

Home of the Mustangs!  
**Walt Morey Middle School**  
**2021 - 2022**



**Student Code of Conduct**

# **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 Walt Morey Middle School. Parents, administrators, teachers, students and others responsible for the welfare of the student must cooperate to provide this opportunity.

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

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

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

***Walt Morey Middle School  
2801 SW Lucas Ave  
Troutdale, OR 97060  
Phone: 503-491-1935  
Fax: 503-676-6785***

***Reynolds School District  
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# General Information

## **Building Hours & Supervision**

Walt Morey Middle School will be open from **7:00 AM - 3:00 PM** on all regular school days. Office hours are from 7:00 AM - 3:00 PM Monday - Friday.

## **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.

Parents wishing to visit classrooms must consult with teachers and request permission from the principal. We ask that all parents provide at least 24 hours notice before their visit.

## **Closed Campus**

The WMMS campus is closed from **7:00 AM until 2:15 PM** for all students; this includes lunch periods and non-class time. We require all students to remain on campus for the duration of the school day. Students leaving campus for unauthorized reasons will be subject to consequences as outlined in the following pages.

Students leaving campus to take care of doctor's appointments or other parent-approved activities **must check out at the Office** with a written excuse (parental permission for an approved reason) or be a part of one of the approved off-campus program/events.

In order for any student to leave the campus with an adult other than his own custodial parent or legal guardian, the office must have custodial parent/guardian permission. It is essential to include a phone number where you can be reached for verification purposes.

# Behavioral Expectations

## **Student Behavior**

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

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

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, mean mugging, and other acts associated with gang activities. Objects such as shock devices or weapons of any kind also put students at risk and thus cannot be allowed at school.

*Students will keep all communication and electronic devices turned off and put away from the time they arrive on campus until students are released at the end of the day. Students may not carry phones or electronic devices with them; they are to be kept in the students' lockers at all times. If a student violates this rule, the device will be confiscated.*

## **Your Ride Home**

Students participating in after school activities and sports are to meet their rides at the front doors of the school. Students will remain in this area while waiting for their transportation. Students needing to make a phone call will make the request to the supervising coach or staff member.

## **After School Audience**

We encourage students to enjoy the after-school games and concerts and support their classmates. Student conduct during these events will meet the following expectations:

1. Students who participate as audience members will be accompanied by a parent or guardian.
2. Students will remain in the area of activity and participate as fans or an audience in the designated area.

3. Students will follow all school policies as stated in this handbook.
4. If students are *absent* from school on the day of the event, they *will not be admitted* to the event, whether as participants, or as audience members.
5. Students who need to be removed from the audience of an after school event will not be allowed to participate as an audience member at any other event for the remainder of the school year.
6. If students are suspended either in school or out of school, they will be excluded from attending any after school activities.

## **Unauthorized Areas**

For student safety, students are not to be in restricted areas without permission of school staff. Restricted areas include all parking lots, academic hallways, sheds, gym lobby and athletic fields, adjacent neighborhoods, etc. Students may pass through restricted areas with passes issued by staff. Failure to follow this policy shall lead to the appropriate disciplinary action. Chronic failure to follow policy will result in a trespass notice for all after school events and activities.

## **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.

## **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.

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

- a. Student needs a note from their Custodial 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 the end of second lunch.
- c. Students are not allowed on a different bus without this pass.

## **Inappropriate Dancing Policy**

Students who choose to dance inappropriately (freaking, grinding, or other dancing of a sexual nature) WILL BE REMOVED FROM THE DANCE. There will be no warnings. Chronic failure to follow policy will result in student being prohibited from dances for the remainder of the school year.

