

Student Rights and Responsibilities Handbook 2017-2018

Student, Parent, and Staff Official Notification
for the standards of conduct in our school.

Academics

Athletics

The Arts



Activities

Wilsonville High School

6800 SW Wilsonville Road

Wilsonville, OR 97070

503.673.7600

www.wvhs.wlvv.k12.or.us

Honesty Integrity Responsibility Respect Compassion Kindness Courage

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Oregon Administrative Rules and *Oregon Revised Statutes* are available at:
http://arcweb.sos.state.or.us/rules/number_index.html and <http://www.leg.state.or.us/ors/>

INTRODUCTION

At Wilsonville High School, we believe 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 community and staff: 1) academic excellence; 2) personalized education; 3) community partnerships; 4) circle of support; 5) the whole person; and 6) integrated technology. The orderly operation of our school 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 rights and responsibilities. It is understood that students have rights of citizenship as outlined in the United States and Oregon Constitutions. The following guidelines are written to correspond with all applicable local, state, and federal statutes. Students shall have all rights to which they are entitled as outlined in this handbook.

These rights also carry related responsibilities for each student. The school and home share responsibility to provide an educational program that will help students accept responsibility for their learning and their behavior. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in learning, to behave appropriately, and to respect the rights of others. The rights and responsibilities described focus on school-sponsored activities. Such activities include: 1) any activity on school grounds and school facilities during school hours (this includes traveling to and from school); 2) any activity financed or supervised by the school or school district on or off school grounds; 3) any activity that is the direct result of an in-school program; and 4) any activity requiring the use of district transportation.

This handbook is intended to be a guideline for the purpose of ensuring an environment conducive for optimal student learning. It is only a partial representation of the laws, rules, and regulations governing the behavior of students. To that end, the contents herein shall be subject to periodic revision by the administration and school staff.

EQUALITY OF OPPORTUNITY

It is the policy of the West Linn-Wilsonville Board of Education and School District that no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment shall occur. Persons having questions about equal opportunity and nondiscrimination should contact the Personnel Director at the West Linn-Wilsonville School District, 503.673.7000.

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

Title IX Coordinator: Kathe Monroe

Section 504 Coordinator: Jennifer Spencer-Liams

22210 SW Stafford Rd, Tualatin, OR97062

503.673.7000

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the RIGHT:

- To a copy of the Students Rights and Responsibilities Handbook.
- To use district equipment and supplies (textbooks, lockers, etc.) for their intended purpose.
- To appeal disciplinary decisions of Staff and Administration.

Students have the RESPONSIBILITY:

- To read and understand the contents of this handbook.
- To follow staff directions, and to comply explicitly with requests from a teacher, administrator, school employee and/or school volunteer.
- To promote a safe school environment by protecting their own rights, the rights of others, and complying with rules of the school and district.
- To reimburse the district for any lost or damaged district owned property or equipment.

PARENT RESPONSIBILITIES

The parent* has the ultimate responsibility for the student's welfare. It is expected that parents help the student learn, exercise self-control, and develop socially acceptable standards of behavior. Parents have the responsibility to set an example for the student, especially as it affects respect for law, the authority of the school, and the rights and property of others. By example, a parent can instill within the student a desire to learn respect for honest work and an interest in exploring various fields of knowledge.

Parents are requested to study and understand the regulations which govern the student's activities at school, and the consequences of disobeying those regulations. Parents are natural role models for the appropriate behavior expected of students. Parents are urged to become acquainted with the school through open house visitation, parent/teacher conferences, and school functions. Parents are welcome during school hours and are expected to sign in at the main office and obtain a visitor's pass upon entering the school facility.

* The term 'parent' also includes legal guardian or person with power to act as a parent.

It is the responsibility of parents to ensure that the student attend school regularly. Parents have the responsibility to inform the school by telephone, by e-mail, or in writing, of their child's absence and the reason thereof. Parents are also responsible to ensure that a student is clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately.

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SCHOOL BOARD AND SUPERINTENDENT RESPONSIBILITIES

The School Board, through the Superintendent, is responsible for providing a quality educational program delivered by a qualified staff, and to provide full support in enforcing discipline that is consistent with District policies and regulations. When disciplinary action involving a student is appealed, the Superintendent or his/her designee shall follow the proper procedure as stipulated in Board policy.

ADMINISTRATOR RESPONSIBILITIES

The administrators have the responsibility for providing leadership to create the best possible educational environment. Administrators are responsible for carrying out school district policies and procedures and making them known to staff, students, and parents.

Administrators will be fair, firm and consistent, maintain open lines of communication, and demonstrate respect in decisions affecting students. With regard to disciplinary actions, administrators will confer, when possible, with teachers, counselors and students. Administrators will communicate with parents relative to established procedures concerning the improvement of student behavior when needed. Administrators shall follow processes as outlined in District regulations and inform parents or guardians of actions and related policies involving their student.

