

Student Conduct

All students are entitled to a school and classroom environment conducive to learning. The purpose of this Student Conduct and Discipline Code is to ensure this occurs.

The format of this Code includes guidelines identifying rights and responsibilities. It is understood that if a student exercises the right, he/she must assume the responsibilities that accompany that right.

Assembly of Students

Condition Description

1. It is important to the orderly use of district facilities that the use of all space should be planned in advance whenever possible.
2. Students, faculty and administration are held accountable to the public and are responsible for the activities that are conducted in a school.

Guidelines:

1. Rights:
 - a. The meeting should be scheduled in advance;
 - b. Students shall have the right to gather informally.
2. Responsibilities:
 - a. Student Meeting
 - (1) The meeting should be scheduled in advance;
 - (2) Normal class activities shall not be disrupted;
 - (3) The meeting shall not result in hazard to person or property;
 - (4) The meeting shall be approved by school officials or sponsored by an official school club or organization with approval of school officials;
 - (5) No speaker who openly and knowingly advocates breaking the law shall be invited to speak. Invitations to speakers shall be approved by the principal or a designated representative;
 - (6) If a crowd is anticipated, a crowd control plan shall be approved by the appropriate office well in advance of the meeting.

b. Informal Student Gatherings

- (1) Students gathered informally shall not disrupt the orderly operation of the educational process.
- (2) Students gathered informally shall not infringe upon the rights of others to pursue their activities.

Dress and Grooming

Condition Description

1. Dress and grooming while in school is basically an individual responsibility of student and parents.
2. Dress and grooming is a factor of the total learning climate of a school and is important to the satisfactory progress of students. (Recommend uniform rules for elementary schools.)

Guidelines:

1. Rights:
 - a. Each school building shall prepare rules and regulations in regard to dress and grooming;
 - b. Within those rules and regulations, student dress and grooming is the responsibility of the individual student and parent.
2. Responsibilities:
 - a. Dress and grooming shall be clean and in keeping with health, sanitary, and safety practices;
 - b. Dress and grooming shall not be such as to disrupt the teaching-learning process.

Motor Vehicles

Condition Description

Certain school regulations are necessary because of insufficient parking and dangerous traffic patterns.

Guidelines:

1. Rights:
 - a. If the school provides for student vehicles on school premises, rules and regulations governing the use of student vehicles shall be reasonable and widely circulated. Permission to drive a vehicle onto the school premises may not be revoked without demonstrated cause;
 - b. Any licensed driver may drive a vehicle onto the school premises.

2. Responsibilities:

- a. All such vehicles must be registered with the school administration;
- b. No student vehicles will be permitted to leave the school grounds during the hours in which school is in session without the permission of the school administration;
- c. School rules as well as local and state traffic laws must be followed when operating vehicles on school premises.

Search and Seizure

Condition Description

The Board seeks to create a climate in the school which assures the safety and welfare of all individuals and their possessions.

Guidelines:

1. Rights:

- a. At the time of registration students will be informed of the conditions of use governing school property;
- b. Students may be assured that the rights of the individual shall always be balanced with the needs of the school. In a search and seizure situation, the following procedures shall be followed:
 - (1) Illegal items, (firearms, weapons, etc.) or other possessions reasonable determined by the proper school authorities to be a threat to the safety or security of the possessor or others, or evidence of an illegal act or school violation, may be seized by school officials;
 - (2) Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession;
 - (3) A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Items belonging to the school may be seized;
 - (4) The student shall be given the opportunity to be present when a search of personal possessions is conducted.

2. Responsibilities:

- a. Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of any person;
- b. Students shall not conceal evidence of an illegal act or school violation.

Attendance

The Board endorses the concept of compulsory school attendance and directs the administrative staff to comply with the statute as outlined in ORS 339.010 - 339.090.

Condition Description

1. Regular school attendance is of primary importance in development of good personal and social attitudes, behavior and work habits, and is essential to the satisfactory progress of students.
2. Regular school attendance is achieved by cooperation between the students, parents and the school.
3. It is the legal responsibility of parents to send and maintain their children in regular school attendance.
4. The school reserves the right to determine what is an “excused” and “unexcused” absence.

Guidelines:

1. Rights:
 - a. The school will offer a meaningful experience and encourage full individual development for each student;
 - b. Home instruction may be provided for a student who is:
 - (1) experiencing an extended medical condition, including pregnancy;
 - (2) Handicapped and has been suspended or excluded;
 - (3) Living in an approved group home and has been suspended or excluded.

