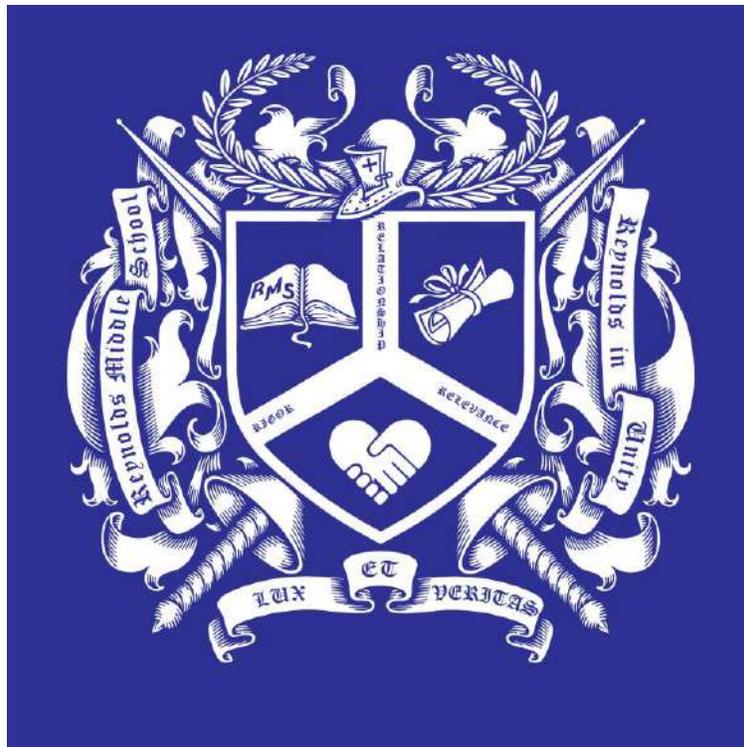


# Reynolds Middle School

## PARENT/STUDENT HANDBOOK 2016 - 2017



1200 NE 201<sup>st</sup> Avenue  
Fairview, OR 97024-9642  
Phone: 503.665.8166

# Rights and Responsibilities

The Board of Education of the Reynolds School District has the responsibility to provide an appropriate educational program and atmosphere for each student enrolled at Reynolds Middle School. Parents, administrators, teachers, students, and others responsible for the welfare of every student must cooperate to provide this opportunity.

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

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

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

Reynolds Middle School  
 1200 NE 201<sup>st</sup> Ave.  
 Fairview, OR 97024-9642  
 Phone: 503.665.8166  
 Fax: 503.262.3796

Reynolds School District  
 1204 NE 201<sup>st</sup> Ave.  
 Fairview, OR 97024-9642  
 Phone: 503.661.7200  
 Fax: 503.667.6932

Students: At the end of the Handbook is a form requiring your signature to attest to your understanding of the information provided in the Handbook. The front office will maintain the form for record keeping purposes. If you have any questions, please don't hesitate to ask your teacher or your administrator.

Parents: On the same form as your student, please verify by signature that you have read and understand the information provided in the Parent/Student Handbook.

## Royal Lancer Administrators Principal: Mr. Stacy Talus

House	Administrator	Counselor
6 <sup>th</sup> Grade (Last Name A – L)	Associate Principal Sarah Shields	Ms. Kelly Goforth
6 <sup>th</sup> Grade (Last Name M – Z)	Associate Principal Mr. Adam Swientek	Mrs. Alyssa Hertel
Mt. Hood – 7 <sup>th</sup> Grade	Associate Principal Mr. Adam Swientek	Mrs. Alyssa Hertel
St. Helens – 8 <sup>th</sup> Grade	Associate Principal Sarah Shields	Ms. Kelly Goforth

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# GENERAL INFORMATION

## School Hours

School hours for Reynolds Middle School are 7:25am – 2:15pm on regular school days and 8:40am – 2:15pm on late start days. Late start days will be every Monday beginning September 12 through June 12, 2017. Students are considered “tardy” if they are not in their seats at 7:30am.

Office hours are 7:00am – 3:30pm Monday through Thursday; 7:00am – 3:00 Friday.

## Closed Campus

The Reynolds Middle School campus is “closed” for all students from 7:25am until 2:15pm, which includes lunch periods and non-class time. Students are required to remain on campus for the duration of the school day. Students leaving campus for unauthorized reasons shall be subject to consequences as outlined in the following pages.

Students leaving campus due to doctor appointments or other parent-approved activities must check out at the receptionist’s desk with a written excuse from a parent/guardian, signature on the log sheet of a parent/guardian or be a part of an approved off-campus program or event.

## Visitors

All visitors must sign in at the main office upon arrival. A binder with log sheets is located on the table in front of the receptionist’s desk. Visitors must receive and wear a visitor’s badge and then sign out at departure. School-age visitors are not allowed on campus during the instructional day without prior Administrator permission.

Persons who are present in the school building or on the school grounds without proper permission and/or identification may be requested by any staff member to leave the area. If an individual continues to remain on campus or returns to the campus after being asked to leave, the police will be contacted and appropriate legal action will be taken.