STAFF RESPONSIBILITIES

Staff members have the responsibility to guide students' educational and behavioral experience while they are involved in school activities. All staff members shall model respect for law and school rules. A staff member's conduct and guidance will encourage the student to learn, to respect honest work, and to have an interest in various fields of knowledge. Staff members have an obligation to inform students of their responsibilities and to take appropriate action with those students who disobey stated expectations. Staff members have a responsibility to demonstrate concern for the individual student and to work cooperatively with parents. A staff member will be fair, firm, and consistent in active enforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, media and technology centers, school buses, school grounds, etc.) not only during the school day but at all school-sponsored activities. All staff members share in the responsibility to maintain safe and orderly educational environment.

ACADEMICS

Students have the RESPONSIBILITY:

- To monitor their own academic performance and progress.
- To participate in class and complete assigned work promptly.
- To behave in a manner that promotes a positive academic environment.
- To demonstrate academic integrity and refrain from plagiarism or cheating.

Students have the RIGHT:

- To be informed of, and to participate in, an appropriate course of study.
- To use and benefit from up-to-date print and electronic resources.
- To be informed of the teacher's expectations, assessment procedures and policies, and evaluation criteria in each class.
- To be informed of their academic performance and progress or changes in grade status in a timely manner, including electronically via the school website.

The primary purpose of public education is the education of the youth of the community. Students have the right to an appropriate education, and the responsibility to be actively involved in the learning process. "Public school students shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority." **ORS 339.250 (1)**

EDUCATIONAL OPTIONS

Wilsonville High School is committed to offering a program of educational excellence. Advanced Placement and/or college-level classes are currently available in social studies, language arts, mathematics, science, world languages, music, fine arts, and computer science. Specialized services and classes are available for the handicapped and special education students. For specific information, please refer to the Wilsonville High School Forecasting Guide.

MONITORING ACADEMIC PROGRESS AND ATTENDANCE

Parents and students may monitor academic progress and attendance via the Wilsonville High School website. Grades are posted electronically throughout the school year every two weeks. If unable to access grades on line, parents may contact teachers via e-mail or telephone. A printed copy of grades is available upon request.

EARNING A DIPLOMA AND GRADUATION

In order to earn a diploma from the West Linn-Wilsonville School District, students must meet competency requirements and accumulate a minimum of 24 units of credit in grades 9-12. Please contact the counseling department for additional information on credit requirements in content areas. One credit is earned by successfully completing a semester's work in one course. In order to participate in the graduation ceremony and attend grad night party, students must have successfully completed all academic requirements and complied with all behavioral guidelines.

ATTENDANCE AND ENROLLMENT

Students have the RIGHT:

- To attend school if they have not completed graduation requirements or reached the age of 19. If a student's 19th birthday occurs during the school year, he/she shall continue to be eligible to attend for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education or the student is shown to be in need of additional education in order to receive a Certificate of Initial or Advanced Mastery. **ORS 339.115**
- To receive information about alternative education programs when erratic attendance, poor academic performance, or serious disciplinary issues are keeping the student from benefiting from his/her educational program. **ORS 339.250**

Students have the RESPONSIBILITY:

- To attend all classes on all scheduled school days.
- To be punctual and observe policies governing absences or late arrivals. Parents have the responsibility to inform the school by phone or in writing of their child's absence and the reason thereof.
- To resolve all absences no later than 11:00 a.m. on the day after which they occur.

ATTENDANCE REQUIREMENTS

Wilsonville High School will follow **ORS 339.065 (2)** with regard to attendance. The law states: "An absence may be excused by a principal or teacher if the absence is caused by the student's *sickness*, by the sickness of some member of the student's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." (Exceptions to attendance requirements may be granted as provided for in Oregon Statutes. When possible, counseling and home teaching will be provided for students with prolonged disabilities.)

Excusing absences requires that the parent provides a note or phone call (**503.673.7602**) to the Wilsonville High School Attendance Office. In the note or phone call, the parent must include the reason for the absence and a daytime phone number where he/she can be reached (a parent signature is required on notes). *To excuse an absence, a parent has until 11:00 a.m. on the day after which it occurs.* To have a multiple day absence excused, a parent must contact the attendance office before 11:00 a.m. on the day after which the first full day absence occurs.

Absences related to communicable diseases: Parents of a student with a potentially communicable or contagious disease are expected to telephone an administrator, counselor, school nurse, or the attendance secretary. Students with such a disease may be excluded from attending school until a physician, public health nurse or school nurse certifies that the student is not infectious to others. Very few illnesses mandate exclusion from school. However, students should be excluded if illness prevents participation in school activities, if it requires more care than the school staff can provide, or if symptoms of communicable disease (fever greater than 100.5, vomiting, rash, etc.) are present. Parents with questions about this policy should contact the school nurse.

