

Oregon Trail School District
CODE OF CONDUCT/ STATEMENT OF ADMINISTRATIVE RULES
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ALTERNATIVE EDUCATION REQUIREMENTS (Board Policy IGBHC)

It is the policy of the district to provide alternative education opportunities to students who are not benefiting from the district's regular education program because of behavior and/or attendance problems.

Alternative programs shall be considered and proposed in the following situations:

1. When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the education program;
2. When the district is considering expulsion because of repeated severe disciplinary problems;
3. When a student is expelled pursuant to subsection (c) of ORS 339.250; and
4. When the student or the student's parent or legal guardian notifies the district of intent to withdraw from the program as provided under ORS 339.250 (7).

When one of the above situations exists, the district shall notify the student and parent or legal guardian of the availability of alternative programs. Notice shall be written and delivered personally or by certified mail. Notice shall include the following:

1. Student action, which is the basis for consideration of alternative education;
2. Listing of alternative programs for this student for which the district would provide financial support (district not responsible for financial support if the student is 16 or older and withdraws from school);
3. The program recommended for the student based on student's learning style or needs; and
4. Procedures for enrolling student in the recommended program.

STUDENT RECORDS (Board Policy JO; JOA; JOB)

Student records are kept by the schools for the student's benefit and to supply information to interested persons about students as may be required by federal law, state law or school board policy.

Student Educational Records consist of: The Permanent Record; Health Records; all Special Education Records; and Behavioral Records. The school district forwards education records requested under OAR 581-21-340 within ten days of receiving the request without consent of the parent(s) or eligible student.

All records are confidential and may be examined only by appropriate school personnel, parents and others who have written parent permission to examine records (see Family Education and Privacy Act, Public Law 93-380, as amended by Public Law 93-568; 45 CFR Part 99).

School districts include in directory information (which is released without getting permission from parents) a student's address, telephone number, and/or photograph. (Annual notice of directory information must be made.)

If a parent asks to review school records, a certified staff member will be available to explain the contents of the files. If the parent believes that part of the behavioral file obstructs a student's rights, the parent may ask that the part be destroyed. If the school refuses the request, the parent has the right to a hearing.

STUDENT ASSEMBLIES AND MEETINGS**ASSEMBLY OF STUDENTS**

Students in the Oregon Trail School District shall have an opportunity, with the written permission of the school principal, to meet on school property, provided such meetings do not disrupt the orderly operation of the school or violate the rights of other students or staff. Students shall request permission of the building administration for meetings in advance, and there shall be a mutual agreement on time, place and supervision. Informal student gatherings shall not disrupt the orderly operation of the educational process or infringe upon the rights of others to pursue their activities. No speakers shall be allowed to advocate breaking the law. Invitations to speakers shall be approved by the principal or designated representative.

FREE EXPRESSION (Board Policy JF/JFA; JFC; JG)

All students have the right to free expression under the First and Fourteenth Amendments to the United States Constitution and also under the State Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression.

Students are encouraged to participate in and contribute to school publications (any publication sponsored or in any way funded by the school shall be known as a school publication). Students are encouraged to express personal opinions in these publications but shall follow the written policies of the school. Obscene or profane materials, knowingly or recklessly false libelous statements, or any material which would disrupt classes or other school activities, are prohibited from all school publications (ORS 339.250).

Students may hand out printed material to inform the community of school activities, but care shall be taken to avoid false, libelous or obscene material designed to harm the school or members of the community.

The principal/assistant principal must choose a time and place for the distribution of material and he/she will apply this policy in a manner which is nondiscriminatory.

Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not deny other students their right to participate, nor disrupt the educational process. Students may wear distinctive insignia as long as they do not violate the rights of others, interfere with the orderly operation of the school, or violate the Dress and Grooming code.

NONDISCRIMINATION

Discrimination on the basis of age, handicap, national origin, race, marital status, religion, or sex in all instructional programs and extracurricular activities is prohibited.

The Oregon Trail School District has adopted the following informal process to be used by persons who wish to file complaints relating to discrimination. Inquiries concerning discrimination may be directed to the school administration if they pertain to student or instructional matters.

The following steps are appropriate for the appeal process:

1. Any person who has a discrimination complaint is encouraged to discuss the complaint with the individual causing the discrimination or the principal of the

- school, if the matter pertains to a decision made at the school level.
2. After notifying the principal, if the complaint cannot be resolved at Step 1, a person may file a complaint with the Superintendent or his/her designee. The complaint shall be reduced to writing setting forth the factual basis of the alleged discrimination. Specific details concerning the complaint and the desired remedy should be included on the written form. The form should be taken or mailed to the District Office. The Superintendent shall investigate the complaint. As part of the investigation, the Superintendent may select two other persons (students, staff or other citizens) to serve as a panel of three to hear the facts relating to the complaint and consider possible ways of alleviating the problem.
 3. The Superintendent, or his designee, will respond in writing to the complainant within 20 days after receiving the complaint. If the complainant is not satisfied with the disposition of the complaint at Step 2, a written appeal may be filed with the Superintendent for presentation to the board.