## Volunteers

Per Reynolds School Board policy, registration is required to volunteer. Registration forms (Volunteer Application, Criminal Background Check, and Volunteer Expectations) can be obtained from the school’s Main Office. The applicant’s picture will be taken for identification purposes. Approved volunteers will be issued Volunteer Identification Badges, which are to be worn on campus. Volunteers are asked to sign in and out in the Visitor/Volunteer binder as well as on the Volunteer computer.

# STUDENT CONDUCT CODE

## Behavior Expectations

Reynolds Middle School is a place dedicated to learning. Maintaining a safe and respectful learning environment is the primary goal. The students' behavior and choices are expected to reflect this goal. All students are expected to act and behave responsibly with the needs of others in the school in mind. The matrix presenting our expectations and some examples of appropriate behavior is included in both the Parent/Student Handbook and Student Planner. If any behavior does not meet with the set expectations, the student(s) involved shall be subject to consequences.

## Electronic Policy

Reynolds Middle School has an OFF and AWAY policy. All electronic devices must be turned off upon entering the school building. This rule applies to cell phones, MP3 and iPod players, tablets, and handheld video games. Bring any electronic device to school is at the risk of the student, and administrative time will not be used to locate or investigate the theft or loss of an electronic device. It is expected that all devices are stored securely in the student's locker.

\*\*\*Violations of electronic devices are subject to disciplinary action by administration. Lost, stolen or damaged cell phones are the responsibility of the students as the policy is off and away.\*\*\*

To ensure student safety, in the event of a lockdown, cell phone usage is not allowed.

District policy strictly prohibits the use of camera/video phones on school campuses and on all District Buses.

## Binder and Supply Policy

Reynolds Middle School strives for academic excellence. All students will be expected to have a 3inch binder equipped with the proper school supplies (see school supply list) that will be brought to every class. In the case where a student does not have the required binder, the student will be directed to checkout a binder for the day and parents will be contacted. Students are expected to be prepared for learning. If students come to school unprepared repeatedly, administration will request a parent meeting and determine if further actions are required to ensure student success.

\*\*\*Violations of binder and supply policy are subject to intervention and possible discipline by administration. If assistance is needed to obtain school supplies, please contact Reynolds Middle School.\*\*\*

## Student Dress Code

The Student Dress Code is established to prevent disruption or distraction of the educational process and to maintain a safe learning environment for the entire school community. Therefore, if a student's appearance violates the Dress Code, that student will be asked to make modifications. Parents may be contacted and asked to bring clothing to school that conforms to the dress code. In addition, students in violation of the Dress Code may have items confiscated and/or they may be suspended from school. In the event that a school staff member requests a change in dress or appearance due to health, sanitation or safety reasons, students shall not be allowed to attend school until these requirements are met (e.g. shoes must be worn in school at all times). The following is a list of attire

considered “inappropriate.” Administrators may deem other attire not listed “inappropriate” at their discretion:

- Lounge wear, sleep wear, etc., are considered inappropriate and are not allowed.
- Shirts and shoes must be worn; slippers are not allowed and flip-flops are discouraged.
- Any clothing that exposes excessive bare skin may not be worn except when covered by an appropriate outer garment. Such clothing, considered distracting or too revealing, may include, but not be limited to, items such as see-through garments, halter necks, backless dresses or tops, tube tops, etc. (including sagging clothing). Dresses, skirts and short pants are not to be *higher than where the student's fingertips touch the thigh when the arm is held straight down*.
- Pants or shorts with holes in inappropriate places, exposed undergarments, or any other clothing that may cause a disruption and/or affect the learning environment, for any reason, will not be allowed.
- Legging, jeggings, yoga pants are considered tights and must be accompanied with a skirt, long shirt, etc. that meets the above guidelines for length.
- Hats, do rags, hair nets, bandanas and other head coverings are not allowed. Any head covering that is visible to a staff member will be confiscated immediately. Exceptions to this policy must be approved by an administrator.
- Clothing, hats, or accessories (notebooks, bags, etc.) with writing or pictures suggesting or relating to sex, drugs, alcohol, tobacco, gangs, violence, vulgarity, or which ridicules a particular person or group may not be worn under any circumstances.
- Any and all clothing, accessories (notebooks, bags, etc.) or tattoos promoting gang affiliation or gang activity will not be allowed.

### Prohibited Items

The following items are prohibited items that may be confiscated if found on the school premises:

- Sharpie Pens
- Laser Pointers
- Knives
- Weapons or replicas of weapons
- Firecrackers or Poppers
- Lighters
- Stink Bombs
- Items that disrupt the learning process

Any item confiscated by a school staff member will be cataloged and stored by the Student Management Team (SMT), front office, or administration. Students may recover confiscated items that are eligible for return from the Main Office at the end of the school day. Confiscated weapons or replicas of weapons will not be returned.

Students with more than two (2) violations as they apply to the Student Conduct Code may be required to have a parent or guardian pick up confiscated items. Additional violations will result in additional consequences.

## Drugs and Alcohol: Use and Abuse of Chemicals

The use of drugs and alcohol on the Reynolds campus, at any school sponsored off-campus activity, or while traveling to or from school is prohibited and against the law. Students in violation of the drug and alcohol policy will be disciplined accordingly. Police involvement may be necessary based on the circumstances of the violation.

