

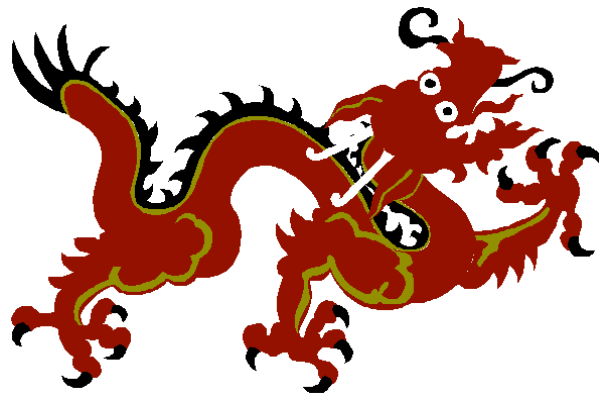
Reynolds Learning Academy

WEST

**20234 NE Halsey
Fairview, Oregon 97024
503-667-4673**

EAST

**2408 SW Halsey Building J
Troutdale, Oregon 97060
503-912-1576**



**Student Conduct Code
2012-2013**

Rights and Responsibility

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 RLA/Transitions Program. 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

8:00am to 4pm on all regular school days.

Bell Schedule

8:45am-1:45pm on all regular school days at the EAST campus at Edgefield Children's Campus.

8:30am-3:20pm on all regular school days at the WEST campus.

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.

Behavioral Expectations

Student Behavior

Disruptive and destructive behavior is not allowed. Tagging, vandalism, flashing hand signs, mean mugging, and gang activities are not allowed. Shock devices are not allowed on campus. Students may not ride skateboards on RLA property. All radios, noise making devices and other electronics, that disrupt the educational environment, will not be allowed unless with the permission of the teacher. Cell phones, pagers, text messaging and all other related activities are not allowed during class time. No disruptive or unsafe activities are allowed at school.

Commons/Cafeteria Sense

In the Commons/Cafeteria, please

Act Responsibly

Be Courteous

Eat at a Table

Use a Chair

Please...

Bus Your Table

Pick Up Area

Closed Campus

The RLA/East Campus is “**closed**” from **8:45 AM until 1:45 PM** for all students. This includes meal periods and non-class time. However, lunch and off-campus passes are available with written parent permission, which is filed in the main office.

In order to leave campus during this “closed” time, students **must check out** at the main office with an approved excuse (parental permission for an approved reason).

Unauthorized Areas

Students are not to be in restricted areas without permission of school staff. Restricted areas include all parking lots, academic hallways, sheds, and athletic fields, adjacent neighborhoods, Edgefield Golf Course, and the park. Students may pass through restricted areas with passes 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 hall pass from his/her teacher. Failure to follow this policy shall lead to the appropriate disciplinary action.

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 obey promptly 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.

Dances at RHS or RLA

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 the dance and will be subject to suspension. After-school dances (soc hops) are for RHS/RLA students **only** and no guests will be allowed. Guests under 21 years of age may be permitted to attend formal and semi-formal dances. Students and guests must bring photo ID to all dances.

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

Trespassers

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 return to the campus after being asked to leave, the police will be contacted and appropriate legal action will be taken.

Dress Code

- A. Shirts and shoes must be worn.
- B. Hats, Do Rags, Hair Nets, and other head coverings are not allowed aloud to disrupt the learning environment.
- C. Any clothing that exposes excessive bare skin may not be worn except when covered by an appropriate outer garment. Such clothing, considered distracting or too revealing, may include, but not be limited to, items such as see-through garments, halters, backless dresses or tops, tube tops, etc., including sagging clothing.
- D. Clothing, hats, or accessories (notebooks, bags, etc.) with writing or pictures suggesting or relating to sex, drugs, alcohol, tobacco, gangs, violence, vulgarity, or ridicule of a particular person or group may not be worn under any circumstances. In addition, pants or shorts with holes in inappropriate places, exposed undergarments, or any other clothing that may cause a disruption will not be allowed.
- E. Any and all clothing, accessories (notebooks, bags, etc.) or tattoos promoting gang affiliation or gang activity will not be allowed.
- F. 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.