PRE-ARRANGED ABSENCES

Absences will be excused for other legitimate family matters if they are pre-arranged by a parent note or phone call. Some examples of pre-arranged absences include funerals and marriages, family vacations (not to exceed 10 school days), court appearances, and college visitations. For any anticipated absence that will be more than one day, students are expected to pick up a *Pre-arranged Absence Form* from the attendance office to take around to their teachers. Upon completion, the form must be returned to the attendance office at least one day prior to the absence. Failure to pre-arrange these anticipated absences may result in the student being counted as unexcused.

PARTIAL DAY ABSENCES

When students are absent for part of the school day, the parent may only excuse an absence if the student has a valid reason and checks in and/or out at the attendance office. A reasonable effort will be made to notify a parent when the student exits to verify that they are approving of the absence. **Oversleeping, missing the bus, car problems, or being unprepared for class are not excusable reasons for an absence.**

UNEXCUSED ABSENCES

A student who is absent from school or from any class without permission will be considered unexcused and will be subject to disciplinary action including detention, Saturday school, in-school or out-of-school suspension, and/or other possible interventions. With unexcused absences, students lose the right to earn credit for any of the work that was due or assigned on the date of the absence. In some cases, however, arrangements may be made for a student to be granted an opportunity to earn partial or full credit for work missed during an unexcused absence. Such an arrangement shall generally require that a student complete an appropriate project and/or make up time missed. Students are ineligible to participate or practice in athletics or activities on the day the unexcused absence occurs or on the day it is discovered by school officials. Additionally, students may lose the right to earn a credit in any course in which they have unexcused absences in excess of seven days.

HOMEWORK REQUESTS

Upon request and legitimate excuse: When a student is or will be absent for three or more school days, the attendance office will work with teachers to provide assignments and/or make-up work for the days missed. Please contact the attendance office (503.673.7602) to make such a request. Collecting work for short-term excused absences (1-2 days) or pre-arranged absences is the responsibility of the students who should contact teachers directly.

SCHOOL ENVIRONMENT

Students have the RIGHT:

- To attend school in a safe environment free of harassment, intimidation, or any threat to personal safety.
- To attend a school that is free of fighting or physical violence.
- To take reasonable precautions to ensure the security of their personal property.
- To attend a school that is clean, safe, well maintained and in a state of good repair.
- To attend school without fear of weapons.
- To attend school free of threat to his/her physical and emotional well being.
- To attend school in an environment free of alcohol, drugs, or controlled substances as defined in Chapter 475, Oregon Revised Statutes.
- To attend school in an environment free of tobacco, tobacco smoke and tobacco refuse.

Students have the RESPONSIBILITY:

- To respect the rights of others.
- To seek the help of authority when they have knowledge of a wrongful act, harassment, or a potentially unsafe situation.
- To seek help if needed to resolve personal disputes in a peaceful, responsible manner.
- To seek safe, peaceful alternatives to fighting and physical violence in settling all disputes.
- To respect the property of others including students, staff, school district and community.
- To take reasonable precautions to protect their personal property. School lockers are for storage only. Valuable items, including money, should not be left unattended or unlocked in a school locker or PE basket.
- To inform authorities of known thefts.
- To assist in the maintenance of a clean school and refrain from littering and damaging property.
- To make a report to school or law enforcement authorities when vandalism is observed.

- To keep weapons or "look-alikes" off school grounds/facilities or at school-sponsored activities.
- To report knowledge of weapons that might be in a student's possession or on school grounds.
- Not to possess or use alcohol, inhalants, unlawful drugs, paraphernalia, or other illegal substances intended to alter mood (not taken at the direction of a physician) while under school jurisdiction; within 1000 feet of school district property; going to or from school; on or off school property during the school day; or attending school-sponsored activities. Use of non-prescription anabolic steroids to enhance athletic performance is also prohibited. Violation of these guidelines will result in disciplinary action and/or referral to law enforcement officials.
- Not to possess, distribute or attempt to distribute "look-alike" substances or alcohol (i.e., tea leaves, parsley, oregano, talcum powder, etc.) another person who would reasonably be caused to believe that these look-alike substances were controlled substances or being represented to be controlled substances.
- Not to use or carry tobacco products in any form, either smoking or chewing. **ORS 167.000** states: "It is unlawful for any person under 18 years of age to possess tobacco products."

HARASSMENT

All students are entitled to attend school without harassment or menacing. Harassment includes intentionally annoying another either verbally or by physical contact, and menacing includes attempting to place another person in fear of injury. The creation of a hostile or uncomfortable environment due to uninvited, unwelcomed, personally offensive attention is also considered harassment.

If you are the victim of any type of harassment or menacing, inform your parent(s) and immediately report the incident to a counselor or an administrator. School officials will attempt to protect the anonymity of any student who reports or comes forward with information regarding violations of this handbook or other school rules but complete anonymity may not be possible in all circumstances.

FIGHTING, DISRUPTIONS

All students are entitled to attend school in an environment free of fighting or physical violence of any kind. Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and their families. Disciplinary action may include suspension and/or expulsion.

