

**Reynolds High School**

**Student Rights  
and  
Responsibilities**

**2016-2017**



## **Rights and Responsibilities**

The Board of Education of the Reynolds School District has the responsibility to provide an appropriate educational program and atmosphere for each student enrolled at Reynolds High School. Parents, administrators, teachers, students and others responsible for the welfare of the student must cooperate to provide this opportunity.

To meet this responsibility, rules and procedures, which balance the student's need for dignity and independence with the school's rights and responsibilities, have been established. These rules and procedures are designed to be fair, and carried out in a manner that safeguard, each student's right to the best education possible. The objective of rules is to hold distracting forces to a minimum, to maintain a safe and secure setting and to eliminate behavior that disrupts the educational process.

Disciplinary action becomes necessary when students act contrary to the rights and responsibilities of themselves, other students, staff members or the school.

The material contained in these policies is open for review by all parties and is in accordance with Oregon Revised Statute. (ORS) 339.250

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## **General Information**

### **Building Hours & Supervision**

RHS will be open on Monday (Late Starts) from 8:30 am – 4:00 pm, Tuesday through Thursday from 7:30 a.m. - 4:00 p.m., and Friday from 7 a.m. to 3:30 p.m.

### **Visitors**

**ALL** visitors must sign in at the main office upon arrival. Visitors must receive and wear a visitor's badge, and then sign out at the Main Office when they leave. School age visitors are not allowed on campus during the instructional day.

### **Closed Campus**

The Reynolds High School campus is **closed** from **8:00 a.m. until 3:10 p.m.** for all students; this includes lunch periods and non-class time. We encourage all students to remain on campus for the duration of the school day. Students leaving campus for unauthorized reasons will be subject to consequences as outlined in the following pages. Juniors and Seniors may apply for lunch and off-campus passes with parent permission.

Students leaving campus to take care of doctor's appointments or other parent-approved activities must check out at the Attendance Office window, parents or guardians must call or send a note to excuse the absence prior to the absence, (the absence must be for a reason that can be excused.) or be a part of one of the approved off-campus program/events.

### **Student Identification/Open Class Period**

Students when asked must produce their ID card for the safety and security of the school. In order to go off campus or remain in the building during class students must provide proof that they do not have a scheduled class and meet the criteria for leaving campus.

Juniors and Seniors who wish to schedule an open class period (This is when class is not scheduled) must be in good academic standing, on track to graduate, be able to provide their own transportation and sign a release form provided by their counselor. These students will be issued passes for such activities as work experience, individual studies, or early release/late arrival. Students found in an off-limits area during classes will be subject to disciplinary action.

### **Trespassers**

To protect the safety and security of the school, persons who are present in the school building or on the school grounds without proper permission and/or identification may be requested by any staff member to leave the area. If an individual continues to remain on campus or returns to the campus after being asked to leave, the police will be contacted and appropriate legal action will be taken. Any student who is present during school hours in adjacent grounds (i.e. Columbia Park) to the school can be subject to disciplinary action by the police and school.

### **Library or Textbook Lost and Damaged Materials Policy**

Students are expected to properly protect and care for materials that are checked out to them. Textbooks and library materials that are checked out to individual students should be returned in good condition. Certainly, books receive standard wear with general use. However, when library materials and textbooks are returned with damage beyond normal wear and tear a respective fee will be calculated by RHS staff.

### **Library or Textbook Lost and Damaged Materials Policy (Continued)**

For materials that are severely damaged, rendering them unusable by other students (i.e. moldy, badly torn, missing pages, chewed, pervasively stained or defaced), students will be liable for the full replacement cost of the item.

Materials that have been damaged beyond normal wear and tear, but that are repairable and/or still useable by other patrons, will no longer have resale value for the Reynolds School District. In these cases (i.e. ripped pages/covers that can be taped, mild water damage that does not result in mold, etc.) students will be charged 50% of the replacement cost, as this is the average rate of return for resale of texts and materials.

Students reporting materials as lost will be responsible for the full replacement cost of the item(s). When appropriate, the District will attempt to replace items by purchasing used materials in similar condition to the materials lost.

Items that are reported stolen will be dealt with on a case by case basis with building administration and Student Management Team (SMT) staff.

### **Parking Passes**

Driving to school and parking on campus is a privilege. To earn this privilege, a student must:

1. Complete the Parking Permit application with parent signature.
2. Pay the \$25.00 parking permit fee prior to attending the "Driver's safety class."
3. Attend the mandatory 10 minute "Driver's safety class." Tuesday & Wednesday mornings only, from 7 a.m. -7:30 a.m. in the library with the designated SMT.
4. Bring the receipt of permit purchase, valid driver's license and current insurance to the class.
5. Only one permit per person.
6. Display parking permit on the inside windshield of the vehicle driver's.
7. Park in designated parking only. (Front/East lot is the only student parking lot available)
8. Must be in maintain or be in good academic and behavioral standing.

### **The following consequences apply when violations of the on-campus parking rules occur:**

#### **Students with parking privileges:**

- a. 1<sup>st</sup> violation – parking privileges suspended for one week and parent notification
- b. 2<sup>nd</sup> violation – parking privileges suspended for one month
- c. Each successive violation – parking privileges suspended for remainder of semester and parent notification
- d. A student vehicle may be booted and a \$25.00 fee will be assessed to remove the boot if rules are violated.

#### **Students without parking privileges that park on campus:**

- a. 1<sup>st</sup> violation – warning
- b. 2<sup>nd</sup> violation – sticker warning & parent notification
- c. Each successive violation may result in a citation from RHS
- d. A student vehicle may be booted and a fee assessed to remove the boot after repeated offenses.
- e. Chronic and major violation could result in vehicles being towed at the owner's expense.

## **Attendance Policies and Procedures**

Students are expected to live up to their responsibilities as academic members of this school. All absences affect learning, regardless of the reason. Students, who miss even a small portion of class, lose out on a significant amount of learning. It is a student's responsibility to make up any assigned work.

