



West Linn-Wilsonville School District 3Jt

GUIDE TO STUDENT RESPONSIBILITIES AND RIGHTS

The West Linn-Wilsonville School District believes that young people have the right to receive the best education that our resources can provide. Our educational programs are rooted in six vision themes identified by our staff and community—personalized education, personal and academic excellence, educating the whole child, creating circles of support for each child, community partnerships, and integrating technology into daily instruction. The orderly operation of schools requires the respectful cooperation of students, parents, community, staff, and the school board.

This guide is prepared and distributed annually to inform students of policies and practices as they apply to student responsibilities and rights. It is understood that students have rights of citizenship as outlined in the United States and Oregon Constitutions. Those rights must not be interfered with or in any way altered, except in accordance with due process of law. The following guidelines were written to correspond with all applicable local, state, and federal statutes. Students shall have all rights to which they are entitled as outlined in the handbooks of each individual school.

Questions regarding student responsibilities and rights should be addressed to the school principal. Copies of school district policies are available on the district website at www.wlww.k12.or.us.

EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS

It is the policy of the West Linn-Wilsonville Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources at the West Linn-Wilsonville School District, 503-673-7000.

STUDENT EDUCATION RECORDS

Education records are those records maintained by the West Linn-Wilsonville School District that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student's educational development by providing pertinent information to assist students in seeking productive employment and/or post high school education.

It is the policy of the West Linn-Wilsonville School District to keep education records for students to conform to state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The West Linn-Wilsonville School District will develop regulations for the maintenance, access, and release of education records, as well as for preserving confidentiality and for challenging the content of those records.

The West Linn-Wilsonville School District may withhold the grade reports, diploma, or other records of students who owe fees, fines, or damages until those fees, fines, or damages are paid. Students or parents will receive written notice at least 10 days in advance of withholding stating the district's intent to withhold records. The notice will include an itemization of the fees, fines, or damages owed and will notify parents of their right to request a hearing. The district may waive fees, fines, and charges if the student or parents cannot pay.

Records will be provided upon request to another school district to determine a student's appropriate placement in that district within ten days of receipt of the request.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the West Linn-Wilsonville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Linn-Wilsonville School District may disclose appropriately designated "directory information" without

written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Linn-Wilsonville School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the West Linn-Wilsonville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The West Linn-Wilsonville School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Parents' refusal of directory information release may be done in writing to the school administrator or by indicating on the West Linn-Wilsonville School District #3Jt Registration Form. This Guide to Student Responsibilities and Rights constitutes notification of FERPA directory information.

STUDENT/PARENT COMPLAINTS

The West Linn-Wilsonville School District is committed to reasonable and effective means of resolving student/parent complaints at the lowest and most accessible level. Generally, this means bringing

problems first to the teacher, then to the school administration. Our ultimate goal is to serve the educational welfare of all students.

RESPONSIBILITY OF STUDENTS TO AND FROM SCHOOL

The school is concerned for the safety and conduct of students on the way to and from school, as well as the protection of neighboring property. All students on the way to and from school during school hours are subject to reasonable authority of the school.

SCHOOL ATTENDANCE

Public schools are responsible for enforcing the compulsory school attendance laws of the State of Oregon. Every effort shall be made to keep every student in school. Students shall be punctual in reporting to school and to classes. Only those absences caused by personal illness, serious illness or death in the family, severe weather, release time for religious instruction, or for the observance of religious holidays will be considered excused. Absences necessitated by critical family obligations may be granted upon request by a parent prior to the absence. Students may be required to remain out of school completely for reasons of health, safety, or discipline.

The parent/guardian will be notified when a student's nonattendance affects his/her educational progress. If the nonattendance is seriously affecting the student's achievement, options other than continued enrollment in the regular program might be considered in a conference with the parent/guardian.

FREEDOM OF EXPRESSION

The West Linn-Wilsonville School District recognizes that every student has the right of free expression and encourages this right. Students also have a responsibility to assist in the orderly operation of the school. School officials have a duty to prevent the distribution of libelous, obscene material that disrupts the educational process. Therefore, publications, student speeches and the use of district computers, software and the Internet are subject to reasonable review and approval by the school administration.

