

# STUDENT RESPONSIBILITIES & RIGHTS



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It is the policy of Springfield Public Schools and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and/or nondiscrimination should contact the Director of Human Resources at the 525 Mill Street, Springfield, OR 97477. Contact: Phone (541) 726 – 3203.

## PREFACE

The Springfield School District is committed to fostering a close relationship with the home through communication providing an understanding of educational and instructional goals. This handbook supersedes all other school handbooks and is developed to explain rules, procedures and expectations for the student. (ORS 339.240)

If you have questions regarding the information presented in this handbook please contact your child's principal.

It is recommended that parents (whenever used, the word "parent" denotes parent or legal guardian) and students review the handbook as a family. Additional copies of the handbook are available from any school site.

The Springfield School District recognizes that the students have full rights of citizenship as delineated in the United States Constitution and its amendments and that citizenship rights must not be abridged, obstructed, or in any other ways altered except in accordance with due process of law.

The primary obligation for developing student self-discipline, responsibility and respect for the rights of others rests with parents. Students who develop these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior and must provide a proper climate for learning. The school staff works with parents in a mutual effort to promote the student's success in school. Teachers want all students to learn, but a disruptive student can thwart their efforts. When a student does not follow the rules of proper conduct, the school has a responsibility to take action in the interest of that student and the rest of the students in the school.

To assure an atmosphere conducive to learning and which also assures the safety and welfare of students and school personnel, it is necessary to balance carefully a student's responsibilities of good citizenship with individual rights. It is in an effort to preserve this balance that the school board has adopted the code of student's responsibilities and rights described in this handbook.

## DISTRICT PHILOSOPHY

Springfield Public Schools are dedicated to providing a positive learning environment so that all children will see themselves as important and contributing members of their family, community and world. Therefore, education should be an enjoyable experience that enhances life-long learning, stimulates creativity and encourages problem solving, enabling students to succeed in an ever-changing world.

With this vision, Springfield Public Schools will:

- Provide an equal educational opportunity for every student.
- Provide a staff dedicated to excellence in education.
- Provide an educational program that establishes a foundation of basic skills in the areas of reading, oral and written communication, mathematics and computing in order for students to explore other academic areas (e.g., science, humanities, technology) that would enable them to comprehend and participate in an information-based world.
- Foster the student's development of:
- Respect for self;
- An awareness of individual differences and respect for others;
- A strong work ethic and skills to work cooperatively with others;

- Personal strengths and abilities that lead to responsible participation in family, community and society;
- A desire to strive for excellence in life and work.
- Foster an environment of frequent, open communication that encourages increased parent and community participation in the education of students.
- Provide a safe, drug free environment that enhances learning.
- Encourage an understanding and respect for the planet, its people and resources.
- Promote opportunities for professional and personal growth of staff.
- Prepare students to exercise the responsibilities and rights of democratic citizenship and to understand the differences in governments.
- Help students explore career options, prepare for advanced education and training, and develop skills for employment.

## TOBACCO-FREE DISTRICT

Because health research and the US Surgeon General have identified tobacco use as the leading cause of preventable death in the United States and the majority of tobacco users start under the age of 18, Springfield School District is a Tobacco-Free school district. The sale or use of tobacco products is not permitted on school grounds, school district property, and school vehicles or at district sponsored events by students, staff, parents or visitors. The Springfield School District Board of Education and school district administration ask the understanding and cooperation of all parents and patrons as they visit schools or attend school events.

## COMPULSORY ATTENDANCE

All children between the ages of seven and eighteen years of age must attend regularly a public full time school (ORS 339.010). However, a parent may apply to the Superintendent of the Lane County Educational Services District to teach their child at home or enroll in a private or parochial school in the courses of study normally required of children attending public school.

An exemption may be granted to the parent(s) of any student 16 or 17 years of age who is requesting enrollment in a community college to obtain a GED. Parent(s)/guardian(s) may request release from compulsory attendance in writing to the Instruction Office and must indicate the educational plan for the student. Parent(s)/guardian(s) assume all costs for the student to pursue and/or obtain their GED certificate. Exceptions to the compulsory attendance laws are provided in ORS 339.030.

## Daily Attendance

Students are expected to attend school on a regular basis. Unexcused absences, irregular attendance (ORS 339.065) and truancy may result in disciplinary action up to and including a citation and a fine for a class C violation (ORS 339.990). The school principal will determine if an absence is to be excused. Under Oregon Law (ORS 339.065), a principal may excuse an absence if it is caused by the pupil's sickness, the sickness of some member of the pupil's family or an emergency. The principal may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

Prolonged absence could result in reduction of grades or loss of credit required for graduation.

Students may not attend school or school functions when excluded for disciplinary reasons or when they or others in the home have a communicable disease. Only a qualified health official may authorize attendance for the latter.

Whenever possible, a home instructor will be provided for a student during prolonged periods of illness.

### **Attendance at Religious Instruction**

Upon application by a parent or student having attained the age of majority (18 years or older), a student may be excused from school to attend a weekday school giving religious instruction. This instruction shall not exceed two hours in any week for elementary students or exceed five hours in any week for secondary students. (ORS 339.420)

### **Attendance Areas and Boundaries**

Students are expected to attend schools in the attendance area where they live. However, a parent may apply for their child to enroll in a district school outside of their attendance area.

Applications for open enrollment, into district transfer or within district transfer, and guidelines may be obtained from the district website ([www.springfield.k12.or.us](http://www.springfield.k12.or.us)), any school site or at the District Instruction office.

### **Admission to School**

Springfield School District will deny admission to any student who is expelled from another district for a weapons related offense. Students who are expelled from another district for other reasons and become Springfield School District residents may be offered alternative education opportunities.

### **Alternative Education Programs**

The district is dedicated to keeping all students enrolled in the regular educational program. It is recognized, however, that there will be students in the district who may benefit educationally in an alternative program. Alternative programs will consist of instruction or instruction combined with counseling. Alternative programs will meet the requirements specified in ORS 336.615 through 336.665.

Springfield School District operates an alternative education program for middle and high school students. Applications for the middle and high school alternative educational programs are obtained from the building administrator of the resident school.

### **USE OF SPRINGNET/INTERNET**

Springfield Public Schools provides a sophisticated state-of-the-art computer network (SpringNet) featuring high speed Internet access for use by district students and staff. In order for a student to be granted access to the district computer network (known as SpringNet), both the student and the parent must read, sign, and return to the school they will be attending the Student Agreement for Electronic Communications Systems Usage. This agreement will be made available to students at the time of registration or may be obtained from your school office. Students granted system access to SpringNet are responsible for adhering to and following the policies and procedures established by the district. For additional information please contact Technology Services at 541-726-3463.

### **STUDENT CODE OF CONDUCT**

The district has authority and control over a 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:

1. Assault;
2. Hazing, harassment, intimidation, bullying, cyberbullying, menacing or teen dating violence;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*;
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment;
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the

\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

“Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

## **SCHOOL SAFETY AND GANGS**

Springfield School District is committed to maintaining a safe and secure learning environment. Springfield School District has adopted the following policies and rules to respond to the elimination of gang activity, violence, and crime on or near school property and to prevent violent acts and criminal activities from occurring on school property.

### **Dangerous Weapons and Firearms**

1. No student, staff member or other person, with the exception of law enforcement officers or those authorized by Oregon or federal law, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school property or at school sponsored events that occur off school property.
2. A dangerous weapon is defined as “any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury” (ORS 161.015).  
A deadly weapon is defined as “any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury” (ORS 161.015).
3. Weapons include but are not limited to firearms, ammunition, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisoning gases, poisons, drugs, or other items fashioned with the intent

to use, sell, harm, threaten or harass students, staff members, parents or patrons.

4. Any student who has brought, possessed, concealed or used a loaded or unloaded firearm or transfers possession to another on school grounds or at an activity under the jurisdiction of the school district is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.
5. Any student who has brought, possessed, concealed or used any other dangerous weapon or deadly weapon, or a replica of a dangerous or deadly weapon will be subject to discipline, including suspension and expulsion. The appropriate law enforcement or juvenile agencies will be notified.
6. Any non-student who is found to have brought, possessed, concealed or used a firearm or other dangerous or deadly weapon on school property or at school sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245. The exceptions are those authorized by Oregon or federal law.
7. Any Springfield School District staff person who has knowledge that another person is in possession of or has brought, possessed, concealed or used a firearm or dangerous or deadly weapon on school grounds or at school events within the past 120 days, is required to promptly notify the appropriate law enforcement agency of the identity of the person who violates this policy. Law enforcement agencies will be asked to take appropriate legal action.

### **Intruders and Visitors**

1. Visitors are permitted on school grounds so long as their presence does not disrupt school, they are not threatening or intimidating others in school and so long as school officials know of and consent to the visit in advance.
2. During a regular school day all visitors are required to first report to the school office to arrange for their visit.
3. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

### **Vandalism and Destruction of School Property**

1. The district will attempt to recover the actual cost of repair or replacement of school property that has been vandalized, intentionally or recklessly destroyed by any person from that person or the person’s parents, if a student, or if these attempts are not successful, through legal action. (Please refer to Assessment of Student Fees, p.17)
2. Any student found to be guilty of vandalism or intentional or reckless destruction of school property will be subject to discipline up to and including suspension and expulsion (ORS 339.250).
3. The appropriate law enforcement agency will be informed of the identity of any person who violates these policies and will be asked to take appropriate legal action.