### **Student Responsibility**

Attendance in all classes is important to a successful academic experience. We consider this to be one of the most important responsibilities of a student of Reynolds High School.

### **Parent Responsibilities**

1. Read the attendance policy.
2. Notify the school when your student is absent by 9:00 am the day of the absence if possible. (Call 503-667-3186)
3. Notify the school of any change in address or phone number.
4. Provide transportation to and from detention.

### **Attendance Office**

1. Notifies parents through a computer telephone system of daily-unexcused absences.
2. Excuses absences to provide accurate and timely information to teachers and parents/guardians.

### **School Responsibilities**

The school will present accurate attendance information to parents and hold students accountable for their decisions. At the beginning of each semester teachers will review with students the attendance policy and consequences for non-compliance. The following policies will be enforced.

### **Excused Absences**

Excused absences as defined by state law and school board policy are for (1) illness/doctor, (2) school function, (3) death in the family, and (4) family emergency, (absences due to family trips and other acceptable reasons must be pre-arranged with the attendance office to be excused). Unexcused absences/tardies are a violation of the compulsory attendance law ORS.339.010.

## **Students who are absent from Reynolds High School must comply with the following:**

### ***1. Absence due to illness or emergency:***

A student should have his/her parent contact RHS by phone, 503-667-3186, before 9:00am. on the day of the absence. Parents/guardians can leave messages 24 hours a day seven days a week.

**Note: If a phone call is not possible, the student must present a note signed by the parent/guardian, to the Attendance Office, the day the student returns to class.** Once the parent has contacted the school, the student's name will be removed from the unexcused absence list if it meets the "excused absence" criteria. (If a student is absent more than one day, his/her parent or guardian should phone the school each day he/she is absent)

## **2. Other home and family related absences:**

Other absences must be prearranged prior to the absence, by the parent, either by phone or a note to the Attendance Office. Each absence is an individual case and will be treated according to the circumstances surrounding the request. Examples of such extended absences, that are to be handled in this way, are funerals, family vacations, personal illness, or emergency situations.

*Students have 48 hours after an absence to bring a note from a parent/guardian. Students who do not have a note or a phone call into the Attendance Office within the two-day limitation will be “unexcused.” If you are unable to meet the two-day deadline, due to extenuating circumstances, you may appeal to the appropriate Administrator.*

### **Note: Excused absence notes must contain:**

- |                                   |                               |
|-----------------------------------|-------------------------------|
| *Student’s full name              | *Reason for absence           |
| *Date of absence                  | *Signature of parent/guardian |
| *Phone numbers for parent contact |                               |

### **Absences will be excused for**

- |                      |  |
|----------------------|--|
| *Student illness     | *Family illness requiring a student’s presence |
| *Religious holiday   | *Death in the family                           |
| *Prearranged absence | *Approved school activity                      |

**If a student is absent/tardy the parent/guardian must contact the attendance office in one of the following ways:**

- **By Phone:** Call the 24-hour attendance line (503-667-3186) before 9:00 a.m. to report an absence or tardy and request that it be excused.
- **In Writing:** If the student’s parent/guardian cannot call, they should write a note requesting that the absence or tardy be excused. The note must include the reason for absence, the student’s name, and the date(s) and/or period(s) of the absence or tardy. Students should bring their attendance note to the attendance office on the day they return to school.

### **Missed Work:**

- Students should ask each teacher for the work they have missed.
- The responsibility for obtaining missed assignments rests with the student. In cases of extended illness (more than three days), the parent may call the main office (503-667-3186) to request homework.

### **Unexcused Absences**

All absences that do not meet the above criteria will be considered “unexcused.” Students who return to school after an absence, and who have forgotten a note from their parent/guardian, will be given **two days/48 hours** to convert it to “excused”.

### **Unexcused Absence (Continued)**

Unexcused absences will be tracked through the attendance system each semester. Unexcused absences may result in detention. Chronic unexcused absences will result in additional action up to and including In School Suspension and:

- At 4 unexcused absences and 8 half-days of unexcused absence in a 4 week period of time, the student's name may be referred to a truancy officer for a violation of the compulsory attendance law ORS 339.010.
- Students with excessive absences may be required to provide a note from a physician or clinic verifying illness in order for an absence to be excused. At 10 consecutive absences in all scheduled classes, even planned/prearranged/excused absences, Oregon Law requires the school to drop students from enrollment. If applicable per the ORS 339.010 – ORS 339-090, students under 18 years of age will be referred to the truancy officer.

### **Tardy Policy**

The Reynolds High School Tardy Policy has been developed to emphasize the importance of being punctual and prepared. Students are expected to be effective communicators, critical thinkers, collaborative workers so they may become academically and vocationally proficient. For students to be successful they need to attend all classes and all classes on time. A student is considered tardy if he/she is not in his/her assigned seat when the tardy bell rings. Students who accumulate excessive tardies will be held accountable and interventions will be used which could include exclusions from extra-curricular activities. The Tardy Policy includes the following:

- 3 weeks reports for students with excessive “Unexcused Tardies.” This will identify students with 10 or more tardies in this time period.
- The designated administrator will meet with students who have excessive tardies and address this issue including implementing an “Accountability Agreement.”
- Students who do not improve will receive detentions for non-compliance.
- Non-compliant students with excessive tardies will be given behavior referrals and could be subject to: loss of privileges to dances, sporting events and suspension.

### **Collaborative Effort:**

In order for the tardy policy to become an effective tool in helping the community of Reynolds High School fulfill its mission, all stakeholders (administrators, counselors, staff, teachers, students and parents) must work together to ensure that students are present and on time to each class every day. The effectiveness of the tardy policy is based upon the following assumptions:

- Teacher participation
- Implementation of an effective tardy policy that will be consistently monitored and applied by the administration
- Consistent tracking by all staff
- Parents are ensuring that their student(s) are at school each day, on time
- Students are using their passing time wisely and are taking personal responsibility to make sure they are in their assigned classroom before the bell rings.