The Reynolds community recognizes that substance abuse is a problem in today's society. Our community is able to provide referrals as well as support to our students through the RMS Counseling Department. Support groups are available through our RMS Counseling Department.

Reynolds School District offers the RSD Insight Class which is designed for students that have violated the Reynolds School District drug and alcohol policy. The program is designed to provide students and parents/guardians education on the impacts of decision-making on adolescent development, choices, communication, and healthy lifestyles.

## Hall Passes

Students are expected to follow their daily schedules and to be present in their regularly scheduled classes on time. Consequently, if a student is not in class, he/she is expected to have an appropriate pass. Hallways should be quiet and empty. If a trip to another area is necessary, the student must obtain a Hall Pass from his/her teacher.

School lanyards may be considered a hall pass only if permission is granted from a teacher. Students are expected to be clear of the hallways the first 10 minutes of the class period and the last 10 minutes of the class period (10-10 rule).

## Personal Possessions

Students are urged not to bring valuables or large amounts of money to school. The school assumes no responsibility for a child's personal belongings beyond the teaching of personal responsibility and honesty.

During school hours, backpacks, coats and purses are to be kept in the students' lockers. In times of inclement weather, coats may be retrieved at lunch period for use during recess. To lessen the possibility of theft, students should not share their locker combinations with anyone.

## Transportation

School bus transportation is provided to students if they live more than one and a half miles from school. Students are expected to follow both state and district rules governing students riding school buses and activity buses. School bus transportation is considered a privilege and riding privileges may be revoked if a student fails to follow transportation rules.

Students riding the bus to and from school are to observe the following rules as adopted by Reynolds School District:

### Student Conduct on School Buses

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of an emergency.
4. Students will be on time for the bus, both morning and afternoon.
5. Students will not bring firearms, weapons or other potentially hazardous materials onto the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while the bus is in motion.
8. Students will be assigned seats at the discretion of the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as

Instructed by the bus driver.

10. Students will not extend their hands, arms or heads through the bus windows.
11. Students will have written permission to leave the bus at a location other than home or school.
12. Students will converse in normal tones—loud or vulgar language is prohibited.
13. Students will not open or close the windows without permission of the bus driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the bus driver, fellow students and passersby.
16. Students who refuse to promptly obey the directions of the bus driver or refuse to obey regulations may forfeit their privileges to ride on the buses.

### Rules Governing Pupils Riding School Buses

1. No eating or drinking on the bus. An exception is allowed on field trips when the bus is parked and approved by the transportation administrator.
2. No athletic shoes with cleats will be worn on buses.
3. The bus rear interior dome lights will be left on any time it is dark outside.
4. Students are required to give drivers their names upon request.
5. Students shall return from field trips on the same bus that transported them to their designation, unless other arrangements have been made by their parent in writing or by personal contact with the principal or chaperone.
6. On field trips, the bus shall travel only from school, to scheduled destination(s) and back to school. Students may leave the bus only at scheduled destination(s) or at school.

A student wishing to ride a school bus other than that to which he/she is assigned by home address is to have a note from a parent/guardian giving permission; the note must include the date, student's name and the parent's/guardian's signature. If the ride is after school, the student must also have a Bus Pass from the Main Office.

Students who use a skateboard or scooter as a method of transportation to and from school must keep the skateboard or scooter out of sight while on campus. Upon arrival or departure, skateboarding and scooter riding is prohibited on school campus and school sidewalks.

It is highly encouraged that parked bicycles be locked; Reynolds Middle School does not assume responsibility for the theft or destruction of students' bicycles. Upon arrival or departure, bicycles must be walked on campus and school sidewalks.

Students participating in after-school activities and sports are to meet their rides in the North Parking Lot. Students will remain in the lot while waiting for their transportation. Students needing to make a phone call will make the request to the supervising coach or staff member.

## Unauthorized Areas

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

## Medications

All medications, over the counter or prescription, to be taken by a student during the school day must be signed in at the front office by a parent or guardian, along with authorization papers with parent or guardian signatures.

## Dances

All dances are held on school grounds. All school rules shall be enforced. Anyone disrupting the dance, in any way, shall be asked to leave and may be subject to additional consequences. After-school dances are for Reynolds Middle School students only and no guests shall be allowed. Parents are allowed with administrative permission. Students and parents must bring photo ID and permission slips to all dances

## Behavior Expectations: After-School Activities

Students are encouraged to support their classmates by attending after-school games and concerts. Student conduct during these events shall meet the following expectations:

- Students shall have a signed permission slip from their parents or guardians to attend any after-school events, including sporting events
- Students shall remain in the area of activity and participate as fans or audience in the designated area
- Students shall follow all school policies as stated in this Handbook
- Students are encouraged to arrange transportation in the North Parking Lot (near the gym complex)
- Students absent or suspended from school on the day of an activity or event will not be admitted to the activity or event.

# ATTENDANCE POLICIES AND PROCEDURES

Students have responsibilities as academic members of this school. They shall attend all classes on time. All absences impact learning, regardless of the reason. Students who miss even a small portion of class may lose out on a significant amount of learning. It is the student's responsibility to make up any assigned work as a result of an absence.