GANG ACTIVITY/SECRET SOCIETIES

Membership or affiliation in gangs, secret societies or non-sanctioned clubs, is prohibited at Wilsonville High School. These group affiliations, which initiate, advocate or promote activities that threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or

gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

THEFT

Theft constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by the school regardless of consequences or sanctions imposed by law enforcement. Restitution shall be provided and suspension or expulsion may result. Proper law enforcement agencies will be notified at the discretion of the school administrators.

WEAPONS

Violation of school rules regarding **weapons** or explosive materials will result in suspension and expulsion for a period of one year as permitted by **ORS 330.240.6**. The Superintendent may, on a case-by-case basis, modify this expulsion requirement. Disciplinary action may include suspension, expulsion, and or involvement of civil or legal authorities.

DRUGS AND ALCOHOL

The school recognizes that **the abuse of drugs and alcohol** pose extremely serious health risks. Administrators are responsible for assessing penalties to students who possess, distribute or attempt to distribute, or are under the influence of alcohol or controlled substances on school premises, at any school-sponsored activity or under any circumstances when the student's conduct is subject to school district jurisdiction. A student will be suspended for up to ten school days for violation of the district's rules regarding alcohol and controlled substances, with possible expulsion recommendation.

TOBACCO

No student may possess, use, sell, or distribute tobacco in any form on any school grounds, at school-sponsored activities, in school-provided transportation, or in student vehicles on campus. Wilsonville High School is tobacco free for all staff, students, visitors and community members. Students possessing or using tobacco products will be subject to discipline.

VISITORS POLICY

No person has a right to enter a school building or grounds unless he/she is a student in good standing or has bona fide school business to conduct. **All visitors must report directly to the main office and must wear appropriate visitor identification.** Students attending another school will not be permitted on campus during the school day. In some instances, visitors with a clear educational purpose may be allowed on campus, but only with prior administrative approval. Because of safety issues involved, the district reserves the right to trespass individuals or press charges against individuals who violate the state statutes on loitering and trespassing.

OFF LIMITS AREAS

In order to better supervise students and maintain an orderly learning environment, the following areas are off limits or restricted to all students: 1) Halls and common areas during class time, unless students have a valid hall pass, 2) Locker rooms, unless permission has been granted by the P.E. teacher, coach, or an administrator, 3) All forest areas adjacent to Wilsonville HS or Boeckman Creek Primary unless supervised by a staff member, 4) Baseball fields and dugouts, and 5) Any other unrestricted area as designated by an adult or otherwise identified.

SCOOTERS, BICYCLES, SKATEBOARDS

Scooters, bicycles and skateboards (long and short boards) may be used as transportation to and from school but **not on school grounds**. Long boards and skate boards must be stored in student lockers and bikes must be parked in bike racks at designated areas).

STUDENT DISCIPLINE

We believe 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 outcomes that help students learn alternative ways to successfully comply with school rules. Our goal is to promote positive character: honesty, integrity, respect, responsibility, compassion, kindness, and courage.

Repeated minor violations or a single serious violation of school rules may result in a range of consequences, including parent conferences, detention, suspension (for a period of one to ten days), or expulsion from school. Examples of serious violations include: insubordination to school personnel, fighting, harassment, vandalism, possession of drugs or alcohol, and theft.

Students whose actions violate any of the Code of Conduct provisions in a setting outside of school are subject to disciplinary action, up to and including expulsion, if their actions can reasonably be anticipated to substantially disrupt or material interfere with the operation of the schools or to intrude upon the rights of other students.

FREEDOM OF EXPRESSION

Students have the RIGHT:

- To express themselves verbally, in writing or by assembly, in such a way that they do not violate the rights of other individuals or groups.
- To attend school in an atmosphere free of slurs based on religion, race, creed, color, national origin, sex, marital status, age or disability.
- To attend school in an atmosphere free of verbal assaults, privacy invasion, profanities, obscenities (as outlined in Oregon Revised Statutes), ridicule, threats of physical harm, and physical harm.
- To express affection for friends and staff in an appropriate manner.
- To dress and groom according to their choice, within the guidelines of what is appropriate for school.

Students have the RESPONSIBILITY:

- To respect another person's right to privacy, and a responsibility not to invade either verbally or in publication, another person's lawful right to privacy without the person's consent.
- To understand the effects of their expressions on other individuals or groups. (Verbal assaults, harassment, profanity and obscenity are prohibited.)
- To refrain from public displays of affection.
- To dress and groom in a manner that is modest, neat, and clean, and to dress and groom in keeping with a positive school climate.

SPEECH

The student is entitled to verbally express his/her personal opinions, provided that it does not disrupt the learning environment, undermine the authority of staff members, or infringe on the rights of other students. The use of

verbal assaults, harassment, profanities, obscenities, or ridicule may result in disciplinary action.

SCHOOL PUBLICATIONS, DISPLAYS AND PRODUCTIONS

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and administrators. Students may be required to submit such publications to the administration for prior approval.

Written materials, flyers, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials outside the editorial control of the district must be submitted to the principal or his designee for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns.