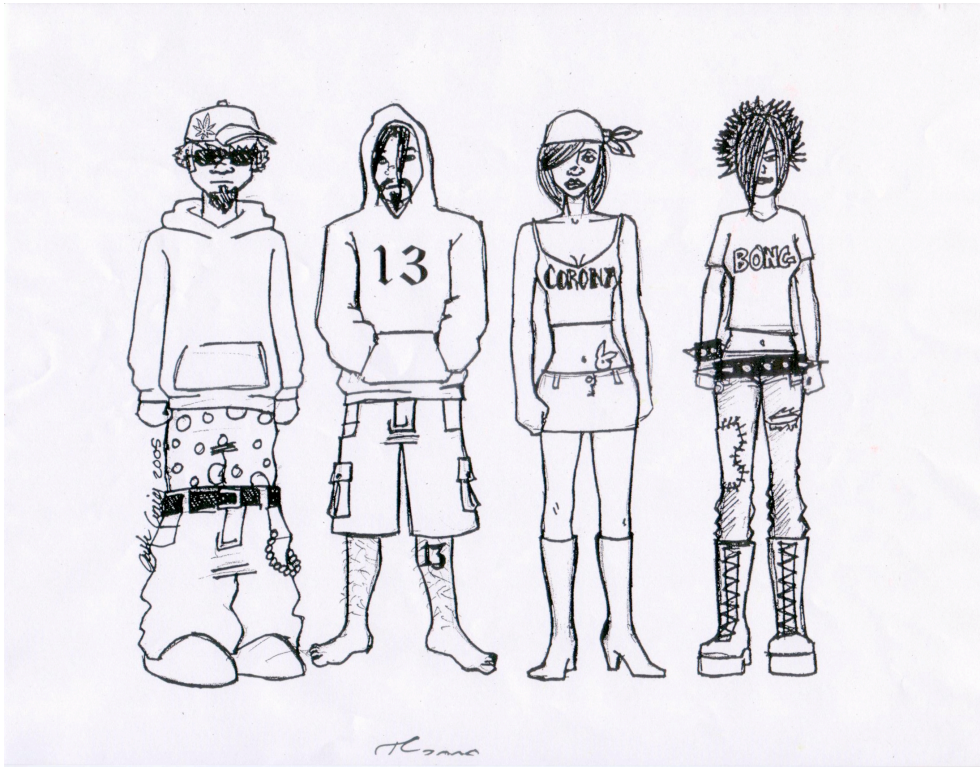
Dress and Grooming

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 (*i.e.*, shoes must be worn in school at all times).

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 advisor 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.

Examples of dress code violations



Personal Possessions

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

Personal Technology

Cell Phones, pagers, laser pointers, music players and any other technology devices which disrupt the orderly education process are not allowed during class time unless approved by Staff for an educational purpose.

Cameras / Video Phones

These are a potential invasion of privacy in a public school setting. District policy strictly prohibits camera/video phones on the RLA Campus and on all district buses.

Attendance Policies and Procedures

The purpose of attendance is to facilitate learning and teach responsible behavior. Attendance rules should not only encourage and motivate students to attend school, but also emphasize the importance of school learning. All absences affect learning regardless of their reason. Students missing class lose out on a significant amount of learning within a given classroom.

It is the intent of the Reynolds School District that all students be in attendance on a regular basis. The goal of this policy is to work with parents and students to establish and maintain positive attendance patterns in school.

Student Responsibility

At Reynolds Learning Academy, attendance in all classes is important to a successful academic experience. A direct correlation exists between attendance and the opportunity to graduate. Students with good attendance, generally, achieve higher grades, enjoy school more, and are more acceptable to employers after leaving high school. Students need to understand that, at this point in their lives, school is their number one responsibility. Additionally, all students are expected to be in class on time.

Parent Responsibilities

1. Read the attendance policy.
2. Notify the school within 48 hours when their student is absent.
3. **Notify the school of any change in address or phone number.**
4. Provide transportation to and from detention and/or evening school.

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

In accordance with the laws of the State of Oregon, school attendance is the responsibility of the student and his/her family. Students are expected to be regular and punctual in their attendance.

Students who are absent from RLA must comply with the following:

1. *Absence due to illness or emergency:*

A student should have his/her parent contact RLA EAST at 503-912-1576, before 10:00AM on the day of the absence. The school will open for calls each day, starting at 8:00AM. RLA WEST students should have his/her parent contact 503-667-4673.

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, or personal illness or emergency situations.

Note: Excused absence notes must contain:

- *Student's full name
- *Reason for absence

- *Date of the 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

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** to clear the absence to "excused". Students that arrive to class 15 minutes late, will be marked absent.

Unexcused Absence Procedures

Unexcused absences during each semester will result in the following: The first unexcused absence will result in a call by office staff informing parents/guardians of the absence. These unexcused absences may result in a referral, requiring a consequence to be determined by the building administrator. Repeated/excessive absences, excused or unexcused, will be reviewed and referred to the school counselor. A meeting with the student's parent/guardian may be required to discuss the challenges present causing the absences.

Consequences

Students who miss a final, mid-term, or unit test as a result of suspension may be allowed to make up those tests without academic penalty.