### **Gang Activity**

1. The presence of members of gangs and gang activities

on school property or at school sponsored activities that occur off campus is likely to cause a substantial disruption or material interference with school and school activities; therefore, such gangs and gang activity will not be tolerated on Springfield school property or at school sponsored activities (ORS 336.109).

2. A “gang” is defined as a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographic territory, or the espousing of a destructive belief system that subsequently results in criminal activity (ORS 336.109 (2)).
3. No student at school or at a school activity shall:
  - a. wear, possess, use, display or transfer to another any clothing, jewelry, emblem, badge, symbol, sign or other object which is commonly considered evidence of membership or affiliation in any gang;
  - b. commits any act, or use any speech, verbal or nonverbal, showing membership in or affiliation with a gang;
  - c. use any speech or commit any act that furthers gangs or gang activity, including, but not limited to, soliciting others for memberships in any gangs or inciting other students to act with physical violence upon any other person.
4. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

#### **Coercion and Assault or Threats**

1. No student shall assault or threaten to harm another person or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of that person.
2. Assault means intentionally, knowingly or recklessly causing injury to another. (ORS 163.160)
3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.
4. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

#### **Theft**

1. No student shall steal or attempt to steal school property or private property on school property or during a school activity, function or event that occurs off school property.
2. ‘Steal’ means that, with intent to deprive another of property, a person takes or withholds such property from another or extorts or takes the property by deception (ORS 164.015).
3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.
4. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

## **HAZING, HARASSMENT, BULLYING, INTIMIDATION, AND CYBERBULLYING**

The Springfield Public School District is committed to providing a positive and productive learning and working environment. To this end, discrimination, harassment, intimidation, bullying, acts of discrimination, harassment, intimidation or bullying through electronic means (cyberbullying) and retaliation by students or staff or third parties is strictly prohibited and shall not be tolerated in the district, under any circumstance.

For the purposes of this handbook the term harassment shall include, but is not limited to, hazing or menacing. This policy is in effect while students, staff and those interacting with the district’s students or staff are on district grounds, district property or on property within the jurisdiction of the district (to include official school bus stops); while in district-owned and/or district-operated buses, vehicles or chartered buses; while attending or engaged in district activities away from district grounds.

The purpose of this policy is to reaffirm our commitment that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability in any educational programs, to equal employment opportunity and to providing a harassment-free school and work environment for students and employees. Discrimination and harassment is a violation of district policy and administrative procedures and may also be a violation of state and federal laws or regulations. Students whose behaviors found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. All complaints of harassment will be investigated (see reporting procedure below). The district has the authority to report students in violation of this policy to law enforcement officials.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or district. The district has the authority to report third parties in violation of this policy to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of district policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyberbullying or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building administrator (Principal or Assistant Principal) or the Superintendent. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. If a student initiates the complaint, that student and their parents shall be notified when

the investigation is concluded. Reports may also be made anonymously. See outlined process at the end of this section.

The Superintendent shall report annually to the Board the number of incidents of harassment, intimidation, bullying, and cyberbullying.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

### Definitions

1. Third Party include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. District includes district facilities, district premises and non district property if the student or employee is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events where students are under the control of the district business. This includes official school bus stops.
3. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; unwelcome touching; and display or circulation in the district of written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of that individual's or group's protected class (including via e-mail). Harassment includes, but is not limited to, any act that denigrates or shows hostility or aversion towards an individual because of his/her race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability. Harassment includes disparate and unfair treatment, and intimidation. Harassment, intimidation or bullying means any act that substantially interferes with a student's education benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school-provided transportation, and that have the effect of:
  - physically harming a student or damaging a student's property;
  - knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - creating a hostile education or work environment.
4. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of obtaining membership in, or affiliation with, any district sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety

of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

5. Sexual harassment constitutes discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats a member or members of one sex differently from members of the opposite sex. For the purposes of this policy, sexual harassment includes unwelcome sexual advances, requests or demands for sexual favors and other verbal or physical conduct of a sexual nature when:
  - Submission to conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive school or work environment.Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstance which constitute a hostile school or work environment, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; sexual prowess or sexual deficiencies; leering, cat calls or touching; insulting or obscene comments or gestures; display or circulation in the work place of sexually suggestive objects or pictures (including via e-mail); and other physical, verbal or visual conduct of a sexual nature.
6. Harassment, intimidation or bullying includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or to inflict serious physical injury on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability or any other group protected by law.
7. Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of eminent serious physical injury.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Cyberbullying" is the use of any electronic communication

device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property/equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

## REPORTS AND COMPLAINT PROCESS

Students who believe they are victims or witnesses of harassment or discrimination are urged to report the incident to a teacher, counselor, or administrator or by using the report and complaint process (detailed below). Copies of the district process for addressing discrimination, harassment, intimidation, hazing, bullying or retaliation are available from school offices or from the district office. It is the policy of the Springfield Public Schools and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and/or non-discrimination should contact the Director of Human Resources at the 525 Mill Street, Springfield, OR, 97477.

### Process for students, parents and/or guardians:

If you observe or have experienced an incident of discrimination, harassment, intimidation, hazing, bullying or retaliation, you should present an informal complaint to an administrator who has direct responsibility for the enforcement of the policy or rule in question within ninety (90) days of the alleged violation, misinterpretation, or misapplication. The administrator will investigate the complaint, convene a meeting of the parties to the complaint, if appropriate, and render a decision in the matter. The decision will be communicated to the parties to the complaint. If there is doubt regarding the appropriate administrator to contact, or if the conduct of the administrator who would otherwise be contacted may be in question, contact may be made with the Human Resources Office or Superintendent's Office for assistance.

### The following reflects steps you would take:

- a. If you observe or have experienced an incident of discrimination, harassment, intimidation, hazing, bullying or retaliation, you should contact the school administrator (principal or assistant principal) or other staff member to report it. Say you would like to report an incident of discrimination, harassment, intimidation, hazing, bullying or retaliation. If you believe the principal or assistant principal is involved in discrimination, harassment, intimidation, hazing, bullying or retaliation, you don't have to report the incident to him or her. You may instead contact the district Superintendent's office.

Tell the principal or assistant principal or superintendent what happened and answer any questions they have.

Work with the principal or person assigned by the principal or superintendent to resolve the issue. This could include talking with a teacher and discussing what may happen with the involved people. The goal of resolving the issue is to 1) protect and comfort the person

who feels they've been a target of discrimination, harassment, intimidation, hazing, bullying or retaliation, 2) assign a consequence if necessary and 3) teach the parties skills that help make school safe and welcoming. If you feel like you can't resolve the issue working with the school principal and/or school staff, you may file a complaint. Complaints should be made in writing.

The Superintendent's office will direct the complaint to an appropriate Director of Education and the Director of Human Resources. The Superintendent's office will send you a written acknowledgement, postmarked within 10 (ten) working days of receiving the complaint. The acknowledgement will tell the date the Superintendent received the complaint, and will tell you who has been assigned to handle the complaint.

As an alternative to a formal investigation, the district administrator may offer voluntary mediation as a way of resolving the complaint. If the parties choose voluntary mediation, the timelines provided in this process may be suspended during the course of mediation. Mediation shall take place within a time frame agreed to by the parties. Upon agreement by both parties, mediated resolutions will be put in writing and will be binding upon the parties involved.

If mediation or another alternative resolution isn't practical, the district administrator will initiate a formal investigation of the complaint. The investigation will include interviews of the complainant and the individual(s) alleged to have acted improperly. The district administrator's office will ensure that parents are informed if their student is involved in the complaint.

- b. If the dispute is not resolved informally, the complainant may provide the administrator with a written description of the alleged violation, misinterpretation, or misapplication within ten (10) workdays of the date the decision at the informal level is communicated. The administrator will notify his or her supervisor upon receipt of a written complaint and immediately send a copy to the supervisor and the Human Resources Office. Within thirty (30) workdays, the administrator will provide the citizen or employee with a written response.
- c. If the complainant or employee is not satisfied with the decision of the administrator, or if a timely response is not given, the complaint may be appealed to the Superintendent. When presenting the complaint, the complainant or employee will include a written copy of the complaint, the administrator's decision, if any, and the reason for the appeal. The Superintendent or designee may conduct an investigation which may include convening the parties to the claim. The Superintendent or designee will issue written findings of fact and a written decision in the matter within thirty (30) days of the date the appeal was received.
- d. Within ten (10) days of the decision of the Superintendent or designee, or if a timely response is not given, the complainant or employee may appeal to the Board by providing written notice of appeal to the Superintendent. The Board may hold an informal hearing on the appeal. A hearing will take place in executive session unless all parties to the claim agree to the hearing being conducted in general public session. The Board Chairperson or designee will conduct the hearing. There will be no right to cross-examination nor will the Board issue subpoenas.