ASSEMBLY OF STUDENTS

Wilsonville High School recognizes the constitutional right of students to assemble. Student assembly should be related to the school program, must not disrupt classes or the learning environment, and must 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

Each student's appearance must be neat, clean, and appropriate for school. Dress and appearance which may cause disruption of the educational process or present immediate health or safety problems shall not be permitted. Attire that shows words, pictures, or symbols which make reference to illegal substances (drugs, alcohol, tobacco, etc.) is prohibited. Clothing that is sexually suggestive shall not be allowed at school. Clothing that promotes negative concepts, profanity, or support for anarchical behavior and/or gang affiliation is prohibited. Students may be sent home to locate appropriate clothing. In some cases, disciplinary action may result.

SEARCH AND SEIZURE

Students have the RIGHT:

- To be present, whenever reasonable, when his or her property is being searched. There may be occasions, however, when school officials believe it is in the best interest of the safety of the students or the general welfare of the school to conduct a search in a student's absence.

Students have the RESPONSIBILITY:

- To cooperate with school staff during all searches.
- Not to bring dangerous weapons (or look alikes), unlawful drugs or other prohibited substances or items, constituting a potential threat to the health or safety of any person.

AUTHORITY TO SEARCH

If school officials have reasonable suspicion to believe that evidence of a violation of laws or school rules is contained on the person, in any locker, or other property utilized by students, including automobiles on campus, search thereof may be conducted under the general authority of the District in connection with the obligation to maintain the safety and welfare of all students. If a student refuses a search (including blowing into a breathalyzer) a suspension will result.

EXCLUSION FROM SCHOOL AND DUE PROCESS RIGHTS

Students have the RIGHT:

- To be presented with a verbal or written statement of the rule violations.
- To be given the opportunity to be heard and to respectfully present his/her view of the occurrence.
- To all due process guarantees contained in the school district's procedures for suspension and/or expulsion.

Students have the RESPONSIBILITY:

- To comply with school rules and regulations at school and at all school-related activities as outlined in this handbook.
- To obey all federal, state and local laws.
- To submit to the lawful authority of school personnel and to respond appropriately to any district-recognized adult requests.
- To conduct themselves individually and collectively in an orderly fashion.

SUSPENSION

Suspension temporarily removes the privilege and duty of a student to attend school or school activities for a period of time determined by the administration. The administration may suspend students, and in issuing the suspension will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement is explained. When a student with an IEP is being considered for suspension or expulsion from school, all procedures mandated by IDEA will be addressed. A conference may be required for the student and/or the student's parents before reinstatement takes place. Any reinstatement requirements other than simply returning to class shall be presented in written form. Students have the right to make up all daily work missed (or its equivalent) during the time of a suspension.

EXPULSION

Expulsion means that a student is removed from school and all school-related activities for an extended period of time. Expulsions are recommended by a school administrator to the district Superintendent. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations. District procedure provides for written notification to the student's parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process and rights unique to certified handicapped students.

DUE PROCESS RIGHTS

In all disciplinary cases, students have due process rights, which will, at a minimum, guarantee them a right to hear the charges, respond to the charges, and request a hearing to appeal an administrator's decision. Appeals must first be made to the building principal, then to the superintendent or his designee. 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.

STUDENT RECORDS

Students and their parents have the RIGHT:

- To inspect and review the student's records.
- To receive a copy of the student's educational records.
- To request that the records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- To consent to disclosure, with certain exceptions, of personally identifiable information contained in the student's education records.
- To file a complaint regarding the District's compliance with the federal law governing educational records.
- To obtain a copy of the District Student Records Policy from the Superintendent's Office.

Eligible students and their parents have the RESPONSIBILITY:

- To make a written request to the principal to inspect any of the student's educational records. The request should specify as precisely as possible the record to be inspected.

Educational records requested under **OAR 581-21-250 (l) (m) and (p)** will be forwarded within 10 days of receiving the request. The school will also release directory information unless the parent or eligible student requests otherwise. Directory information is defined as: student's name, address, photograph and listed telephone number; participation in recognized sports and activities; weight and height of athletic team members; dates of attendance; degrees or awards; most recent previous school of attendance; and illness or accident information necessary for dealing with emergencies OAR 581-21-220 (2). The parent (or student if 18 years of age) not wishing to have this information published, including on any school district website, must notify the appropriate school in writing. Providing a student's social security number is voluntary. An amendment to a student's education record may be made to ensure that they are not inaccurate, misleading, or otherwise in violation of a student's rights.

The administrative staff may withhold the grade reports, diploma or records of any student who owes fees or who has lost or willfully damaged District property until the student or parent has paid the amount owed (**ORS 339.260**). Students or parents will receive written notice at least 10 days in advance of withholding stating the school's intent to withhold records. The notice will include an itemization of 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 students or parents cannot pay.

