



STUDENT RIGHTS AND RESPONSIBILITIES
HANDBOOK
2019-2020

Official Parent and Student Notification

Reynolds School District #7
Reynolds District Office
1204 NE 201st Ave
Fairview, Oregon 97024
www.reynolds.k12.or.us

SUPERINTENDENT

Dr. Danna Diaz

BOARD OF DIRECTORS

Yesenia Delgado, Chair; Valerie Tewksbury, Vice Chair; Diego Hernandez, Director; John Lindenthal, Director; Ana Muñoz, Director; Ricardo Ruiz, Director; Joe Teeny, Director

NON-DISCRIMINATION STATEMENT

Reynolds School District is an equal opportunity educator and employer.

It is the policy of the Reynolds School District Board of Directors and School District that there will be no discrimination or harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status or age, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, marital status or age, of any other persons with whom the individual associates. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the Reynolds School District Office, (503) 661-7200.

All Career and Technical Education (CTE) programs in this school district are open to all students. The District commits to assure that the lack of English language skills will not serve as a barrier to admission and participation in CTE Programs.

The District will follow the Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR) and Reynolds School District School Board Policy (SBP), notwithstanding what may be printed in the handbook.

DEPARTMENT CONTACTS:

Chief Academic Officer: Dr. Nicole MacTavish (503) 661-7200 ext. 3206

Executive Director of Schools: Dr. Angela Freeman (503) 661-7200 ext. 3402

Executive Director of Student & Family Services: (503) 661-7200

Equal Opportunity, District Title IX (Students/Families), Section 504:
Executive Director of Student & Family Services (503) 661-7200

Athletics Title IX: Chris Coleman, Athletic Director (503) 667-3186 ext. 1008

Equal opportunity, Title VII, Title IX, American Disabilities Act (Staff):
Jennifer Ellis, Director of Human Capital Management at (503) 661-7200 ext. 3418

SPECIAL NEEDS CONTACT STATEMENT:

Persons having questions about or requests for special needs and accommodations should contact the Special Education Executive Director at the Reynolds School District Office, 1204 NE 201st Ave., 503-661-7200. Contact should be made 24 hours in advance of the event.

COMPLAINT PROCEDURES

Complaint procedures are listed in School Board policies: KL, KL-AR

DIRECTORY

District Administrative Office	(503) 661-7200
Maintenance	(503) 661-7200
Nutrition Services	(503) 491-3413
Technology	(503) 661-7200
Transportation	(503) 492-4921

Schools

Alder Elementary	(503) 491-2722
Davis Elementary	(503) 665-9193
Fairview Elementary	(503) 667-2954
Glenfair Elementary	(503) 491-2720
Hartley Elementary	(503) 665-0134
Margaret Scott Elementary	(503) 491-2721
Salish Ponds Elementary	(503) 492-7260
Sweetbriar Elementary	(503) 666-9441
Troutdale Elementary	(503) 665-4182
Wilkes Elementary	(503) 491-2724
Woodland Elementary	(503) 674-8188
HB Lee Middle	(503) 491-2723
Reynolds Middle	(503) 665-8166
Walt Morey Middle	(503) 491-1935
Reynolds High	(503) 667-3186
Reynolds Learning Academy	(503) 667-4673

TABLE OF CONTENTS

SCHOOL BOARD, SUPERINTENDENT, DISTRICT ADMINISTRATOR RESPONSIBILITIES	6
SCHOOL ADMINISTRATOR RESPONSIBILITIES	6
STAFF RESPONSIBILITIES	6
PARENT RESPONSIBILITIES	7
STUDENT RESPONSIBILITIES	7
HOME-SCHOOLED STUDENTS & INTERSCHOLASTIC ACTIVITIES	8
NUTRITION SERVICES RESPONSIBILITIES	8
EQUAL EDUCATIONAL OPPORTUNITY/ANTI-DISCRIMINATION	8
STUDENT/PARENT COMPLAINTS	9
ATTENDANCE AND ENROLLMENT	9
ADMINISTERING NON-INJECTABLE MEDICINES TO STUDENTS	10
FREEDOM OF EXPRESSION	11
SCHOOL PUBLICATIONS, DISPLAYS, AND PRODUCTIONS	11
ASSEMBLY/PROHIBITION OF SECRET SOCIETIES, GANGS, HATE GROUPS	12
RELIGIOUS INSTRUCTION	12
SCHOOL ENVIRONMENT	12
STUDENT CODE OF CONDUCT/DISCIPLINE	13
FREEDOM FROM DISCRIMINATION	13
ACADEMICS	14
STUDENT RECORDS	14
STUDENT DRESS AND GROOMING	16
STUDENT SKATEBOARD, SCOOTERS, BICYCLES AND LIKE DEVICES	16
MOTOR VEHICLES	16
SCHOOL CAMPUS MOBILITY	17
OFF-CAMPUS MISCONDUCT	17
BUS TRANSPORTATION	17
TECHNOLOGY/ELECTRONIC COMMUNICATIONS	18
PERSONAL COMMUNICATION DEVICES	18
WEAPONS	18
LASER POINTERS	19
HARASSMENT/BULLYING	19
ASSAULTS, MENACING, DISORDERLY CONDUCT AND THREATS	21
THEFT	21
VANDALISM/CRIMINAL MISCHIEF	22
TOBACCO AND INHALANT DELIVERY SYSTEMS	22
ALCOHOL AND CONTROLLED SUBSTANCES	23
SEARCH, SEIZURE, AND QUESTIONING	24
INTERSCHOLASTIC ATHLETICS	25
EXCLUSION FROM SCHOOL	25
ELECTRONIC COMMUNICATIONS SYSTEM	28

INTRODUCTION

The Board of Directors of the Reynolds School District believes that each student should receive the best education its resources can provide. The District's purpose is to provide opportunities for each student to realize success necessary for living a productive and rewarding life in our society. Being an instrument of the community, the school district will share responsibility with the home in providing an educational program that will help each individual resolve issues, and accept responsibilities. All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people. Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times and events that are considered "school sponsored."