The burden of proof will be on the appealing complainant or employee to show cause why the Superintendent's or designee's decision should not be upheld. All parties to the claim will have the right to representation at the hearing

- e. The District or employee will not retaliate against any complainant for exercising rights provided by this administrative procedure. Retaliation by a District employee against a complainant for exercising rights provided by this administrative procedure will result in appropriate disciplinary action that may include termination of employment.

## **DUE PROCESS AND PROCEDURES FOR EXPULSION**

This handbook explains the major areas of inappropriate conduct and the consequences that may result for those students who do not follow the rules. All students are entitled to due process as it relates to discipline. In general, this means that no action will be taken against a student until the student has an opportunity to explain his/her version of the event after hearing the charges. When a student or the student's parent or guardian does not understand English, an adult translator shall be used. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. There are also procedures that students and parents/guardians must follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a disciplinary action, both the student and the parent/guardian, upon request to the principal, will be given a more detailed description of the due process procedure.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **Suspension Process**

Suspension (in or out of school) temporarily removes from a student the right of attending school or school activities and/or being on District school property. After reviewing available information, suspensions may be made by the principal or vice principal with the approval of the principal. The length of the suspension shall be determined by the severity of the act and previous behavior of the student. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of a suspendable conduct as set forth herein and pursuant to district policy, specification of individual charges against the student, and an opportunity to present his/her view of the alleged misconduct. The suspending administrator may postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the parent/guardian in writing and, when possible, by telephone, and the procedure for reinstatement will be explained. There is no appeal process beyond the school principal.

The period of suspension is not to exceed a maximum of

ten (10) school days. In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action. In cases involving use of alcohol/drugs, possession of alcohol/drugs, or being under the influence of alcohol/drugs, up to a ten (10) school days suspension period will be imposed. The student may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

The district may require a student to attend school during nonschool hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, length of suspension, a plan for readmission and an opportunity to appeal the decision. There is no appeal beyond the school principal.

Every reasonable and prompt effort will be made to notify the parent(s) of a suspended student.

While under suspension, a student may not attend after-school activities or athletic event, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up on the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without academic penalty.

### **Expulsion Process**

Expulsion is the termination of the student's right to attend school, school activities, and/or be on any School District property for a substantial period not to extend beyond one calendar year. Only the school principal shall recommend expulsions to the Directors of Secondary Education or Elementary Education.

District procedures provide for written notification to the student's parents, identification of alternative education options (in appropriate circumstances), and information concerning the right to an expulsion hearing. In case the parent or student have difficulty understanding the English language or have other serious communication difficulties, the District will provide a translator.

The student will be suspended by the principal, or designee, pending expulsion. The Expulsion Conference Officer's decision, or if a hearing has been requested, the decision by the Hearing's Officer, will be communicated to the Superintendent. If the student and/or parent believe there has been a violation of due process, they may appeal the decision to the School Board.

In cases where the student brings a firearm or dangerous weapon to school or is in possession of a firearm or dangerous weapon at school, the expulsion period will be no less than one calendar year in length unless a modification is warranted.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol – and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy as required by law, shall be reported to law enforcement.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other



strategies to change the student's behavior have been ineffective; or c) when required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability.

If an expulsion hearing is requested, the student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district's attorney may be present.

The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits at the expulsion hearing.

Finally, the student will be permitted to be present and to hear the evidence presented by the District.

For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

Springfield School District follows all IDEA and Section 504 laws pertaining to suspension and expulsions.

### **Discipline and Placement in Interim Alternative Educational Setting**

#### **Disciplinary Removals for Up to 10 School Days**

Springfield Public Schools may suspend students with disabilities from their current educational placement for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities. The District is not required to provide services to special education students unless services are provided to students without disabilities during this time.

#### **Disciplinary Removals of Up to 10 School Days - No Pattern of Removal**

Springfield Public Schools may suspend students with disabilities from their current educational placement for additional periods of up to 10 days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do NOT constitute a pattern. In determining whether removals of additional periods of up to 10 school days constitute a pattern of removals, school personnel will consider: The length of each removal, the total time of removals; and the proximity of the removals to one another; and whether the behavior is substantially similar to the behavior in the previous incidents.

During removals that fit the above description, the District will provide services that are necessary to enable the student to: Continue to participate in the general curriculum AND appropriately advance toward achieving the goals in the student's IEP; and the services and location for delivery of services in this section will be determined by school personnel, in consultation with the student's special education teacher, or by the student's IEP team.

If a parent disagrees with the suspension, the District may

require the student to complete the suspension before returning to his/her current educational placement and the parent should follow the District complaint process as outlined in the Board Policy.

#### **Disciplinary Removals of More Than 10 School Days (Pattern or Consecutive) & Manifestation Determination**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, 'injurious behavior' is defined as behavior that is substantially likely to result in injury to the student or to others.

#### **Removal to an Interim Alternative Educational Setting**

A student may be removed from the current educational placement to an Appropriate Interim Alternative Educational Setting for the same amount of time that a student without a disability would be subject to discipline, but NOT for more than 45 school days for a drug or weapon violation, or if the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or district. This removal is a change in placement. Serious bodily injury is defined as a bodily injury that involves: A substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"Weapon Violation" means carrying a weapon to school or a school-sponsored function or acquiring a weapon at school. "Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2" in length.

If a student is removed for a drug or weapon violation, or for inflicting serious bodily injury as defined above, the District will: Schedule an IEP meeting which will be convened within

10 school days; provide the parent with notice of disciplinary action for a suspension or expulsion, and prior written notice of the decision to remove the student to an Interim Alternative Educational Setting on the date the decision to take action is made; provide notice of procedural safeguards to the parent. Provide, as appropriate, a Functional Behavioral Assessment and Behavior Intervention services and modifications designed to address the behavior violation so it does not reoccur.

Within 10 school days, the District will convene an IEP meeting to: determine if the student's behavior is a manifestation of the student's disability; review the IEP and revise, as appropriate; determine the specific Interim Alternative Educational Setting, which will enable the student to continue to participate in the general curriculum, that will enable the student to progress toward achieving the goals in the student's IEP.

### **Not a Manifestation Determination**

Whether the IEP team determines that the student's behavior is, or is not a manifestation of the disability, the District may continue the student's placement in the Interim Alternative Educational Setting until the end of the 45-school day period. If the IEP team determines that the student's behavior is NOT a manifestation of the disability, the District may also proceed with disciplinary action applicable to students without disabilities, in the same manner in which it would apply to students without disabilities.

The District will: ensure that the special education and disciplinary records of the student are transmitted for consideration by the school personnel making the final determination regarding disciplinary action; Provide the services, determined by the IEP team, that are necessary for the student to appropriately participate in the general curriculum, and appropriately advance toward achieving IEP goals; ensure that the student receives, as appropriate, a Functional Behavioral Assessment, Behavior Intervention services and modifications that are designed to address the behavior violation so it does not recur; provide prior written notice of change of placement if the student's educational placement changes.

If the parent(s) of the student requests a due process hearing because he/she disagrees with the manifestation determination, the removal to the Interim Alternative Educational Setting or any decision about placement related to a disciplinary removal: The student will remain in the Interim Alternative Educational Setting pending the decision of the hearings officer or for 45 school days, which occurs first, unless the parent and the District agree otherwise. The District may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an appropriate Interim Alternative Educational Setting for not more than 45 school days if the District believes that maintaining the current placement is substantially likely to result in injury to the student or to others.

### **Protections for Children Not Yet Eligible for Special Education**

The District will apply these protections to students not yet identified as students with a disability if the District had knowledge that the student was a student with a disability. The District is deemed to have knowledge if:

- A parent has expressed a concern in writing to supervisory or administrative personnel or to a teacher of the student that his/her student is in need of special education and related services.
- The parent of a student has requested a special education evaluation of the student.

- The teacher of the student, or other school personnel, expressed concerns about a pattern of behavior of the student directly to the special education director or to other supervisory personnel.

The District will not be considered to have knowledge of a disability if the District:

- Conducted a special education evaluation in accordance with state eligibility criteria for disabilities and determined the student was not eligible, and gave the parent prior written notice of that determination; or
- The parent has not allowed an evaluation of the child or has refused special education services.

If the District did not have knowledge, it may take the same disciplinary actions as applied to students without disabilities who engaged in comparable behavior; however: If a special education evaluation is requested or if the District initiates a special education evaluation, the evaluation will be conducted in an expedited manner; until the evaluation is completed, the student remains in the placement determined by school personnel, which can include suspension, expulsion, or placement in alternative education.

Upon completion of the evaluation, if the student is determined to be a student with a disability, the District will conduct an IEP meeting to develop an IEP and determine placement and shall provide special education and related services; and Will apply the discipline provisions beginning on the date of the eligibility determination.

### **Laser Pointers**

Due to the potential for disruption of the school environment and the risk of physical injury, student use or possession of laser pointers or similar devices while on school grounds, at school sponsored events or traveling in school owned vehicles is prohibited.

Students found in violation of this policy will be subject to discipline up to and including expulsion. Any laser pointer or similar device found in the student's possession would be confiscated and held for return to the parents.

It is illegal to direct the light from a laser pointer at a police officer or uniformed private security guard (ORS 163.709).