OFF CAMPUS MOBILITY

Students have the RIGHT:

- To obtain permission from administration to leave campus starting in the 10th grade. Requests for permission shall be considered for 10th, 11th, and 12th graders who maintain a 2.5 GPA, are in good standing with respect to behavior and attendance, and have submitted an off campus parent approval form.

Students have the RESPONSIBILITY:

- To conduct themselves, when off campus during the school day, in a manner that is consistent with school campus regulations.

TRAVELING TO AND FROM SCHOOL

Students have the right, in coming to or going from school, to a safe environment free of harassment, intimidation, or any threat to personal safety. Students will be subject to school discipline for conduct on the way to and from school or at lunch.

MOTOR VEHICLES AND BUS TRANSPORTATION

Students have the RIGHT:

- To ride district buses as provided when they live 1 ½ or more miles from school and/or would have to cross a hazardous area.
- To drive a licensed and registered motor vehicle to Wilsonville High School, subject to availability of student parking spaces.

Students have the RESPONSIBILITY:

- To follow the instructions posted and listed in District regulations.
- To drive a registered and administratively approved vehicle and pay the appropriate parking fee.
- To participate, if they ride a bus, in one bus evacuation drill each year.

MOTOR VEHICLES

On campus parking may be limited. Those students who have registered vehicles, including paying the parking fee (\$40 w/ASB—\$75 without/ASB), will be permitted to park on campus. Students who park in STAFF, VISITOR, PARENT VOLUNTEER, or other specifically designated parking spaces, are subject to disciplinary action, including fines and towing. **Student cars not displaying a parking tag or parked in staff or other reserved spaces will be subject to a \$20 fine for each incident and may have their parking privileges revoked.** Per district policy, repeated failure to display a parking tag will result in the vehicle being towed at the owner's expense. Permission to drive or park on campus may be revoked at any time for violation of any school regulations or behavioral expectations. All vehicles must be driven at or **below 5 miles per hour** and in a safe and non-disruptive manner while on campus.

BUS TRANSPORTATION

For specific route information, go to <http://www.wlvv.k12.or.us/Community/BusRoutes.asp> Students must follow the rules governing behavior on school buses or may forfeit the right to ride. Students should understand that the bus driver is responsible for the safety of students. A licensed teacher or certified coach is responsible for establishing departure times of field trips and school activities, and for maintaining order during these trips.

The following are state regulations from **OAR 581-53-010**:

- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of an emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the driver.
- Pupils shall keep the bus clean, and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
- Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

TECHNOLOGY/ELECTRONIC COMMUNICATION

Students have the RIGHT:

- To use the district's network for educational purposes including academic research, professional or career development, and limited high-quality exploration of appropriate personal interests.

Students have the RESPONSIBILITY:

- To use the computer for school-related and academic purposes only and to log off the network properly, returning the computer to its standard state for the next user.
- To comply with expectations with respect to illegal activity, system security, inappropriate conduct, limited expectation of privacy, plagiarism, copyright infringement, inappropriate access of material, and other restrictions of computer use.
- To protect and maintain confidentiality of network username and password, and to report to administration or technology staff if you suspect someone is using your account to gain access to the school network.

COMMUNICATION DEVICES

Students have the responsibility to ensure that their electronic devices (Mp3's, iPods, cell phones, etc.) **do not disrupt the learning environment**. Misuse of electronic devices will result in disciplinary action. Repeated disregard of teacher direction may be treated as insubordination.

ATHLETICS AND ACTIVITIES

HIGH SCHOOL CLUBS, ACTIVITIES, AND ORGANIZATIONS

Extracurricular and co-curricular activities in high school are extremely important in teaching the many intangible skills and qualities necessary for success in life. Students who are active in school clubs and sports are often more likely to be successful academically as well. School activities also provide opportunities for students to build friendships and to experience the kind of challenges and successes that are essential to building self-confidence, self-reliance, and self esteem. Students who do not participate in this important part of life are not taking full advantage of the educational opportunities provided. In light of this, students are encouraged to **GET INVOLVED !**

CITIZENSHIP

Honesty, integrity, respect, responsibility, compassion, kindness, and courage are standards of character for all students, but especially for those involved in extra-curricular activities representing Wilsonville High School. Athletes, for example, are recognized on and off the playing field and are expected to represent their school, community, teammates, and coaches in the most positive ways possible. Athletic code must be signed by all athletes in order to participate in any sport.

DANCES AND SCHOOL FUNCTIONS

Dances are sponsored by various classes and student clubs. The adult advisors are responsible for coordinating and supervising, while the class members or club members are responsible for recruiting chaperones, decorating, and cleaning up. At least eight staff chaperones are required for each dance. Chaperones and all other preparations for the dance must be in place by the Tuesday prior to the dance. Up to five dances may occur each school year.

PROCEDURES:

1. Students are expected to have student I.D. cards or temporary replacement cards for admission to dances and other functions.
2. Students are not permitted to re-enter a dance once they have left.
Students who step outside during dances are restricted to a monitored area that is specifically designated for that purpose.
3. Wilsonville students may bring one guest only if they have completed the dance guest pass form at least 3 days prior to the dance. Guests must be 20 or younger and are subject to administrative approval. The Wilsonville host student is responsible for the behavior choices of his/her guest and must make the guest aware of applicable school rules.
4. Students who have been suspended, expelled, or otherwise barred from the campus are not permitted to attend dances.