It is a requirement of the Reynolds School District that all students be in attendance on a regular basis. The goal of these Policies and Procedures is to work with parents and students to establish and maintain positive attendance patterns in school.

## Parent/Guardian Responsibilities

- Read these Attendance Policies and Procedures
- Notify the school of any change in address or phone number
- Student absence due to illness or emergency: A parent or guardian is asked to contact Reynolds Middle School by phone (503.665.8166) before 1:00pm on the day of the absence. The school office is open for calls each day starting at 6:30am. Please phone the school each day the student is absent. If a call is not received, the absence is considered "unexcused." Once the school has been contacted, the student's name will be removed from the unexcused absence list if it meets the "excused absence" criteria. Note: If a phone call is not possible, the student must present a note signed by a parent/guardian to the Main Office on the day the student returns to class.

### Excused Absences

Absences will be excused for:

- Student illness
- *Family illness requiring the student's* presence
- Pre-arranged absence
- Death in the family
- Religious holiday
- Approved school activity

### The absence note must contain the following information:

- *Student's full name*
- Date(s) of absence
- Reason for absence
- Telephone number for parent/guardian contact
- Signature of parent/guardian

### Unexcused Absences

All absences that do not meet the above criteria will be considered "unexcused."

Students who return to school after an absence and who have forgotten a note from their parent/guardian will be given two days to convert it to "excused."

Unexcused absences during each semester will result in the following:

- Unexcused absences will be tracked through the attendance system
- Unexcused absences may result in detention
- Chronic unexcused absences will result in additional action up to and including suspension and expulsion

- Other home and family-related absences: Other absences must be prearranged prior to the absence either by a telephone call or a note to the Attendance Secretary. Each absence is an individual case and will be considered for “excused absence” designation according to the circumstances surrounding the request. Examples of such extended absences are funerals, family vacations, personal illness, or emergency situations.

In accordance with the laws of the State of Oregon, school attendance is the responsibility of the student and his or her family. Students are expected to be regular and punctual in their attendance.

### School Responsibilities

The school will present accurate attendance information to parents and hold students accountable for their decisions. At the beginning of each semester, teachers will review with students the attendance policy and consequences for noncompliance. The following policies will be enforced.

#### Attendance Office Responsibilities

- ✓ Publish a list that indicates excused and unexcused absences in each teacher's class
- ✓ Notify parents daily through a computer telephone system of unexcused absences
- ✓ Track disciplinary actions for unexcused tardies

### Student Responsibilities

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

#### Absences

In accordance with the laws of the State of Oregon, school attendance is the responsibility of the student and his/her family. Students are expected to be regular and punctual in their attendance.

Students who are absent from Reynolds Middle School must comply with the following:

- Absence due to illness or emergency: The parent/guardian is to contact RMS by phone (503.665.8166) before 1:00 pm on the day of the absence. The school office is open for calls each day starting at 6:30am. Please see “Parent/Guardian Responsibilities” above. Note: If a phone call is not possible, the student must present a note signed by a parent/guardian to the Main Office on the day the student returns to class.
- Other home and family-related absences: Other absences must be prearranged prior to the absence by the parent/guardian (please see “Parent/Guardian Responsibilities” above).

#### Missed Assignments

Students are responsible for making up any assignments missed due to any absences. Daily classroom assignments, tests, extended assignments, and projects may be made up for credit according to the criteria outlined by the instructor's class syllabus. A teacher has the choice of

administering the same test or an equivalent alternative assessment. Grades may be lowered up to one grade due to missed assignments. Students who miss a final, mid-term or unit test as a result of suspension may be allowed to make up those tests without academic penalty.

### Tardy Policy

Students who accumulate multiple unexcused tardies will be assigned administrative consequences. Tardy sweeps will randomly take place throughout the school year to ensure that students arrive to class on time and prepared for instruction.

## DISCIPLINARY ACTIONS

Students who demonstrate problematic behavior shall be subjected to certain disciplinary actions. Please see **“Conduct Code Infractions & Disciplinary Consequences.”**

### Warning

A school staff member will talk to the student explaining the infraction and identifying possible future disciplinary actions.

### Parent Involvement

A parent is notified of an infraction by telephone, email, personal contact or letter. A conference may be conducted between the student, his/her parent/guardian, appropriate school officials, and other pertinent individuals. Written records shall be maintained.

### In-School Detention

Any school staff member may assign detention. The staff member assigning detention shall supervise the student for a determined length of time. The detention can be before school, during lunch or after school in a classroom or other supervised area. Students assigned detention must bring study materials and are expected to work diligently for the entire period of detention.

### After-School Detention

As part of the discipline policy at Reynolds Middle School, students may be assigned after-school detention as a consequence for violating the terms of the Student Conduct Code. After-school detention shall be held from 2:30pm to 3:00pm; location shall be announced the day of the detention.

Students who have been assigned after-school detention must show up on the day that the detention is scheduled and must be in the assigned room by 2:30pm in order to be counted as present. Students must serve detention on the day scheduled by the teacher.

Detention supersedes any school-related activity, including practices, competitions and club activities. Transportation home following detention is the responsibility of the student and/or the parent/guardian. Arrangements for transportation should be made in advance.