A school-sponsored activity is one or more of the following:

1. Activities on school grounds and in school facilities.
2. Financing, transportation, or supervision provided by the school district.
3. Any activity that is the direct result of an in-school program.
4. An extended amount of class time taken to plan the activity.

This document is the result of the efforts to conserve Student Rights and the contents of the code must conform to Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR) 581-21-050 to 581-21-075 and District School Board Policies (SBP). **Questions that concern an issue in a particular school should be first addressed to that school and then, if necessary, directed to the appropriate official at the District Administration Office.**

In keeping with the Reynolds School District mission to provide the best education possible for every student the purpose of the Student Rights and Responsibilities handbook is:

- To establish clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment.
- To notify parents and students of these educational rights and responsibilities.

SCHOOL BOARD, SUPERINTENDENT, DISTRICT ADMINISTRATOR RESPONSIBILITIES

The School Board, through the Superintendent, has the responsibility to provide a quality educational program, to maintain well-qualified staff and give them full support in enforcing discipline that is consistent with District policies and regulations.

SCHOOL ADMINISTRATOR RESPONSIBILITIES

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment. Administrators have the responsibility to carry out School District policies and regulations and to make these known to staff, students, and parents. Administrators also have the responsibility to maintain an environment that is safe, culturally responsive, and conducive to an orderly education.

Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order and by demonstrating self-discipline and concern for all persons under their authority.

Administrators will be fair, firm, consistent, maintain open lines of communication and demonstrate respect in decisions affecting students. In regard to disciplinary action, administrators may consult with teachers, counselors, students, and other district intervention partners. Administrators should communicate with parents to establish procedures to improve student behavior when needed. Administrators shall follow equitable processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

STAFF RESPONSIBILITIES

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school and school sponsored activities. All members of the staff shall work with parents in a respectful and cooperative manner.

All staff members shall model their work and personal example through a respect for law and school rules. A staff member's conduct and guidance should encourage within the student: a desire to learn, a respect for honest work, and an interest in various fields of knowledge. Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and orienting students toward academic achievement and responsible behavior. A staff member will be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school-sponsored activities. All staff members shall demonstrate respect for parents, students, and other staff members, and the greater Reynolds community.

School officials have the authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

PARENT RESPONSIBILITIES

Whenever the term *parent* or *parents* is used in the handbook, it shall also refer to legal guardian or person with power of attorney to act as a parent.

The parent has the responsibility:

- To set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of others.
- To instill within the student a desire to learn, a respect for honest work, and an interest in exploring various fields of knowledge.
- To become familiar with and review with his or her child the regulations governing the student's school activities and the consequences of disobeying those regulations.
- To become acquainted with the school in which the student is enrolled through back-to-school nights, parent/teacher conferences, school functions, and classroom visitations.
- To sign-in at the main office and obtain a visitor's pass during school hours.
- To have the student attend school regularly and inform the school by phone or in writing of their child's absence and the reason.

The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately.

ORS: 339.010-030

STUDENT RESPONSIBILITIES

Students have a right:

- To a copy of the Student Rights and Responsibilities handbook.
- To appeal disciplinary decisions of staff and administration.
- To be treated equitably and respectfully by all Reynolds School District teachers, staff and administrators.

The student has the responsibility:

- To read and become aware of the contents of the school's and district handbooks.
- To follow staff directions.
- To comply explicitly with requests given by a teacher, administrator, school employee and/or volunteer.
- To comply with rules of the Reynolds School District.

Students will promote a safe school environment by protecting their own rights and the rights of others.

ORS: 339.240

HOME-SCHOOLED STUDENTS & INTERSCHOLASTIC ACTIVITIES

The District recognizes the rights of parents to educate students at home and acknowledges the Multnomah Education Service District's role in registering and monitoring test results for students who are being taught at home. Students may, upon parent request, be allowed to participate in district programs and curriculum if space and materials are available. Such students must then adhere to regular attendance procedures as established by the school. Parents are responsible for transportation for students attending selected school offerings. Only courses recognized by the State of Oregon will earn credits toward a diploma.

School Board Policy: IBDJA

NUTRITION SERVICES RESPONSIBILITIES

Reynolds School District Nutrition Services Department will provide breakfast and lunch service for all school sites. Information about available services may be obtained at each school.

Students have the right:

- To participate in the National School Meal Programs.
- Student households have the right to apply for meal benefits and are informed by the Reynolds and how to apply.
- To purchase ala carte and snack foods when available.

Students have the responsibility:

- To follow individual school rules governing expected behaviors in the cafeteria and meal service area.
- To respect and follow rules and regulations outlined for the National Meal Benefit program.
- Student households are responsible for keeping their meal account balance current.

EQUAL EDUCATIONAL OPPORTUNITY/ANTI-DISCRIMINATION

The Reynolds School District shall provide programs and activities based on equality for all students. No person shall on the basis of disability, sexual orientation, parental or marital status, national origin, race, religion, color, gender or gender identity, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Reynolds School Board.

In accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Distinctions on the basis of age are permitted where district policy, statutes, regulatory agencies and the welfare of the child or other children dictate.

Students have the right:

- To equitable access to all educational opportunities provided by Reynolds School District.
- To a welcoming, caring, harassment free, non-judgmental school environment.

Students have the responsibility:

- To conduct oneself in a respectful manner with all Reynolds School District teachers, staff and administrators.
- To refrain from activities that are culturally discriminating, disrespectful or destructive to others.

School Board Policy: GCCB/GDCB/IKAAA

STUDENT/PARENT COMPLAINTS

A student or parent who has a complaint concerning instructional materials or a specific staff member should first bring the matter to the staff member. If the outcome is not satisfactory, a conference with the principal, superintendent, or designee may be requested. Appeals may be made to the School Board in accordance with Board policy. *School Board Policy: AC, AC-AR, KL, KL-AR*

ATTENDANCE AND ENROLLMENT

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Students not attending school on a regular basis will be referred to the school district Attendance Officer and/or District Attorney along with county agencies assigned to keep kids in school. A citation may be issued for erratic or non-attendance. *School Board Policy: JEA, JEA-AR*

Students have the right:

- To attend school if they have reached the age of five by September 1, have not completed graduation requirements, or reached the age of 19. If a student's 19th birthday occurs during the school year he/she shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the (a) student is receiving special education or (b) the student is shown to be in need of additional education.

Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues or poor performance and effort are keeping the student from benefiting from his/her education program. *ORS: 339.065; 339.010-339.030; 339.250; 339.925*

Students have the responsibility:

- To attend school in the attendance area in which they reside.
- To attend classes on all scheduled school days at the school in which they are enrolled.
- To be punctual and observe policies governing absences and late arrivals.

Parents have the responsibility:

- To inform the school by phone or in writing of their child's absence and the reason.
- A parent or guardian or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed a Class C Violation (Failure to Send Child to School). Exceptions to attendance requirements may be granted as provided for students with prolonged disabilities. The classroom teacher is responsible for maintaining and reporting accurate student attendance records.

The School Board shall admit, free of charge, to schools of the District all qualified residents, authorize the admittance of other persons, determine who is not a resident, and fix tuition rates.

The District may accept for admission students from international exchange programs and other programs that may be authorized by the school board. For more information regarding exchange students refer to Board Policy JECB.

Truancy Procedure

Based on state statute and district policy, students of the Reynolds School District are required to attend school. If a student shows a pattern of absences or truancy, the following procedure will take place:

1. Students with potential problems will be brought to the attention of the Attendance Secretary or any school staff. Documentation of phone calls, conversations with parents, and reasons for absences will be recorded. Per district policy JED, excused absences may be subject to change and be deemed unexcused.
2. Initial Contact: The school will notify the parents by phone or letter of student regarding the truancy issue and how many days have been missed from school. This will be documented.
3. Meet with school official: If truancy continues, a meeting will be scheduled with the parents and school officials.
4. Formal Letter: If truancy continues after parent meeting, the school will send a letter to the parents by certified mail. Parents may request an evaluation of their student's current individualized education program (IEP), or an evaluation to determine if their student needs an IEP.
5. Citation: If truancy still continues, the parents may be cited by Multnomah County Law Enforcement (ORS 339.020; ORS 163.577). *ORS: 339.010-020; 39.065(1)(2); 339.115*

ADMINISTERING NON-INJECTABLE MEDICINES TO STUDENTS

The District recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take a non-injectable prescription or nonprescription medication at school on a temporary or regular basis for the conditions and procedures that follow.

All requests for the district to administer medication to a student shall be made by the parent/guardian in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions. Each medication must be submitted to the school in its original container.

The District reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

ORS: 109.640; 339.870.1; 433.806-433.830; 475.005-475.285, OAR: 581-21-0037, School Board Policy: JHCD

FREEDOM OF EXPRESSION

Students have the right:

- To express themselves in writing, verbally, or by assembly, as long as that expression does not violate the rights of others or substantially disrupt the educational environment.
- To attend a school in an atmosphere free from assault, (verbal and physical) name-calling, profanities, obscenities, racial or ethnic slurs, ridicule, threats of physical harm, harassment, and privacy invasion, discrimination or other forms of disenfranchisement.
- To express their feelings for friends, staff, or anyone else in an appropriate manner.

Students have the responsibility:

- To respect another person's justifiable right to privacy. Not to invade, either verbally or in publications another person's lawful right to privacy without that person's consent.
- For the effects of their expression on other individuals or groups. Students must follow the school rules. These include but are not limited to: no verbal or written assaults, menacing, profanities, obscenities, harassment, or ridicule.
- To restrain from public display of private affection.

SCHOOL PUBLICATIONS, DISPLAYS, AND PRODUCTIONS

School publications, productions, or displays that are considered school-sponsored or as part of the District curriculum are subject to the evaluation of school administrators, no matter if they are in the classroom or not. The final decision on whether or not they are suitable lies with the principal after he/she has consulted the teacher/advisor, and/or student representatives. Such publications, productions, and displays are reviewed by the following educational standards, but are not limited to:

- Whether the material is or may be defamatory or libelous.
- Whether the material is appropriate for the age, grade, and/or maturity of the audience.
- Whether the material is poorly written, inadequately researched, or prejudiced.
- Whether the material is/or may be disruptive to the school environment. For example, such disruption may occur if the material uses, advocates, or condones the use of vulgar or profane language, or advocates or condones the commission of unlawful acts or advocates violation of school rules, board policy, or the Student Rights and Responsibility Handbook.
- No illegal activity or profane or sexually suggestive language may be involved. Whether the material incriminates a student even though his/her name is not used.

Non-school Sponsored Publications and Advertisements

All non-school sponsored publications, which students desire to distribute on District property or at District activities, must comply with District standards. Students may not distribute materials, which are defamatory or libelous; threaten or intimidate an individual or group; are obscene; contain vulgar or offensive language; advocate breaking school or District rules; or advocate unlawful acts. *School Board Policy: KI/KJ*

Distribution Guidelines

Arrangements to distribute non-school sponsored publications must be made with the administrators or principal. Guidelines will be set and must be followed. Not obeying or checking with the administration can result in disciplinary action.

Liability

The District cannot take responsibility for non-school related publications. The authors, editors, publishers, distributors, and all others in any way associated with a non-school publication remain solely liable for any claims or litigation which may result and should not in any way rely upon any District permission to distribute, but should rely upon the advice of their own attorney.

ASSEMBLY/PROHIBITION OF SECRET SOCIETIES, GANGS, HATE GROUPS

All formal student meetings that occur on school grounds shall function only as a part of the educational process and as authorized in advance by the principal. Students gathered formally or informally shall not be a disruption to the educational process or infringe upon the rights of others.

Secret societies, gangs, hate groups, or any other groups, which advocate hatred, discrimination, or violence on any issue, are banned from the Reynolds School District. Likewise, any of the activities of such groups and their members are prohibited in district facilities and at school functions.

