

Reynolds High School

**Student Rights
and
Responsibilities**

2022-2023



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, guardians, 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

Non-Discrimination Policy:

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, marital 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.

1- "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Reynolds High School complies with district policy. Additionally, we have a zero-tolerance policy for students using any type of hate speech based on the protected statuses above.

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 are required to sign in at the main office upon arrival. Visitors need to 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 **8:10 a.m. until 3:14 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 disciplinary action. Juniors and seniors with parent permission who are in good academic, attendance, and behavioral standing may apply for off-campus passes.

Students leaving campus to take care of doctor's appointments or other parent-approved activities must check in and out at the Attendance Office. Parents or guardians must call or send a signed note prior to the excused absence. Absences must be for an approved reason. This can include off-campus programs/events. See pages 3 & 4 under "Attendance Policies and Procedures" for more information.

Student Identification/Open Class Period

Students must always have their ID card or proof of schedule with them for the safety and security of the school. Students must be able to show this proof when asked. To go off campus students must have an approved off campus pass. 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, 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 who remain in the building during class must provide proof that they have an open class period. 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. Students affiliated with trespassers will be subject to disciplinary action by the 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. Students must have and maintain good academic, attendance, and behavior. A student must also complete the following:

1. Complete the Parking Permit application with parent signature.
2. Pay the \$25.00 parking permit fee prior to attending the “Informal meeting”
3. Attend the mandatory 10-minute “Informal Meeting” 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's drivers' side.
7. Park in the designated parking lots.
8. Must maintain and/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. 1st violation – parking privileges suspended for one week and parent notification
- b. 2nd 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. 1st violation – warning
- b. 2nd 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 or parking in prohibited areas. These areas include but are not limited to: Visitors parking, Fire lanes and any marked offed, coned or fenced areas.

Attendance Policies and Procedures

Attendance Policy

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. A citation may be issued for erratic or non-attendance.

Student Responsibility

Students are expected to be responsible 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 when absent.

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 Counseling Office of any change in address or phone number. (Call 503-667-3186 ext. 1057)
4. Provide transportation for any assigned after school detentions.

School Responsibilities

The school will present accurate attendance information to parents/guardians and hold students accountable for their decisions. The attendance team will track student's attendance and provide interventions and consequences accordingly. Chronic unexcused absences will result in additional action up to and including In-School Suspension and:

- Students with excessive absences may be required to provide a note from a physician or clinic verifying illness 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 the, students under 18 years of age will be referred to the truancy officer (ORS 339.010 – ORS 339-090). **The student and parent/guardian must meet with the assigned administrator for a reinstatement meeting. Proof of residence address will be requested for reenrollment.**

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 their education program. (ORS: 339.065; 339.010-339.030; 339.250; 339.925).

Attendance Procedures

Per the law of the Oregon Department of Education, school attendance is the responsibility of the student and their family. Students are required to attend all assigned classes, on time. **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 signed note requesting that the absence or tardy be excused.

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

1. Absence due to illness or emergency: A student should have their parent contact RHS by phone, **503-667-3186 before 9:00am on the day of the absence.** 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/guardian 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, their parent or guardian should phone the school each day they are absent).

Attendance Line: 503-667-3186 Ext. 1076 (English – Spanish)

2. Other home and family related absences: Absences longer than two days must fill out the pre-arrange form prior to the absence, by the parent/guardian, or a note to the Attendance Office if the absence is for one day. Each absence is an individual case and will be treated per the circumstances surrounding the request.

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.

Excused absence notes/message must contain: <ul style="list-style-type: none">*Student's full name*Student's identification number*Reason for absence*Date of absence*Signature of parent/guardian*Phone numbers for contact	Absences will be excused for: <ul style="list-style-type: none">*Student illness and/or Medical appointments*Family illness requiring a student's presence*Religious holiday*Death in the family*Prearranged absence*Approved school activity
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*Absences that do not meet the criteria will be UNEXCUSED.

Missed Work

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

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, and collaborative workers so they may become academically and vocationally proficient. For students to be successful they need to attend all classes on time. **A student is considered tardy if they are not in their 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-week 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:

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/guardians) 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/guardians 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 or guardians, assign attendance contracts, and all other interventions as deemed necessary.