COMMUNITY RELATIONSHIPS

Students and other community residents have the right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students en route to and from school or bus stop, school personnel will make reasonable efforts to help resolve problems. School personnel have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

ELECTRONIC DEVICES (Board Policy JFCEB)

Oregon Trail School District is committed to academic excellence. Student possession or use of personal communication devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios and TV.

Cellular telephones and pagers and other digital audio devices are to be used for instructional purposes and can be used during school hours at the discretion teacher/administrator. This restriction includes during instructional or class time, during passing times between classes, or at any other time where such use of the device would cause a disruption of school activities. **Exception at Sandy High School: Personal devices may be used during passing time, lunch and before/after school.** Cellular telephones which have the capability to take photographs or videos shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Laptop computers, PDAs and other personal communication devices brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for personal communication devices brought to district property and district-sponsored activities.

STUDENT GUIDELINES AND EXPECTATIONS**CLOSED CAMPUS**

Closed campus school hours for Oregon Trail School District are from 7:00 AM until 3:30 PM. Students may not leave campus during school hours without consent from the administrative office. Any misconduct or inappropriate behavior while off school grounds during school hours may result in loss of off-campus privileges and/or other appropriate disciplinary action.

SKATEBOARDS

In order to assure a safe environment, skateboards will not be allowed on buses. Skateboarding will not be allowed on campus.

SEARCH AND SEIZURE (Board Policy JFG, JFG/AR)

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may, upon reasonable suspicion, search a student, their possessions, student lockers, or student automobiles and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures will be considered grounds for disciplinary action.

USE OF LOCKERS (Board Policy JFG)

1. Equipment, such as lockers and desks, belongs to the school district. Students are allowed to use this equipment as a convenience. The school may insist that such equipment be properly cared for and not used for the storage of illegal items. An individual's locker and/or desk may be searched by a building administrator. At the time of locker and/or desk assignments, students will be informed how the equipment may be used and the following guidelines will be in effect.
2. Illegal items (firearms, weapons, etc.) and other possessions determined by the proper school authorities to be a threat to the safety or security of the student or others will be seized by school officials.
3. Items that may be used to disrupt or interfere with the education process may be temporarily removed from the student.
4. From time to time, general inspections of school properties, including, but not limited to, lockers or desks may be conducted. Items belonging to the school may be seized.
5. All items seized shall be returned to the proper authority or true owner.
6. Students shall be given the opportunity to be present when a search of personal possessions is conducted, if they are in attendance at school, and if there is no reason to believe that their presence would endanger their health and safety.
 1. The Oregon Trail School District is not responsible for lost or stolen items left in a locker or classroom.
 2. Lockers that appear to be damaged beyond what would occur under normal wear and use, may have a repair charge and/or painting charge assessed to the student assigned to the locker.

Students shall not conceal evidence of an illegal act or school violation.

NON STUDENT VISITORS (Board Policy KK)

Oregon Trail School District is committed to academic excellence. Visitors from other schools tend to detract from this effort. Consequently, unauthorized visitors are not allowed at schools during the regular school day. (ie. Start time 7:30 am – 4:00 pm)

DRESS AND GROOMING (Board Policy JFCA)

Student dress and grooming is the responsibility of the student and parent under the following conditions:

1. Dress and grooming shall be modest, clean and consistent with health, sanitary, and safety practices. Because of health, safety and sanitation consideration students shall wear shoes while on school property.
2. Dress and grooming shall not disrupt the teaching-learning process.
3. When a student is participating in special activities, dress and grooming shall not, in the judgment of those responsible for that activity, substantially disrupt that activity or constitute a health or safety hazard to the individual or other students.
4. Clothing bearing derogatory or sexually oriented slogans is not permitted. Students are prohibited from carrying, wearing or showing material, devices, identifying markings or paraphernalia that indicates membership or support for youth gangs while on school property, or at any school-sponsored activity. Clothing that advertises drugs, alcohol, weapons, or tobacco, or that is derogatory to or about persons, cannot be worn on campus.

RACISM/HARASSMENT (Board Policy JBA, JFCF/GBNA-AR)

Any action directed at another person based on race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational program, activity, or employment will not be tolerated in the Oregon Trail School District. Violations of this nature will be responded to in a very serious manner. Violators will be subject to disciplinary action including, but not limited to, suspension, expulsion, and referral to the local law enforcement authorities. It is our intent to establish a "RACISM FREE ZONE" in our school. We believe that all students and staff are entitled to exist in a positive environment based on the belief that everyone can be successful.

Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age.

INTIMIDATION

When a person is subjected to force or threat within the school setting.

SEXUAL HARASSMENT

Is the introduction of unwelcome sexual activities or comments. Sexual harassment occurs when a person is subjected to unwelcome sexual advances; requests for sexual favors; the display of sexually suggestive objects, pictures, or innuendos; or any other nonverbal conduct of a sexual nature.

HARASSMENT

When a person is disturbed consistently by unwelcome pestering, tormenting, abusive words and/or gestures, including cyberbullying, that is designed to embarrass, distress, agitate, disturb, or trouble students. Harassment is a violation of district policy and regulations and may also be a violation of criminal or other laws. Students whose behavior is found to be in violation of this policy will be subject to an investigation procedure, which may result in discipline, up to, and including suspension and expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. The district may also file a request to suspend driving privileges.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another violation of this policy will be subject to discipline up to and including suspension and expulsion.

The district will promptly and reasonably investigate allegations of harassment. Any student or staff member who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to the building principal or a person in authority if the principal is the subject of the complaint. If the complaint is deemed to be or may be a Title IX situation the complaint will be forwarded to the district Title IX officer in a timely manner.

HAZING

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

COMPLAINT PROCEDURES

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. Any employee or third party who has knowledge of conduct of this policy, or feels he/she has been a victim of hazing, he/she shall immediately report his/her concerns. Any student who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, is encouraged to immediately report his/her concerns.

All complaints will be investigated in accordance with the following procedures:

- Step I Any hazing, harassment, intimidation or menacing information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision

regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records.

BUS REGULATIONS (Board Policy EEAB/AR; EEACC; EEACC/AR)

BUS RIDING IS A PRIVILEGE THAT IS REVOCABLE AT ANY TIME

The Oregon Trail School District is implementing a Student Discipline System that will be followed in all school settings, which includes transportation on the bus. The bus driver will be responsible for maintaining safety for all students who ride the bus.

Should a student who is not a regular bus rider need transportation on a regular bus route, he/she must provide prior parental/custodial permission approved by the office prior to riding.

When a teacher is taking a group on a field trip, the teacher shall be in charge of enforcing the rules. The teacher may allow food and refreshments to be consumed during this time.

On special excursions (not regular bus runs) when a teacher does not assist the driver, refreshments may be allowed at the driver's option, if it is not likely to affect the quality of supervision.

In all cases, students are responsible for picking up their garbage and leaving the bus clean and orderly.

Behavioral Expectations on the Bus

Be Safe	Be Respectful	Be Responsible
Keep your body and all objects to yourself Keep your body and all objects inside the bus Remain seated while the bus is in motion Use emergency door only in an emergency Leave weapons at home Stay a safe distance from the bus Cross in front of the bus or as instructed by the driver Arrange transportation of animal with parents or school	Follow driver direction Be respectful to everyone Use respectful language Speak quietly to people near you Keep your body and objects from touching others Keep all belongings in backpack or on seat	Keep the bus clean Use all areas of the bus appropriately Arrive on time Never bring alcohol, tobacco, illegal drugs or medications Get permission before bringing unusual objects on the bus * Get permission to open or close windows *Unusual objects are anything not normally carried to and from school in a backpack.

Disciplinary Procedures for Violations (Policy JFC, Student Conduct and Discipline)

Misbehaviors are divided into three categories based upon severity.

Level 1 Behaviors: These behaviors are typically handled by the driver or a school staff member through reminder, redirection or additional practice of appropriate behavior.

Level 1 Behaviors may include:

- Being late for the bus
- Standing while the bus is in motion
- Minor disruptions
- Moving seats while the bus is in motion
- Yelling or overly loud talking
- Opening windows below safety line

Level 2 Behaviors: These are typically Level 1 behaviors that become chronic or reoccur multiple times after redirection, as well as more serious behaviors that negatively impact the safe transport of students. Level 2 Behaviors result in a Level 2 Bus Referral. Level 2 behaviors may include:

- Level 1 behaviors reoccurring after redirection
- Teasing
- Inappropriate language
- Serious disruption
- Defiance
- Misuse/abuse of property or equipment

Level 3 Behaviors: These behaviors include repeated or severe Level 2 behaviors as well as behavior that seriously endanger the safety of others. Level 3 Behaviors always result in a Level 3 Bus Referral and include school administrative involvement. Level 3 behaviors may include:

- Vandalism/property damage
- Forgery
- Theft/stealing
- Physical assault/intentional injury
- Illegal substances (alcohol, tobacco, drug paraphernalia)
- Fire starting devices
- Threat of violence

Issuing Level 2 Bus Referrals: A Level 2 Bus Referral is issued when a student continues to display inappropriate behaviors after redirection or when displaying a Level 2 behavior. The staff member issuing the Level 2 Referral completes the form and discusses the reason for the referral with the student. The referral is delivered to the building principal who may follow up with the student. The student is responsible for taking a Level 2 Referral home for parent signature and returning it to school the next day.