### **Physical Discipline**

Physical discipline in any form is prohibited.

### **Physical Restraint**

Physical restraint is authorized when, in the professional judgment of the teacher, administrator, school employee, or school volunteer such action is necessary to prevent harm to a student personally or to others. When so employed, physical restraint shall not be considered a form of physical discipline.

Physical force upon a student may be used when a teacher, administrator or school employee believes it is necessary to maintain order in the school, classroom, or at a school activity or event whether or not it is held on school property (ORS 339.250 (2), ORS 161.205 (1), and OAR 581-021-0061).

### **TOBACCO, ALCOHOL, NARCOTICS AND DANGEROUS DRUGS**

Because chemical substance use and abuse may be detrimental to the educational environment of students, procedures will be implemented in a confidential manner to encourage prevention, intervention, and treatment.

An aggressive intervention program to eliminate drug,

alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol or tobacco use.

Parents are encouraged to contact their student's school office for information on district and community resources available to assist students in need.

### **Use or Possession of Tobacco, Alcoholic Beverages or Illegal Drugs:**

Use, sell, distribution, or possession of tobacco, alcoholic beverages, drug paraphernalia or illegal drugs on school property or while attending school-sponsored activities, or while being transported by district-provided transportation, may result in immediate suspension with possible expulsion. Students participating in extracurricular activity programs will also be subject to rules described in the high school student activities code, which includes special rules related to substance abuse. A student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

- 1. Tobacco:** Students who use, possess, furnish and/or share tobacco on district property during school hours or at any school sponsored activity may be subject to immediate suspension and/or expulsion.

The principal or designee shall:

#### **A. First Offense:**

- Conference with the student, confiscate tobacco and materials and may suspend up to two school days.

The district may notify the parents by phone, in writing or in a conference of the violation and subsequent action taken.

- B. Each Subsequent Offense:** Subject the student to suspension of up to five days or recommend expulsion. Prior to such action described in section B, the district will notify the parents by phone, in writing or in a conference of the violation and subsequent action taken.

- 2. Alcohol, Narcotics and Dangerous Drugs:** A dangerous drug is defined as any drug or imitation drug obtainable with or without a prescription that has been used in a manner that is illegal or is dangerous to the health of the user. This includes, but is not limited to marijuana, cocaine, heroin, methamphetamine, stimulants, depressants, hallucinogens and steroids.

Students who use, possess, share or are under the influence of alcohol, narcotics, or other dangerous drugs on district property during school hours or at any school-sponsored activity are subject to immediate suspension and/or expulsion.

The principal or designee shall:

#### **A. First Offense:**

- Notify and request an immediate conference with the parents of the student.
- Suspend the student for violation of the district rules for

up to five school days, with an expulsion recommendation pending.

- Notify appropriate law enforcement/juvenile agency for possession and/or furnishing violations.
  - Request that a suspended student desiring to be re-admitted into the district educational program obtains a chemical assessment performed by a school-approved third party at the parent's expense. The results of the assessment and/or treatment program must be submitted to the principal or designee for review. Further, the student and parents must agree to fulfill the recommendation of the assessment and submit a final treatment report to the principal or designee.
  - Failure to follow through with participation and completion of the recommended drug or alcohol program may result in the original expulsion being processed.
- B. Second Offense:** Follow the first three steps as set forth for a first offense except that for a second offense expulsion may be recommended.
  - C. Subsequent Offenses:** Follow the first three steps as set forth for a first offense except that for a second offense expulsion will be recommended.
  - D. Selling Narcotics or Dangerous Drugs:** Sale or distribution of narcotics or dangerous drugs on school property or at school-sponsored events shall result in immediate suspension with the recommendation for expulsion. If a student has been found to be selling or distributing narcotics or dangerous drugs while on school property or at a school sponsored event, the principal shall:
    - Notify the parents and request an immediate conference.
    - Suspend the student for violation of the district rules for up to 10 school days, with an expulsion recommendation pending.
    - Notify appropriate law enforcement/juvenile agency.
  - E. Self-referred students:** These students may or may not be suspended. However, a chemical assessment and attendance in chemical abuse instruction and support groups at parents expense may be requested.

### **HIGH SCHOOL STUDENT ACTIVITIES CODE**

These rules pertain to high school students who participate in Springfield School District-sponsored extracurricular programs and include special rules related to substance abuse.

#### **General Rules**

1. Students who participate in district-sponsored sports must have a physical prior to any participation, including tryouts and practices. Students must complete new physicals every two years.
2. In all extracurricular activity programs, students will ride to and from the activity in school vehicles unless otherwise arranged by the principal or designee.
3. Students will be personally responsible for all school equipment issued and will return the equipment on time and in good condition. Students are responsible to pay for lost, stolen or damaged equipment at replacement cost. A student who fails to return and/or pay for lost, stolen or damaged equipment will not be eligible to compete in any subsequent sport or activity until such time that payment or arrangements for payment have

been made with the appropriate building administrator. Should the agreed plan not be followed, the student will become ineligible at that point. (Please refer to Assessment of Student Fees, p.17)

4. Students may be ineligible to compete in extracurricular activities programs if they are truant from class or study hall or are absent from school on the day of the activity unless prior arrangements have been made with the head coach, advisor or appropriate assistant principal. Irregular attendance may also result in suspension from the extracurricular activity.
5. Students who participate in an extracurricular activity program and quit or are dismissed for disciplinary reasons will be ineligible to participate in another sport for three weeks unless arrangements are made with the appropriate assistant principal.
6. To be scholastically eligible for extracurricular activities, a student must be making satisfactory progress toward graduation requirements, as determined by the school administration. A student must be passing five credit classes in with a GPA (grade point average) of 2.0 the immediately preceding semester. The specific credit requirement for eligibility is defined in the Oregon School Activities Association Handbook.

Springfield School District begins monitoring student progress during the final term of 8th grade. Students who do not meet the above criteria in their final term of 8th grade will begin their 9th grade year on probation for athletics and activities.

**Special Rules—Substance Abuse:**

The possession or use of tobacco, alcohol, illegal substances, or non-prescribed drugs is prohibited. Students in violation of this rule, whether or not the violation is at a school-sponsored activity, will be subject to the consequences listed below.

- A. First Offense: Suspended from participation in all extracurricular activity programs (not to include practice sessions and applicable only during the designated program activity season) according to the following number of contests or activities:

Football .....	2 contests
Soccer .....	4 contests
Basketball .....	4 contests
Swimming .....	2 contests
Softball .....	6 contests
Golf .....	2 contests
Marching Band .....	1 performance
Drama .....	2 performances
Cross Country .....	2 contests
Volleyball .....	4 contests
Wrestling .....	3 contests
Baseball .....	6 contests
Track .....	2 contests
Tennis .....	3 contests
Pep Band .....	2 performances
Dance .....	2 performances
Clubs (AND ASB OFFICERS).....	no participation
	for two weeks after returning
	to school from suspension
Cheerleading: Fall season .....	2 performances/ contests or competitions
Cheerleading: Winter season .....	4 performances/ contests or competitions

The suspension must begin immediately following the offense. Should the violation occur at or near the end of an activity season, any unserved portion of the penalty will carry over to the next extracurricular season for that school year.

However, if prior to staff or administration having knowledge of an incident or are investigating an incident, a student voluntarily requests assistance from a school official for a substance abuse problem, the penalty for the first offense may be waived provided that an agreed plan of remediation is implemented. There must be no repeated substance abuse violation within a 36-month period; otherwise the regular substance abuse penalties will be in effect.

**B. Each Subsequent Offense:** Suspension from participation in all extracurricular activity programs for the remainder of the school year will occur with any subsequent offense. Before the suspension is implemented, the coach or activity sponsor must notify the building principal or designee. It is the responsibility of the administrator or designee to conference with the student and parent. A written record of the conference stating the infraction and the suspension must be maintained.

**DRIVING PRIVILEGES FOR STUDENTS UNDER 18 YEARS OLD**

The Oregon Department of Transportation will not issue a driver's license to anyone under the age of 18 unless that person:

- has graduated from high school and provides proof of graduation;
- has received a GED and provides proof; or
- provides a form signed by the high school principal that certifies that the person is enrolled in a high school. (ORS 807.066).

Springfield School District reserves the right to notify the Department of Motor Vehicles when a student with a driver's license stops attending school. The Department of Motor Vehicles may revoke the driver's license if a student has stopped attending.

**SUSPENDING STUDENT DRIVING PRIVILEGES**

The Superintendent, designee, or school board may file a written request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of any student at least 15 years of age who has:

- been expelled for bringing a weapon to school.
- been suspended or expelled at least twice for assaulting or menacing a school employee or another student.
- been suspended or expelled for willful damage or injury to school property.
- been suspended or expelled for use of threats, intimidation, harassment or coercion against a school employee or another student.
- been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school sponsored activity, function or event.
- withdrawn from high school or becomes truant (ORS 339.065).

The Superintendent or designee must meet with the parent or guardian of the student before submitting a written request to the Department of Transportation. The suspension of

driving privileges or the right to apply for driving privileges will be for no more than one calendar year.