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

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

Parents/Guardians - will support their child in arriving to school on time. Parents/guardians 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 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 sent to a holding area.

Tardy Checks:

Tardy sweeps will occur randomly during each period with the aim of clearing students from unsupervised areas. Wandering students pose a safety risk to themselves and our school.

- Tardy Bell rings and teachers shut their doors.
- Student Management staff will sweep the campus and move students who are not in class to ISS.
- Students with excused slips (i.e. late busses, late drop-off) will be admitted to class.
- Students will abide by the 10/10 policy. All students are to be in class every day for the first and last 10 minute of the period.

Behavioral Expectations

Student Behavior

RHS is a place dedicated to learning. Maintaining a safe and respectful environment is our primary goal. We expect students’ behavior and choices to reflect this goal during all school

activities. If any behavior does not meet with the expectations we have set, the student will be subject to disciplinary action.

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. This also includes individual or group harassment of any kind, or any related 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 based on their home address, the following procedure will need to be followed:

- 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.

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.

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 subjected to immediate confiscation. Students can check skateboard in and out at main office.

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 the device disrupts the educational environment or impacts the safety of others. If this occurs the communication device is subject to confiscation. 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 videos 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 3:14 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 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 the 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, gyms, 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, they are expected to use the Student Planner, and have it signed by a staff member. Other office passes will also be used. 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 their 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 but not limited to the "Protected class," which means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, family status, source of income, or disability. This includes physically harming or damaging another student's property, or knowingly placing a student in reasonable fear of physical harm. These policies 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, including hate-speech.

Plagiarism and Cheating

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 or using someone else's work 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 its discretion, to employ plagiarism-detecting software.

Dress and Grooming

If 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 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 they wish 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, they will be removed from that program.

Dress Code

A school dress code is established to prevent disruption or distraction of the educational process and 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/Guardians 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.

- A. Shirts and shoes must be worn.
- B. Any accessory concealing the eyes such as visors or sunglasses will be subject to immediate confiscation.
- 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 personal belongings displaying or advertising of language or images that are vulgar, lewd, or obscene 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 symbols/references, bandanas, anything that could be perceived as threatening, violent behaviors that or promote use of drugs, illegal substances, alcohol, or use of weapons.
- E. Skirts, dresses, jumpers, and shorts must always completely extend to mid-thigh, including while students are standing sitting or engaging in physical activity.
- F. Revealing garments are not allowed in school. These include but are not limited to: exposed midsection, holes in clothing, spaghetti straps, tube-tops, halter-tops, camisole may be worn under tops, shirts or blouses and must have at least two inches' coverage across the shoulder.
- G. No chains larger than one centimeter in size may be displayed by students including rosary beads.

Dances

Fees, including those incurred due to lost books, must be paid to attend dances. All dances are held on school grounds except for 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 via guest pass. The approval process includes a grades, attendance and referral history check. 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**. They may also be subject to other disciplinary action.

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/guardians 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 disrupts 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/Vape Devices

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/guardians 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/guardians 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 or 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 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/guardians, 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"> • Chronic Tardiness • Unprepared – no homework/materials • Violation of classroom expectations • Inappropriate language • Insubordination • Disruptive behavior • Minor safety violation • Theft (Minor) • Lying/Cheating • Unauthorized areas <p>Consequences managed by staff or referred to an administrator.</p>	<ul style="list-style-type: none"> • Repeated minor behaviors • Non-Compliance-Disciplinary Action • Chronic Absenteeism • Threat to school - other • Harassment/intimidation • Fighting or Physical aggression • Safety violations that are potentially harmful to self, others and/or property • Vandalism • Theft (Major) • Illegal activities: <ul style="list-style-type: none"> ○ Arson ○ Weapons ○ Tobacco ○ Alcohol/Drugs

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/guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, their parent or guardian, 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. Detention served with a teacher 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 3:30 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 3:30 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 3:30 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/guardians 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 they are subject to a suspension and may discuss their 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/guardians 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 they are 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 their parents/guardians will be notified of the pending expulsion and information about their 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.