Issuing Level 3 Bus Referrals: A Level 3 Bus Referral is issued when a student displays repetitive Level 2 behavior, or when displaying a Level 3 behavior. Any behavior that seriously endangers the health or safety of others also results in a Level 3 Bus Referral. The staff member observing the behavior fills out the referral form and delivers it to the school office. The building principal meets with the student to determine consequences and contacts parents.

EARTHQUAKE, FIRE DRILLS AND EMERGENCIES (Board Policy EBCB)

Drills are held regularly throughout the school year and are under the direction of the Principal or his designee. Since fires and earthquakes have occurred in the past and an alarm indicates an emergency situation, all drills must be taken seriously.

Procedures are in place for emergency closure of school buildings to provide safe protection of the students.

It is a violation of State law and School District policy to cause false alarms for fire, bomb threats, or other emergencies. Disciplinary action will be taken that may include expulsion recommendation and legal prosecution to the fullest extent of the law.

INAPPROPRIATE USE OF COMPUTERS NETWORK POLICY AND GUIDELINES (Board Policy JFCEB)

It is the general policy that Oregon Trail School District network facilities are to be used for instructional purposes in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Oregon Trail School District. A student who violates this policy may be denied use of school computers.

ATTENDANCE (Board Policy JED)

Oregon law requires that all children and young people between the ages of seven and eighteen years of age attend regularly a full-time public school if they have not completed the 12th grade (ORS 339.010). The law further requires persons having control of any such minor to send him or her to school. Regular attendance means attendance at 90% or above for every 9 week period during which school is in session. Students missing more than 10% of regularly scheduled school days may be retained, repeat a course or be denied credit unless the student can demonstrate mastery of the academic content standards.

Efforts will be made by school officials to enforce the compulsory attendance laws for the state. However, compliance with these laws is a mutual responsibility of home and school. Students are expected to be punctual in arriving to school, reporting to classes and attend regularly. The school principal or designee will notify parents of irregular attendance or habitual tardiness. One fundamental reason for insisting on punctual, regular school attendance is to help each student develop habits of responsibility that will help him or her function well in society and succeed in the world of work. The school shall make every effort to provide a meaningful experience for the student and to encourage the full individual development of each student. Regular attendance is necessary if the school is to successfully reach this goal. Students may not attend any school district function or be on the school premises when they have been absent from school (except when cleared through their building administrator).

EXCUSED ABSENCES

Regular attendance means attendance at 90% or above for every 9 week period during which school is in session. If a student's illness impacts regular attendance as defined, a doctor's note will be required to excuse your student upon return. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. School Field trips and school-approved activities;
5. Medical (dental) appointments when confirmed by the parent.
6. A disciplinary suspension is an excused absence.

Students shall be responsible for all content missed during absences, and shall be given a reasonable period of time to demonstrate understanding of content missed. Credit will be allowed for significant long-term assignments. A student who is excused must still fulfill the school's requirements. Students shall be given an equal number of school days to make up any tests and assignments a student misses because of an excused absence.

PRE-EXCUSED ABSENCES

Pre-excused absences are those that are not unavoidable but are excused if requested in advance by the parent or student. Some examples of typical pre-excused absences are: 1) funerals or marriages, and 2) religious observances. In the case of pre-excused absences, the make-up work policy for excused absences applies.

Since the absence is pre-arranged, however, it is expected that the student will do most of the make-up work before the days absent or during the days absent.

Students may be excused on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum on the basis of personal, religious or ethnic considerations.

UNEXCUSED ABSENCES

Unexcused absences shall be those not listed or defined under the section "EXCUSED ABSENCES." Appointments for haircuts, shopping, family vacations/trips and other non-critical personal business are not excused. Student daily assignments, lab work and class discussions or presentations that are done on a day-by-day basis may or may not be made up for credit at teacher discretion.

PROCEDURES FOR REQUESTING A COMPULSORY SCHOOL ATTENDANCE WAIVER

Parents who wish to assume the responsibility to instruct their students at home must request a Compulsory School Attendance Waiver from the Clackamas County Education Service District Superintendent (ORS 339.030 through 339.035 and OAR 581-21-025 through 581-21-029).