Tardy Policy

Students will be referred to the school counselor when the student accumulates four (4) or more unexcused tardies, or when tardies affect academic performances or classroom environment.

Attendance Office

1. Notifies parents through a computer telephone system of daily, unexcused absences.
2. Tracks disciplinary action.

Disciplinary Actions

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior 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 individuals involved. Written records will be maintained.

School Detention

An assignment is made by an appropriate school official, for a period of time, before and/or after school, in a supervised area. Students assigned must bring necessary study materials, and they are expected to study quietly for the entire period of assignment. They are not allowed to leave until completion.

Positive Alternatives to School Suspension at RLA EAST Campus

P.A.S.S. is an in-school suspension assignment used as an alternative to out-of-school suspension. Students who do not follow P.A.S.S. guidelines may be subject to out-of-school suspension.

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) may 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.

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 Board of Directors. 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.

Drugs and Alcohol**Use and Abuse of Chemicals (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. Chemicals interfere with the learning process for the individual user and actively disrupt the environment for other members of the RLA academic community. Chemicals interfere with our ability to feel, to think clearly, and to make effective decisions on the choices available to us.

The Reynolds Community recognizes that substance abuse is a problem in today's society. Our community will provide programs and support to our students through our Counseling Department.

Support groups will be available to the students in some circumstances.

Students, teachers and parents expect RLA to be a chemical-free environment. All members of the school community are actively involved in working toward that goal and supporting others as they try to overcome their chemical problems.

Consequences for Use or Sale of Chemicals:

1. Possession or use of drugs and/or alcohol

The student will be suspended from school for up to ten (10) school days. If the student and parents agree to have the student complete drug and alcohol information classes, be evaluated by an outside agency, or complete a program recommended regarding chemical dependency, then the suspension will be reduced to three (3) school days. The student and/or family will be responsible for contacting the Student Assistance Coordinator to arrange for such classes and evaluations.

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

The student will be suspended for five (5) school days. If the student and parent(s) agree to have the student participate in a student assistance program and the parents agree to sign a release of information form, the suspension will 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 may be subject to suspension 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 could be recommended for expulsion.

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

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

6. Subsequent violations

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

7. Police Involvement

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

Conduct Code Infractions & Disciplinary Consequences

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

When a student has committed an infraction, 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.

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* Intentional, unauthorized physical contact with another person, which may cause physical injury. (ORS 163.160)	Suspension	Expulsion
Closed Campus/Unauthorized 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, 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)	Detention/suspension	Expulsion
Disorderly or Disruptive Conduct* Language, behavior, dress, or use of annoying 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	Suspension	Expulsion

activity, (3) while traveling to or from school, or (4) within 1000 feet of the school. (ORS 475.999)		
Extortion* Demanding money, or something of value (i.e. lunches, CD's, homework, etc.), from another person in return for protection from violence or threat of violence. (ORS 163.275)	Suspension	Expulsion
False Fire Alarm, Bomb Threat* The intent to disrupt the school by initiating 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* Intentional falsification of public and/or school-related documents, or misrepresentation of information requested by staff. (ORS 165.002)	Detention	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
Menacing, Threats, Harassment, or Bullying* 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)	Detention/suspension	Expulsion
Recklessly Endangering* Conduct that creates a safety hazard or a substantial risk of injury to any person.	Warning/Detention/suspension	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)	Suspension	Expulsion
Tobacco* The possession or use of cigarettes, cigars, "chew", or any other tobacco products on school property or at school sponsored activities.	Detention	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)	TBD	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 RLA/Transitions parking permit.	Conference	Expulsion
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***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, 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. School days missed while on suspension will be considered unexcused absences.

Suspension procedures are as follows:

1. An informal 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. In some circumstances, a conference may be required for reinstatement.
4. In the event of a reinstatement conference, the student's achievements as well as the 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, but no credit will be given.

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 superintendent.
6. In special circumstances the school board may, on its own initiative or on request by the superintendent or parents, make a final review of the decision.

Expulsion

Expulsion denies the student attendance at school or school activities in accordance with Oregon's statutes. Expulsion recommendations are made by the principal.

Expulsion procedures are as follows:

1. The student is suspended (in accordance with the suspension regulations) pending further investigation for a possible expulsion.
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 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 under 94-142. 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 one (1) school day 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 hand delivered to the superintendent.
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 readmittance 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 pupil 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 tape 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 one (1) school day 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 the student's possession or use of a weapon. In any event, the expulsion shall not extend beyond the second term or semester.
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.

Police Involvement

School officials have the option to notify police authorities, and in case of major violations, may press charges. If the police authorities are notified, an attempt will be made to contact parent(s). Any action taken by police authorities will be in addition to action by the school.