- Detention runs from 2:30pm until 3:00pm on the assigned day
- Students must attend detention on the day assigned; students who miss the assigned date may be suspended from school pending a parent-student conference with a school administrator
- Students who are late will not be granted entry and will be marked absent
- Students must bring schoolwork for the entire assigned time
- Food, drink or electronic devices (except calculators) are not allowed
- Students are not allowed to sleep during the assigned detention
- Talking, note writing or other disturbances are not allowed

Students who are asked to leave detention for rules violations will be counted as absent and will be suspended

### **In-School Suspension (See “Due Process Procedures”)**

A student is informed that he/she is subject to an in-school suspension and may discuss their side of the situation with the appropriate school official. If it is determined that in-school suspension is warranted, the student will be placed in the alternative school suspension room for a determined amount of time. The student will be responsible for completing classwork during the academic day. The student is excluded from school—and school related activities—for a period of one (1) to ten (10) school days. A student's privilege to attend school activities may be suspended for up to one (1) year.

### **Out-Of-School Suspension (See “Due Process Procedures”)**

The student is informed that he/she is subject to a suspension and may discuss his/her side of the situation with the appropriate school official. The student is excluded from school—and school related activities—for a period of one (1) to ten (10) school days. A student's privilege to attend school activities may be suspended for up to one (1) year.

Parents/guardian(s) shall be notified of the action. The parent(s)/guardian(s) shall be required to accompany the student for a reinstatement conference. The student may be advised of District or community alternatives. A written record shall be maintained.

### **Expulsion (See “Due Process Procedures”)**

The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion shall be made. An expulsion includes the removal of a student from school and all related school activities. The length of time that a student is expelled is determined by the District hearings officer; the student and his/her parents(s) shall be notified of the pending expulsion and information about his/her rights under due process. The student shall be advised of District or community alternatives. A written record shall be maintained. A parent conference may be required to readmit the student.

# DUE PROCESS PROCEDURES

## Suspension

Suspension removes from a student the privilege of attending school and school activities for a maximum of ten (10) school days. In special circumstances a suspension may be continued until some specific pending action occurs such as a court hearing, a medical evaluation, pending expulsion hearing, or a review by a probation officer. Suspensions are made by the principal or his/her designee and are not to be used in lieu of expulsion.

Suspension procedures are as follows:

- A conference is held between the student and the principal or his/her designee. The student receives an explanation of the charge against him/her and is given an opportunity to present his/her version of the facts. The principal or a designee may question other people with knowledge of the incident. If the principal or designee believes that suspension is warranted, the student is sent home. Where there is a serious risk that substantial harm will occur by the student's continued presence, the student will be removed from school immediately.
- The parents/guardians are notified by telephone (if possible) of the suspension, the reasons for the action and the procedures for review of the suspension and for reinstatement. The school will attempt to schedule a conference, if requested by parents, at a mutually convenient time.
- A letter is mailed or carried to the parents or guardians stating the time, date and specific reasons for the suspension, the maximum length of the suspension and the procedures to be followed for review of the decision and for reinstatement. If a conference has not yet been scheduled, the letter will ask the parents to arrange for a conference at their earliest convenience.
- During the conference the student's achievements as well as the difficulties will be reviewed in an effort to determine additional steps that need to be taken by the school, the student and the parent to ensure his/her future success. If the student is handicapped or on an IEP, one of the steps may be to convene a manifestation determination conference to decide if there should be a change in the Individual Education Plan or if an evaluation should take place. It will be the responsibility of the student to make up the work missed while on suspension.
- If after the school conference the parents and student still believe that the suspension was not warranted, they may seek review of the decision by the superintendent.
- In special circumstances the School Board may, on its own initiative or on request by the superintendent or the parents, make a final review of the decision.

## Expulsion

Expulsion denies the student attendance at school or school activities in accordance with Oregon's statutes. The principal, usually upon the recommendation of an associate principal, makes expulsion recommendations.

Expulsion procedures are as follows:

- The student is suspended (in accordance with the suspension regulations) pending further investigation for a possible expulsion.
- A report of the student's misbehavior and record is referred to the principal. If the student is handicapped or on an IEP, a manifestation determination conference shall be convened to decide if there is a direct relationship between the student's misconduct and the handicapping condition. If the team determines that there is a direct relationship, expulsion shall not be considered and the team shall consider placement options. When it appears to the principal that expulsion is warranted, the principal will recommend that such action be taken.
- The principal or his/her designee will contact the parents by telephone, if possible, or attempt to arrange for a conference, if necessary, at the earliest mutually convenient time to inform the parents or guardians of the following:
  - The charge against the student and the specific facts supporting the charge that have brought about the principal's recommendation for expulsion
  - Information regarding the opportunity for a hearing and that the student may be represented by counsel or another person at the hearing
  - That a letter\* containing the following will be mailed to the parents following the telephone conversation or conference:
    - The charge or charges made against the student
    - Specific facts which support the charges
    - The intent of the principal to recommend expulsion on the basis of the charges
    - Information regarding the superintendent's appointment of a hearings officer who will contact them to set up the date and time for the hearing