If further disciplinary action is necessary for the offenses listed above and the superintendent, designee, or school board requests the driving privileges or right to apply for driving privileges be suspended a second time, those privileges shall be suspended until the student is 21 years of age.

A student may appeal the decision of the superintendent or designee regarding driving privileges under the district's appeals process for suspensions or expulsions (ORS 339.254).

### **COOPERATION WITH LAW ENFORCEMENT AGENCIES**

The schools have a responsibility for the welfare and to protect the rights of all students. At the same time, school personnel have an obligation to cooperate with law enforcement officers in the pursuit of their duty.

Law enforcement personnel, police officers, juvenile officers, Department of Human Services (DHS) [formerly Child Welfare Office (CWO) & [Services to Children and Families case workers (SCF)], in the legitimate conduct of business are required to contact a building administrator about the nature of the investigation and proceed, with the administrator's cooperation, in contacting the students.

Law enforcement personnel, police officers, and Department of Human Services (DHS) [formerly Child Welfare Office (CWO) & [Services to Children and Families case workers (SCF)], have the right to interview students without parental consent. (ORS 419B-045)

At the direction of the investigating law enforcement officer, school authorities shall attempt to notify the parents or guardians that the student is being contacted by a law enforcement officer. If the parent cannot be reached, the school shall allow the officer to proceed. In some cases, however, where every indication is that it would not be in the child's best interest if the parent were contacted, the school administrator may choose to delay or forego notifying the parent.

When called to the office for questioning by a law enforcement officer or DHS caseworker, the student will be asked to speak to the officer or caseworker. The student may decline to speak to the officer or DHS caseworker and may return to class. If the officer has a court order, or places the student under arrest or in protective custody the school will release the student to the law enforcement officer.

When a law enforcement officer questions a student at school, the school administrator or designee may be present during questioning although the following illustrates an exception.

The police or (DHS) caseworker has a right to investigate alleged child abuse. They may interview a student without parental permission. Further, in cases of child abuse investigation, the school administrator, or any other staff members, are prohibited from notifying the parents that the police or DHS intends to interview a child (Attorney General OP-5957; JHFE/KN-AR). At the investigator's discretion, the school administrator may be present to facilitate the investigation or the investigator may choose not to have a school official present. (ORS 419B.045)

At no time will an administrator allow a law enforcement officer to take a student from the school building without one of the following:

- a warrant;
- a court order;
- custody or arrest;
- parent permission.

Law enforcement officers are asked to sign a release indicating that a student taken from the school is in the officer's custody.

Violations of the district policy and rules related to weapons, vandalism, coercion, assault and threats will be reported to the police.

### **STUDENT RECORDS**

A student's record maintained by any school in the district shall be available for inspection, upon request, by the student and/or the student's parent or legal guardian. The student, parent or legal guardian may receive a copy of the record and may request a hearing to challenge the accuracy or appropriateness of information in the record (ORS 326.565).

Pertinent information about school records follows:

1. Student record information is kept for all students. A "cumulative" file, containing information about student progress, health information, and classroom work, is kept in the school. Some of that information is kept electronically on the computer based Student Record System. Requests to inspect or review these records should be made to the individual school principal.
2. There are other kinds of information that may be kept on some but not all students.

Parents are probably familiar with other records that are being maintained. However, as a parent, if you are unsure whether other records are being kept, your child's teacher or principal would be your best source of information. A parent (or student age 18 years or older) has the right to review any of these records. Records of this kind may include:

#### **Record Location**

Behavioral information.....	School
Counseling Information .....	School
Disciplinary information.....	School
Psychological information .....	School, Special Educ. Dept.
Special Education information .....	School, Special Educ. Dept.

3. Parents/guardians (and students age 18 years or older) have the right:
  - To inspect all records maintained on a student.
  - To request the records be amended if they are believed to be inaccurate, misleading, or if they violate the privacy of the family.
  - To request a hearing to challenge the content of the record.
  - To release behavioral and/or special education records to another school district or to a third party.
  - To obtain a complete copy of school district administrative regulations concerning student records.
4. Copies of the complete Student Records Policy may be obtained at any school office or, at the District Administration Building, 525 Mill Street, Springfield, Oregon, 97477. Requests may be made in person or by mail.
5. From time to time schools receive requests for directory information. "Directory Information" means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, parent name,

address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended (OAR 581-21-330 and ORS 326.565).

6. If you do NOT wish the school to release directory information about your child, please inform the school office in writing by the end of the second week of the start of the school year.\*
7. Pursuant to OAR 581-21-410, a parent or eligible student may file a complaint with the United States Department of Education concerning alleged failures to comply with the requirements of the Family Educational Rights and Privacy Act.
8. The federal "No Child Left Behind Act" requires that school districts allow military recruiters the same access to students as college or job recruiters. This includes, when requested by the military recruiter, the release of secondary student's names, addresses and telephone numbers. Springfield School District will comply with this federal regulation; however, secondary school students or their parents may request that this information not be released to military recruiters. OAR 581-21-0220.

### **SCHOOL BUS REGULATIONS**

Riding the bus is a privilege that can be denied if bus regulations are not followed. Where student behavior is deemed unsafe or disruptive, the driver shall file a complaint with the school principal or assistant principal. The principal may confer with the driver, the student and parent when determining what action, should be taken. If a student is restricted from riding the bus, it may be the responsibility of the parent to arrange transportation to and from school.

Students being transported are under the authority of the bus driver. Students shall:

1. Use the emergency door only in case of emergency.
2. Be on time for bus departure.
3. Remain seated while the bus is in motion.
4. Use designated seats if assigned by the bus driver.
5. Follow the instructions of the driver on how to cross the road.
6. Not extend objects or any part of the body through bus windows.
7. Have written permission to leave the bus other than at home or school.
8. Converse in normal tones. Loud or vulgar language is prohibited.
9. Not open or close windows without permission of driver.
10. Keep the bus in a clean condition.
11. Reimburse the district for costs due to vandalism.
12. Be courteous to the driver, to fellow pupils and passers-by.
13. Obey promptly the direction of the driver.

\* School officials are required to disclose personally identifiable information from an educational record to law enforcement agencies, child protective service, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of a student or other individuals (OAR 581-21-380(1)).

14. Refrain from fighting, wrestling or boisterous activity.
15. Not bring animals (except for guide animals), weapons, firearms or other potentially hazardous materials on the bus. OAR 581-53-0010

In addition, Springfield School District has the following rules for student conduct on the bus:

- Large items, which as determined by the bus driver, cannot be safely transported while held on the student's lap, stowed on an empty seat space beside the owner or stowed directly under a seat are prohibited unless the bus has a baggage compartment. This includes large musical instruments and sports equipment.
- Students shall not interfere with school bus operating controls except in an emergency or as instructed by the driver.
- Students shall not eat or drink while on the school bus. Popcorn is allowed on the bus if it remains inside a student's backpack.
- Glass containers are not allowed on the school bus.
- Pocket sized CD or radio players are allowed to be played on the school bus when the students use headphones.
- Helium filled balloons are not allowed on the bus.
- Skateboard, roller blades and in-line skates are not allowed on the bus.
- Talking at any railroad crossing is prohibited.
- Animals or insects of any kind are not permitted on the bus.
- Students are asked to remove their backpacks, place them under the bus seat or in their lap and sit with their backs directly against the bus seat back.

Springfield School District has placed audio/video cameras on buses and student behavior may be monitored by use of these cameras.

### **STUDENT LUNCHES**

Springfield School District provides free or reduced price lunches for those students who qualify. Applications are mailed to each student before the beginning of the school year or are available in the Nutrition Services office at 525 Mill Street, Springfield, 541-726-3236 or at each school.

When a student has no money for a meal the district will make a special meal arrangement (charge). The student shall be allowed a maximum of three meal charges each year. Following the second charge, parents will be reminded by telephone or note to pay for lunches their student has charged. If the student has three unpaid meal charges, they may bring a lunch to school or may be offered a substitute lunch.

Students with disabilities and students in grades K-3 who may be unable to take full responsibility for meal money shall be exempt from the three-meal charge limit.

Please contact your child's school to determine the procedure for lunch charges.

### **STUDENT LOCKERS/DESKS**

Lockers and desks are district-owned property loaned to students for their convenience. Students are expected to properly care for and maintain assigned lockers and desks. The school district assumes no responsibility for loss of valuables, personal possessions or other items stored in lockers and desks.

Lockers or desks may not be used for the storage of any

item that is illegal or which could be harmful to others. Students have a right to privacy however, the school reserves the right to inspect lockers, desks, storage areas or common parking areas for lost or overdue books, illegal, stolen, dangerous or harmful items or for general maintenance at any time. The school reserves the right to remove such items when they are found during locker or desk inspections.

### **Electronic Devices**

Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities or in a manner that violates law, Board policy, administrative regulation or school rules.

The district encourages students to not bring electronic devices to school. If a student brings an electronic device (cell phones, gaming devices, iPods, personal laptops etc.) to school, they are expected to be both off and away (turned off and stored out of site) during all instructional activities unless otherwise authorized by school personnel.

At the elementary and middle school levels, all electronic devices are to be both off and away when students come on to school grounds. unless otherwise authorized by school personnel

With prior permission from a school administrator, a cell phone may be used during a restricted time.