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

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

**Students who have been suspended out of school for serious safety related infractions will be trespassed from the property, except during regular school hours.**

## **Dress Code**

The clothing of students at Walt Morey Middle School should follow these guidelines:

- It does not interfere with the teaching/learning process
- It does not constitute a danger to his/her physical well-being
- It is within the bounds of modesty and cleanliness

These guidelines do not constitute an “anything goes” policy. It is the parents' responsibility to ensure their students' clothing complies with these guidelines. Counselors and administrators are charged with the responsibility of dealing with those students who exceed the limits. We are committed to maintaining a safe and positive learning environment and will exclude any clothing that is determined to interfere with maintaining that environment. We understand that these guidelines may contradict the current clothing style of students, and we appreciate your help in ensuring we have a positive learning environment.

Some examples of unacceptable clothing or accessories are:

- clothing that draws inappropriate attention to one's body
- clothing with a low-cut neckline, low cut arm holes, or that exposes the midsection
- muscle shirts or clothing with spaghetti straps. All straps must be at least 3 inches
- exposed undergarments
- shorts or pants that are worn in a sagging position
- shorts or skirts that are shorter than mid-thigh
- clothing that is see-through
- clothing advertising sex, alcohol, drugs, and clothing with inappropriate words/phrases
- clothing that identifies one as being a part of a gang or is associated with gang activity
- jeans with holes above the mid thigh (if worn they need to have something covering the exposed skin)
- belts hanging down
- chains, spikes or other dangerous objects, whether part of clothing or not
- hats or hoods worn in the building
- sunglasses or face painting
- pajamas or slippers
- slippers, open-backed or closed-backed, regardless if they have hard soles and were bought in the shoe department

On special dress days (example: Spirit Day), the dress guidelines and parameters will be announced in the student bulletin prior to the dress day.

**No blankets are allowed at 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 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.

## **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.

## **Confiscated Items**

Any item confiscated by a school staff member will be cataloged and stored in the office by the student management team (SMT). Students may recover confiscated items that are eligible for return after school at 2:15 PM.

The second time a student has an item confiscated a parent or guardian is required to pick up the confiscated item(s). Additional violations will result in additional consequences.

## **Skate Boards**

Students who use a skateboard as a method of transportation to and from school must keep the skateboard out of sight while on campus. They may be stored in the front office or ISS room, not in student lockers. Any skateboard seen on campus that are not in compliance with this policy will be confiscated.

## **Use of Personal Technology**

Students are expected to use personal technology devices in a responsible and appropriate manner. Activities, such as the following are strictly prohibited at WMMS to ensure the safety of all of our constituents: taking personally invasive movies with the intent to post to the internet, using cell phones (either to make calls or to text others) during school hours, using laser pointers and like items, or listening to music players or playing video games on handheld devices during class. All devices are to be kept in the students' lockers at all times. If a student violates this rule, the device will be confiscated and returned to a parent/guardian only.

**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 WMMS Campus and on all district buses.

## **Food and Drink**

No open containers of food or drink will be allowed in the hallways. Only clear water thermoses will be allowed (no hydro flasks). The same applies to the commons except for during breakfast and lunch times. Food, including candy and gum, is allowable in a classroom with teacher approval. No food is to be left in lockers or classrooms overnight. For health reasons, energy drinks containing guarana, taurine, or excessive amounts of caffeine (90 mg or above) are not allowed in school. For safety purposes, glass bottles will not be permitted at school.

Students may not bring Starbucks or any other open drink to school. All drinks must enter school in a sealed container. Students may bring their own water bottle, but it must be clear.

**\*\*\* An open container is anything that is not factory-sealed. \*\*\***

## **Passing Time and Hallway Behavior**

Students are expected to go directly to class without loitering in hallways or entering pods, classrooms, or hallways where they don't have a class.

When passing between classes, students are expected to walk on the right side, use quiet voices (not all classes are passing at the same time), and keep hands and feet to themselves.

**Public displays of affection such as (but not limited to) hand holding or kissing are not allowed on campus at any time.**

# **Attendance Policies and Procedures**

Students are expected to live up to their responsibilities as academic members of our school. They must attend all classes on time. 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.

It is a requirement 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**

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

## **Parent Responsibilities**

1. Read the attendance policy.
2. Notify the school within 48 hours when your student is absent.
3. Notify the school of any change in address or phone number.
4. Ensure that your student attends school 90% of the school year. This means that a student cannot miss more than 9 days in a semester or more than 17 days in a school year.