## **Roles and Responsibilities:**

There must also be a strong effort by each person in our community to help students arrive to class on time and be prepared to learn. The effectiveness of the tardy policy will depend upon each person fulfilling their role and responsibilities as follows:

**Administrators** - Will monitor the hallways during passing periods when possible, lead tardy sweeps; will assign detention, suspension, meet with parents, assign attendance contracts, and all other interventions as deemed necessary.

**Counselors and SMT** - will monitor the hallways during passing periods.

**Students** - will arrive to each and every class on time. They will attend detentions and all other assigned interventions.

**Parents** - will support their child in arriving to school on time. Parents will communicate with teachers, advisers and administrators and support the tardy policy.

**Teachers** - Students should expect teachers will promptly take attendance at the beginning of each class and should expect the following:

- Teachers will provide “on task” activities and recording attendance promptly at the beginning of each period.
- Teacher marks student tardy for being late to class.
- Teachers will not allow students to leave class within the first 10 minutes of class or leave before the last 10 minutes of class.
- If a student is 15 or more minutes late, the student will not be allowed into class without a note from the attendance office or other expectable note. The teacher will mark the student absent for that period
- Students will be permitted to leave the classroom only with a valid signed hall pass.
- Teachers will play their role in “Tardy Sweeps” by not allowing late students to enter the classroom after the tardy bell unless a student has a valid signed “Admit Slip.”

## **Deterrents:**

To encourage students to be on time to class every day the school as a whole will enact the following deterrents to discourage tardiness to classes:

## **Hall Patrols:**

- Hall patrols will be conducted periodically throughout each day by the SMT.
- Students in the halls after the ringing of the tardy bell may be stopped by the SMT and asked to produce a valid hall pass.
- Any student found in the halls after the ringing of the tardy bell who does not have a valid hall pass may be subject to an after school detention.

### **Tardy Sweeps:**

Tardy sweeps will randomly take place throughout the school year to encourage students to arrive on time and to be prepared for class instruction. Tardy sweeps will take place as follows:

- Tardy Bell rings and the teachers lock their doors for tardy sweeps.
- Administrators, counselors, Student Management Team (SMT), and select teachers will begin to round up those students who are in the halls after the tardy bell rings and direct them to the Multipurpose Room (MPR) to obtain “Admit Slips.”
- Teachers will not allow late students into the classroom without an “Admit Slip.”
- Teachers will direct any late students not caught up in the tardy sweep to go to the MPR to obtain an “Admit Slip.”
- Before obtaining an “Admit Slip,” those students caught up in a tardy sweep will automatically be assigned one detention.
- Once a late student has obtained an “Admit Slip” they will return to their respective class promptly and quietly. Teachers will allow students with an “Admit Slip” to enter the classroom.

# Behavioral Expectations

## Student Behavior

RHS is a place dedicated to learning. Maintaining a safe and respectful environment is the primary goal of everyone involved. We expect students' behavior and choices to reflect this goal during all school activities.

All students are expected to act and behave responsibly with the needs of others in this school in mind. The matrix presenting our expectations and some examples of appropriate behavior follows. If any behavior does not meet with the expectations we have set, the student will be subject to consequences, as outlined later in this document.

Behaviors will not be allowed that put the safety of individuals or of other students in jeopardy. These behaviors include tagging, vandalism, flashing hand signs, threatening looks and other acts associated with gang activities. Objects such as shock devices, air-soft guns, paintball devices, pepper spray and weapons of any kind also put students at risk. Students found with such devices will be subject to suspension and or expulsion

## Bus Regulations

### **Rules Governing Students Riding School Buses**

- a. Students being transported are under authority of the bus driver.
- b. Students shall remain seated while bus is in motion.
- c. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- d. Fighting, wrestling, or boisterous activity is prohibited on the bus.
- e. Students shall use the emergency door only in case of an emergency.
- f. Students shall be on time for the bus both morning and evening.
- g. Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
- h. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
- i. Students shall not extend their hands, arms, or heads through the bus windows
- j. Students shall have written permission to leave the bus other than at home or at school.
- k. Students shall converse in normal tones. Loud or vulgar language is prohibited.
- l. Students shall not open or close windows without permission of driver.
- m. Students shall keep the bus clean and must refrain from damaging it.
- n. Students shall be courteous to the driver, fellow students, and passersby.
- o. Students shall respect all private property rights while waiting for school bus transportation.
- p. Students must have written permission and an approved pass from the Main Office to ride any bus other than their own regular scheduled and ridden bus.

### **If a student needs to ride a bus other than the one they have been assigned by home address, they need to follow this procedure:**

- a. Student needs a note from their Parent/Guardian with the **date, student's name, bus number, and parent/guardian signature** giving permission to ride a bus other than their own.
- b. Have the note approved by an administrator no later than 10:00 am.
- c. Students are not allowed on a different bus without this pass.

### **Skate Boards**

Skateboards are not to be seen on the Reynolds High School campus at any time. Students who use a skateboard as a method of transportation to and from school must keep the skateboard out of sight while on campus. Any skateboard seen by a staff member will be confiscated immediately.

### **Personal Possessions**

Students are urged not to bring valuables to school such as electronic devices or large amounts of money. The school assumes no responsibility for a child's personal belongings beyond the teaching of personal responsibility and honesty.

### **Use of Personal Technology**

Students are not allowed to use personal technology in class unless given specific permission by the teacher or staff member. When allowed, devices should be used in a responsible and appropriate manner. Teachers have the right to confiscate any electronic device if it is determined to be interfering with the educational process. These confiscated items may be turned into the main office and could require parental pick up prior to return.

To ensure the safety and security of Reynolds High School the following activities are strictly prohibited: taking personally invasive photos or movies including filming/videoing of physical fights or altercations, posting pictures or video's to the internet, using cell phones (either to make calls or to text others) during class time, using laser pointers and like items to disrupt class, or listening to music players or playing video games on handheld devices during class. Appropriate disciplinary action will be taken up to and including suspension.