DISCIPLINE AND STUDENT CONDUCT (Board Policy JFC; JG)

DISCIPLINARY PROCEDURES

A student who misbehaves or disobeys the rules shall be informed what he/she has done which has brought about the action, and the student shall be given an opportunity to explain his/her conduct. Students will be disciplined for such conduct that occurs at school and at school-related or supervised functions (including busing to and from school), or if the behavior damages school property.

Controls for unacceptable behavior will always be appropriate to the student's age, physical condition, and nature of the misconduct. A school district may require a student to attend school during non-school hours as disciplinary procedure. Suspension or expulsion shall be used only in extreme circumstances and shall be subject to specific guidelines described in this booklet. School officials may use disciplinary action including suspension for a maximum of ten school days or expulsion as outlined in this code and in school regulations. Each school will have available consequences for inappropriate behavior (OAR 581-21-055, 050, 060, 065, 070).

PROCESS FOR SUSPENSION

The principal/assistant principal (or designee) shall have the authority to suspend a student for up to ten school days. In special circumstances, the superintendent may extend the suspension beyond ten days until some specified pending action occurs, as in cases being investigated pending expulsion, or during the period between investigation and recommendation, such as a court hearing, or parental conference. Such an extension shall be requested in writing, explaining the reasons for the request.

When suspension is used, the school authority shall:

1. Place the reason for suspension on the appropriate referral form.
2. Inform the student of the reason and supporting evidence for the proposed suspension and allow the student an opportunity to explain his/her conduct prior to imposing the suspension. However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, notice and an opportunity to respond should follow as soon as possible.
3. Allow the student to present his/her version of the incident.
4. Investigate the matter, and determine and record the facts as found on the referral form.
5. Notify the parent/guardian of the suspension, giving full details. A reasonable effort shall be made to make a personal contact informing the parent/guardian of the suspension before the student is released from a school prior to the end of the school day. If the parent/guardian cannot be contacted, the decision to release the student from school, to allow the student to stay on school premises, or refer the student to the proper authorities will be made by the principal, with consideration of the student's age, maturity, and the nature of the misconduct that caused the suspension. The principal/assistant principal alone shall be responsible for any decision to release a student from school before the end of the school day if the parent/guardian cannot be reached.
6. Confirm the matter with the parent/guardian in writing through mail. The notice should be mailed within 24 hours of the infraction to the parent/guardian.
7. In the written confirmation, a conference with the parent/guardian may be requested to enlist cooperation in developing a program to modify the unacceptable behavior of the student.

PROCESS FOR EXPULSION

The principal/assistant principal (or designee), after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

No student may be expelled without a hearing unless the student's parents, guardians (or the student if 18 years of age) waive the right to a hearing, either in writing or by their failures to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agrees to abide by the lawful findings of a hearing officer.

When an expulsion hearing is mandated by district policy or regulation and is not waived, the following procedure is required:

- Notice will be given to the student and the parent or guardian by personal service or by certified mail at least five days prior to the scheduled hearing. Notice will include: (1) the specific charge or charges; (2) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (3) a recommendation for expulsion; (4) the student's right to a hearing; (5) when and where the hearing will take place; and (6) the right to representation.
- The superintendent or designee will act as hearing officer and will conduct the hearing. The hearing officer will not be associated with the initial actions of the building administrators.
- In case the parent or student have difficulty understanding the English language or have other serious communication disabilities the hearing officer will provide a translator, if possible.
- The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney, parent or guardian. The school district's attorney may be present.
- The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits.

- The student will be permitted to be present and to hear the evidence presented by the district.
- The hearing officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student records. Findings of fact as to whether the student has committed the alleged conduct will be determined, along with the officer's decision on disciplinary action if any, including the duration of any expulsion. This decision will be available in identical form to the school, the student and the student's parent s or guardians at the same time.
- The hearing officer or the student may make a record of the hearing.
- If the hearing officer's decision is appealed, the Board, at its next regular meeting, will review the hearing officer's decision and will affirm, modify or reverse the decision. Parents or guardians of students who wish to appeal the hearing officer's decision will have the opportunity to be heard at the time the Board reviews the decision.

PROCEDURES FOR VICTIMS

Any student who is the victim of an action by another student that is a violation of the Code of Conduct should report the action to their school administrator. The administrator will take appropriate action, and take steps to protect the victim from any form of recrimination for reporting the violation. Concerns regarding the action of the administration should be addressed to the principal or the superintendent of schools.

EXEMPTIONS

The school district may excuse a student from specific school programs or learning activities, where necessary, to accommodate student's handicaps or religious beliefs (OAR 581-22-415).