Note: Parents may request this service or it may be initiated by the district.

2. Responsibilities:
 - a. Students may not attend school when they or others in the home have a communicable disease unless such attendance is authorized by a qualified health official;
 - b. Students will be punctual in reporting to school and to classes and shall attend regularly;
 - c. Parents are expected to advise the school when a student is ill or must be absent for other reasons;
 - d. There will be a specific plan of disciplinary action for each of the elementary, middle school, and senior high levels when a student fails to attend scheduled classes;
 - e. A record of attendance and disciplinary action will be maintained in each school;
 - f. The disciplinary action may result in suspension or expulsion in severe cases.

Freedom of Expression

Condition Description

1. One of the basic purposes of schooling is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the constitution.
2. Students, as citizens, have the right of free expression and must bear the responsibility for the consequences of such expression. Therefore, when school officials, or their representatives, have reason to believe that a student is unaware of the possible consequences of individual expression, they may find it necessary to review publications and speeches to be given to students, and to advise on matters of libel, slander, journalistic ethics and make decisions regarding these expressions.

Guidelines:

1. Rights:
 - a. Students are entitled to express their personal opinions under reasonable circumstances;
 - b. Students are encouraged to express written personal opinions in school publications and participate in publishing school publications. The publishing and editorial policies governing school publications will be in written form;
 - c. Under certain conditions, which should be spelled out locally, students may obtain school authorization to sell materials and engage in activities which solicit student financial contributions;
 - d. Students may refuse to participate in patriotic exercises unless such nonparticipation disrupts the educational process;
 - e. Students may wear certain distinctive insignias so long as they do not trespass on the right of others or interfere with the orderly operation of the school program.
2. Responsibilities:
 - a. Symbolic and actual freedom of expression shall not interfere with freedom of others to express themselves. The use of profane or obscene language and threats of harm to persons or property are prohibited;
 - b. Willful disobedience, open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline;
 - c. Any publication sponsored or in any way funded by the school shall be known as a school publication as opposed to a student publication. Example: A school newspaper should reflect the total life of a school community. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matter are prohibited from all school publications.

Student Records

Notice to Parents

“This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the student’s enrolling in said institution. Prior to the withdrawal of your child from our district you have the right to see your student’s records and a hearing to challenge the content of the record. Your request for a hearing must allow 45 days between the request and hearing. You may receive a copy of the records to be transferred if you desire. Any hearing must be held prior to the actual withdrawal of your child.”

“As a parent or a student 18 years of age or older, or if you are attending a post-secondary education institution, you have the right to inspect your educational records.”

“You have the right for a hearing should you choose to challenge the contents of such records to ensure that they are not inaccurate, misleading, or other wise in violation of the privacy or other rights of students.”

“The hearing will also provide you an opportunity to correct or delete any inaccuracies or otherwise inappropriate data and to insert into the records a written explanation if you so desire. The explanation or correction must respect the contents of the record. Your request to inspect the records shall be complied with two days from your request, but in no case more than 45 days from your request. The same time limits apply for a request for a hearing to challenge the content of such records.”

Visitors

Condition Description

To help protect student and school property and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or one the grounds.

Guidelines:

1. Rights:

Visitors are permitted on school premises so long as their presence is for constructive, not disruptive purposes, and school officials are aware of and approve of their visit.

2. Responsibilities:

- a. Visitors in the school building during a normal school day shall first come to the main office and arrange to conduct their business;
- b. No person should loiter on or near school property.

Physical Restraint

A teacher, administrator, or classified staff member is authorized to employ physical restraint when in their professional judgment the physical restraint is necessary to prevent a student from doing harm to anyone. When so employed, physical restraint shall not be considered a form of physical discipline.

Disciplinary Actions

Condition Description

1. Discipline of a school age child is basically the responsibility of the parents and is most effectively handled in school through a cooperative effort by parent and teacher.
2. Fairness and consistency in discipline shall be assured each student.
3. Behavior which impedes the learning of any student may cause school officials to discipline or remove the student from the formal learning environment for a period of time.
4. Teachers and administrators have the authority to invoke disciplinary actions and procedures in maintaining a climate conducive to learning and protection of life and property.
5. School disciplinary actions are civil, not criminal matters. Schools must clarify rights and procedures that assure fair treatment for each student in a learning environment.