In the event of a lockdown, cell phone usage is not allowed to ensure student safety. Camera phones are a potential invasion of privacy in a public school setting. District policy strictly prohibits the use of camera/video phones on the Reynolds High School Campus and on all district buses.

### **Confiscated Items**

Any item confiscated by a school staff member will be returned at the end of the period or cataloged and stored in the main office. Students may recover confiscated items that are eligible for return on the end of the day or at the end of the school week. Some items may require a parental pick up. Items may be picked up from 3:10 p.m. to 3:30 p.m. by visiting the main office. Items will not be available for pick up at any other time unless special arrangements have been approved in advance.

Students with repeated violations as they apply to the Student Rights and Responsibilities will be required to have a parent or guardian pick up of confiscated items. Additional violations will result in additional consequences.

### **Off Limits Areas**

For student safety and security of the school, students are not to be in restricted areas without permission of school staff. Restricted areas include but are not limited to: all parking lots, academic hallways, sheds, gym lobby, athletic fields/dugouts, adjacent neighborhoods, Imagination Station/Columbia Park, and church grounds. Students may pass through restricted areas with a valid pass issued by staff. Failure to follow this policy shall lead to the appropriate disciplinary action.

### **Hall Passes**

Students are expected to follow their daily schedule and be present in their regularly scheduled classes. Consequently, if a student is not in class, he/she is expected to have an appropriate pass. Hallways should be quiet and empty. If a trip to another area is necessary, the student must obtain a valid hall pass and signature from his/her teacher.

### **Harassment, Intimidation and Bullying/Cyberbullying**

One of our greatest concerns is ensuring all students are safe while attending RHS. Harassment, intimidation and bullying/cyberbullying are strictly prohibited as they jeopardize student safety and well-being. Cyberbullying means the use of any electronic communication device to harass, intimidate or bully. Harassment, intimidation or bullying is defined as any act that substantially interferes with a student's educational benefits, opportunities or performance creating a hostile environment or interfering with the psychological well-being of a student (ORS 339.351). This includes physically harming or damaging another student's property or knowingly placing a student in reasonable fear of physical harm. In addition these are extended to traveling to and from school, immediately adjacent to district grounds during school hours, at any district sponsored activity, or on district provided transportation or any district bus stop. Violations of this policy will lead to disciplinary action up to and including expulsion.

Students are encouraged to seek out the help of staff, teachers, counselors and administrators if they feel they are being the victims of harassment, intimidation, bullying/cyberbullying behavior.

### **Plagiarism and Cheating**

Students are expected to do their own work and cite the work of others as appropriate. Plagiarism is the willful presentation of someone else's previously written, published, or copyrighted material as one's own. Such material may include work that appears in print, on-line, or in audio or video formats. Copying work from someone else may be regarded as plagiarism if done without consent and if credit is not given to the original writer. Penalties for cheating and/or plagiarism may include but not limited to: failing the assignment in question, failing the course or project, failing the semester, or being subject to further disciplinary action. Reynolds High School staff may choose, at it's discretion, to employ plagiarism-detecting software.

### **Dress and Grooming**

In the event that a school staff member prescribes modification in dress or appearance in the interest of health, sanitation or safety practices, students will not be allowed to attend school until these requirements are met. These include but are not limited to: shoes must be worn, no profane or vulgar attire, and no gang affiliated attire.

In classrooms where, because of the nature of the class activity, certain grooming or dress may be hazardous to the student or other students, that student will be required to make modification if he/she wishes to remain in that class.

**In the School Activities Program or Work Experience Program, in which students represent the school, the staff may require dress and grooming standards. If the student does not meet the dress or grooming requirements of the activity, he/she will be removed from that program.**

## Dress Code

- A. Shirts and shoes must be worn.
- B. Hats, Do Rags, Hair Nets, and other head coverings are not allowed. Any head covering that is visible to a staff member will be confiscated immediately. Exceptions may be considered for religious reasons but only with prior approval from the administrative team.
- C. Pants and any other lower body garment must be worn above the points of the hips. Sagging will result in immediate removal from school until suitable dress can be adhered to.
- D. Any clothing, accessory or other item that causes a distraction to the educational environment will result in immediate removal from school until suitable dress can be adhered to. This includes, but is not limited to: holes in clothing, gang references or anything that could be perceived as related, and inappropriate sayings or advertisements.
- E. No shorts may be worn that do not extend to at least index finger length with arms at side.
- F. Spaghetti straps or revealing garments are not allowed.
- G. No chains larger than one centimeter in size may be displayed by students including rosary beads.
- H. A school dress code is established to prevent disruption or distraction of the educational process, and to maintain a safe learning environment for the entire school community. Therefore, if a student's appearance violates the dress code, that student will be asked to make modifications. Parents will be contacted and they may be asked to bring clothing to school, which will enable the student to conform to the dress code. In addition, students in violation of the dress code may have items confiscated and/or they may be suspended from school.

### Dances

Fees, including those incurred due to lost books, must be paid in order to attend dances. All dances are held on school grounds with the exception of the Prom. All school rules will be enforced. Anyone disrupting the dance, in any way, will be asked to leave and may be subject to additional consequences. After-school dances (Sock Hops) are for RHS students **only** and no guests will be allowed and students **must have attended school that day**. Guests under 21 years of age may be permitted to attend formal and semi-formal dances with prior approval. Students and guests must bring photo ID to all dances.

### Inappropriate Dancing Policy

Students who choose to dance inappropriately (freaking, grinding, or other dancing of a sexual nature) **WILL BE REMOVED FROM THE DANCE and will not be issued a refund**. There will be no warnings.

***Serious infractions of the Student Rights and Responsibilities may result in additional consequences (up to, and including, expulsion) and/or loss of privileges to attend all events and activities for the remainder of the school year.***

## Chemical Use and Abuse

### Drugs and Alcohol

The use of chemicals on the Reynolds campus or at any school sponsored off-campus activity or while traveling to or from school is not acceptable under any circumstances. Students, teachers, and parents expect RHS to be a chemical-free environment. Chemicals interfere with the learning process for user and inhibits one's ability to feel, to think clearly, and to make effective decisions. Chemical use also disrupt the educational environment for other members of RHS.