As stated, students are encouraged not to bring electronic devices to school. The school district does not accept responsibility for devices that may be lost or stolen while at school or at school events.

### **Personally Owned Electronic Devices**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only. When personally owned devices are not being used for educational purposes, they are expected to be both turned off and put away. Personally owned devices being used for non-educational purposes may be considered disrupting the educational environment and may result in a disciplinary consequence.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Appropriate use of personally owned devices at school, falls under General Use Prohibitions/Guidelines/ Etiquette described in Administrative Regulation IIBGA-AR.

The District expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of

any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

Examples of an unacceptable device for use at school shall include but is not limited to gaming devices or consoles, laser pointers, modems or routers, wireless access points, and televisions.

The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.

The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to School.

### **SEARCH AND SEIZURE**

Students are assured that the rights of the individual will always be examined with a concern for the welfare and safety of others. In a search and seizure situation, the following procedures shall be followed:

1. A search of a student's person including that person's personal property is limited to a situation where there is reasonable suspicion to believe that the student is concealing evidence of an illegal act or school rule violation.
2. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined by school authorities to be a threat to the safety or security of the possessor or others may be seized. These items will be turned over to the appropriate law enforcement agency.
3. Items, which may be used to disrupt or interfere with the educational process, may be removed from the student's possession.
4. A general inspection of school properties including, but not limited to, lockers, desks, storage areas or common parking areas, may be conducted on a regular basis. Items belonging to the school may be removed.
5. When possible and practical, the student shall be present when a search of personal possessions is conducted.
6. School property searches may include the use of personal inspection by district officials, canine detection, electronic devices, video equipment or some combination thereof. A personal search of a student will not include the use of canine detection.

### **DRESS AND GROOMING**

Student dress and grooming is the responsibility of individual students and their parents. When dress and grooming disrupt the learning process then it becomes a matter of school concern and school administrators will take appropriate action. Such action may include asking the student to change clothing, sending the student home or counseling with the student and/or parent.

The following are guidelines for this area:

1. Dress and grooming shall be clean and in keeping with health and sanitary practices. Articles of clothing and accessories may not create a safety hazard to the individual student or others.

2. When a student is participating in special activities, dress and grooming shall not disrupt the performance or constitute a health or safety threat to the individual or others.
3. Gangs having identifying dress or symbols and accessories and criteria for exclusive group membership or territory and that engage in criminal or antisocial behavior including intimidating or discriminatory activities, are not permitted in district schools.

Articles of clothing that advertise or promote the use of alcohol, tobacco or drug products, or that display sexually suggestive words or pictures are not permitted in school. Articles of clothing, jewelry, emblems, badges, symbols, signs or other objects, which are commonly considered evidence of membership or affiliation with any gang, are also prohibited. (JFCA)

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 are forbidden. Springfield Public Schools considers street gangs and similar organizations, including, but not limited to, such groups as "Bloods," "Crips," "Skinheads," "Westside Gang," "Arian Nation" etc., to be secret societies. Clothing, jewelry, emblems, badges, symbols, signs, flags or other objects may include, but are not limited to gang, Confederate or Arian Nation flags or likeness.

### **School Dress Codes and Uniform Policies**

If a school has an approved dress code or uniform policy, guidelines will be developed by the school and distributed to parents. The individual school guidelines will be in addition to the Dress and Grooming codes set forth herein.

### **STUDENT ORGANIZATIONS**

All organizations, which carry out activities within the schools, must obtain approval from the building principal and be officially chartered as a school-approved group according to building regulations.

Student groups are subject to the following:

1. Secret Societies, gangs and hate groups: Secret societies of any kind, including fraternities or sororities, gangs and hate groups shall not be permitted in any public school. Groups advocating hatred or discrimination on the basis of race, religion, sex, national origin or disability are inconsistent with the school district philosophy and are not permitted in district schools. Schools are required by law to regulate such organizations (ORS 336.109 and 339.885).  
Students conducting themselves in any manner as noted above, or belonging to or representing such organizations by recruiting or promoting membership and activities of the group will be subject to police referral and disciplinary action including suspension and/or expulsion (ORS 339.250).
2. Religious Clubs: Church sponsored clubs, or clubs sponsored by adult service organizations that may have secret rites, may not be chartered in Springfield Schools. Clubs which are designed to engage in study of comparative religions or similar activities, but which are not intended to promote any one secular belief, may be authorized.
3. Political Clubs: Political clubs are authorized. Such clubs

are intended to provide students with opportunities to explore political platforms and issues, particularly as they relate to the respective parties and to gain understanding of the institutions of politics and government.

### **ASSEMBLY OF STUDENTS**

Students, faculty and administration are responsible for activities conducted in a school and all are held accountable for the image of the school perceived by the public.

#### **Guidelines:**

1. Students are permitted to hold student meetings on school property in areas designated by the school principal.
2. Students have the right to gather informally. Informal student gatherings shall not:
  - a. Disrupt the orderly operation of the educational process.
  - b. Infringe upon the rights of others to pursue their activities.
3. Student meetings must abide by the following:
  - a. The meeting should be scheduled in advance.
  - b. Normal class activities shall not be disrupted.
  - c. The meeting shall not create a concern for the safety of persons or property.
  - d. The meeting shall be sponsored by school officials or an official school club or approved organization.
  - e. No speaker who openly and knowingly advocates breaking the law shall be approved by the principal or designee.
  - f. If a large gathering is anticipated, a crowd control plan shall be developed in advance of the meeting in cooperation with the school administration.

### **STUDENT BUILDING USE**

Students shall be permitted to hold non-school sponsored meetings on school property in compliance with normal school district rental procedures.

All requests for use of school facilities are submitted to the Maintenance Department for processing in accordance with established procedures.

1. School facilities are not available for use by any organization dedicated to the destruction and/or desecration of the United States or its government.
2. Misrepresentation of the nature of the event by the sponsoring unit shall constitute a violation of the rental agreement, thereby causing the approved use of any school facility to be immediately withdrawn.
3. The renter/user of school facilities shall assume full responsibility for all costs incurred through misuse and/or abuse of facilities and properties.

### **DEMONSTRATIONS AND ACTIVISM**

School buildings and school sites, including parking areas, school equipment, and all other school facilities, exist and are maintained primarily for the education of enrolled students. Others may enter school owned property and utilize equipment and facilities only with prior consent of an authorized school official.



These rules specifically prohibit entry to a school, district buildings or grounds for the purpose of participating in any activity which causes disruption and/or interference with school programs. The following are examples of acts that cause interference and disruption:

1. Tampering with student, staff, or district owned vehicles.
2. Impeding entry or exit to the site.
3. Walking, standing, sitting, or lying in such a manner so as to impede vehicular or pedestrian traffic.
4. Placing signs, leaflets, or other types of printed or written materials in or on any automobile parked on school grounds or distributing printed materials in any school building or outdoor area on school grounds, the effect of which causes interference or disruption.
5. Talking to students of the school either individually or in groups, the effect of which causes interference or disruption.
6. Loitering. Loitering means not having any reason or relationship involving custody of or responsibility for a student or, upon inquiry, not having a specific legitimate reason for being there.
7. Visiting in classrooms without prior consent of the building administrator.
8. Interfering with assigned responsibilities and job duties of instructors and/or other employees of the school district.

Non-students are prohibited from conducting rallies, protests, demonstrations, or distributing leaflets or other printed materials on school district owned property without having secured prior written permission by an authorized school administrator.

The building principal or designee is authorized to require persons to leave school property and to take lawful steps to enforce any or all of the regulations in this rule.

### **Freedom of Expression**

One basic purpose of education is preparing students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the 1st and 14th Amendments to the U.S. Constitution and under Article 1, Section 8, of the Oregon 13 Constitution. Students, as citizens, have the right to freedom of expression and are responsible for the consequences of such expression.

School administrators or designees may find it necessary to review publications and speeches to be given by students and to advise on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings on the orderly operation of the school when it becomes apparent that the student may not be aware of the possible consequences of a particular expression or action.

The following are examples of responsibilities in this area:

1. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. The use of profane or obscene language, discrimination and threats of harm to persons or property are prohibited. Statements and materials that are knowingly false or libelous are prohibited; as are those that would substantially disrupt classes or school activities.
2. Willful disobedience and/or open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline.
3. Students are encouraged to express personal opinions under reasonable circumstances.

4. The student, in either written or verbal expressions, shall not advocate or encourage criminal activity.
5. Publications sponsored or funded by the school shall be known as a school publication as opposed to a student publication. The school has a duty to ensure rights of free speech and the responsibility to guide and protect the rights of all students. The school newspaper should reflect the total life of a school community and avoid libelous, profane or obscene material. The school has a duty to ensure rights of free speech and the responsibility to guide and protect the rights of all students.
6. Students are encouraged to express personal opinions in school publications. The publishing and editorial policies governing school publications shall be available in written form.
7. Under certain circumstances, when approved by the principal, students may solicit student financial contributions to support the school publication.
8. Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not disrupt the educational process.
9. Students may wear certain distinctive symbols so long as they do not trespass on the rights of others or interfere with the orderly operation of the daily program.