STUDENT CONDUCT

Proper student conduct is not only necessary to an orderly operation of the school, but the requisite discipline reinforces positive behavioral patterns that will serve the student later in life. It is the effort and intent of Oregon Trail Schools to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding students' rights, due process, and laws of the State of Oregon, and the Administrative Rules governing the operation of the Schools. Most discipline in the school is handled by students in their reasoned and faithful compliance with school rules and regulations. Students exhibiting behavior problems will be disciplined by their teachers. Continued disruptive behavior or violation of class rules will lead to the parents or guardians being contacted by the teacher. Students who continue to be disruptive or not following class rules can expect other interventions including suspension and/or expulsion

SERIOUS MISCONDUCT

Students shall comply with the law, the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers and school officials. The types of conduct which shall make a student liable for discipline, suspension, or expulsion include the following:

1. **DISRUPTION OF SCHOOL** Any conduct that substantially disrupts school activity, or is likely to, is forbidden. Willful disobedience, open defiance of a teacher's authority, the use of profane or obscene language, or racial and sexual harassment or discrimination are sufficient causes for disciplinary action.
2. **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY** A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property at any time. Students may be charged restitution for costs related to his/her willful acts up to an amount not to exceed \$5,000 for damages or defacing of property .
3. **THREATS OR ASSAULT ON ANOTHER PERSON** A student shall not intentionally do bodily injury to any person or threaten to harm another person. School boards may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of the student's behavior shall be considered prior to the student's suspension or expulsion. Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.
4. **COERCION** A student shall not use threats or force to obtain money or other property or force someone to do something against his or her will.
5. **WEAPONS AND DANGEROUS INSTRUMENTS** A student shall not knowingly possess, handle, or transport any object that can reasonably be considered a weapon on or about the school grounds or at any school sponsored activities. Weapons include firearms as defined by federal law and knives. Dangerous instrument includes any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
6. **STATE, FEDERAL, AND LOCAL LAWS** A student shall not violate state, federal and/or local laws while involved in school activities

TOBACCO POLICY (JFCG/JFCH/ JFCI and AR)
POSSESSION AND USE OF TOBACCO (SMOKING OR SMOKELESS)

The student has the right to a healthful environment. Students shall not smoke or use or possess any form of tobacco or E cigarette on or about school property or at school sponsored activities (OAR 580-21-050 through 075).

Tobacco is defined as any tobacco product intended for smoking, chewing, snuffing, or tobacco substitute. Students who use or possess a tobacco or E cigarette product on the school premises or while attending school sponsored activities are subject to disciplinary actions.

ALCOHOL/DRUGS/SUBSTANCE ABUSE

The District acknowledges that it is illegal for a student under the age of 21 to consume any mind or mood-altering chemical without a doctor's permission, and that it is medically harmful to the healthy development of the young body to be involved in chemical use.

Students shall not use, abuse, possess, purchase or attempt to purchase, sell, or make pretense of selling alcohol, or any controlled substances, or drug paraphernalia on or about the school grounds, or at any school sponsored activities.

A second offense will result in the student being recommended for expulsion. The administration has the option to recommend expulsion on a first offense. The administration may notify authorities in either offense.

RIGHTS OF PARENTS AND ELIGIBLE STUDENTS (FERPA, board policy KAB-AR)

THE PARENT (S) OR ELIGIBLE STUDENT (OVER AGE 18) HAS A RIGHT TO:

- a. Inspect and review the student's educational records within 45 days of the request.
The parent or eligible student shall comply with the following procedure to inspect and review a student's educational record:
 - < *Provide a written, dated request.*
 - < *State the specific reason for requesting the inspection.*
- b. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
The district shall permit such a request unless the educational records of a student contain information on more than one student. In that case the eligible student or student's parent may inspect, review or be informed of only the specific information about the student.
- c. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
The school district forwards education records requested under OAR 581-21-340 within ten days of receiving the request without consent of the parent(s) or eligible student. The school district discloses directory information according to board policy and OAR 583-21-390.
- d. Pursuant to Oregon Administrative Rule 581-21-410, file with the United States Department of Education a complaint under 34 CFR #99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.
Copies of the district policy regarding educational records may be obtained from the principal's office of the school in which the student is enrolled or from the office of the Superintendent of Schools.

RANGE OF CONSEQUENCES FOR CODE OF CONDUCT

The following chart shows the consequential actions that may occur for each infraction. A range is given for a first offense, and a separate range for a repeated offense or a serious violation. In determining the appropriate consequence for a violation within the given range, the age of the student and the past pattern of behavior will be considered.

This document applies to all schools in the Oregon Trail School District. Each school is authorized to determine specific consequences or guidelines unique to that school that are not in conflict with this code.