School officials guided by district procedures, will cooperate with police authorities 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 may occur 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 done by the building principal 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 principal.

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 principal.

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.

Student Privileges

Serious infractions of the Student Conduct Code 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.
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 by the principal.
4. Any distribution or sale of printed material, in school or on the grounds (other than official school publications), must first be cleared by an assistant 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, sexual orientation or social class is prohibited. Students in violation may have items subject to confiscation and/or may be suspended from school.

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.

HIGH SCHOOL STUDENT CALENDAR

2012-13 School Year

School Start times

Reynolds High
8:10am to 3:05pm Late Start 9:20am

Reynolds Learning Academy West
8:30am to 3:15pm Late Start 9:40am

Reynolds Learning Academy East
9:25am to 3:30pm Late Start 10:35am

SEPTEMBER 2012						
S	M	T	W	Th	F	S
						1
2	3	F	F	6	7	8
9	10	11	L	13	14	15
16	17	18	19	20	21	22
23	24	25	L	27	28	29
30						

September 2012

4 First Day of School for students in Grade 9.

5 All Students Grade 9-12 Attend School.

First day for students in Grades 10-12.

12 ~Late Start

26 ~Late Start

October 2012

10 ~Late Start

12 *No School for
Students or Staff

22-23 *No School/Training

24 ~Late Start

31 *No School/
Conference Prep

OCTOBER 2012						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	L	11	N	13
14	15	16	17	18	19	20
21	N	N	L	25	26	27
28	29	30	N			

NOVEMBER 2012						
S	M	T	W	Th	F	S
				PC	PC	3
4	5	6	L	8	G	10
11	H	13	14	15	16	17
18	19	20	L	H	H	24
25	26	27	28	29	30	

November 2012

1-2 *No School/Conferences

7 ~Late Start

9 *No School/Grading

12 *No School/
Veterans Day

21 ~Late Start

22-23 *No School/
Thanksgiving Break

December 2012

5 ~Late Start

19 ~Late Start

24-31 *No School/
Winter Break

DECEMBER 2012						
S	M	T	W	Th	F	S
						1
2	3	4	L	6	7	8
9	10	11	12	13	14	15
16	17	18	L	20	21	22
23	H	H	H	H	H	29
30	H					

JANUARY 2013						
S	M	T	W	Th	F	S
		H	H	H	H	5
6	7	8	9	10	11	12
13	14	15	L	17	18	19
20	H	22	23	24	G	26
27	N	29	L	31		

January 2013

1-4 *No School/Winter Break

16 ~Late Start

21 *No School/MLK Day

25 *No School/Grading

28 *No School/Planning

30 ~Late Start

February 2013

13 ~Late Start

18 *No School/
Presidents Day

27 ~Late Start

FEBRUARY 2013						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	L	14	15	16
17	H	19	20	21	22	23
24	25	26	L	28		

MARCH 2013						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	L	14	15	16
17	18	19	20	21	22	23
24	H	H	H	H	H	30
31						

March 2013

13 ~Late Start

25-29 *No School/Spring Break

April 2013

3 ~Late Start

5 *No School/Grading

17 ~Late Start

APRIL 2013						
S	M	T	W	Th	F	S
	1	2	L	4	G	6
7	8	9	10	11	12	13
14	15	16	L	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	F	

May 2013

27 *No School/Memorial Day

31 Last Day for Seniors

June 2013

4 RLA Graduation

7 RHS Graduation

12 Last Day of School

JUNE 2013						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	F	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

F = First Day of School (See grade level) or Final Day (in May & June)

L = Late Start (school for students starts 1 hour 10 minutes later)

*Dates in Bold = No School Day for Students

N = No school for students. Staff report for inservice, conference or course preparation.

PC = No school for students. Parent conferences.

H = No school for students or staff for Holiday Break.

G = No school for students. Staff report for grading.



Student Code of Conduct Quiz and Sign-off Sheet

All Reynolds Learning Academy Students must complete the following quiz and answer all questions correctly.

- T F Head coverings are not allowed on campus. Any hat seen by a staff member will be confiscated. (4)
- T F Cell phones, and other electronics must be off and away. (1)
- T F Students may not wear any clothing representing drugs or alcohol.
- T F Students who fail to attend assigned detention will be suspended. (8)
- T F Personal possessions brought to school are the responsibility of the student, not the school. (5)
- T F Confiscated items can only be picked up on the last day of any given week. (5)
- T F Absences must be excused within 48 hours to qualify as excused. (7)

By signing below I am indicating that I have received a copy of the **Reynolds Learning Academy Student Code Of Conduct**, and agree to abide by the guidelines therein.

Student Name (printed)

ID #

Student Signature

Date