\*The letter will be sent by certified mail if the principal is unable to contact the parents by telephone.
- If the student is disabled and it has been decided that there is not a direct relationship between the student's misconduct and disabling conditions, the parents or guardians will receive the additional notice of their due process rights under 94-142. Special education services will continue via home instruction/tutoring until the expulsion hearing unless both parent(s) and the district agree upon some other placement option.
- Within one (1) school day of the student's removal from school, a report of the student's present and past incidents of behavior, the notice of intent to expel, and summaries of parent/school conferences relative to the student's present and past incidents of behavior will be given to the principal.
- The superintendent will appoint a hearings officer. The hearings officer will send a certified letter to the parent/guardian including the following information:
  - The time, date and location of the hearing
  - That the parents and student will be afforded the following:
    - To attend and hear the evidence presented by the district
    - To be represented by counselor
    - To submit evidence at the hearing by testimony, writings, or other exhibits
    - To make a record of the hearing
    - To have an interpreter provided by the district if parents/guardians and student cannot understand spoken English
  - That the parents must inform the hearings officer if they plan to be represented by counsel at the hearing
  - That the parents have the right to waive the hearing in writing if they do not desire a hearing

- That the failure to attend the hearing at the designated time constitutes a waiver of the right to a hearing
  - The availability of alternative education, including at least the following information:
    - Student action which is the basis for consideration of alternative education
    - Listing of alternative programs available for the student for which the district would provide financial support in accordance with ORS 339.253
    - The program recommended for the student based on the student's learning styles and needs
    - Procedures for enrolling the student in the recommended program
- The expulsion hearing will be scheduled no sooner than five (5) days from the notification to the parents. The parents/guardians may request rescheduling the hearing for a later date; however, the student will not be readmitted to school during the interim. As a result of the hearing, the hearings officer will either confirm the recommendation or the student will be reinstated after a conference is held to establish conditions of re-admittance with the parents/guardians and student. If parents appear with counsel, without prior notice to the hearings officer, the hearing will be postponed until such time as the administration can also have counsel present.
- The following procedure will be followed when a hearing is required:
  - The hearings officer maintains control over and conducts the hearing
  - The student, parent or guardian is permitted to inspect, in advance of such hearing, any affidavits or exhibits which the school intends to submit at the hearing
  - The student is permitted to have counsel present at the hearing to advise him/her. The counsel may be parent/guardian or an attorney
  - The student is afforded the right to present his/her version as to the charges and to make such showing by way of affidavits or exhibits
  - The student is permitted to hear the evidence presented against him/her
  - The hearings officer determines the facts of each case on evidence presented at the hearing. He/she shall submit to the superintendent his/her findings as to the facts and whether or not the student charged is guilty of the conduct alleged and his/her decision on the case. The above decision is available in identical form to the board, the building principal, the student, and his/her parent or guardian.
  - Strict rules of evidence do not apply to the proceedings
  - The hearings officer makes record of all pertinent facts presented at the hearing
  - The hearings officer may make a complete audio recording of the hearing. The recording will be maintained on file in the superintendent's office. The student may receive a copy of the recording made by the hearings officer
  - The School Board will receive a written report outlining the hearing officer's decision
- The parent/guardian shall be informed of the hearings officer's decision verbally within one (1) school day of the hearing and by certified mail (return receipt requested) within five (5) school days of the hearing.
- Expulsion of a student shall not extend beyond the current term or semester unless:
  - The term or semester ends within such a short period of time that the expulsion would be too short to be effective or
  - The recommendation for expulsion is based upon a serious offense such as possession of a weapon. In such cases, expulsion for one (1) calendar year may be assigned
- When a student is expelled from the school, the district shall consider and propose to the student, and document to the parents or guardians, prior to expulsion, the alternative programs of instruction or instruction combined with counseling in accordance with ORS 339.250(6). The

programs proposed shall be limited to ones registered with the Oregon Department of Education prior to placement of a student in the program. Parents of students being considered for expulsion shall be notified of the availability of alternative education programs, as noted above, when notified of the scheduled expulsion hearing and, if the student is expelled, again at the time of the actual expulsion.

### Police Involvement

School officials have the option to notify police authorities and in case of major violations may press charges. If the police authorities are notified, an attempt shall be made to contact the parents/guardians. Any action taken by police authorities will be in addition to action by the school. School officials shall cooperate with police authorities during investigations as guided by District procedures.

### Search and Seizure

- Lockers, desks and other storage areas assigned to a particular student(s) (hereafter called "student storage") remain in the possession and control of the school when assigned for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities. No other purpose is permitted. Students should expect that student storage will be checked by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items may be removed and held by the school and/or law enforcement agencies.
- From time to time administrators may set aside a time period during which all students shall clean assigned student storage.
- Individual searches of students and school property assigned to a student may be limited to a situation where there is reasonable suspicion to believe the student is secreting evidence of an illegal act or rule violation. Searches of school property assigned to a student may occur at any time without the student's presence; however, the search should be limited to the scope that is reasonable under the circumstances. Searches shall be supervised by a member of the school administration and be witnessed by at least one other staff member. Illegal items, such as weapons, drugs and related paraphernalia, tobacco, or items prohibited by District regulations or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by the Student Management Team and/or administrator.
  - Items used to disrupt or interfere with the educational process may be removed from the student's possession
  - Items seized may be returned to the rightful owner, parents, or the proper authorities at the discretion of the Student Management Team and/or administrator
- A search of the student's person or assigned student storage may be conducted by law enforcement officials in accordance with law.