### **Distribution of Material**

Students who wish to distribute material or announcements must have prior permission from school administration. Material that is vulgar, obscene, offensive, contains sexually explicit information, is libelous, is recklessly false or defamatory or could disrupt the orderly operation of the school will be prohibited.

School administration reserves the right to designate the time and place for the distribution of materials.

### **VISITORS, NON-STUDENT LOITERING, TRESPASSING**

To help protect student and school property, and to prevent disruptive activity, school officials must know of any persons who are not members of the staff or student body who are on school grounds.

Visitors must report to the main office of the school. The principal or designee will consider a request to visit school facilities. Visiting school facilities without permission from the principal or designee may be considered trespassing (ORS 164.245).

Individuals may not loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of or responsibility for a student or, upon inquiry, not having a specific legitimate reason for being there.

### **CONDUCT AT SPORTING EVENTS**

Students, parents and visitors are expected to conduct themselves in an appropriate manner while attending school-sponsored events. Oregon law states that a sports official or school official may order a coach, player or spectator to leave the premises at a sporting event if that person is engaging in 'inappropriate behavior'. Inappropriate behavior is defined as:

- engaging in fighting or in violent, tumultuous or threatening behavior
- violating the rules of conduct governing coaches, players or spectators

- publicly insulting another person by abusive words or gestures in a manner intended to provoke a violent response
- intentionally subjecting another person to offensive physical contact.

Anyone who engages in these inappropriate behaviors will be warned and may be removed from the premises. Trespass charges may be filed against the person.

### **VEHICLES—MOTORIZED AND NON-MOTORIZED**

Driving a car, motorcycle, or non-motorized device such as a bicycle onto school property, parking lots and grounds, is a privilege granted on an individual basis. Any vehicle parked on school property may be searched under the following circumstances:

- permission of car owner or student driver
- reasonable suspicion of violation of laws or rules
- compelling safety concerns

Violation of the following driving regulations or rules pertaining to motorized and non-motorized devices will result in forfeiture of the privilege.

The rules and regulations are necessary due to limited student parking, student safety, school liability, and Oregon State law:

1. Student parking is limited to designated areas.
2. Students driving cars to school will register the car in the school office and place a student-parking sticker, if required, on the car.
3. It is the responsibility of the parent and student to make sure that any car driven to school is in safe operating condition.
4. When driving to school results in a student attendance problem, school authorities may deny the privilege.
5. A middle school student may not drive a car or motorcycle to school. Students in possession of a current Oregon driver's license may petition the principal for an exception to this rule.
6. Students riding non-motorized devices such as a bicycle to school should know and observe all safety precautions and traffic regulations. Students under 16 years of age are required by law (ORS 814.485) to wear approved protective headgear (bicycle helmet). Bicycles should be locked to bicycle racks in designated areas. The school cannot be responsible for the unauthorized use or theft of motorized or non-motorized devices.
7. Use of skateboards is not permitted on school grounds.
8. Permission to drive a motorized or non-motorized vehicle to school will not be revoked without cause stemming from the use of the vehicle.

### **ASSESSMENT OF STUDENT FEES**

Schools may legitimately assess fees to students for certain benefits not provided by the school district (ORS 339.141, 339.147 and 339.155).

1. No public elementary or secondary school shall require payment of fees for the regular school program as a condition of admission to those pupils entitled under law to free admission. However, tuition may be charged for courses not part of the regular school program (ORS 339.141 and ORS 339.147).

2. The district school board may require payment of dues for the use of musical instruments owned or rented by the district (ORS 339.155). The fee is not to exceed the rental cost to the district or the annual depreciation plus actual maintenance cost for each instrument; except that children exempt from tuition under ORS 339.147 shall be loaned musical instruments by the school district.
3. Costs may be assessed for lost or damaged books, instruments, and materials loaned to students as well as damages to equipment or facilities. Springfield School District will withhold the grades, diploma and records of any student who owes more than \$50 to the school district. The district may withhold records, diploma or grades for students who owe less than that amount. The district reserves the right to use the services of a private collection agency to recover money owed.

### **STUDENT APPEAL PROCEDURES**

Students or parents of students have a method of appeal when, in the opinion of the student or parent, normal rights have been violated. The student and/or parent should first make every attempt to resolve the difficulty, misunderstanding, disagreement or alleged violation with the person or persons involved. If this should fail, the student or parent should contact the school administrator.

Appeal or complaint procedures for students or parents are outlined in Springfield School District Administrative Procedure KL. Parents and students should contact the building administrator to receive a copy of these documents.

### **Range of Consequences**

The following section shows the consequential actions which will occur for each infraction. A minimum to maximum range is listed, as well as disciplinary action for first or repeated occurrences. Students are subject to discipline for conduct at school, while traveling to and from school, at school sponsored events, while at other schools in the District, and while off campus whenever such conduct disrupts or interferes with the discipline or general welfare of the school. Oregon Revised Statutes 339.250 states it is the duty of the student to comply with rules; discipline, suspension, expulsion, removal and counseling; written information on alternative programs required. Oregon Administrative Rule 581-021-0055, and Springfield Public School's Board Policy JG and JGD/JGE support expulsion recommendation.

School officials consider the student's behavior record prior to taking action. If a student has repeated or been involved in inappropriate conduct, then consequential action may be the maximum action listed. In the case of severe violation of rules, the consequential action may extend beyond these guidelines, even for the first offense.

For students with disabilities eligible under IDEA and/or Section 504, behavioral consequences will be related to the requirements of IDEA and Section 504.

#### **Alcohol**

Occurrence	Minimum	Maximum
First	Suspension	Expulsion
Repeated	Expulsion	Expulsion

Using, possessing, taking affirmative action to possess, selling, distribution or being under the influence of alcohol; or the use, possession, selling, distribution of any substance promoted as alcohol. Alcohol is a dangerous drug.

### **Assault**

Occurrence	Minimum	Maximum
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

Intentionally, knowingly or recklessly causing physical injury to another. (See Fighting.)

### **Automobile Misuse**

Occurrence	Minimum	Maximum
First Offense	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Not following rules and regulations concerning vehicles on school premises. Students driving licensed motor vehicles shall register the vehicle with the school office and should park in the designated areas. Registered cars are not to be used during the school hours without parental permission and/or school authorization. Only high school students are permitted to drive a motor vehicle to school.

### **Bullying / Harassment**

Occurrence	Minimum	Maximum
First	Parent involvement	Expulsion
Repeated	Suspension	Expulsion

Includes language or behavior that insults, ridicules, or torments another person. (See Sexual Harassment, and Threats/Menacing/Hate Lists.)

### **Bus Misconduct**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Loss of Bus Privilege	Expulsion

Not following the posted instructions governing riding school buses may forfeit the student's privilege to District provided bus transportation and may result in the stated consequential actions.

### **Cyber-Bullying**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

The use of any electronic communications device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwarranted manner under a person's true or false identity.

### **Dangerous Drugs**

Occurrence	Minimum	Maximum
First	Suspension	Expulsion
Repeated	Expulsion	Expulsion

Using, possessing, taking affirmative action to possess, selling, distribution, sharing, remaining in a place where you knowingly permit others to sell, keep or use drugs; or being under the influence of drugs or other intoxicants; or the use, possession, selling, distribution of any substance promoted as a dangerous drug. Possessing any drug paraphernalia. A dangerous drug is defined as: any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user. This includes, but is not limited to, marijuana, cocaine, heroin, stimulants, depressants, hallucinogens, methamphetamine and other substances that, under the circumstance in which it is used, or is attempted to be used, can harm the health of that student or others.

### **Defiance of Authority**

Occurrence	Minimum	Maximum
First	Conference	Suspension
Repeated	Suspension	Expulsion

Refusal to follow the reasonable requests of District personnel and/or designated authority.

### **Disorderly or Disruptive Conduct**

Occurrence	Minimum	Maximum
First	Conference	Suspension
Repeated	Suspension	Expulsion

Language or behavior that disrupts and/or interferes with the educational environment process.

### **Disruptive Appearance / Student Dress**

Occurrence	Minimum	Maximum
First	Conference	Suspension
Repeated	Parent Involvement	Expulsion

Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is not clean, or threatens the health or safety of the student or others. Clothing, jewelry, or wording/graphics on clothing which is sexually suggestive, drug related, vulgar, which depicts violence, insulting, gang membership related, or ridicules a particular person or group may be prohibited.

### **Extortion**

Occurrences	Minimum	Maximum
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

Demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence. (See Theft.)

### **Fighting**

Occurrence	Minimum	Maximum
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

A hostile physical encounter between two or more individuals. (See Assault.)

### **Fire Setting, Attempted Fire Setting, Fire Play**

Occurrence	Minimum	Maximum
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

Using fire to destroy or attempt to destroy property. All incidents related to fire setting, attempting to set a fire or fire play will be reported to Springfield Fire Department.

### **Fire Tools, Ignition Sources**

Occurrence	Minimum	Maximum
First	Intervention	Suspension
Repeated	Parent Involvement	Suspension

Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Fire Tools are defined as: any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ). Ignition Sources other than fire tools are defined as any form of heat, which instigate or may be used to propagate fire and includes, but is not limited to, candles, road flares, fuses and fireworks.