Prohibited activities include, but are not limited to, the following: congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, attire or insignia displaying weapons, and such language, codes and gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

ORS: 339.885, OAR: 581-21-0050 to-0075, School Board Policy: JFI

RELIGIOUS INSTRUCTION

A student attending public school may be excused from school for periods not exceeding two hours in a week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion. Parents or guardians must apply to the school in which the student is enrolled for release for instruction in religion. Transportation is not provided by Reynolds School District. ORS: 339.420

SCHOOL ENVIRONMENT

Students have the right:

- To attend school in a safe environment free of harassment, theft, drugs, vandalism, intimidation, or any threat to personal safety.
- To attend a school with respectful and culturally responsive faculty, administration and staff.
- To attend a school that is free of fighting or physical harm. School should be a safe place to be.
- To attend school without disruptions.

- To a barrier-free environment for all students, regardless of race, class, creed, color, religion, ancestry, national origin, age, economic status, gender, expression of identity, physical appearance, mental or physical disability.

Students have the responsibility:

- To respect the rights of staff, students, community, and others.
- To seek the assistance of authority when they have knowledge of any situation that would violate the safety of an individual or the school community.
- To resolve personal disputes in a peaceful and responsible manner that will maintain and contribute to a productive learning environment.
- To treat fellow students and staff respectfully.
- To keep disruptions from devices such as cell phones, and negative behavior such as altercations, name calling, or fighting out of the school environment.

STUDENT CODE OF CONDUCT/DISCIPLINE

Students have the right:

- To attend school free of corporal punishment. Corporal punishment is defined as an act that willfully inflicts or willfully causes the infliction of physical pain upon a student.
- To expect fair, consistent and reasonable consequences for non-compliance with school rules and policies as outlined in this handbook and the individual school handbooks.
- A positive, culturally responsive environment free of biased or discriminatory disciplinary practices.

Students have the responsibility:

- To pursue the prescribed course of study, submit to lawful authority of teachers and school officials, contribute to a productive learning climate and conduct themselves in an orderly fashion during the school day and school-sponsored activity. To develop a positive behavior toward self-discipline.
- To contribute to the safety of all students.

Failure to comply with these responsibilities may result in the student being denied participation in extracurricular activities. Titles and/or privileges granted to students may also be revoked (example: valedictorian, salutatorian, student body, class or club office position, prom, social activities, etc.).

ORS: 339.240-339.270, OAR: 581-21-0050; 581-21-0055, School Board Policy: JFC; JG

FREEDOM FROM DISCRIMINATION

All students are entitled to attend Reynolds schools free from discrimination based on race, color, religion, gender, gender identity, sexual orientation, national origin, parental or marital status, age, or disability.

Students have the right:

- To be free from discrimination and are protected in this right by board policy, state and federal law. If students believe they have been discriminated against because of their race, color, religion, gender,

gender identity, sexual orientation, national origin, parental or marital status, age, or disability, they should inform their parent and immediately report the incident to a school administrator or counselor.

Students have the responsibility:

- To not discriminate against others. The board expects students to contribute to a productive learning environment and respect all individuals in the school community. Students who are found to have discriminated against persons in the school setting, to and from school, or at school-sponsored events shall subject themselves to disciplinary action leading up to and including suspension and expulsion.

ORS: 336.067. OAR: 581.021.0044-.0049, School Board Policy: AC, AC-AR

ACADEMICS

Students have the right:

- To be informed of and participate in an appropriate course of studies.
- To equitable access and distribution of academic knowledge.
- To be informed of the teacher's expectations for them in their classes.
- To be informed of their academic progress.

Students have the responsibility:

- To participate in class and complete the assigned work in a timely manner.
- To behave in a manner that does not disrupt the school environment.
- To demonstrate a high degree of academic integrity.
- To refrain from plagiarism or any form of cheating.
- To monitor their own academic performance.

ORS: 339.250 (1); 336.179

STUDENT RECORDS

Eligible students and their parents have the right:

- To inspect and review the student's records.
- To receive a copy of the student's educational records.
- To request that the records be amended to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy or other rights.
- To request a hearing if the District refuses to amend a record.
- To consent to disclosure of personally identifiable information contained in the student's education records.
- To obtain a copy of the Student Records Policy IGBAB/JO from the Superintendent's Office or online.

Eligible students and their parents have the responsibility:

- To make a request to the principal to inspect the student's educational records. The request should specify as precisely as possible the record to be inspected.
- A student's educational records are confidential and protected from unauthorized inspection or use.
- Directory information: Parents should make a written request to the principal within 15 days of receipt of this information if they do not wish to have their directory information disclosed. If no written request is received, the district may disclose information deemed to be directory information.
- Every year students throughout Oregon take state assessments prescribed by the Oregon Department of Education. These tests include the Kindergarten Assessment, OAKS Online Science and Social Science, Smarter Balanced English/Language Arts and Mathematics, English Language Proficiency Assessment (ELPA21), OAKS Extended Assessments, PSAT/NMSQT and Logramos Spanish Literacy Assessment.

Oregon Statewide Assessment System (OSAS) Language Arts and Math Parent Exemption Guidelines

Oregon Statewide Assessment System (OSAS) English Language Arts and Mathematics Opt-Out: The purpose of the assessments is to show individual student growth over time and to provide supplementary student-specific data that teachers can use to ensure each and every child is on track to reach goals for college and career readiness. However, House Bill 2655 permits parents and adult students to annually opt-out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form for 2019-20 at least 30 days prior to the start of testing. Visit this link to learn more about House Bill 2655: <http://tinyurl.com/OR-HB2655>. The form is also available online in multiple languages on the district website by selecting Parents from the menu bar and then selecting *2019-20 Parent Exemption Guidelines* or at the following website address: <https://www.reynolds.k12.or.us/district/2019-20-parent-exemption-guidelines>. The opt-out form **may not be altered** to include any other OSAS assessment. The opt-out form is strictly limited to OSAS English Language Arts and/or Mathematics tests.

OSAS Exemptions: The procedure for the OSAS Science, Social Science, ELPA, Kindergarten, and Extended Assessments in ELA, Math, and Science is different from the opt-out form procedure. OAR 581-022-1910 allows school districts to excuse students from state testing based on either **disability or religion**. In order for the school district to excuse a student from testing under this rule, the student's parent must submit a written request to the school district, listing the reason for the request and proposing an alternative individualized learning activity for the student that meets the same goals that would be accomplished by participation in state testing. Appropriate school personnel must evaluate and approve the parent request.