Referral Level	Offences	Action to Be Taken	
		Minimum	Maximum
Arson* The use of fire or incendiary devices to destroy or attempt to destroy property. (ORS 164.325)		Suspension	Expulsion
Assault/Battery* Intentional, physical contact with another person, which may cause physical harm. (ORS 163.160)		Suspension	Expulsion
Closed Campus/Off Limits Area (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.		Warning	Expulsion
Dangerous or Deadly Instruments* 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)		Suspension	Expulsion
Defiance of Authority, Insubordination Refusal to follow the reasonable requests of school personnel and/or disrespect of school personnel. (ORS 339.250)		Warning	Expulsion
Disorderly or Disruptive Conduct* 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)		Warning	Expulsion

Drugs and Alcohol* 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)	Intervention	Expulsion
Extortion* 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)	Suspension	Expulsion
False Fire Alarm, Bomb or Shooting Threat* The intent to disrupt the school by initiating or instigating a false alarm or threat. (ORS 162.375)	Suspension	Expulsion
Fighting* Having physical conflict with another person or becoming physically and/or verbally involved in a conflict between other students.	Suspension	Expulsion
Forgery/Lying/Plagiarism* Intentional falsification of public and/or school-related documents, or misrepresentation of information requested by staff. (ORS 165.002)	Intervention	Expulsion
Gambling 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.	Warning	Expulsion
Harassment, Intimidation or Bullying/Cyber Bullying* Interfering with the psychological well-being of another student. This includes but is not limited to the "Protected class." The intentional intimidation, threatening or attempting to place another person in fear of physical injury (including "initiation", "hazing", name-calling, posturing, "trash-talking", etc.) (ORS 163.190, 166.155, 166.065)	Intervention	Expulsion
Recklessly Endangering* Conduct that creates a safety hazard or substantial risk of injury to any person. This includes encouraging or videoing of any aggressive behavior.	Warning	Expulsion
Theft* 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)	Intervention	Expulsion
Tobacco* The possession or use of cigarettes, cigars, "chew", snus, alternative tobacco products including e-cigarettes, vaporizers, and any other tobacco products on school property or at school sponsored activities.	Intervention	Expulsion
Sexual Harassment* Unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct, or other conduct, which creates a sexually hostile environment.	Suspension	Expulsion
Vandalism* Cutting, painting, defacing, or injuring any school or District owned property. (ORS 339.260) The student and legal guardians will be liable for such damages. (ORS 339.270)	Intervention	Expulsion
Vehicle Misuse* 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.	Warning	Expulsion

*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 their 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 their designee. The student receives an explanation of the charge against them, and is given an opportunity to present their 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/guardians 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/guardians, at a mutually convenient time.
3. A letter is mailed or carried to the parents/guardians 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/guardians 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 their future success. If the student has a disability, 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/guardians 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 has a disability, a manifestation determination conference shall be convened to decide if there is a direct relationship between the student's misconduct and the disability. 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/guardians by telephone, if possible, or attempt to arrange for a conference, if necessary, at the earliest mutually convenient time to inform the parents/guardians 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/guardians 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 parent/guardians 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 has a disability and it has been decided that there is not a direct relationship between the student's misconduct and the disability, the parents/guardians 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/guardians 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/guardians and student will be afforded the following:
 - (1) To attend and hear the evidence presented by the district;

- (2) To be represented by a 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/guardians and student cannot understand spoken English.
- C. That the parents/guardians must inform the hearings officer if they plan to be represented by counsel at the hearing.
 - D. That the parents/guardians 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/guardians. The parents/guardians 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/guardians and student. If parents/guardians 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/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 them. The counsel may be parent/guardian or an attorney.
 - D. The student is afforded the right to present their 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 them.

- F. The hearings officer determines the facts of each case on evidence presented at the hearing. They shall submit to the superintendent their findings as to the facts and whether or not the student charged is guilty of the conduct alleged and their decision on the case. The above decision is available in identical form to the board, the building principal, the student, and their 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/guardians, 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/Guardians 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 statues. 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 their 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.