The Reynolds Community recognizes that substance abuse is a problem in today's society. Our community will provide drug & alcohol referrals that support our students with these problems.

### Tobacco/E-Cigarettes/Vapors

The Reynolds School District is a Tobacco-Free Environment. This includes Electronic Cigarettes (E-Cigarettes) and Vapor Pens regardless of their contents. No student is permitted to possess a tobacco product or tobacco paraphernalia 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. Violations of this policy will lead to disciplinary action up to and including expulsion.

### Consequences for Use or Sale of Chemicals:

#### **1. Possession or use of drugs &/or alcohol**

The student will be suspended from school for three (3) school days. If the student and parents agree to have the student participate in drug screening within 24 hours, and participate in the recommended drug & alcohol treatment program, the suspension will be reduced to one (1) school day. The student and/or family will be responsible for contacting the appropriate agency.

#### **2. Possession of paraphernalia used in the transportation, sale, or use of illegal drugs**

The student will be suspended pending an investigation. If the student and parent(s) agree to have the student participate in a drug & alcohol assistance program, and the parents agree to sign a release of information form, the suspension can be reduced to three (3) school days.

#### **3. Distribution or sale of over-the-counter or prescription drugs**

These practices are illegal (dispensing or sale of medications by other than licensed to do so) and potentially harmful to the health of students. Students in violation will be subject to suspension and /or expulsion from school.

#### **4. Distribution of drugs and/or alcohol**

Any student responsible for selling or in any way providing an illegal drug, narcotic or alcohol to other students may be recommended for expulsion.

#### **5. The sale or distribution of substances purported to be illegal drugs**

If this occurs on school premises or going to and from school sponsored activities, the student(s) in violation may be subject to suspension and/or expulsion from school.

#### **6. Subsequent violations**

Any repeat offender will be recommended for expulsion in accordance with the District Policy.

#### **7. Police Involvement**

The use of illicit drugs, marijuana and alcohol is illegal. Violators will be referred to law enforcement agencies and prosecuted in accordance with State Law. (ORS 475.999)

## Police Involvement

School officials will involve law enforcement in all matters involving violations of law. School officials, guided by district procedures, will cooperate with police during investigations.

### Search and Seizure

1. Lockers, desks and other storage areas assigned to a particular student(s) (hereinafter called “student storage”) remain in possession and control of the school when they are assigned for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities. No other purpose is permitted. Students should expect that student storage will be checked by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items may be removed and held by the school, and/or law enforcement agencies.
2. From time to time, administrators may set aside a time period during which all students shall clean assigned student storage.
3. Individual searches of students and school property assigned to a student may be limited to a situation where there is **reasonable suspicion** to believe the student is secreting evidence of an illegal act or rule violation. Searches of school property assigned to a student and the contents within it may be searched at any time without the student’s presence; however, the search should be limited to the scope that is reasonable under the circumstances. Searches will be supervised by a member of the school administration and will be witnessed by at least one other staff member. Illegal items, such as, weapons, drugs and related paraphernalia, tobacco, or items prohibited by district regulations, or other possessions, reasonably determined to be a threat to the safety or security of the possessor or others, may be seized by the Student Management Team and/or administrator.

Items used to disrupt or interfere with the educational process may be removed from the student’s possession.

Items seized may be returned to the rightful owner, parents, or the proper authorities at the discretion of the Student Management Team and/or administrator.

4. A search of the student’s person, or assigned student storage, may be conducted by law enforcement officials, in accordance with law.
5. School grounds, including parking areas, are district property. Therefore, cars on school grounds fall under the provisions of paragraph 3 of this policy, and are subject to search by school personnel. Denial of access to a car may result in suspension from school and/or law enforcement authorities may be notified.



## Disciplinary Actions

Students who demonstrate problematic behavior will be subjected to certain disciplinary actions. The following chart gives a brief outline of what is expected to be managed by staff and what is expected to be sent immediately to the Administrative Office or Student Management Team.

Staff Managed	Office Managed
<ul style="list-style-type: none"> <li>• Tardy</li> <li>• Unexcused absence/skipping class</li> <li>• Unprepared – no homework/materials</li> <li>• Violation of classroom expectations</li> <li>• Inappropriate language</li> <li>• Insubordination</li> <li>• Classroom disruption</li> <li>• Minor safety violation</li> <li>• Lying/Cheating</li> <li>• Unauthorized areas (example: wandering halls)</li> </ul> <p>Consequences managed by staff or referred to an administrator.</p>	<ul style="list-style-type: none"> <li>• Repeated minor behaviors</li> <li>• Blatant disrespect</li> <li>• Skipping class</li> <li>• Abusive/inappropriate language</li> <li>• Harassment/intimidation</li> <li>• Fighting/physical aggression</li> <li>• Safety violations that are potentially harmful to self, others and/or property</li> <li>• Vandalism/property destruction</li> <li>• Theft</li> <li>• Illegal activities:               <ul style="list-style-type: none"> <li>○ Arson</li> <li>○ Weapons</li> <li>○ Tobacco</li> <li>○ Alcohol/Drugs</li> </ul> </li> </ul>

Depending upon the seriousness of the behavioral problem, one or more of the following actions will be taken by appropriate school officials.

### **Warning**

A school staff member will talk to the student, explaining the infraction and identifying possible future disciplinary actions.

### **Parent Involvement**

A parent is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent, appropriate school officials, and other pertinent individuals. Written records will be maintained.

### **Teacher Assigned Detention**

Any school staff member may assign their own detention and will supervise the student for a period of time arranged with, and agreed upon, by the student. The time can be during lunch, before or after school in a classroom or other supervised area. Teacher-arranged detention may take the place of regular detention if arranged with, and approved by, SMT.

