worn in appropriate manner (for example, no sagging pants, no visible underpants or other undergarments etc.).
2. Clothing or jewelry containing inappropriate language, sexual references or images, or referring to criminal activity or any illegal substance are not to be worn.
3. Clothing reflecting gang affiliation is not to be worn.
4. No hats or headwear of any kind may be worn in school unless for religious reasons.
5. Tattoos cannot be visible if the tattoos show gang affiliation, inappropriate or sexual language or images, drugs or drug paraphernalia references, illegal or criminal acts, etc. Students need to cover any tattoos that are not appropriate for being seen in school.

Cellphones and other Electronic Devices

Use of the above items during the school day (classes, halls, etc.) is not permitted. The only item permitted in the classroom is the school-issued iPad. Electronic items used in class will be kept by teachers or other school staff; students can pick up their electronic items at the end of class or end of the school day.

Computer Use

Use of computers at LEAP is for educational and school-related purposes. Students are expected to follow teachers' instructions regarding use of computers and the Internet. Rules for using computers at LEAP include but are not limited to the following:

1. Students must have permission from a staff member to use computers or computer equipment.
2. Food and beverages are not permitted in labs or areas near computers or computer equipment.
3. LEAP computers are not to be used for socializing or accessing chat rooms or social networks, nor are they to be used for shopping, business, or promotional activities.
4. Students may not use LEAP computers to write, print, send, or view messages or images with nudity or sexual content.

5. Students may not write, print, send, or view messages with violent or criminal content, nor may they use LEAP computers to conduct illegal/criminal activity.
6. Students may not use LEAP computers to write, print, send or view threatening or hateful messages or images directed at another person or group.
7. Students may not access or use files or accounts belonging to another person without that persons' permission.

Smoking

No Smoking on the block surrounding the school. Smoking is prohibited on school property. Students who are 18 years and older must be off school property if they choose to smoke. Students who want to quit smoking can get more information about quitting from the school nurse.

Firearms & Other Weapons

Firearms (guns), explosives, and other weapons such as knives or tools that could be used to hurt or threaten another person are prohibited by the St. Paul Public Schools. Students can not bring weapons or replica (“look alike”) weapons to LEAP (the school building, parking lot, or school grounds) or to any school event in another location for any reason. School staff will call the police immediately if a student brings a weapon or replica weapon to school. The student will be suspended, parents or guardians will be contacted, and the student may be expelled from school. The police will take legal action related to breaking Minnesota laws about having a weapon or replica weapon in a school.

Alcohol

Alcohol (beer, wine, liquor, etc.) is prohibited by the St. Paul Public Schools. Students can not bring any kind of alcohol to LEAP (the school building, parking lot, or school grounds) or to any school event in another location for any reason, no matter how old the student is. Students who bring alcohol to school or who are at school after drinking alcohol will be suspended and the police will be called. Parents or guardians will be contacted, and the students will need an alcohol evaluation (a meeting with a health professional to discuss alcohol use) before returning to school. The police will take legal action related to breaking Minnesota laws about having alcohol in a school.

Illegal Drugs

Illegal drugs (marijuana, cocaine, and others) are against the law to have or use in Minnesota and are prohibited by the St. Paul Public Schools. Students can not bring any kind of drugs to LEAP (the school

building, parking lot, or school grounds) or to any school event in another location. Students who bring drugs to school or who are at school after using drugs will be suspended and the police will be called. Parents or guardians will be contacted, and the students will need a chemical evaluation (a meeting with a health professional to discuss drug use) before returning to school. The police will take legal action related to breaking Minnesota laws about having drugs in a school.

Assault, Physical or Sexual Harassment

LEAP students can not fight with or try to hurt other people (assault) at school in any way. Students who fight or hurt anyone will be suspended and other disciplinary action will follow. Parents or guardians will be contacted, and the police may be called. Students can not threaten other students with words or actions (physical harassment), or touch other people in an inappropriate way or make sexual comments about another person (sexual harassment). Students who make threats, touch others in an inappropriate way, or make inappropriate sexual comments will meet with an administrator, may be suspended, and parents or guardians may be contacted. Police may be called if the student's actions break any Minnesota laws about assault or harassment. In some cases the student may be expelled from school.

Elevators

No students may use the elevators unless they have received permission from the school nurse. Only students who are injured or who have a medical condition that prevents them from using the stairs may use the elevator. The school nurse will decide which students (including those who are pregnant) may use the elevator.

Discipline

The philosophy at LEAP is to create a safe and positive learning environment by encouraging and reinforcing appropriate behaviors. We believe that:

1. Everyone has the right to learn, and no one has the right to interfere with another's learning.
2. Everyone's person, dignity, well-being and material possessions are to be respected.
3. Every student can succeed.

When discipline problems arise at LEAP the following actions will be taken:

1. Problems are initially addressed by the classroom teacher or other school staff member. If it is necessary, a parent or guardian may be contacted by the classroom teacher.

2. If a problem continues, the administrator becomes involved and the consequences may include:
 - Removal of the student from class
 - In-school suspension for the class period
 - Parent/Guardian conference
 - Dismissal, suspension, expulsion

III. FAMILY & SCHOOL COMMUNICATION

Parent/Guardian Phone Calls to Students

If a parent or guardian would like to contact a student during the school day, he or she can leave a message with school office staff. In emergency cases the student will be contacted in class immediately.

Visitors

Parents, guardians and visitors are welcome to visit LEAP at any time. Please contact the office (651/228-7706) to make an appointment for a visit. Students enrolled at other schools or in other districts are invited to tour LEAP if they are thinking of transferring, but longer visits for LEAP events or due to vacation days at other schools are not permitted.

Parent/Teacher Information Nights and Conferences

School success comes from students and their families working with the school staff. The St. Paul school district schedules conferences at different times during the school year; other times for individual conferences may be scheduled by contacting the school office (651/228-7706).

School Closing Due to Bad Weather

In cases of bad weather (deep snow, extreme cold, etc.) the St. Paul school superintendent can decide to cancel school. When the school district closes all schools due to the weather, it will be announced on WCCO Radio (AM 830) and local TV stations. The closing will be listed as “St. Paul Public Schools.” LEAP will not be listed individually. School closing information will also be posted on the school district’s Web site: www.spps.org.

IV. REMINDER TO STUDENTS

Please remember that there are many different cultures at LEAP. If you have questions or concerns about the actions of another student, please talk to a teacher or other staff member. We would like to help answer any questions and prevent problems that can come from misunderstanding. We are all here to teach and learn in a respectful environment.