ASSEMBLY OF STUDENTS

The West Linn-Wilsonville School District recognizes the constitutional right of students to assemble. Student assembly should be related to the school program, should not disrupt classes, and should not cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal. Students will be notified of the decision and conditions governing the assembly within a reasonable time.

DRESS AND GROOMING

Dress and grooming are basically the individual responsibility of students and their parents. Students are expected to wear clothing that is appropriate for school. Permissible dress and grooming shall be modest, neat and clean to insure the health and safety of all students and may not promote products that are contrary or disruptive to the educational process.

SEARCH AND SEIZURE

School officials may search students, their personal property, and their school lockers. Officials may seize any property deemed detrimental to the safety and welfare of students and personnel if school officials have reasonable cause to believe that an illegal act or violation of school rules is being or about to be committed.

General search of school properties assigned to students for their use may occur at any time. Items belonging to the school, as well as illegal items (firearms, weapons, drugs, alcohol, etc.) or other possessions reasonably determined to be a threat to the safety and security of others, may be seized by school officials.

STUDENT DISCIPLINE

The school district believes that the best discipline solutions present students with meaningful learning experiences. Although consequences for violating school rules may result in significant hardships to students, the administration will work diligently with students and their families to develop student discipline outcomes that help students learn alternative ways to deal successfully with school rules.

Repeated minor violations or a single serious violation of school rules may result in a range of consequences, including parent conferences, detention, suspension, or expulsion from school. Examples of serious violations include:

- Insubordination to school personnel
- Fighting
- Harassment
- Vandalism
- Possession of drugs or alcohol
- Use of tobacco
- Theft
- Bullying

In all disciplinary cases, students have due process rights, which will at minimum guarantee them a right to hear the charges, respond to the charges, and request a hearing to appeal an administrator's decision. For cases of expulsion, the due process rights are fully explained in the district's expulsion policy. A copy of this policy will be given to students for whom a recommendation for expulsion is a possibility.

WEAPONS

Students who bring weapons to school are subject to Federal Law and district policy, which mandates expulsion from school. A weapon is defined as any device, instrument, material, or substance which may be used in a manner which is capable of causing serious injury or death or is used with the intent to harm or harass students, school personnel, parents, or patrons.

SEXUAL HARASSMENT

School District policy supports an environment where all members of the school community shall be free of sexual or other forms of harassment. It is fundamental to the concepts of academic freedom and

equal opportunity that each member of the school community be treated with dignity. The district is further committed to prevent, correct, and remedy sexual harassment.

Reprisal against individuals who in good faith raise concern or make a charge about behavior that may violate the district's sexual harassment policies is against the law and shall not be tolerated. In addition, intentional false and reckless charges are grounds for discipline.

CONDUCT ON SCHOOL BUSES

Student use of district transportation is contingent upon student observance of school regulations regarding riding buses. Copies of *Rules Governing Pupils Riding School Buses* are available in the office of each school.

LOITERING AND TRESPASSING

Visitors must report to the school office. Because of safety issues involved, the district will press charges against individuals who violate the state statutes on loitering and trespassing.

CLOSED CAMPUS

The school district restricts students to school grounds during the school day. Students seeking to leave campus during the school day must obtain permission from the school administration by submitting a parent request.

MOTOR VEHICLES

High School students may drive motor vehicles to and from school. Certain school regulations, however, are necessary because of insufficient parking, concern for safety protection of property, and interruption of the school program. All high school students whose parents wish them to drive to school must register their vehicles with the school administration and shall abide by the rules and regulations governing vehicle use during the time the student is under the authority of the school.

Permission to drive to school may be revoked at any time for violation of any school regulations regarding vehicle use. No student vehicles will be permitted to leave school grounds during the hours in which school is in session (including the lunch hour) without requesting permission from the school administration by submitting a parent request.

BICYCLES AND SKATEBOARDS

Bicycles and skateboards may be used as transportation to and from school but may not be used on school grounds.

Questions regarding Student Responsibilities and Rights should be addressed to the school administrator.

Copies of School District policies are available on the district webpage.

The West Linn-Wilsonville School District is an equal opportunity educator and employer.

Title IX Coordinator – Kathe Monroe Section 504 Coordinator – Jennifer Spencer-Iiams

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