## **Attendance Office**

1. Publishes a list that indicates excused and unexcused absences in each teacher's class.
2. Notifies parents of daily-unexcused absences.
3. Requests homework for any students absent 3 days or longer (only when it is requested by parent).

## **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 Walt Morey Middle School must comply with the following:**

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

A student should have his/her parent contact WMMS by phone, 503-661-9595, before 8:00 AM 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 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 by parent, at least 48 hours prior to the absence. Parents may either call the attendance office by phone, or send a note to the Attendance Office. Each absence is an individual case and will be treated according to the circumstances surrounding the request. Examples of such extended absences, that are to be handled in this way, are funerals, family vacations, personal illness, or emergency situations.

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

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

\*Student's full name  
\* Reason for absence  
\*Date of absence

\*Signature of parent/guardian  
\*Phone numbers for parent contact

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

- \* Student illness
- \* Family illness requiring a student's presence
- \* Religious holiday

- \* Death in the family
- \* Pre-arranged absence (48 hours in advance)
- \* 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 convert it to "excused".

## **Unexcused Absence Procedures**

Unexcused absences during each semester will result in the following: Unexcused absences will be tracked through the attendance system. Chronic unexcused absences may result in citation from a truancy officer and a possible parent fine up to \$500.

Please note: Students are responsible for making up any assignments missed due to any absences. Daily classroom assignments, tests, extended assignments and projects may be credited made up according to the criteria outlined by the instructor's class syllabus. A teacher has the choice of administering the same test or an equivalent alternative assessment. Grades may be lowered up to one grade. 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 are expected to be on time to every class. Students who accumulate three or more unexcused tardies in a semester will be required to serve either a lunch or after school detentions

**STUDENTS MUST GIVE BACK THE TIME THEY HAVE TAKEN AWAY FROM THE CLASS.**

3 tardies = lunch detention, note home

6 tardies = lunch detention, note home

9 tardies = after school detention, parent phone call

12 tardies = after school detention, parent phone call

15 tardies or more = parent conference and one after school detention for every tardy thereafter.

## **Disciplinary Actions**

Students who demonstrate problematic behavior will be subjected to certain disciplinary actions. Parents will be notified within 24 hours of a student receiving a disciplinary referral.

### **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, email, or letter. A conference may be conducted between the student, his/her parent, appropriate school officials, and other pertinent individuals.

Written records will be maintained.

### **School Detention**

Any school staff member may assign detention. This time can be during lunch or after school in a classroom or other supervised area. Students assigned must bring necessary study materials and are expected to work diligently and quietly for the entire period of assignment.

### **After School Detention**

Any school staff member may assign after school detention. After school detentions will take place on Tuesdays and Thursdays from 2:30-4:30 PM. Students assigned must bring necessary study materials and are expected to work diligently and quietly for the entire period of assignment. Students who do not follow rules will be assigned an additional detention. Students who do not show up to detention will receive an in-school suspension for non



compliance.

### **In-School Suspension (ISS)**

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 one hour up to three school days. Parents will be notified of the action within 24 hours. A written record will be maintained.

\*Students who do not follow the behavioral expectations of in-school suspension will be sent home and the absence will be recored as an out-of-school suspension.

### **Out-Of-School Suspension (OSS)**

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 maximum of three school days. Occassionally, student may be excluded longer, pending a threat assessment or expulsion review. A student's privilege to attend school activities may be suspended for up to one year. Parents will be notified of the action. custodial parent(s)/guardian(s) may be required to accompany the student for a re-entry meeting. 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 District Hearings Officer; the student and his/her custodial parents(s)/guardian(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.

### **Restorative Practices:**

A philosophy that provides the skills and processes that help us build, maintain and repair relationships to form healthy, supportive, inclusive and equitable communities.