CLOSED PRACTICES

Students who are not team members may not come to an athletic or activity practice, unless specifically invited by the coach or advisor.

SPORTSMANSHIP AT EXTRACURRICULAR EVENTS

Both participants and spectators represent the school and community at extracurricular and sporting events. Wilsonville High School students and parents are expected to uphold the traditional high standard of conduct and sportsmanship that has come to be expected of them at extracurricular events both at home and away. Students representing Wilsonville High School at school-sponsored events, as participants or spectators, are subject to the rules of the school discipline code. The School District reserves the right to limit spectator participation due to inappropriate conduct.

EMERGENCY PROCEDURES

MEDICATIONS AND SPECIAL HEALTH NEEDS

Any medication administered or taken at school must be done in accordance with state guidelines and school district policy. Written parent and/or physician permission is required for all prescription, non-prescription and self-administered medication. Administration of medication at school should be kept to a minimum. Forms may be obtained from the counseling office and questions should be directed to the school nurse. Parents of students with special health needs (i.e. diabetes, etc.) are encouraged to work with the district nurse to develop a plan for emergent/urgent health problems.

SCHOOL CLOSURE

Closure due to inclement weather or unforeseen emergencies will be announced by radio and television stations in the greater Portland area. Most stations will carry this information. This information is also available on the School and District Websites.

EVACUATION PROCEDURES

1. Fire Drill/Earthquake/Emergency Evacuation:
 - Drills will be scheduled at approximately one-month intervals throughout the school year.
2. Evacuation Procedures: All students must be familiar with the regulations and procedures outlined below.
 - Proceed quietly to the designated safe area, stay with the rest of his/her respective class, and check in with his/her assigned classroom teacher.
 - Wait for the all clear signal from administration before returning to the building.
3. Evacuation Drill Regulations
 - The evacuation drill signal is a steady bell from the alarm system. During the drill (or emergency evacuation), students are expected to exit in a quiet and orderly manner. Classes are to stay together with an appreciation of the seriousness of the drill.
4. Earthquake Drill Procedures
 - Students are expected to drop and cover, turn away from windows, stay under shelter until shaking stops, and listen for instructions.

STUDENT AND PARENT COMPLAINTS

Wilsonville High School is committed to reasonable and effective means for resolving student and 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.

STUDENT ASSISTANCE PLANS

When needed, Student Assistance Plans are designed to prevent and reduce student problems, including low academic performance, irregular attendance, substance abuse, suicide, dropout, violence, child abuse, and other serious issues. Student Assistance Plans have four basic components: 1) identification; 2) assessment; 3) establishment of a plan; and 4) support. Plans are operated by individuals and teams consisting of administrators, counselors, and staff members. Parents are an integral part of the success of most Student Assistance Plans.

West Linn/Wilsonville School District Grievance Procedure

The West Linn/Wilsonville School District does not discriminate on the basis of race, creed, age, sex, color, national origin, disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory

practices within the scope of Title VII of the Civil Rights Act of 1964, the Age Discrimination and Employment Act, The Civil Rights Acts of 1871 and 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act should be addressed through the grievance procedure which follows.

Informal Procedure

The person who believes he/she has a valid basis for complaint regarding discrimination shall discuss the concern with the building principal, within thirty (30) days of when the person becomes aware of the alleged discrimination. The building principal shall reply to the complainant in writing within ten (10) days. If this reply is not acceptable, formal procedures may be initiated.

Formal Procedure

Step 1 - A written statement of grievance shall be prepared and signed. The complainant shall present it to the appropriate administrator within five (5) business days of receipt of the written reply to the informal complaint. The administrator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) business days by certified mail.

Step 2 – If the complainant wishes to appeal the decision of the administrator, he/she may submit a signed statement of appeal to the District Hearing Officer within five (5) business days after receipt of the administrator's response to the grievance. The district hearing officer shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.

Step 3 - If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the superintendent within five (5) business days of receipt of the District Hearing Officer's response in step 2. In an attempt to resolve the grievance the district shall obtain an independent hearing officer who is an individual not an employee of the district, and who is knowledgeable of the above listed anti-discrimination statutes. The parent and student may take part in the hearing and have an attorney represent them at their own expense. Counsel may also represent the district. The decision shall be given in writing to the superintendent and the parents.

Appropriate Administrators

Title IX, Title VII – Kathe Monroe, Director of Personnel

ADA – Tim Woodley, Director of Operations

Section 504 – Jennifer Spencer-Liams, Director of Student Services

District Hearing Officer – TBA by Superintendent

Applicable Board Policies: AC

District Disciplinary Options

The district's disciplinary options include using one or more of the following interventions: counseling by teachers, counselors or administrators; restitution or its equivalent; detention; Saturday school; in-school or out-of school suspension; expulsion; and assignment to an alternative education program. In some cases, other possibilities may also be considered. Appropriate interventions depend on the nature of the offense.