Please contact the Assessment and Evaluation Director if you need help or have questions about state testing at 503.661.7200, extension 3243. All forms and/or applications may be sent to the Director of Assessment and Evaluation at 1204 NE 201st Avenue, Fairview, OR, 97024.

To learn more about what your child should know and be able to do in English Language Arts and Math go to <http://tinyurl.com/ELARoadmap> or <http://tinyurl.com/MathRoadmap>. To view sample test questions, go to <http://tinyurl.com/ORPracticeTests>. To read more about your child's test results go to <http://tinyurl.com/ORTestResults>.

STUDENT DRESS AND GROOMING

Students have the right:

- To dress and groom as they and their parents choose within the guidelines set by board policy and each school.

Students have the responsibility:

- To maintain their person in such a manner as to comply with health, sanitary, and safety standards.
- To dress and groom so that the teaching/learning process is not disrupted.
- Students who represent the school in voluntary activities may be required to conform to dress and grooming standards defined by the school and approved by the superintendent. Student participation may be denied if those standards are not met.
- Clothing should be free from advertisement slogans related to alcohol, drugs, tobacco, gangs, or sexual innuendoes.

ORS: 339.240-.250 School Board Policy: JFCA

STUDENT SKATEBOARD, SCOOTERS, BICYCLES AND LIKE DEVICES

The use of skateboards, scooters (including electrical or gas powered devices) on Reynolds School District grounds is not allowed. Students may carry skateboards, scooters, or like devices on the grounds of the school in which they are enrolled (and not to any other school) for use off the property.

Students violating this policy will be disciplined according to regular school procedures. Devices may be confiscated by school authorities for parents to retrieve.

Students riding bicycles or scooters to school are responsible to comply with the school bicycle policies. Violation of the bicycle policies may result in the consequences at that school and/or the student losing the privilege of riding the bicycle to school.

School Board Policy: JHFC

MOTOR VEHICLES

Students have the right:

- To drive licensed motor vehicles only to the high school subject to availability of parking and compliance with school vehicle policies.

Students have the responsibility to adhere to the following rules and regulations:

- Student vehicles operated on school premises are subject to local and state traffic ordinances and all traffic citations double in school zones.
- Student drivers must hold a valid driver's license and the vehicles must be licensed, insured and registered with the school administration.
- All vehicles parked on school property are under the jurisdiction of the district and will be subject to search when there is a reasonable suspicion to believe an illegal act, violation of student conduct or district policy has occurred.

- Students shall not loiter in cars or in the parking lot during the school day.
- The speed limit on campus is 10 miles per hour.
- Student vehicles will be cited and towed away at owner expense if they are parked in unauthorized areas.
- Student drivers are subject to additional regulations defined in the Reynolds High School parent/student handbook.

ORS: 332.445; 339.254, School Board Policy: JHFD

SCHOOL CAMPUS MOBILITY

Students have the right:

- To know that all schools have a closed campus. Movement of students during required school hours is confined to school property except when specifically released for reasons such as medical appointments or educational programs such as cooperative work experience and field trips.
- To be released from campus with parent and/or administrative permission on file in the school office.
- To remain on campus at all times unless released and signed out to leave campus.
- To know and comply with individual school campus regulations.

Students have the responsibility:

- To know the specific regulations concerning campus mobility will vary from school to school and affect age groups differently.

OFF-CAMPUS MISCONDUCT

Students may face disciplinary consequences for conduct that occurs off the school premises at school-related or supervised functions, including, but not limited to: (1) behavior that occurs while at a bus stop, traveling on a bus to and from school if the behavior has a threatening effect on student safety or physical or mental health or (2) any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district.

BUS TRANSPORTATION

Students have the right:

- To District provided school bus transportation to and from school if they live more than one mile from school for elementary or one and one half miles from school for secondary. Students are expected to follow State and District rules governing pupils riding school buses and activity vehicles, which must be posted in a conspicuous place in all school buses. Failure to follow State or District rules, could lead to suspension of school bus riding privileges.

ORS: Chapter 820; 332.405, OAR: 581-21-010

TECHNOLOGY/ELECTRONIC COMMUNICATIONS

The Reynolds School District will provide students with access to the district's electronic communications network. This network includes communications between all of the district's local area networks and Internet access. Students will be held accountable if they promote or teach the misuse of the District's electronic communications network

Students have the right:

- To use the district's network for educational purposes including classroom activities and professional or career development.

Students have the responsibility:

- To read and follow the district's Electronic Communications Agreement. The agreement is the guide for acceptable use of the Network. It includes guidelines for personal safety and rules with respect to illegal activity, system security, inappropriate conduct, respecting resource units, limited expectation of privacy, plagiarism, copyright infringement, inappropriate access of material and other limitations necessary to enable the district to provide this opportunity to use the network.

PERSONAL COMMUNICATION DEVICES

Students and staff should be allowed to complete their tasks *without* the interruption of communication devices such as pagers, cell phones, or audio headsets (other than for school use) while attending school or school-associated activities, on or off the school property including school buses. If the communication device disrupts the educational environment or impacts the safety of others, it is subject to confiscation and forfeiture to the district. Exceptions are: police officers, school administrators, staff, and active members of emergency medical technicians.

A personal communication device is one that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. If the communication device disrupts the educational environment, it is subject to being confiscated and forfeited to the District.

Cell Phone Photographs:

- Cell phone photographs are discouraged during school hours.
- Use of cell phone photographs is strictly prohibited in the restrooms or locker room areas at any time.

ORS: 332.107, School Board Policy: JFCEB

WEAPONS

Students have the right:

- To attend a school without fear of weapons.
- To attend a school free of threats to their physical or emotional well-being.

Students have the responsibility:

- Not to possess weapons or "look-alikes" in or around the school grounds/facilities or at school-sponsored activities.
- To report knowledge of weapons that might be in a student's possession or on the school grounds.

- To report any person who threatens to harm any student or staff member.