The Reynolds School District believes in allowing students the opportunity to learn and grow from their mistakes. To facilitate this growth, some students may voluntarily participate in a restorative conference as a way to repair individual, school, or community harm that has been caused by their negative actions. This process may happen in addition to any of the above listed consequences.

### **Restorative Justice:**

A formal or informal process used in response to an event or incident to repair harm and re-build relationships.

### **Fair Process:**

A way to build trust, cooperation, and collaboration in any organization that is accomplished through the following three principals:

- *Engagement* — involving individuals in decisions that affect them by listening to their views and genuinely taking their opinions into account
- *Explanation* — explaining the reasoning behind a decision to everyone who has been involved or who is affected by it
- *Expectation clarity* — making sure that everyone clearly understands a decision and what is expected of them in the future (Kim & Mauborgne, 1997)

### **Circles:**

A circle is a versatile restorative practice that can be used proactively, to develop relationships and build community. Circle can also be used responsively to respond to harm, conflicts and patterns of behavior.

### **Community Building Circles:**

A proactive circle that builds relationships in a classroom and establishes positive connections, including agreements about how members of a community ought to treat each other.

## Restorative Circles:

A circle that is planned to respond to harm and facilitate healing. Uses specific high-quality questions to explore an incident or a pattern of behavior and agreements are created on how to repair harm for both the individual responsible and the individual impacted.

## Use and Abuse of Chemicals (drugs, alcohol, and tobacco)

The use of chemicals on the WMMS campus, bus stop, 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 WMMS academic community. Chemicals interfere with one's ability to feel, to think clearly, and to make effective decisions on the choices available.

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

Students, teachers, and parents expect WMMS 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, alcohol, or tobacco

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 and /or expulsion from school.

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

These practices are illegal and potentially harmful to the health of students. Students in violation may be subject to suspension and /or expulsion from school.

### 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 and /or expulsion from school.

### 4. Distribution of drugs, alcohol, or tobacco

Any student responsible for selling or in any way providing an illegal drug, narcotic, alcohol, or tobacco to other students will 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 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 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

Referral Level Offenses	Action To Be Taken	
	Minimum	Maximum
<b>Arson*</b> The use of fire or incendiary devices to destroy or attempt to destroy property. (ORS 164.325)	Suspension	Expulsion
<b>Assault*</b> Intentional, unauthorized physical contact with another person, which may cause physical injury. (ORS 163.160)	Suspension	Expulsion
<b>Closed Campus/Unauthorized Area</b> (I) Failure to sign out, regardless of the reason, when leaving the building or campus during the	Warning	Expulsion

school day. (2) Students in unauthorized areas without permission of school staff. These areas include parking lots, athletic fields, dugouts, sheds (non-academic structures), adjacent neighborhoods, etc.		
<b>Dangerous or Deadly Instruments*</b> The possession of a dangerous or deadly instrument, or the use of any object that can cause bodily injury to another person. These may include firearms, knives, cutting tools, chains, explosive devices, projectile-firing devices, pointed steel studs, bats/batons, etc. (ORS 166.370)	Suspension	Expulsion
<b>Defiance of Authority, Insubordination</b> Refusal to follow the reasonable requests of school personnel and/or disrespect of school personnel. (ORS 339.250)	Conference	Suspension
<b>Disorderly or Disruptive Conduct*</b> Language, behavior, dress, or use of devices (laser pointers, cell phones, pagers, laptops, music players, text messaging, camera phones etc.) which disrupt the orderly educational procedures of the school, and/or create a safety hazard to the members of the school community. This offense may involve profanity, amplified music, play fighting (including water fights), confrontational gatherings, inciting others to act inappropriately, inappropriate display of affection, etc. (ORS 166.025)	Conference	Suspension
<b>Drugs and Alcohol*</b> The possession, use, distribution, or sale of dangerous or illegal chemicals (1) on the WMMS 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)	Suspension	Expulsion
<b>Extortion*</b> 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
<b>False Fire Alarm, Bomb Threat*</b> The intent to disrupt the school by initiating a false alarm or threat. (ORS 162.375)	Suspension	Expulsion
<b>Fighting*</b> Having physical conflict with another person, or becoming physically and/or verbally involved in a conflict between other students.	Suspension	Expulsion
<b>Forgery/Lying*</b> Intentional falsification of public and/or school-related documents, or misrepresentation of information requested by staff. (ORS 165.002)	Conference	Expulsion
<b>Gambling</b> Games of chance played for money. These may include, but not be limited to, such games as cards, dominos, etc. If gambling is suspected, game equipment may be confiscated.	Warning	Expulsion
<b>Menacing, Threats, Harassment, Cyberbullying or Bullying*</b> By spoken or written word, image 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	Expulsion
<b>Recklessly Endangering*</b> Conduct that creates a safety hazard or a substantial risk of injury to any person.	Warning	Expulsion
<b>Theft*</b> Committing or attempting to commit an act of theft against a fellow student, the school district or any other party. Possessing stolen property. (ORS 164.015)	Suspension	Expulsion
<b>Tobacco*</b> The possession or use of cigarettes, cigars, "chew", or any other tobacco products on school property or at school sponsored activities.	Suspension	Expulsion
<b>Sexual Harassment*</b> Unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct, or other conduct, which creates a sexually hostile environment.	Suspension	Expulsion
<b>Vandalism*</b> Cutting, painting, defacing, or injuring any school or District owned property. (ORS 339.260) <b>The student and legal guardians will be liable for such damages.</b> (ORS 339.270)	Suspension + Restitution	Expulsion

