

# 2018-2019

## STUDENT RIGHTS & RESPONSIBILITIES



**Christy Perry, Superintendent**

Salem-Keizer Public Schools 24J does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. This policy implements state and federal laws (including Title IX); inquiries about the non-discrimination policies should be directed to the Compliance Officer, Executive Director in the Human Resources Office, 2450 Lancaster Dr. NE, Salem, OR 97305. Phone: 503-399-3061

# SUMMARY OF DISCIPLINE

*(The full text of the District Policies and Procedures on Discipline, can be found in every district office or on the district website.)*

These policies and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. These apply to student conduct which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event.
4. On school premises at any other time when the school is being used for a school-sponsored event.
5. Enrolled in summer school and/or intersessions.
6. Off school premises when such conduct involves threats or harm to students, staff and/or district property.

In addition, the student may be referred to a school counselor, the CARE Team, the Youth Services Team or Threat Assessment Team.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
<p><b>Assault, Physical</b> – To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person.</p> <p><b>Aggressive Behavior</b> – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.</p>	<ul style="list-style-type: none"> <li>• A student who physically assaults another person will not be returned to the classroom until his/her assigned consequence has been completed and may be reassigned to another class, classroom, or school.</li> <li>• Contact with parent.</li> <li>• Suspension for up to 10 school days.</li> <li>• Restitution.</li> <li>• Referral to law enforcement.</li> <li>• Continuing suspension and recommendation for expulsion.</li> <li>• Evaluation (mental health, counseling) at parent’s expense.</li> </ul>
<p><b>Threat</b> – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.</p>	<ul style="list-style-type: none"> <li>• Contact with parent.</li> <li>• Conflict management meeting.</li> <li>• In-school suspension with a special project.</li> <li>• Suspension for up to 10 school days, with a special project. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Referral to law enforcement.</li> <li>• Conference with parent prior to return of student to school.</li> <li>• Continuing suspension with recommendation for expulsion.</li> <li>• Evaluation at parent’s expense.</li> </ul>
<p><b>Bullying, Harassment &amp; Intimidation</b> – Any act that substantially interferes with a person’s educational opportunities or performance, that takes place on school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; and that has the effect of knowingly placing a person in reasonable fear of physical harm or reasonable fear that damage may occur to the person’s property; or creates a hostile educational environment which serves to distress, threaten, demean, annoy or torment another person.</p>	
<p><b>Sexual Harassment</b> - Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person’s education and/or a person’s participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.</p>	
<p><b>Discriminatory Harassment</b> - The belief that members of one race are superior to members of another race or ethnic group and the use of words, and/or actions to carry out those beliefs.</p>	

OFFENSE	<b>PROGRESSIVE SEQUENCE OF CONSEQUENCES</b> <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
<b>Insubordinate Behavior</b> – Behaviors which are defined as insubordinate may include, but are not limited to: disobeying or defying the authority of district personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.	<ul style="list-style-type: none"> <li>• Removal from classroom or any district activity.</li> <li>• Contact and conference with parent.</li> <li>• Detention, in-school suspension.</li> <li>• Suspension for up to 10 school days, with a special project or in-school suspension with a special project. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Continuing suspension and a recommendation for expulsion.</li> </ul>
<b>Weapons</b> – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> <li>• Confiscation of item related to offense.</li> <li>• Contact and conference with parent.</li> <li>• Referral to law enforcement authority.</li> <li>• Continuing suspension with recommendation for expulsion.</li> </ul>
<b>Look-alike Weapons</b> – Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement which could reasonably be considered a weapon, as defined in policy and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> <li>• Confiscation of item related to offense.</li> <li>• Contact and conference with parent.</li> <li>• In-school suspension.</li> <li>• Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Referral to law enforcement.</li> <li>• Continuing suspension and recommendation for expulsion.</li> </ul>
<b>Alcohol and Other Drugs</b> – <u>Possessing, buying, use of, or being under the influence</u> of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or of any other drug as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; possession of paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.	<ul style="list-style-type: none"> <li>• Confiscation of item(s) related to offense.</li> <li>• Contact and conference with parent.</li> <li>• Referral to law enforcement authority.</li> <li>• Suspension, in or out of school, for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Continuing suspension and a recommendation for expulsion. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> </ul>
<b>Alcohol and Other Drugs</b> – <u>Selling, distributing or possession with the intent to sell</u> alcoholic beverages, inhalants, including solvents and other dangerous substances; or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.	<ul style="list-style-type: none"> <li>• Possible recommendation for diversion.</li> </ul>
<b>Tobacco or Tobacco Products</b> – Smoking, possessing, selling, buying, transmitting, distributing, or otherwise using tobacco or tobacco products. This applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products (such as e-cigarettes and their contents).	<ul style="list-style-type: none"> <li>• Confiscation of any item(s) related to the offense.</li> <li>• Contact and conference with parent.</li> <li>• Special project as assigned by administrator.</li> <li>• Suspension, in or out of school for up to three (3) days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Referral to law enforcement authority.</li> </ul>
<b>Attendance - Unauthorized absence</b> – Any unauthorized absence from class without prior permission from parent or person in parental role.	<ul style="list-style-type: none"> <li>• Contact with parent.</li> <li>• Development of attendance contract to be determined by school administrator.</li> <li>• Detention or in-school suspension.</li> <li>• Referral to law enforcement authority.</li> <li>• Retention/failure to receive credit for course work.</li> </ul>
<b>Attendance - Tardiness</b> – Any unauthorized absence from class without prior permission from parent or person in parental role.	<ul style="list-style-type: none"> <li>• Contact with parent.</li> <li>• Development of attendance contract to be determined by school administrator.</li> <li>• Detention or in-school suspension.</li> <li>• Retention/failure to receive credit for course work.</li> </ul>