Students shall not bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

As defined by state and federal law, the term *weapon* includes:

1. *Dangerous weapon* – means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. *Deadly Weapon* – means any instrument, article or substance specifically designed for and capable of causing death or serious physical injury;
3. *Firearm* – means any instrument (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of explosive, frame, or receiver of any such weapon, any firearm silencer or any destructive device.
4. *Destructive device* – means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive instrument or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

School Board Policy: JFCJ

LASER POINTERS

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pointers while on district property, while attending a district-sponsored activity on or off district property, or while traveling to or from any school event is prohibited. The student will be subject to discipline, including the confiscation of the laser pointer. *School Board Policy: JFC*

HARASSMENT/BULLYING

Hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

Definitions

District includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

Harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

Teen dating violence means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Cyberbullying is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property/equipment to violate district harassment policy.

Retaliation means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

Menacing includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting

The building principal will conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the building

principal. Failure of an employee to report any act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the building principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board Chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent or designee review the actions taken in the initial investigation, in accordance with administrative and district complaint procedures.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

School Board Policy: JFCF/GBNA

ASSAULTS, MENACING, DISORDERLY CONDUCT AND THREATS

Students, staff, and community are entitled to attend schools in an environment where physical or mental violence does not occur. Persons who engage, promote, or become involved in such activities can and will be held accountable for their actions. Assault is defined as any offensive physical contact that results in a visible injury. Menacing means the student intentionally attempts, by word or conduct, to place a district employee or another student in fear of imminent serious physical injury.

Disorderly conduct is defined as intentionally causing public inconvenience, annoyance, or alarm by engaging in or participating in fighting or any violent threatening behavior. It also includes making unreasonable noise, disrupting lawful assembly of persons, or congregating with others in public places, and refusing to comply with a lawful order of law enforcement to leave. Students will not verbally, in writing, or by any conduct threaten, intimidate, harass, or coerce any fellow student or district employee. Any violation will be considered serious and may result in suspension and/or expulsion against the individual, and the possibility of criminal or civil action being taken against the individual and his/her family.

ORS: 163.160; 163.190; 166.025; 339.240-250; 339.325-327, HB: 3444, School Board Policy: JFCM

THEFT

Students have the right:

- To not have their personal property taken or damaged.
- To take reasonable precautions to ensure the security of their personal property.

Students have the responsibility:

- To respect the property of others including fellow students, staff, the School District, and the community.
- To take reasonable precautions to secure and protect their personal property.
- To report thefts to the authorities.
- To leave all valuable personal property at home particularly all electronic devices.

Theft is defined as taking, obtaining, or withholding another person's property. Theft constitutes criminal conduct under Oregon State law. The school will take disciplinary action regardless of the consequences or sanctions imposed by the State of Oregon. Law enforcement may be notified at the discretion of the school administrators.

ORS: 164.015, .043, .045, .055

VANDALISM/CRIMINAL MISCHIEF

Students have the right:

- To attend a school that is clean, safe, well maintained and in a state of good repair.

Students have the responsibility:

- To assist in the maintenance of a clean school and refrain from littering and damaging property.
- To take reasonable personal action and make a report to school or law enforcement authorities when violations are observed.
- To leave all valuable personal property at home particularly all electronic devices.

Vandalism or criminal mischief is basically defined as intentionally causing substantial inconvenience to the owner or to another person and having no right to do so nor reasonable grounds to believe that the person has such a right, tampers, or interferes with the property of another.

Vandalism includes the abuse of any school property, including items such as textbooks, desks, lockers, chairs, computers, bathrooms, and other school equipment. Vandalism to school property is a criminal action under the laws of the State of Oregon and law enforcement will be notified. Disciplinary action will be taken by the school that could result in any or all of the following:

1. Restitution to the school for damages incurred. This also includes the work hours to repair damages.
2. Other appropriate discipline.
3. Arrest and criminal prosecution and/or civil action. *ORS: 164.345, .354, .365*

TOBACCO AND INHALANT DELIVERY SYSTEMS

Students have the right:

- To attend school in an environment free of tobacco, smoke, aerosols and/or vapors containing inhalants.
- To be free from pressure by their peers to use or possess tobacco.

Students have the responsibility:

- To not use or possess tobacco, in any form, including smoking, chewing, vaporizing, aerosolizing or in any other form.
- To not use or possess any form of inhalant delivery system in any building, facility, or vehicle owned, leased, rented or chartered by the school district, school, or public charter school, or on school grounds, athletic grounds, or parking lots, or at school-sponsored activities on or off district premises.
- To not pressure another student to use tobacco.

“It is unlawful for any person under 18 years of age to possess tobacco products.” The Reynolds School District has declared that all of its facilities will be tobacco free for all staff, students, visitors, and community members. Students, including those students who are 18 years or older, possessing or using conventional or electronic tobacco products or other inhalant delivery system may be subject to arrest and/or suspension/expulsion.

If possession or use occurs on school grounds, or while participating in school-sponsored activities, or during lunch when students are off campus, students will be subject to discipline up to and including expulsion. (This statement also pertains to Drug and Alcohol Issues.) All others using tobacco on school properties will be asked to stop or leave or they may be subject to arrest for trespass.

The school have a responsibility to diligently and regularly inform all students that tobacco use is hazardous to their health. Counseling and other support services will be provided to students and staff wishing to remain tobacco free. There are additional consequences for students involved in athletics regarding the use of tobacco.

ORS: 339.240-250; 339.865, OAR: 581-21-0050-0075; 581-53-015; School Board Policy: JFCG

ALCOHOL AND CONTROLLED SUBSTANCES**Students have the right:**

- To attend schools in an environment free of alcoholic beverages and controlled substances.
- To be free of pressure from their peers or others to use, possess, or distribute alcohol or controlled substances.

Students have the responsibility:

- Not to possess, distribute, or be under the influence of alcohol or controlled substances/drugs (narcotics, marijuana, inhalants, dangerous mind altering substances, unauthorized medication, or drug paraphernalia) as described in ORS Chapter 475.
- Not to possess, distribute or attempt to distribute “look alike” controlled substances or alcohol in circumstances in which another person would reasonably be caused to believe that the “look alike” substances were controlled substances or being represented to be controlled substance.