### **Forgery, Lying, or Academic Integrity**

Occurrence	Minimum	Maximum
First	Conference	Suspension
Repeated	Parent Involvement	Expulsion

Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter or other school document; cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., as the student's own; and/or any other misrepresentation of the truth.

### **Gambling**

Occurrence	Minimum	Maximum
First	Intervention	Suspension
Repeated	Parent Involvement	Suspension

Participating in games of chance for the purpose of exchanging money and other things of value.

### **Lewd Conduct / Profanity**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured. This includes possession, selling, sharing, and distribution of lewd materials. (See Sexual Harassment.)

### **Loitering (After School Supervision)**

Occurrence	Minimum	Maximum
First	Conference	Parent Involvement
Repeated	Parent Involvement	Suspension

Students are not to be in the building after school hours unless supervised by an adult. This policy is being implemented to decrease theft, vandalism, and to create a safe school environment. Students who are staying after school should be in their supervised area within 30 minutes of school ending. Students who are loitering will be escorted out of the building.

### **Medication**

Occurrence	Minimum	Maximum
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

Distribution, sharing, and/or selling of controlled substance (prescription medication), or the non-medical use of prescription or over the counter medications, is prohibited. The use or possession, or taking affirmative action to possess any drug prescribed to anyone other than the prescribed user is prohibited. Possession and use of medication is allowed if the parent/guardian and student follow District policy procedures on administering medicines to students.

### **Recklessly Endangering**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Reckless, unintentional conduct that creates substantial risk of physical injury to another person and/or self. (See Disorderly or Disruptive Conduct.)

### **Secret Societies / Gangs**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Oregon law prohibits the existence of any secret society in public school including sororities and fraternities (ORS 339.885). A secret society is an organization composed of students that has an element of purpose that is concealed from the public and shared only confidentially among members of the organization. The Springfield Public Schools considers street gangs and similar organizations, including, but not limited to, such groups as "Bloods," "Crips," "Skinheads," "Arian Nation," "Westside Gang," etc., to be secret societies. Students who participate in gang-related activities at school or school functions - such as possession or display of gang-related clothing, symbols, flags, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs or signals, harassment or intimidation of others; or recruitment for gang membership - will be subject to strict disciplinary measures.

### **Sexual Harassment**

Occurrence	Minimum	Maximum
First	Parent involvement	Expulsion
Repeated	Suspension	Expulsion

Sexual harassment is prohibited conduct. It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited. (See Bullying/Harassment, Threats/Menacing/Hate Lists and Lewd Conduct/Profanity.)

### **Tardiness**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Conference
Repeated	Parent Involvement	Suspension

Arriving late to school and/or class

### **Technology Misuse**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Failure to comply with the District's "Student Agreement for Electronic Communications System Usage." This agreement will be made available to students at the time of registration and is available from your school office.

### **Theft**

Occurrence	Minimum	Maximum
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

Taking, giving, selling or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing. (See Extortion.)

### **Threats / Menacing / Hate Lists**

Occurrence	Minimum	Maximum
First	Parent involvement	Expulsion
Repeated	Suspension	Expulsion

An intentional, serious threat by word or act (including physical and/or verbal bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250(3)). This includes, but is not limited to, words, target lists, or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, color, sex, marital status, sexual

orientation, religion, national origin, age or disability. (See Bullying/Harassment and Sexual Harassment). Intimidating items may include, but are not limited to possession or display of gang-related clothing, symbols, Confederate Flag or paraphernalia.

**Tobacco**

Occurrence	Minimum	Maximum
First	Conference	Suspension
Repeated	Parent Involvement	Suspension

The use, possession, sharing, and/or distribution of tobacco in any form.

**Trespassing**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/ or designated authority. Entering or remaining unlawfully in School District buildings or on any part of District property or adjacent areas. Individuals who are trespassing will be given a trespass notice and will be reported to the Springfield Police Department.

**Unexcused Absences**

Occurrence	Minimum	Maximum
First	Admin. Intervention	Suspension
Repeated	Parent Involvement	Suspension

Any absence that has not been excused by parent or legal guardian and/or appropriate school official.

**Vandalism**

Occurrence	Minimum	Maximum
First	Conference	Expulsion
Repeated	Suspension	Expulsion

Intentionally damaging, defacing (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (ORS 339.270). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child. [ORS 30.765] (See Disorderly or Disruptive Conduct.)

**Weapons: Dangerous, other than firearms, knives, or explosives**

Occurrence	Minimum	Maximum
First	Suspension	Expulsion
Repeated	Expulsion	Expulsion

The use, possession or sale of a dangerous or deadly weapon. Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold, is readily capable of causing death or serious physical injury. A deadly weapon is defined by Oregon law as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Dangerous or deadly weapons include but are not limited to BB guns, air guns, paint ball guns, ammunition, stun guns, nunchucka sticks, throwing stars, and metal knuckles. Violation shall result in a

referral to an appropriate law enforcement agency. The Superintendent may modify the expulsion on a case-by-case basis. (See Weapons: Firearms and Weapons: Knives.)

**Weapons: Explosive Devices**

Occurrence	Minimum	Maximum
First	Expulsion	Expulsion
Repeated	Expulsion	Expulsion

The use, possession, or sale of an explosive device or material. Violation shall result in a referral to an appropriate law enforcement agency. The Superintendent may modify the expulsion on a case-by-case basis.

**Weapons: Firearms**

Occurrence	Minimum	Maximum
First	Expulsion	Expulsion
Repeated	Expulsion	Expulsion

The use, possession, or sale of a firearm. A firearm is defined by Federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, and a firearm muffler or firearm silencer. Violations shall result in a referral to an appropriate law enforcement agency. The Superintendent may modify the expulsion on a case-by-case basis. (See Weapons: Knives.)

**Weapons: Knives**

Occurrence	Minimum	Maximum
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

The use, threat of use, possession, or sale of knives of any form and/or length. If the knife is a dangerous weapon (readily capable of causing death or serious physical injury under the circumstances in which it is used, attempted to be used, threatened to be used, possessed, or sold) or a deadly weapon (Specifically designed for and presently capable of causing death or serious physical injury) then expulsion is required. The Superintendent may modify the expulsion on a case-by-case basis. Violation may result in a referral to an appropriate law enforcement agency. (See Weapons: Firearms.)

**Weapons: Look-Alike Devices**

Occurrence	Minimum	Maximum
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

The possession, use, or threat of use of a look-alike explosive device, firearm, knife, or other dangerous or deadly weapons. The Superintendent may modify the expulsion on a case-by-case basis.

**Weapons: Other**

Occurrence	Minimum	Maximum
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

The use or threat of use of a weapon, device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury. The Superintendent may modify the expulsion on a case-by-case basis.



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### **CIVIL RIGHTS AND SPECIAL NEEDS CONTACT INFORMATION**

**For information regarding civil rights, ADA, or equal opportunity, please contact:**

**Section 504 Coordinator:** Brian Megert, Director of Special Programs; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3250.

**Title II Coordinator:** Susan Rieke-Smith, Assistant Superintendent; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3254.

**Title IX Coordinator:** Dawn Strong, Director of Human Resources; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3203.

**Special Needs Contact Statement for District Events:**

Persons having questions about or requests for special needs and accommodation should contact Emerald Crafton, Administrative Secretary, Communications; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3331. Contact should be made 72 hours in advance of the event.

**Special Needs Contact Statement for Thurston High School Events:**

Persons having questions about or requests for special needs and accommodation should contact Chad Towe, Thurston High School Principal; 333 58th Street, Springfield, OR, 97478; Phone: 541-744-5000. Contact should be made 72 hours in advance of the event.

**Special Needs Contact Statement for Springfield High School Events:**

Persons having questions about or requests for special needs and accommodation should contact José da Silva, Springfield High School Principal; 875 7th Street, Springfield, OR, 97477; Phone: 541-744-4700. Contact should be made 72 hours in advance of the event.

**Special Needs Contact Statement for Gateways High School Events:**

Persons having questions about or requests for special needs and accommodation should contact Paul Weill, Gateways High School Principal; 665 Main Street, Springfield, OR, 97477; Phone: 541-744-8862. Contact should be made 72 hours in advance of the event.

**Special Needs Contact Statement for Academy of Arts & Academics Events:**

Persons having questions about or requests for special needs and accommodation should contact Mike Fisher, Academy of Arts and Academics Head Teacher; 615 Main Street, Springfield, OR, 97477; Phone: 541-744-6728. Contact should be made 72 hours in advance of the event.

**Special Needs Contact Statement for Willamette Leadership Academy School Events:**

Persons having questions about or requests for special needs and accommodation should contact Shannon Cheney, school administrator; 34020 B Street, Eugene, OR, 97405; Phone: 541-246-2842. Contact should be made 72 hours in advance of the event.

**Special Needs Contact Statement for Willamette Leadership Academy Middle School Events:**

Persons having questions about or requests for special needs and accommodation should contact Garth Gerot, school administrator; 91166 Sunderman Road, Springfield, OR 97478; Phone: 541-246-1640. Contact should be made 72 hours in advance of the event.