### Student Privileges

Serious infractions of the Student Code of Conduct may result in suspension and/or loss of privileges to attend all events and activities for the remainder of the school year.

# CONDUCT CODE INFRACTIONS & DISCIPLINARY CONSEQUENCES

## Referral Level Offenses

	<u>Action To Be Taken</u>	
	Minimum	Maximum
<p><b>Arson*</b> The use of fire or incendiary devices to destroy or attempt to destroy property. (ORS 164.325)</p>	Suspension	Expulsion
<p><b>Assault*</b> Intentional, unauthorized physical contact with another person which may cause physical injury. (ORS 163.160)</p>	Suspension	Expulsion
<p><b>Closed Campus/Unauthorized Area</b> (1) Failure to sign out, regardless of the reason, when leaving the building or campus during the school day. (2) Students in unauthorized areas without permission of school staff. These areas include the parking lots, athletic fields, dugouts, sheds (non-academic structures), adjacent neighborhoods, etc.</p>	Warning	Expulsion
<p><b>Dangerous or Deadly Instruments*</b> The possession of a dangerous or deadly instrument or the use of any object that can cause bodily injury to another person. These may include firearms, knives, cutting tools, chains, explosive devices, projectile-firing devices, pointed steel studs, bats/batons, etc. (ORS 166.370)</p>	Suspension	Expulsion
<p><b>Defiance of Authority, Insubordination</b> Refusal to follow the reasonable requests of school personnel and/or disrespect of school personnel. (ORS 339.250)</p>	Detention	Expulsion
<p><b>Disorderly or Disruptive Conduct*</b> Language, behavior, dress, or the use of devices (laser pointers, cell phones, laptops, music players, text messaging, camera phones, etc.) which disrupts the orderly educational procedures of the school, and/or creates a safety hazard to the members of the school community. This offense may involve profanity, amplified music, play fighting (including water fights), confrontational gatherings, inciting others to act inappropriately, inappropriate display of affection, etc. (ORS 166.025)</p>	Warning	Expulsion
<p><b>Drugs and Alcohol*</b> The possession, use, distribution, or sale of dangerous or illegal chemicals, including over the counter and/or prescription drugs and/or drug paraphernalia (1) on the Reynolds campus, (2) at any school sponsored off-campus activity, (3) while traveling to or from school, or (4) within 1000 feet of the school. Intent to distribute substances purported to be illegal drugs. (ORS 475.999)</p>	Suspension	Expulsion
<p><b>Extortion*</b> Demanding money or something of value (i.e. lunches, CD's, homework, etc.) from another person in return for protection from violence or threat of violence. (ORS 163.275)</p>	Suspension	Expulsion

False Fire Alarm, Bomb Threat* The intent to disrupt the school by initiating a false alarm or threat. (ORS 162.375)	Suspension	Expulsion
Fighting* Having physical conflict with another person or becoming physically and/or verbally involved in a conflict between other students.	Suspension	Expulsion
Forgery/Lying* Intentional falsification of public and/or school-related documents or misrepresentation of information requested by staff. (ORS 165.002)	Suspension	Expulsion
Gambling Games of chance played for money. These may include, but not be limited to, such games as cards, dominos, etc. If gambling is suspected, game equipment may be confiscated.	Warning	Expulsion
Menacing, Threats, Harassment, or Bullying* By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (includes "initiation", "hazing", name-calling, posturing, "trash-talking", etc). (ORS 163.190, 166,155, 166.065)	Detention	Expulsion
Personal Communication Devices Students and staff should be allowed to complete their educational day without the interruption of communication devices such as cell phones, pagers, or audio headsets while attending school. Students are expected to place all electronic devices into backpacks and out of sight upon entering school property.	Warning	Confiscation
Recklessly Endangering* Conduct that creates a safety hazard or a substantial risk of injury to any person.	Warning	Expulsion
Sexual Harassment* Unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct, or other conduct which creates a sexually hostile environment.	Suspension	Expulsion
Theft* Committing or attempting to commit an act of theft against a fellow student, the school district or any other party. Possessing stolen property. (ORS 164.015)	Suspension	Expulsion
Tobacco* The possession or use of cigarettes, cigars, "chew", alternative tobacco products including e-cigarettes, snus, and vaporizers, or any other tobacco products on school property or at school sponsored activities.	Suspension	Expulsion
Sexual Harassment* Unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct, or other conduct which creates a sexually hostile environment.	Suspension	Expulsion

Vandalism* Cutting, painting, defacing, or injuring any school or District-owned property. (ORS 339.260) The student and legal guardians will be liable for such damages. (ORS 339.270)	Suspension	Expulsion
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\*These violations may be referred to local law enforcement officials.

Students are subject to discipline for conduct while traveling to and from school, at school-sponsored activities and while in approved off-campus programs during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.

## LEVELS OF OFFENSE DISTINGUISHING CRITERIA

- ❖ A Level I offense\* is considered a serious offense warranting the highest level of consequence and a referral. A Level III offense is the least serious of offenses, which may or may not result in a referral.
  