The Reynolds School District, as well as the whole community, recognizes that the abuse of drugs and alcohol pose extreme serious health risks. Curriculums are taught in all of our schools in the District to inform students that the abuse of drugs and alcohol is wrong and harmful (refer to page 23, Tobacco).

The District administrators are responsible for assessing penalties to students who possess, distribute, attempt to distribute, or are under the influence of alcohol which is wrong and harmful.

Consumption/under the influence of, possession, distribution, attempted distribution of alcohol or controlled substances, abusive chemicals, unauthorized medications, or possession of drug-related paraphernalia will result in disciplinary action. Additional counseling and other support services will be provided to students wishing to remain free of alcohol and controlled substances.

A student may be disciplined for violation of the district's rules regarding possession of alcohol and controlled substances, (including residue in pockets, pipes, etc.), possession of paraphernalia, or look-alikes. (Refer to District policy for suspension/expulsion rules.)

Exceptions to the foregoing rules regarding possession of alcoholic/controlled substances or "look-alikes" as used in dramatic productions, athletic events, classroom instruction, or school/club activities are permitted pursuant to prior arrangements and written permission under direct staff supervision.

ORS: 339.240 to .250, OAR: 581-21-0050 to -0075; 581-22-0413; 581-53-0015, School Board Policy: JFCH JFCI

SEARCH, SEIZURE, AND QUESTIONING

Students have the right:

- To be present, whenever reasonable, when his or her property or school property in use by such students is being searched. There may be occasions, however, when school officials believe it is in the best interests of the safety of the students or the general welfare of the school to conduct a search in the student's absence.

Students have the responsibility:

- To cooperate with the school staff and/or law enforcement.
- Not to bring upon school premises, dangerous weapons or "look-alikes", unlawful drugs or other prohibited substances or items constituting a threat to the health or safety of any person.

Searches and Seizures

The School Board seeks to assure a climate in the schools, which is appropriate for institutions of learning and which assures the safety and welfare of personnel and students. To assist the Board in attaining these goals, school officials may search the person and the personal property, including the facility or property provided by the school. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

The Superintendent will develop procedures for implementing this policy in a manner that assures individual rights are balanced with the larger needs of the school, following these basic procedures:

1. A search of a student's person will be conducted when there is reasonable suspicion to believe that the particular student is concealing evidence of an illegal act or school violation.
2. The search shall be "reasonable in scope," related to the objectives of the search, and not excessively intrusive in light of the age, gender, maturity of the student and nature of the infraction.
3. Student vehicle searches.
4. Illegal items (firearms, weapons, narcotics, etc.) or possessions determined to be a threat to the safety or security of others will be seized by school officials. When illegal items are seized, school officials will notify law enforcement.

5. Items that may be used to disrupt or interfere with the educational process will be temporarily removed from the student's possession.
6. A general search of school properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the school, which are unlawful, or are in violations of school policy will be seized. Students may be notified that searches of school property have occurred and will be notified of any items seized.
7. At the time school equipment (for example, school lockers) is assigned to students for their use, students will be informed of conditions for the use of such equipment and of the intent of school personnel to conduct routine searches.
8. Drug sniffing dogs may be used to examine lockers, other student storage areas and vehicles. Such activities may occur at any time.

ORS: 419B.010-419B.045M OAR: 581-21-0050 to -0075, School Board Policy: JFG, JFG-AR

Questioning by Law Enforcement Officials Regarding Non-School Related Issues

Normally, questioning of students for non-school related issues should occur outside the school. When law enforcement officials find it necessary to question a student during the school day or during periods of extracurricular activities, they shall report their presence to a building administrator first and the school principal or designee will be present.

Reasonable efforts will be made to contact the parents, prior to questioning so that the responsible adult may be notified of the situation. However, in some cases, Department of Human Services and law enforcement officials may exclude school personnel from the investigation procedures and may prohibit school personnel from contacting parents.

The school administration should inform the investigating officer(s) if the student they are to question has any known disabling conditions. Confidential records cannot be used in an investigation without an appropriate subpoena or in other conformance with Oregon law. If a custody or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials and that the least possible disruption is caused to the learning environment.

School Board Policy: JF; JFG-AR

INTERSCHOLASTIC ATHLETICS

Reynolds School District is a member of the Oregon School Athletics Association (OSAA). In all athletic matters, the Board will adhere to the policies, rules and regulations of the OSAA.

EXCLUSION FROM SCHOOL

The Reynolds School District is committed to preparing to each and every child for a world yet to be imagined. To this extent the district employs non-exclusionary practices whenever possible to ensure that students have equitable access to education. However, when exclusion from school is necessary for the well-being and safety of district teachers, staff, students and administrators:

Students/Parents have the right:

- To be presented with a verbal or written statement of the charges.

- To be given the opportunity to be heard and present his/her view of the occurrence.
- To all due process guarantees contained in the school district's stated procedure for suspension and/or expulsion.
- To be treated in a respectful manner, free of bias or other forms of discrimination.
- To receive reasonable and prompt notification of a suspension/expulsion.

Students/Parents have the responsibility:

- To comply with school rules and regulations at school and at all school related activities as outlined in the introduction of this handbook.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

ORS: 339.240-.250; 339.250; 659.850 OAR: 581-21-0050 –0075

Suspension

Suspension temporarily removes the privilege and duty of a student to attend school and/or school activities for a period of time generally up to, but not exceeding, three school days per incident. A longer suspension may be necessary while officials review evidence, gather relevant facts and possibly take further action. In determining the length of the suspension, the principal will take into account the severity of the act and the previous behavior of the student. School administration will notify parents as quickly as possible of a suspension.

In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained. When a student with an IEP is being considered for suspension or expulsion from school, all procedures mandated by IDEA will be addressed.

A conference may be required for the student and/or the student's parents before reinstatement takes place. Any reinstatement requirements other than simply returning to class shall be presented in written form and contained in the suspension letter or referral form.

