



## **West Linn-Wilsonville School District 3Jt**

# **2017-2018 GUIDE TO STUDENT RESPONSIBILITIES AND RIGHTS**

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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 successful 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](http://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 any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, economic status, veterans' status, parental or marital status or age of any other persons with whom the individual associates. 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. Reference Board Policy AC.

### **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):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - 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
- Major field of study
- Dates of attendance
- 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

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, hard copy Data Verification Form or online Data Verification System. This Guide to Student Responsibilities and Rights constitutes notification of FERPA directory information. Reference Board Policies JOA and JOB.

### **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. Reference Board Policy KL.

### **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 non-attendance 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. Reference Board Policy JEA.

### **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. Reference Board Policy IB.

### **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. Reference Board Policy JFCA.

## **VIDEO MONITORING**

The district Board has authorized the use of video cameras on district property and on transportation vehicles to support the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent or designee. Reference Board Policy ECAC.

## **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. Reference Board Policy JFG.

## **STUDENT CONDUCT AND DISCIPLINE**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

The district has authority and responsibility for each student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district provided transportation.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

Assault; hazing, harassment, intimidation, bullying, menacing or teen dating violence; coercion; violent behavior or threats of violence or harm; disorderly conduct, false threats and other activity causing disruption of the school environment; bringing, possessing, concealing or using a weapon; vandalism, malicious mischief and theft, including willful damage or injury to district property or to private property on district premises or at school-sponsored activities; sexual harassment; use of tobacco, alcohol or drugs, including drug paraphernalia; substance/drug abuse; use or display of profane or obscene language; open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials; violation of district transportation rules; violation of board policy, administrative regulation, school or classroom rules.

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. Reference Board Policies JG, JGD, JGE and JGDA-JGEA.

## **WEAPONS**

Appropriate disciplinary and legal action shall be taken against students who bring a weapon to or possess a weapon on district property or at district events and against students who assist the bringing or possessing in any way. Students bringing a weapon to or possessing a weapon on district property or at district events shall be expelled for a period of not less than one year. The superintendent may, on a case-by-case basis, modify this expulsion requirement. Reference Board Policy JFCJ.

## **HARASSMENT**

The Board is committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, bullying/cyberbullying and teen dating violence by students, staff and third parties toward students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

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. See District Policies JFCF and JBA/GBN for further definitions, reporting procedures and legal references.

## **CONDUCT ON SCHOOL BUSES**

The following regulations will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and to and from district-sponsored activities and will be posted in a conspicuous place in all buses:

Students being transported are under authority of the bus driver; fighting, wrestling or boisterous activity is prohibited on the bus; students will use the emergency door only in case of an emergency; students will be on time for the bus, both morning and evening; students will not bring firearms, weapons or other potentially hazardous material on the bus; students will remain seated while bus is in motion; students may be assigned seats by the bus driver; when necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver; students will not extend their hands, arms, or heads through bus windows; students will have written permission to leave the bus other than for home or school; students will converse in normal tones; loud or vulgar language is prohibited; students will not open or close windows without permission from the driver; students will keep the bus clean and must refrain from damaging it; students will be courteous to the driver, fellow students and passersby; students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses. Students who violate bus rules of conduct may be denied the use of district transportation. Reference Board Policy EEACC

## **LOITERING AND TRESPASSING**

All persons visiting a district school are required to immediately report to the school office. The school administrator has discretion in admitting visitors to the school and/or grounds. All visitors will be required to sign the visitors register and receive an authorization badge to be worn visibly during the visit. Any unauthorized person on school property will be reported to a school or district administrator. The person will be asked to leave. Law enforcement may be called if the situation warrants such measures. Reference Board Policy KK.

## **REGULATED CAMPUS**

Each high school will establish and communicate clearly to parents and students the expectations for when and under what circumstances students are allowed to leave campus. No student in the primary and middle schools may leave during the school day unless prior arrangements have been made. Reference Board Policy JEFA.

## **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.

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*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.  
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