OFFENSE	<b>PROGRESSIVE SEQUENCE OF CONSEQUENCES</b> <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
<b>Firesetting</b> – Any act or attempted act of firesetting.	<ul style="list-style-type: none"> <li>• Confiscation of item related to offense.</li> <li>• Contact and conference with parent.</li> <li>• Referral to law enforcement authority.</li> <li>• Restitution.</li> <li>• Removal from participation in school activities until restitution is made.</li> <li>• Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Continuing suspension and recommendation for expulsion.</li> </ul>
<b>Computer Network and Internet</b> – Any misuse or use of any network and/or internet system to threaten damage to district property or personnel or in any way sabotages or modifies district programs, the district’s computer networks and/or internet system, as defined in District policy INS-A004.	<ul style="list-style-type: none"> <li>• Contact with parent.</li> <li>• Suspension or revocation of system privileges for minimum of 30 calendar days.</li> <li>• In-school suspension.</li> <li>• Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Permanent revocation of system privileges.</li> <li>• Referral to law enforcement.</li> <li>• Continuing suspension and recommendation for expulsion.</li> </ul>
<b>Property Damage and Theft</b> – Deliberate or intentional damage to any district facility and property and/or theft of property belonging to the district or to another individual, including, but not limited to, improper care of books, locker and lock.	<ul style="list-style-type: none"> <li>• Contact with parent.</li> <li>• Restitution.</li> <li>• In-school suspension.</li> <li>• Suspension for up to 10 days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u></li> <li>• Removal from participation in school activities until restitution is made.</li> <li>• Continuing suspension and recommendation for expulsion.</li> <li>• Referral to law enforcement authority.</li> <li>• Evaluation at parent’s expense.</li> </ul>
<b>Nonpayment of fees, fines, and/or restitution for damaged or lost property.</b>	<ul style="list-style-type: none"> <li>• Contact with parent.</li> <li>• Referral to collection agency and/or law enforcement.</li> </ul>

## SUSPENSION

Suspension is the temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school activities or district-sponsored events and or activities, including athletics and access to school transportation, for not more than ten school days. A student, parent, or other person in parental relationship shall have two school days from the school administration’s decision to suspend, in which to appeal the decision to the Superintendent or designee. The Superintendent or designee will review the written record and/or may conduct an informal hearing, and render a written decision within three (3) school days from the notice of the appeal. A student, parent, or other person in parental relationship shall have the right to appeal the Superintendent or designee’s decision to the Board within two (2) school days from the receipt of said decision.

## EXPULSION

Any student who violates district policies and procedures may be subject to expulsion. Expulsion is the removal by the School Board or its designee of a student from school building(s)/property, school transportation, and from participation in school activities for not more than one calendar year.

If students with disabilities and/or students who have current special education evaluations pending have committed an offense for which expulsion is a suggested disciplinary consequence, prior to this change of placement, a determination will be made as to whether the student’s misconduct is caused by the student’s disability or an inappropriate placement.

A student who has been recommended for expulsion will receive a hearing before a hearing officer; the hearing will be conducted pursuant to ORS 332.061 and in accordance with district policy and procedures as may be directed by the Superintendent. A student may be represented by legal counsel or other person at the student’s expense. The student, parent or other person in parental relationship shall be permitted to inspect, in advance of the hearing, any affidavits or exhibits, which the district intends to submit at the hearing. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits. The case shall be determined solely on the evidence presented at the hearing. The hearing officer shall render a decision in writing within 24 hours of the hearing. Within five school days of the receipt of the hearing officer’s initial decision, or seven calendar days if the expulsion decision occurs after school ends in June, the parent, other person in parental relationship, or the student if 18 years of age or over may request a Board review of the decision on a Notice of Appeal form developed by the Superintendent’s Office. The appeal shall be filed with the Office of the Superintendent.