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

**Cyberbullying** is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form, which substantially disrupts or prevents a safe and positive educational or working

environment may also be considered cyberbullying. This includes videotaping fights, posting fights on social media, or sharing them with others either directly or indirectly.

*Students are subject to discipline for conduct while traveling to and from school, at school-sponsored activities, at school bus stops, 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**

### **Out-of-School Suspension**

Suspension removes from a student the privilege of attending school and school activities for a maximum of 3 school days. In special circumstances a suspension may be continued until some specific pending action occurs such as a court hearing, a medical evaluation, pending expulsion hearing, or a review by a probation officer. Suspensions are made by the principal or his/her designee and are not to be used in lieu of expulsion.

*Suspension procedures are as follows:*

1. A conference is held between the student and the principal or his/her designee. The student receives an explanation of the charge against him/her and is given an opportunity to present his/her version of the facts. The principal or designee may question other people with knowledge of the incident. If the principal or designee believes that suspension is warranted, the student is sent home. Where there is a serious risk that substantial harm will occur by the student's continued presence, the student will be removed from school immediately.
2. The parents are notified by telephone (within 24 hours) of the suspension, the reasons for the action, and the procedures for review of the suspension and for reinstatement. If a meeting is requested by the parent, the school will attempt to schedule a conference at a mutually convenient time.
3. The referral is mailed or carried to the parents stating the time, date, and specific reasons for the suspension, the maximum length of the suspension, and the procedures to be followed for review of the decision and for reinstatement. If a conference is needed and has not yet been scheduled, the letter will ask the parents to arrange for a conference at their earliest convenience.
4. If a conference is held, 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.
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. The principal or his/her designee 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.
2. A report of the student's misbehavior and record is referred to the principal. If the student is handicapped, a manifestation determination conference shall be convened to decide if there is a direct relationship between the student's misconduct and the handicapping condition. If the team determines that there is a direct relationship, expulsion shall not be considered and the team shall consider placement options. When it appears to the principal that expulsion is warranted, the principal will recommend that such action be taken.
3. The principal, or designee, will contact the parents by telephone, if possible, or attempt to arrange for a

conference, if necessary, at the earliest mutually convenient time to inform the parents of the following:

- A. The charge against the student, and the specific facts supporting the charge that have brought about the principal's recommendation for expulsion will be explained.
- B. The parents will be given the opportunity for a hearing and may be represented by counsel or another person at the hearing.
- C. A letter containing the following will be mailed to the parents following the telephone conversation or conference.
  - (1) The charge or charges made against the student.
  - (2) Specific facts, which support the charges.
  - (3) The intent of the principal to recommend expulsion on the basis of the charges.
  - (4) The superintendent will appoint a hearings officer who will contact them to set up the date and time for the hearing.
- D. If the student is handicapped and it has been decided that there is not a direct relationship between the student's misconduct and handicapping conditions, the parents will receive the additional notice of their due process rights 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 three school days of the student's removal from school, a report of the student's present and past incidents of behavior, the notice of intent to expel, and summaries of parent/school conferences relative to the student's present and past incidents of behavior will be given to the principal.
- 5. The superintendent will appoint a hearings officer. The hearings officer will send a certified letter to the parent, including the following information:
  - A. The time, date, and location of the hearing.
  - B. That the parents and student will be afforded the following:
    - (1) To attend and hear the evidence presented by the district;
    - (2) To be represented by counselor 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

Procedures for enrolling the student in the recommended program.

6. The expulsion hearing will be scheduled no sooner than five (5) days from the notification to the parents. The parents may request rescheduling the hearing for a later date; however, the student will not be readmitted to school during the interim. As a result of the hearing, the hearings officer will either confirm the recommendation or the student will be reinstated after a conference is held to establish conditions of re-admittance with the parents and student. If parents appear with counsel, without having notified the hearings officer, the hearing will be postponed until such time as the administration can also have counsel present.
7. The following procedure shall be followed when a hearing is required:
  - A. The hearings officer maintains control over and conducts the hearing.
  - B. The student, parent or guardian is permitted to inspect, in advance of such hearing, any affidavits or exhibits which the school intends to submit at the hearing.
  - C. The student is permitted to have counsel present at the hearing to advise him/her. The counsel may be parent/guardian or an attorney.
  - D. The student is afforded the right to present his/her version as to the charges and to make such showing by way of affidavits or exhibits.
  - E. The student is permitted to hear the evidence presented against him/her.
  - F. The hearings officer determines the facts of each case on evidence presented at the hearing. He/she shall submit to the superintendent his/her findings as to the facts and whether or not the student charged is guilty of the conduct alleged and his/her decision on the case. The above decision is available in identical form to the board, the building principal, the student, and his/her parent.
  - G. Strict rules of evidence do not apply to the proceedings.
  - H. The hearings officer makes record of all pertinent facts presented at the hearing.
  - I. The hearings officer may make a complete audio recording of the hearing. The recording will be maintained on file in the superintendent's office. The student may receive a copy of the recording made by the hearings officer.
  - J. The Board will receive a written report outlining the hearing officer's decision.
8. The parent/guardian shall be informed of the hearings officer's decision verbally within one (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. In such cases, expulsion for one calendar year may be assigned.
10. When a student is expelled from the school, the district shall consider and propose to the student, and document to the parents, prior to expulsion, the alternative programs of instruction or instruction combined with counseling in accordance with ORS 339.250(6). The programs proposed shall be limited to ones registered with the Oregon Department of Education prior to placement of a student in the program. Parents of students being considered for expulsion shall be notified of the availability of alternative education programs, as provided in paragraph 5.1. above, when notified of the scheduled expulsion hearing and, if the student is expelled, again at the time of the actual expulsion.

## **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 supervised by a member of the school administration and will be witnessed by at least one other staff member. Illegal items, such as, weapons, drugs and related paraphernalia, tobacco, or items prohibited by district regulations, or other possessions, reasonably determined to be a threat to the safety or security of the possessor or others, may be seized by the Student Management Team and/or administrator.

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

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

4. A search of the student's person, or assigned student storage, may be conducted by law enforcement officials, in accordance with law.

## **Student Privileges**

Serious infractions of the Student Code of Conduct 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 for WMMS 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 a school administrator.
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 suspension from school.

## **Student Rights & Responsibilities**

*The RSD School 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 record;

## **Code of Conduct**

### **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 Walt Morey Middle School. Parents, administrators, teachers, students and others responsible for the welfare of the student must cooperate to provide this opportunity.

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

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

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