### **After School Detention**

As part of the discipline policy at Reynolds High School, students may be assigned after-school detention as a consequence for violating the terms of the Student Rights and Responsibilities. After-school detention will be held each school day from 3:15 p.m. until 4:00 p.m. Students who have been assigned after-school detention must show up on the day that the detention is

### **After School Detention (Continued)**

scheduled by 3:15 p.m. in the In School Suspension (ISS) Room in order to be counted as present. Students who miss the assigned date, and/ or show up late to detention will be suspended from school pending a parent/student conference with a school administrator.

Students must serve detention on the day that it is scheduled. No student will be allowed to serve detention any later than one school day following the assignment. Detention supersedes any school-related activity, including practices, competitions, and club activities. Transportation home following detention is the responsibility of the student and/or parent. Arrangements for transportation should be made in advance.

1. Detention runs from 3:15 p.m. until 4:00 p.m. every school day except Fridays.
2. Students must attend detention on the day assigned.
3. Students who are late will not be granted entry and will be marked absent.
4. Students must bring schoolwork for the entire assigned time.
5. No food, drink, or electronic devices (except calculators) allowed.
6. Students will not be allowed to sleep during the assigned detention.
7. No talking, note writing, or other disturbances will be allowed.
8. Transportation to and from detention will be the responsibility of the parents or students.
9. Students who are asked to leave detention for rules violations will be counted as absent and will be suspended.

### **Restitution**

Students who lose, damage or steal the property of others and/or the school may be assigned restitution in the form of work, replacement of item(s) or money.

### **Out-Of-School Suspension**

The student is informed that he/she is subject to a suspension and may discuss his/her side of the situation with the appropriate school official. The student is excluded from school — and school related activities — for a period of one to ten school days. A student's privilege to attend school activities may be suspended for up to one year. Parents will be notified of the action. Parent(s) will be required to accompany the student for a reinstatement conference. The student may be advised of District or community alternatives. A written record will be maintained.

### **In-School Suspension**

If approved by an administrator, in-school suspension may be assigned instead of other consequences. In-school suspension will only be assigned to students who prove that they can work in an independent setting without disruption. Failure to meet the requirements will result in out of school suspension.

### **Expulsion**

The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school, and all related school activities. The length of time that a student is expelled is determined by the District Hearings Officer; the student and his/her parents(s) will be notified of the pending expulsion and information about his/her rights under due process. The student will be advised of District or community alternatives. A written record will be maintained. A parent conference will be required to readmit student.

## Infractions & Disciplinary Matrix

The charts on the following pages show the discipline actions that will be taken for each infraction. A minimum / maximum range is listed for measures to be taken.

When a student has committed an infraction including coming to and from school, school officials may consider the student's prior behavioral record before taking any action. If a student's negative behavior is directly related to an identified handicap, school officials will take such conditions into account. If a student has continually been involved in problem areas, then disciplinary action will probably be the maximum action listed. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.

Please note that student-athletes may be subject to additional consequences as outlined in the athletic code of conduct.

<b>Referral Level Offences</b>	<b>Action to Be Taken</b>	
	<b>Minimum</b>	<b>Maximum</b>
<b>Arson*</b> The use of fire or incendiary devices to destroy or attempt to destroy property. (ORS 164.325)	<b>Suspension</b>	<b>Expulsion</b>
<b>Assault*</b> Intentional, unauthorized physical contact with another person, which may cause physical injury. (ORS 163.160)	<b>Suspension</b>	<b>Expulsion</b>
<b>Closed Campus/Off Limits Area</b> (1) Failure to sign out, regardless of the reason, when leaving the building or campus during the school day. (2) Students in unauthorized areas without permission of school staff. These areas include parking lots, athletic fields, dugouts, sheds (non-academic structures), adjacent neighborhoods, etc.	<b>Warning</b>	<b>Expulsion</b>
<b>Dangerous or Deadly Instruments*</b> The possession of a dangerous or deadly instrument, or the use of any object that can cause bodily injury to another person. These may include firearms, knives, cutting tools, chains, explosive devices, projectile-firing devices (Mace & Pepper Spray), pointed steel studs, bats/batons, etc. (ORS 166.370)	<b>Suspension</b>	<b>Expulsion</b>
<b>Defiance of Authority, Insubordination</b> Refusal to follow the reasonable requests of school personnel and/or disrespect of school personnel. (ORS 339.250)	<b>Warning</b>	<b>Expulsion</b>
<b>Disorderly or Disruptive Conduct*</b> Language, behavior, dress, or use of devices (laser pointers, cell phones, pagers, laptops, music players, text messaging, camera phones etc.) which disrupt the orderly educational procedures of the school, and/or create a safety hazard to the members of the school community. This offense may involve profanity, amplified music, play fighting (including water fights), confrontational gatherings, inciting others to act inappropriately, inappropriate display of affection, etc. (ORS 166.025)	<b>Warning</b>	<b>Expulsion</b>
<b>Drugs and Alcohol*</b> The possession, use, distribution, or sale of dangerous or illegal chemicals (1) on the Reynolds campus, (2) at any school sponsored off-campus activity, (3) while traveling to or from school, or (4) within 1000 feet of the school. (ORS 475.999)	<b>Intervention</b>	<b>Expulsion</b>