Students are subject to discipline for conduct at school, while traveling to and from school, at school sponsored events, while at other schools in the District, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

If a student has demonstrated excellent behavior and then becomes involved in an infraction, school officials will consider the student's positive behavior record prior to taking any action. For students with disabilities eligible under IDEA and/or Section 504, behavioral consequences will be related to the requirements of IDEA and Section 504 and the student's disability. If a student has continually repeated or been involved in inappropriate conduct, then consequential action will probably be the maximum action listed.

<i>Offense</i>	<i>Occurrences</i>	<i>Minimum</i>	<i>Maximum</i>
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<u>ALCOHOL or DRUGS</u>	First	Suspension	Expulsion
	Repeated	Expulsion	Expulsion
Using possessing, selling, distributing, soliciting or being under the influence of alcohol, drugs, other intoxicants or any look-a-like substances. Possessing any drug paraphernalia.			

<u>ARSON</u>	First	Suspension	Expulsion
	Repeated	Expulsion	Expulsion
Using fire to destroy or attempt to destroy property. The fire marshal will be notified of any incident.			

<i>Offense</i>	<i>Occurrences</i>	<i>Minimum</i>	<i>Maximum</i>
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<u>ASSAULT</u>	First	Suspension	Expulsion
	Repeated	Suspension	Expulsion
Intentionally, knowingly or recklessly causing physical injury to another			

<u>AUTOMOBILE MISUSE</u>	First	Informal Talk	Expulsion
	Repeated	Parent Involvement	Expulsion
Not following rules and regulations concerning vehicles on school premises. Students driving licensed motor vehicles may be required to register the vehicle with the school office and should park in the designated areas. Cars parked on or near school property during school hours are subject to search and seizure of contraband. Vehicles are not to be used during the school hours without parental permission and/or school authorization. Only high school students are permitted to drive a motor vehicle to school.			

Offense *Occurrences* *Minimum* *Maximum*

<u>BOMB THREATS</u>	First	Suspension	Expulsion
<u>FALSE ALARMS</u>	Repeated	Expulsion	Expulsion
Violation shall result in referral to an appropriate law enforcement agency.			

<u>BUS MISCONDUCT</u>	First	Informal Talk	Warning
	Repeated	Parent Involvement	Citation/Susp
Not following the posted instructions governing riding school buses, which may forfeit the student's right to district-provided transportation and the stated consequential actions. Violations of any part of this code while on a school vehicle.			

<u>CLOSED CAMPUS</u>	First	Informal Talk	Suspension
	Repeated	Parent Involvement	Suspension
Failure of student to remain on school property during school hours. Students require proper authorization to leave school grounds.			

<u>DEFIANCE OF AUTHORITY</u>	First	Conference	Expulsion
	Repeated	Parent Involvement	Expulsion
Refusal to follow reasonable requests of any school adult and/or designated authority.			

<u>DISORDERLY OR DISRUPTIVE CONDUCT</u>	First	Informal Talk	Suspension
	Repeated	Parent Involvement	Expulsion
Language or behavior which disrupts and/or interferes with the educational environment or process.			

Offense *Occurrences* *Minimum* *Maximum*

<u>DISRUPTIVE APPEARANCE STUDENT DRESS</u>	First	Informal Talk	Suspension
	Repeated	Parent Involvement	Expulsion
Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others. Clothing, jewelry, or wording on clothing which is sexually suggestive, drug related, a weapon, vulgar, insulting, gang membership related, or ridicules a particular person or group is prohibited.			

<u>ELECTRONIC DEVICES</u>	First	Informal Talk	Suspension
	Repeated	Parent Involvement	Expulsion
A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, IPODs, radios and TV.			
Cellular telephones and pagers and other digital audio devices are to be used for instructional purposes and can be used during school hours at the discretion of the teacher/administrator.			

<u>EXPLOSIVE DEVICES</u>	First	Expulsion	Expulsion
	Repeated	Expulsion	Expulsion
The use or threat of use, possession (carrying or concealing), or sale of explosive material or look-a-like devices. Violation shall result in referral to an appropriate law enforcement agency.			

Offense Occurrences Minimum Maximum

<u>FIGHTING</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
A hostile physical encounter between two or more individuals..			

<u>FIRE STARTING EQUIPMENT</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Bringing on to Oregon Trail School District property or possessing any of the following is prohibited: matches, lighters, road flares, fuses, or any other device capable of starting fires. Violation may result in referral to an appropriate law enforcement agency.			

<u>FORGERY</u>	First	Parent Involvement	Suspension
	Repeated	Disciplinary Reassignment Detention	Expulsion
Writing or giving false or misleading information to school officials by forging parent' s, guardian' s or any other person' s signature on any letter or other school document, cheating, plagiarizing, turning in another person' s papers, projects, computer programs, etc., as the student' s own, and/or any other misrepresentation of the truth.			