Upon return to school, students have the right to make up assignments missed during the time of suspension and to be granted credit. It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to provide any additional instruction.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

- Non-accidental conduct causing serious physical harm to a student or employee;
- When a school administrator determines the student's conduct poses a threat to the health or safety of students or employees; or
- When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

The district shall consider the age of the student and the student's past pattern of behavior prior to a suspension or expulsion of a student.

Expulsion

Expulsion means that a student is removed from school and all school-related activities for an extended period of time, not to exceed beyond one calendar year. Expulsion may not be used to address truancy. Expulsions are recommended by the principal to the superintendent or designee. The superintendent or designee may modify the expulsion requirement for a student on a case-by-case basis. After review, the superintendent or designee may forward recommendations to the district hearings officer.

The decision of the hearings officer may be appealed to the School Board. Expulsion is used in cases of extreme severity or for repeated serious violations of school rules or District regulations.

District procedure provides for written notification to the students' parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process, and rights unique to certified handicapped students.

Recommendation for expulsion will be considered in the first instance, but not limited to for possession of any type of weapon (ORS: 339.250(3) and (4)(a))

Admission of Students on Expulsion:

The School Board shall deny for at least one calendar year from the date of the expulsion, regular school admission to students who have become residents and who are under expulsion from another school district for a weapons policy violation.

The Board may also deny regular school admission to students who have become residents and who are under expulsion from another school district for reasons other than a weapons policy violation.

School Board Policy: JECA

"Gun Free School Zone Act: For any student who is determined to have brought a weapon to school, federal law (Public Law 103-227 section 8001) and Oregon law (HB 2487) requires expulsion from school for a period of not less than one year."

ORS: 339.240 - .254; 332.061; 336.615; 336.655; 659A.003, OAR: 581-021-0050 to 0070, School Board Policy: JFCJ; JGE

Electronic Communications System

Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
 - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code;
or
 - c. Harmful to minors.
2. “Harmful to minors” as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act; sexual contact” as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor” as defined by CIPA means an individual who has not attained the age of 17. For the purposes of board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. “Inappropriate matter” as defined by the district means material that is inconsistent with general public education purposes, the district’s mission and goals.¹
6. “District proprietary information” is defined as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district’s business.

¹As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

7. "District software" is defined as any commercial or staff developed software acquired using district resources.

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff a copy of district policy and administrative regulations;
3. Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized;
4. Provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use on the personal electronic device is no longer authorized, to insure verification that information downloaded has been properly removed from the personal electronic device;
5. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system;
6. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
7. Install and use desktop and/or server virus detection and removal software;
8. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
9. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
10. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, chat rooms and other forms of direct electronic communication;
11. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;

12. Determine which users and sites accessible as part of the district's system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
13. Determine which users will be provided access to the district's e-mail system;
14. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
 - g. Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;
 - h. Transmission of any materials regarding political campaigns is prohibited.
15. Ensure all student, staff and non-school system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the district office.
16. Notify users of known copyright infringing activities and deny access to or remove the material.

System Access

1. Access to the district's system is authorized to:

Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

2. Students, staff, board members, volunteers, district contractors and other members of the public may be permitted to use the district's system for personal use, in addition to official district business, consistent with board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of district-owned computers including Internet and e-mail access by employees is prohibited during the employee's work hours. Additionally, board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
 - (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political advocacy and/or advocacy for a cause.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;

- d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
 - (1) Harmful to minors;
 - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
 - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
- i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
- j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

2. Guidelines/Etiquette

System users will:

- a. Follow the same standards for communicating online that are expected in the classroom and consistent with board policy and administrative regulations;

- b. Respect other people’s time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Follow the guidelines for managing and composing effective e-mail messages:
 - (1) One subject per message - avoid covering various issues in a single e-mail message;
 - (2) Use a descriptive heading;
 - (3) Be concise - keep message short and to the point;
 - (4) Write short sentences;
 - (5) Use bulleted lists to break up complicated text;
 - (6) Conclude message with actions required and target dates;
 - (7) Remove e-mail in accordance with established guidelines;
 - (8) Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
 - (9) Always sign messages;
 - (10) Always acknowledge receipt of a document or file.
- g. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user’s account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district’s computers, e-mail system or Internet access which is unknown to the district;
- h. Communicate only with such users and/or sites as may be authorized by the district;
- i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
- j. Report violations of the district’s policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

Complaints

The district’s established complaint procedure will be used for complaints concerning violations of the district’s Electronic Communications System policy and/or administrative regulation. See board policy KL and accompanying administrative regulation

Violations/Consequences

1. Students

- a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

2. Staff

- a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with board policy, collective bargaining agreements and applicable provisions of law.
- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
- d. Violations of ORS 244.040 will be reported to GSPC.

3. Others

- a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
- b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district's system.
2. Any disputes or problems regarding phone services for home users of the district's system are strictly between the system user and his/her local phone company and/or long distance service provider.

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the district's system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the district's system. These individuals and agencies are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.
4. The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.



**Reynolds School District
Administration Offices**
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Fall 2019

Dear Reynolds School District Family,

Along with this letter, you are receiving your copy of the **Reynolds School District Rights and Responsibilities Handbook** for students and parents.

This handbook is designed to provide students, parents, guardians, school personnel, and the public with a concise, comprehensive description of the policies, rules, regulations and expectations in the school district. It ensures that everyone mentioned above has been fully informed of individual rights and responsibilities. Each school within our district also has information important for parents and students in their school community. The school handbooks are companions to this one.

Cooperation between the home, the school and the community is essential in order to ensure that all students attending within the Reynolds School District receive the full benefits of their education. Accordingly, all students, parents, guardians, school personnel, and concerned members of the public are encouraged to be familiar with the entire contents of this handbook.

If you have more than one student and have received more than one copy of the handbook, please return any extras to the school for reuse. Finally, please return the bottom portion of this letter to your student's school for our records.

Thank you!

Please return the bottom portion of this letter to school with your student if you did not complete this form in your initial registration packet.

Receipt for Reynolds School District Rights & Responsibilities Handbook

I have received a copy of the Reynolds School District Rights & Responsibilities Handbook.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School: _____