<b>Extortion*</b> Demanding money, or something of value (i.e. lunches, electronic devices, homework, etc.), from another person in return for protection from violence or threat of violence. (ORS 163.275)	<b>Suspension</b>	<b>Expulsion</b>
<b>False Fire Alarm, Bomb Threat*</b> The intent to disrupt the school by initiating or instigating a false alarm or threat. (ORS 162.375)	<b>Suspension</b>	<b>Expulsion</b>
<b>Fighting*</b> Having physical conflict with another person or becoming physically and/or verbally involved in a conflict between other students.	<b>Suspension</b>	<b>Expulsion</b>
<b>Forgery/Lying/Plagiarism*</b> Intentional falsification of public and/or school-related documents, or misrepresentation of information requested by staff. (ORS 165.002)	<b>Intervention</b>	<b>Expulsion</b>
<b>Gambling</b> Games of chance played for money. These may include, but not be limited to, such games as cards, dominos, etc. If gambling is suspected, game equipment may be confiscated.	<b>Warning</b>	<b>Expulsion</b>
<b>Menacing, Harassment, Intimidation or Bullying/Cyber Bullying*</b> By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (includes “initiation”, “hazing”, name-calling, posturing, “trash-talking”, etc.). (ORS 163.190, 166.155, 166.065)	<b>Intervention</b>	<b>Expulsion</b>
<b>Recklessly Endangering*</b> Conduct that creates a safety hazard or substantial risk of injury to any person. This includes encouraging or videoing of any aggressive behavior.	<b>Warning</b>	<b>Expulsion</b>
<b>Theft*</b> Committing or attempting to commit an act of theft against a fellow student, the school district or any other party. Possessing stolen property. (ORS 164.015)	<b>Intervention</b>	<b>Expulsion</b>
<b>Tobacco*</b> The possession or use of cigarettes, cigars, “chew”, snus, alternative tobacco products including e-cigarette, vaporizers, and any other tobacco products on school property or at school sponsored activities.	<b>Intervention</b>	<b>Expulsion</b>
<b>Sexual Harassment*</b> Unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct, or other conduct, which creates a sexually hostile environment.	<b>Suspension</b>	<b>Expulsion</b>
<b>Vandalism*</b> Cutting, painting, defacing, or injuring any school or District owned property. (ORS 339.260) <b>The student and legal guardians will be liable for such damages.</b> (ORS 339.270)	<b>Intervention</b>	<b>Expulsion</b>
<b>Vehicle Misuse*</b> Violation of speed limit, restricted parking areas, or state statutes governing motor vehicle operations. All vehicles regularly using RHS parking must display a current, official RHS parking permit.	<b>Warning</b>	<b>Expulsion</b>

**\*These violations may be referred to local law enforcement officials.**

*Students are subject to discipline for conduct while traveling to and from school, at school-sponsored activities, and while in approved off campus programs during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.*

## **Due Process Procedures**

### **Suspension**

Suspension removes from a student the privilege of attending school and school activities for a maximum of ten (10) school days. In special circumstances a suspension may be continued until some specific pending action occurs such as a court hearing, a medical evaluation, pending expulsion hearing, or a review by a probation officer. Suspensions are made by the principal or his/her designee and are not to be used in lieu of expulsion.

*Suspension procedures are as follows:*

1. A conference is held between the student and the principal or his/her designee. The student receives an explanation of the charge against him/her and is given an opportunity to present his/her version of the facts. The principal or designee may question other people with knowledge of the incident. If the principal or designee believes that suspension is warranted, the student is sent home. Where there is a serious risk that substantial harm will occur by the student's continued presence, the student will be removed from school immediately.
2. The parents are notified by telephone (if possible) of the suspension, the reasons for the action, and the procedures for review of the suspension and for reinstatement. The school will attempt to schedule a conference, if requested by parents, at a mutually convenient time.
3. A letter is mailed or carried to the parents stating the time, date, and specific reasons for the suspension, the maximum length of the suspension, and the procedures to be followed for review of the decision and for reinstatement. If a conference has not yet been scheduled, the letter will ask the parents to arrange for a conference at their earliest convenience.
4. During the conference the student's achievements as well as their difficulties will be reviewed in an effort to determine additional steps that need to be taken by the school, the student, and the parent to insure his/her future success. If the student is handicapped, one of the steps may be to convene a manifestation determination conference to decide if there needs to be a change in the Individual Education Plan or if evaluation should take place. It will be the responsibility of the student to make up the work missed while on suspension.
5. If, after the school conference, the parents and student still believe that the suspension was not warranted, they may seek review of the decision by the school principal.

## **Expulsion**

Expulsion denies the student attendance at school or school activities in accordance with Oregon's statutes. The principal, usually upon the recommendation of an assistant principal, makes expulsion recommendations.

*Expulsion procedures are as follows:*

1. The student is suspended (in accordance with the suspension regulations) pending further investigation for a possible expulsion or pending the expulsion hearing.
2. A report of the student's misbehavior and record is referred to the principal. If the student is handicapped, a manifestation determination conference shall be convened to decide if there is a direct relationship between the student's misconduct and the handicapping condition. If the team determines that there is a direct relationship, expulsion shall not be considered and the team shall consider placement options. When it appears to the principal that expulsion is warranted, the principal will recommend that such action be taken.
3. The principal, or designee, will contact the parents by telephone, if possible, or attempt to arrange for a conference, if necessary, at the earliest mutually convenient time to inform the parents of the following:
  - A. The charge against the student and the specific facts supporting the charge that have brought about the principal's recommendation for expulsion will be explained.
  - B. The parents will be given the opportunity for a hearing and may be represented by counsel or another person at the hearing.
  - C. A letter containing the following will be mailed to the parents following the telephone conversation or conference.
    - (1) The charge or charges made against the student.
    - (2) Specific facts, which support the charges.
    - (3) The intent of the principal to recommend expulsion on the basis of the charges.
    - (4) The superintendent will appoint a hearings officer who will contact them to set up the date and time for the hearing.
  - D. If the student is handicapped and it has been decided that there is not a direct relationship between the student's misconduct and handicapping conditions, the parents will receive the additional notice of their due process rights. Special education services will continue via home instruction/tutoring until the expulsion hearing unless both parent(s) and the district agree upon some other placement option.

If the principal is unable to contact the parents by telephone, the letter referred to in paragraph C must be sent by certified mail.
4. Within two (2) school days of the student's removal from school, a report of the student's present and past incidents of behavior, the notice of intent to expel, and summaries of parent/school conferences relative to the student's present and past incidents of behavior will be given to the principal.