- ❖ A Major (Level II) offense is the intent to do, or results in, significant physical, emotional or psychological damage or significantly disrupts the learning in classroom.
  
- ❖ A Minor (Level III) offense does not seriously disrupt the classroom environment.

NOTE: Not all possible offenses are listed in the Guidelines (next page). Those not listed will be classified and handled on a case-by-case basis.

\*Each of the steps and interventions taken for Level I offenses will be documented.

## LEVELS OF OFFENSE GUIDELINES

### LEVEL I REFERRAL WORTHY

Alcohol or drug distribution (OR475.999)  
 Assault or battery (ORS 163.160)  
 Extortion (ORS 163.275)  
 Physical Altercation  
 Theft: Major (ORS 164.015)  
 Vandalism: Major (ORS 339.260/270)  
 Dangerous or deadly instruments (O166.370)  
 Arson(ORS64.325)  
 Menacing, threats, harassment or bullying:  
 major (ORS 163.190, 166.065)  
 Excessive Level II offenses\*  
 \*Excessive is defined as exhausting the given consequences  
 within a level

### LEVEL I CONSEQUENCES

**Note:** The minimum consequence is one (1) to three days (3) days out-of-school suspension and the maximum consequence is legal action and/or expulsion. The consequence will be determined by the administrator and/or a designee and is based upon the severity of the event and the past history of the student.

### LEVEL II REFERRAL WORTHY

Unauthorized access on closed campus/Trespassing (ORS 164.325)  
 Menacing, threats, harassment or bullying: Minor  
 Disrespect or insubordination: Major  
 Theft: Minor  
 Rough Housing: major  
 Reckless Endangering: Minor  
 Excessive Level I offenses  
 \*Excessive is defined as having had 6 interventions

### LEVEL II CONSEQUENCES

Consequences will range from detention to multiple in school suspension days. The consequence will be determined by the administrator and/a designee and is based upon the severity of the event and the past history of the student.

### LEVEL III

Defiance/disrespect  
 Disruptive behavior  
 Inappropriate attire  
 Play fighting  
 Profanity/vulgar language  
 Public display of affection (PDA)  
 Refusal to work  
 Running in hall  
 Tardiness  
 Violation of Electronic Policy  
 Violation of School Binder Policy

### LEVEL III CLASSROOM MANAGEMENT INTERVENTION

**1<sup>st</sup> Offense:** Conversation  
**2<sup>nd</sup> Offense:** Review of expectations  
**3<sup>rd</sup> Offense:** Partner room with conversation of expectations with time out partner.  
**4<sup>th</sup> and 5<sup>th</sup> Offenses:** Student/teacher conference; telephone call to parent/guardian; detention in classroom; meeting with core teachers; meeting with administrator; and/or parent conference.  
**6<sup>th</sup> Offense:** Referral to office

# Reynolds School District NON-DISCRIMINATION NOTICE

Reynolds School District recognizes the diversity and worth of all individuals and groups in our society. It is the policy of the Reynolds School District Board of Education that all educational programs, activities and employment be free of discrimination or harassment of individuals or groups on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, disability, parental or marital status, or age.

Equal Opportunity and Title VII: Frank Caropelo, Chief Academic Officer (503.661.7200 ext. 3206)

District Title IX: Chris Coleman, Athletic Director (503.667.3186, Ext. 1008)

District 504: Michelle Murer, Student Services Director (503.661.7200, Ext. 3029)

American Disabilities Act: Jennifer Ellis, Human Resources Director (503.491.3418)

## STUDENT RIGHTS & RESPONSIBILITIES

The Reynolds School Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

- Civil Rights, including the rights to equal educational opportunity and freedom from discrimination
- The responsibility not to discriminate against others
- The right to attend public schools
- The responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
- The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights
- The right to free inquiry and expression
- The responsibility to observe reasonable rules regarding these rights
- The right to privacy, which includes privacy in respect to the student's school records

## FREEDOM OF EXPRESSION

- Any survey or questionnaire designed to collect information from students, staff or the community must be approved by the principal.
- All survey or questionnaire forms must include:
  - The name of the person, group or organization responsible for the survey
  - How the information will be used
  - The group, class or classes to be surveyed
  - The number of copies to be distributed
- Posters or notices of any type to be displayed on school bulletin boards or walls must first be approved by the principal.
- Any distribution or sale of printed material, in school or on the grounds (other than official school publications) must first be cleared by the principal.
- Writing on and/or displaying gang-type symbols or expressions on school property is prohibited. Distribution of materials on school property which are patently racially, religiously, or sexually offensive, including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of race, religion, national origin or gender, is prohibited. Students in violation may have items subject to confiscation and/or suspension from school.

## ACKNOWLEDGEMENT

### PARENT/GUARDIAN ACKNOWLEDGEMENT

I, (print name) \_\_\_\_\_,  
acknowledge that I have read the Parent/Student Handbook and understand my  
responsibilities as a parent/guardian of a Reynolds Middle School student.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### STUDENT ACKNOWLEDGEMENT

I, (print name) \_\_\_\_\_,  
acknowledge that I have read the Parent/Student Handbook and understand my  
responsibilities as a Reynolds Middle School student.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

This Acknowledgements page will be filed in the Main Office for reference.