Guidelines:

1. Rights:
 - a. Fair treatment for all students shall be such as to protect them from arbitrary and unreasonable decisions;
 - b. All decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of rules and regulations;
 - c. All students shall be informed of the school rules and procedures by which schools are governed and the processes by which discipline may be involved.
2. Responsibilities:
 - a. Students shall comply with the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers and school officials;
 - b. Students will not engage in the following types of conduct which shall make the students liable for discipline suspension, expulsion:
 - (1) Disruption of school or school function;
 - (2) Disruption of the learning environment of the classroom;
 - (3) Damage, destruction, or theft of school property;
 - (4) Damage, destruction or theft to private property, either on the school grounds, during a school activity, function, or school event off school grounds;

- (5) Intentionally doing bodily injury to any person, threatening any person, or knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon, either on the school grounds or during a school activity, function, or school event off school grounds;
- (6) Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, "including drug paraphernalia", Hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or use tobacco:
 - (a) Either on the school grounds or during a school activity, function, or school event off school grounds;
 - (b) Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule.
- (7) Other violations; willful disobedience, absenteeism, open defiance of a teacher's authority, or the use of obscene language or gestures.

3. Definitions:

- a. Summary Discipline Procedure is discipline for a minor infraction which may be handled without formal procedure;
- b. In-School Suspension is defined as suspensions of refractory students from class attendance;
- c. Out-of-School Suspension is defined as one of the following:
 - (1) "New" law allows suspension for 10 school days;
 - (2) Exclusion in cases being investigated pending expulsion; or
 - (3) In special circumstances a suspension may be continued until some specific pending action occurs; or
 - (4) After investigation and recommended expulsion by the administration until the Board if Directors has taken official action.
- d. "Expulsion of a student shall not extend beyond one calendar year."

4. Procedures:

- a. Complaints:
 - (1) Staff complaints - students should hear directly from the teacher or staff member the specific complaints if the student so desires;
 - (2) Student Complaints - the administrator of other official conducting the investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.
- b. Summary Discipline Procedures:
 - (1) Summary discipline procedures should enforce stated rules and policies in a fair and consistent manner;
 - (2) Positive reinforcement and reasonable consequences are encouraged;

- (3) These procedures may include, but are not limited to, assertive discipline, temporary removal from classroom, detention and Saturday School.

c. Suspension Procedures:

Students shall have notice of charge(s) in such terms as will permit changes in the course of conduct or afford opportunities for defense. In suspending students:

- (1) The student is informed of the charge, including the specific acts that support the charge, and is informed of suspension. In out-of-school suspensions, the student may be sent home for no longer than a ten-day period;
- (2) The parents or guardians are notified by telephone whenever possible of the suspension, and the reasons for the actions. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or refer the student to the proper authorities must be made with the consideration of that student's age, maturity, and the nature of the misconduct that caused the suspension;
- (3) The parents or guardians may request and be given a conference with the building principal;
- (4) Absence due to suspension will be considered an unexcused absence.

d. Expulsion Procedures:

A district Board or hearing officer shall not expel a student without a hearing, unless the student and parent or guardian waive, in writing, the right to a hearing. By waiving the right to a hearing, the student and parents agree to abide by the lawful findings of the hearing or review officer. An expulsion hearing shall contain provisions for the following:

- (1) The student is notified in writing of the specific charge or charges, when and where the hearing will take place, and the right to a representative, (an attorney, parent, or guardian);
- (2) A notice shall also be sent to the parent or guardian personally or by certified mail citing the charge or charges, and the specific acts that support the charge or charges. The notice shall state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and the right of the student or parents to representation. This notice shall be mailed at least five days prior to the hearing;
- (3) Unless otherwise provided by the Board, the executive officer of the school district, or the designated representative, shall act as the hearing or review officer and shall maintain control over and conduct the hearing or review;
- (4) The student shall be afforded the right to present their version as to charges and to make such showing by way of oral testimony, affidavits, or exhibits;
- (5) The students shall be permitted to hear the evidence presented against them;
- (6) The hearing officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student. The findings as to the facts and whether or not the pupil charged is guilty of the conduct alleged, and the decision of disciplinary action if any, including the duration of any expulsion shall be submitted to the Board by the hearing officer. The above decision

shall be make available in identical form and at the same time to the Board and the student and parents;

- (7) Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing;
- (8) Either party to the hearing may make a record of the hearing. Any expense will be borne by said party making the record;
- (9) The local district Board shall review the decision of the hearing officer and may affirm, modify, or reverse his decision;
- (10) Expulsion of a student shall not extend beyond one calendar year;
- (11) Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student expelled for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative programs have been made.