5. The superintendent will appoint a hearings officer. The hearings officer will send a certified letter to the parent, including the following information:
  - A. The time, date, and location of the hearing.
  - B. That the parents and student will be afforded the following:
    - (1) To attend and hear the evidence presented by the district;
    - (2) To be represented by counselor or other persons;
    - (3) To submit evidence at the hearing by testimony, writings, or other exhibits;
    - (4) To make a record of the hearing;
    - (5) To have an interpreter provided by the district if parents and student cannot understand spoken English.
  - C. That the parents must inform the hearings officer if they plan to be represented by counsel at the hearing.
  - D. That the parents have the right to waive the hearing in writing if they do not desire a hearing.
  - E. The failure to attend the hearing at the designated time constitutes a waiver of the right to a hearing.
  - F. The availability of alternative education, including at least the following information:
    - (1) Student action, which is the basis for consideration of alternative education.
    - (2) Listing of alternative programs available for the student for which the district would provide financial support in accordance with ORS 339.253.
    - (3) The program recommended for the student based on the student's learning styles and needs; and
    - (4) Procedures for enrolling the student in the recommended program.
6. The expulsion hearing will be scheduled no sooner than five (5) days from the notification to the parents. The parents may request rescheduling the hearing for a later date; however, the student will not be readmitted to school during the interim. As a result of the hearing, the hearings officer will either confirm the recommendation or the student will be reinstated after a conference is held to establish conditions of re-admittance with the parents and student. If parents appear with counsel, without having notified the hearings officer, the hearing will be postponed until such time as the administration can also have counsel present.
7. The following procedure shall be followed when a hearing is required:
  - A. The hearings officer maintains control over and conducts the hearing.
  - B. The student, parent or guardian is permitted to inspect, in advance of such hearing, any affidavits or exhibits which the school intends to submit at the hearing.

- C. The student is permitted to have counsel present at the hearing to advise him/her. The counsel may be parent/guardian or an attorney.
  - D. The student is afforded the right to present his/her version as to the charges and to make such showing by way of affidavits or exhibits.
  - E. The student is permitted to hear the evidence presented against him/her.
  - F. The hearings officer determines the facts of each case on evidence presented at the hearing. He/she shall submit to the superintendent his/her findings as to the facts and whether or not the student charged is guilty of the conduct alleged and his/her decision on the case. The above decision is available in identical form to the board, the building principal, the student, and his/her parent.
  - G. Strict rules of evidence do not apply to the proceedings.
  - H. The hearings officer makes record of all pertinent facts presented at the hearing.
  - I. The hearings officer may make a complete audio recording of the hearing. The recording will be maintained on file in the superintendent's office. The student may receive a copy of the recording made by the hearings officer.
  - J. The Board will receive a written report outlining the hearing officer's decision.
8. The parent/guardian shall be informed of the hearings officer's decision verbally within two (2) school days of the hearing and by certified mail (return receipt requested) within five (5) school days of the hearing.
9. Expulsion of a student shall not extend beyond the current term or semester unless:
- A. The term or semester ends within such a short period of time that the expulsion would be too short to be effective, or
  - B. The recommendation for expulsion is based upon a serious offense such as possession of a weapon or drugs. In such cases, expulsion for one calendar year may be assigned.
10. When a student is expelled from the school, the district shall consider and propose to the student, and document to the parents, prior to expulsion, the alternative programs of instruction or instruction combined with counseling in accordance with ORS 339.250(6). The programs proposed shall be limited to ones registered with the Oregon Department of Education prior to placement of a student in the program. Parents of students being considered for expulsion shall be notified of the availability of alternative education programs, as provided in paragraph 5.1. above, when notified of the scheduled expulsion hearing and, if the student is expelled, again at the time of the actual expulsion.



## Student Privileges

Serious infractions of the school rules and policy may result in suspension and/or loss of privileges to attend all events and activities for the remainder of the school year.

### Freedom of Expression

1. Any survey or questionnaire designed to collect information from students, staff or the community, must be approved by the principal, or designee.
2. All survey or questionnaire forms must include:
  - A. The name of the person, group or organization responsible for the survey.
  - B. How the information will be used.
  - C. The group, class or classes to be surveyed.
  - D. The number of copies to be distributed.
3. Posters or notices of any type, which are to be displayed on school bulletin boards or walls must first be approved through the Activities Administrator. Any items posted without this approval will be immediately removed and discarded.
4. Any distribution or sale of printed material, in school or on the grounds (other than official school publications), must first be cleared by the building principal.
5. Writing, displaying gang-type symbols or expressions on school property is prohibited. Distribution of materials on school property which are patently racially, religiously, or sexually offensive including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of race, religion, national origin or gender is prohibited. Students in violation may have items subject to confiscation and/or may be suspended from school.
6. Students who successfully complete the requirements for a high school diploma may participate in the commencement ceremony, but are not required to do so.

### Student Rights & Responsibilities

*The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.*

Among these student rights and responsibilities are the following:

1. Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's school records.



## Student Rights and Responsibilities Quiz and Sign-off Sheet

*All Reynolds High School students must complete the following quiz and answer all questions correctly.*

- T F The Reynolds High School campus is open from 8:00 to 3:10. (1)
- T F In order to park on campus, students must have a valid parking permit issued by Reynolds High School. (2)
- T F Parents have 72 hours to excuse student absences. (4)
- T F Tardy Sweeps are used to discourage student tardiness. (7)
- T F Taking personally invasive photos or movies including filming/videoing of physical fights or altercations, posting pictures or videos to the internet, using cell phones (either to make calls or to text others) may result in disciplinary action including suspension. (9)
- T F Staff do not have the right to confiscate any personal technology during class. (9)
- T F Harassment, intimidation or bullying is defined as any act that substantially interferes with a student's educational benefits, opportunities or performance creating a hostile environment. (10)
- T F Head coverings are not allowed on campus. Any head covering seen by a staff member will be confiscated. (11)
- T F Students who fail to attend assigned detention will be suspended. (15)
- T F Vapor pens are not allowed on campus regardless of their contents. (14)

By signing below I am indicating that I have received a copy of the **Reynolds High School Student Rights and Responsibilities** and agree to abide by the guidelines therein.

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Student Name (printed)

ID #

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Student Signature

Date