Because the behavior problems of students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of an administrator. Although mitigating circumstances may dictate more severe or more lenient consequences than usual in a particular case, the guidelines displayed in chart form at the end of this handbook will apply. These and other school rules apply to all students, not only at school, but at any school-sponsored function. *Tardies are compiled each semester;* most other infractions are compiled annually.

Our purpose in working with students is to help them develop behavioral patterns that reflect the values of honesty, integrity, respect, responsibility, compassion, kindness, and courage. We assign natural and logical consequences in response to student behaviors that are not congruent with these values. Our purpose is to guide students to make more appropriate behavior choices in the future.

DISTRICT BEHAVIOR CONSEQUENCE GUIDELINES

ACTION TO BE TAKEN

STUDENT CONDUCT	OCCURRENCE	MINIMUM	MAXIMUM
ASSAULT	First Repeated	Suspension Suspension	Expulsion Expulsion
AUTOMOBILE MISUSE	First Repeated	Informal talk/work duty Parent involvement	Temporary loss of parking privilege Permanent loss of parking privilege
BUS MISCONDUCT	First Repeated	Conference Suspension from bus	Loss of bus riding privilege Loss of bus riding privilege
DEFIANCE OF AUTHORITY	First Repeated	Conference Suspension	Suspension Expulsion
FIGHTING	First Repeated	Conference Suspension	Suspension Expulsion
FORGERY	First Repeated	Conference Suspension	Suspension Expulsion
HARASSMENT/MENACING	First Repeated	Conference Suspension	Suspension Expulsion
INAPPROPRIATE BEHAVIOR	First Repeated	Conference Suspension	Suspension Expulsion
RECKLESSLY ENDANGERING	First Repeated	Conference Suspension	Suspension Expulsion
LYING AND CHEATING	First Repeated	Conference Parent Involvement	Suspension Expulsion
WEAPONS	First Repeated	Expulsion Expulsion	Expulsion Expulsion
ALCOHOL/DRUGS	First Repeated	Suspension Suspension	Expulsion Expulsion
TOBACCO	First Repeated	Conference Suspension	Suspension Expulsion
ARSON	First Repeated	Suspension Suspension	Expulsion Expulsion
THEFT	First Repeated	Conference Suspension	Suspension Expulsion
VANDALISM	First Repeated	Conference Suspension	Suspension Expulsion
TARDINESS	First Repeated	Handled by Teacher Handled by Teacher	Conference Suspension
UNEXCUSED ABSENCES/ TRUANCY	First Repeated	Conference Conference	Suspension Suspension

In an effort to help those who have had misconduct the district supports the above actions for behaviors.

WEST LINN-WILSONVILLE SCHOOL DISTRICT SCHOOL BOARD POLICY	File Code: KNAJ Date Policy Adopted: 1- 07-08
<p>RELATIONS WITH POLICE AUTHORITIES The school shall be responsible for protecting each student under its control; to accomplish this, an effective working relationship will be established with law enforcement officials. The questioning of a student or teacher in the school or on school premises will be done only in the presence of a designated school official. The pupil's right to remain silent or to speak through an attorney or parent must be made known to him or her. Every effort will be made to contact, and include in the interrogation, the parent or guardian of the child. The only exception to this procedure shall be when students are questioned by Children's Services Division (CSD) or their authorized agents in cases regarding allegations of child abuse involving the parent or guardian. Any contraband material should be received in the presence of witnesses, and a mutually identifiable mark be used. A receipt with witnesses' signatures should be furnished the owner, if known and one demanded from the officer who takes possession. Such material is to be turned over immediately to the principal or designated person in his or her absence who is personally responsible for holding and delivering it to the proper authorities. The designated school official will maintain an informal record of interviews, recording time, place, persons, and summary of incidents.</p> <p>END OF POLICY</p>	
<p>Legal Reference(s): None.</p>	

Bell Schedule

Time	Monday and Friday	Time	Tuesday "A" Day	Wednesday "B" Day	Thursday "C" Day
8:30-9:26	Per 1	8:30-9:56	1	1	2
9:30-10:26	Per 2	10:00-11:26	2	3	3
10:30-11:26	Per 3	11:26-12:00	Lunch	Lunch	Lunch
11:26-12:00	Lunch	12:03-1:30	4	4	5
12:03-1:00	Per 4	1:34-3:00	5	6	6
1:04-2:00	Per 5				
2:04-3:00	Per 6				

Early Release

Time	Wednesday	Time	Thursday
8:30-10:05	1	8:30-9:55	3
10:09-10:40	1-Collaborative	10:00-11:26	4
10:45-10:55	Break	11:30-12:00	Lunch
10:55-12:30	2	12:05-1:30	5
12:30-1:00	Lunch	1:34-3:00	6