<u>GAMBLING</u>	First	Informal Talk	Suspension
	Repeated	Conference	Suspension
Participating in games of chance for the purpose of exchanging money and other things of value.			

Offense Occurrences Minimum Maximum

<u>EXTORTION</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence. Includes language or behavior which insults, ridicules, or torments another person.			

<u>HARASSMENT</u>	First	Informal Talk	Suspension
	Repeated	Parent Involvement	Expulsion
Demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence.			

<u>INTIMIDATION/ MENACING</u>	First	Informal Talk	Expulsion
	Repeated	Suspension	Expulsion
An intentional, serious threat by word or act (including physical and/or verbal bullying/threatening & cyberbullying), which places another person in fear of imminent serious physical injury (ORS 339.250 [3]). This includes, but is not limited to, hazing and initiations, words or conduct directed toward another person because of their race, gender, color, religion, national origin or sexual			

<u>KNIVES</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Knives of any form and/or length are not allowed. Violation may result in a referral to an appropriate law enforcement agency.			

<i>Offense</i>	<i>Occurrences</i>	<i>Minimum</i>	<i>Maximum</i>
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<u>LEWDNESS</u>	First	Informal Talk	Expulsion
	Repeated	Suspension	Expulsion
<p>Indecent exposure and/or the use of obscenity, profanity, whether oral, written, gestured, or communicated through electronic devices.</p>			

<u>RECKLESSLY ENDANGERING</u>	First	Informal Talk	Expulsion
	Repeated	Parent Involvement	Expulsion
<p>Reckless, unintentional conduct that creates substantial risk of physical injury to another person and/or self. This includes hazing and initiations, and use of dangerous devices such as laser pens.</p>			

<u>SECRET SOCIETIES/ GANGS</u>	First	Informal Talk	Expulsion
	Repeated	Suspension	Expulsion
<p>Oregon law prohibits the existence of any secret society in public school (ORS 339.885). A secret society is an organization composed of students which has an element of purpose which is concealed from the public and shared only confidentially among members of the organization. The Oregon Trail School District considers street gangs and similar organizations, including, but not limited to, such groups as "Bloods," "Crips," "Skinheads," etc., to be secret societies. Students who participate in gang-related activities at school or school functions - such as possession or display of gang-related clothing, symbols, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs or signals, harassment or intimidation of others; or recruitment for gang membership - will be subject to strict disciplinary measures.</p>			

<i>Offense</i>	<i>Occurrences</i>	<i>Minimum</i>	<i>Maximum</i>
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<u>SEXUAL HARASSMENT</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
<p>Sexual harassment is prohibited conduct. It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also included.</p>			

<u>TARDINESS</u>	First	Informal Talk	Conference
	Repeated	Conference	Suspension
<p>Arriving late to school and/or class.</p>			

<u>TECHNOLOGY MISUSE</u>	First	Informal Talk	Expulsion
	Repeated	Parent Involvement	Expulsion
<p>Failure to comply with the district Electronic Communication Agreement.</p>			

<u>THEFT</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
<p>Taking, giving, or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing.</p>			

Offense Occurrences Minimum Maximum

<u>TOBACCO or SUBSTITUTES</u>	First	Conference	Suspension
	Repeated	Disciplinary Reassignment Detention	Expulsion
The use or possession of tobacco or E cigarette in any form.			

<u>TRESPASSING</u>	First	Informal Talk	Expulsion
	Repeated	Parent Involvement	Expulsion
Being present in unauthorized places or refusing to leave when asked to do so by the District personnel and/or designated authority, entering or remaining unlawfully in school District buildings or on any part of District property or adjacent areas.			

<u>UNEXCUSED ABSENCE</u>	First	Informal Talk	Suspension
	Repeated	Parent Involvement	Suspension
Any absence, which has not been excused by a parent or legal guardian and/or appropriate school official.			

<u>VANDALISM</u>	First	Conference	Expulsion
	Repeated	Disciplinary Reassignment	
		Detention	Expulsion
Intentionally damaging, defacing, (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (ORS 339.270). Student report card may be withheld until assessed damages are paid			

Offense Occurrences Minimum Maximum

<u>WEAPONS</u>	Any	Expulsion	Expulsion
Violation shall result in referral to an appropriate law enforcement agency.			

<u>HINDERING INVESTIGATION</u>	First	Conference	Suspension
	Repeated	Suspension	Expulsion
Intentionally withholding information regarding a violation of this code of conduct. This includes failure to report a threat of violence.			

<u>THREAT OF VIOLENCE</u>	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Communicating intent to commit serious bodily harm to self or others. Parents of threatened student are to be notified in writing. Violation may result in referral to an appropriate law enforcement agency.			