## DIVERSION

Upon recommendation of the school administrator, a student who has violated district weapons or drug/alcohol policy or rule may be given the option to participate in the District's Diversion Programs.

## ALTERNATIVE EDUCATION

Students who have been expelled from the district will be notified of alternative educational programs designed to provide a variety of environments, times, structures and/or methods of instruction that they can participate in during the time they are expelled.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

## ASSEMBLY OF STUDENTS

School District 24J recognizes the constitutional right of students to assemble. However, it should be noted that many schools are crowded, limiting the availability of space. Student assembly should be related to the school program, should not disrupt classes, and should not cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal, and students will be notified of the decision within a reasonable time.

## BICYCLES, SKATEBOARDS & SCOOTERS

Any student may ride a bike to school. However, students riding bicycles to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules for safe bicycling:

1. Oregon bicycle helmet law ORS 814.485 requires any child up to 15 years of age to wear an approved bicycle helmet when riding in any place open to the general public - streets, roads, sidewalks, and parks.
2. Bicycles are not to be ridden on the school grounds during school hours or during the hours of after-school activities.
3. Riding double on a bicycle is not permitted.
4. Penalties for unsafe bicycle conduct or failure to follow the rules may be made by the principal, school staff, or parents.
5. Students are advised to securely lock bicycles to the racks. While every effort is made to provide a secure place for bicycles during the school day, students should realize that they bring their bicycles at their own risk.

Any student may ride a skateboard or scooter to school. However, students riding skateboards or scooters to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules:

1. Oregon skateboard and scooter rider helmet law ORS 814.600 requires riders to wear protective head gear.
2. Skateboards and scooters are not to be ridden on the school grounds at any time. Upon arriving on district property, the rider must carry the board and walk.
3. Skateboards and scooters are not to be ridden around school buses.
4. Penalties for unsafe rider conduct or failure to follow the rules may be made by the principal or school staff.

## CLOSED CAMPUS

The district restricts students to the school grounds during the school day with certain exceptions. All students shall remain on the school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This attendance requirement includes the noon hour period with the following exceptions: to go to and from their home for lunch as requested

by parents; to run an errand or keep an appointment as requested by parents; and to carry on a planned program of the school, such as work study. Students seeking to leave the campus during the school day must obtain permission from the school administration.

An open campus (INS-P024) or unrestricted lunch period for students attending Salem-Keizer high schools is a privilege that is annually determined based on application by the student body of the school and action of the high school level director.

## COMPLAINT PROCESS (ADM-P008)

The district is committed to resolving complaints in a timely manner, by direct, informal discussions, beginning with the school or department involved. Communication is essential during this process so that the involved parties may better understand the reasons behind each other's position. Whenever possible, complaints should be submitted and addressed at the school or department, and through the recognized channels of communication as outlined in the District's Complaint Procedure (ADM-P008). The complaint procedure is available on the district's website. Salem-Keizer School District policy forbids reprisal or retaliation against any person acting in good faith in a complaint process.

## ELECTRONIC RESOURCES AND THE INTERNET (INS-A004)

A student under age 18 may use electronic resources, including the Internet, in Salem-Keizer schools unless his/her parent or other person in parental relationship denies the student access through completion of an exclusion form (INS-F048). The district may suspend or revoke access of a user to electronic resources and/or the Internet and may report the violation to law enforcement authorities if the user violates District Policy.

## CONDUCT ON SCHOOL BUSES

Students who use district transportation do so in accordance with District Procedure TRN-P036. Continued use of district transportation is contingent upon student observance of District Discipline Policy and Procedures.

## CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

The district will give full rights under procedure INS-P022, Student Records, to either parent, or other persons in a parental relationship, unless the district has been provided with written evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Non-custodial parents should furnish the school with their address to which school materials should be sent.

ORS 107.154(1) and (4) provides that unless otherwise ordered by the court, an order of sole custody to one parent shall

not deprive the other parent of the following authority:

- To inspect and receive school records and to consult with school staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff.
- To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical purposes, unavailable.

A student will not be released to a person claiming legal custody of a student unless that person is listed on student records by the custodial parent or can provide personal identification and a legal custody order issued by the State of Oregon.

## **DRESS AND GROOMING (INS-A025)**

While dress and grooming are basically the individual responsibility of students and their parents, the total learning climate of a school is important to educational progress. When dress and grooming disrupt or directly interfere with the educational process, it becomes a matter for counseling with the student and/or parent.

Inappropriate clothing, apparel, and/or jewelry may be confiscated. Examples of inappropriate clothing include clothing that is immodest; advertises, depicts, or promotes the use of tobacco, tobacco products, drugs, alcohol, racism, harassment; or is sexually explicit or demeaning. Additionally, clothing adorned with weapons or implements which could be used as weapons, and/or clothing which is worn for the purpose of establishing and identifying gang membership is not acceptable and will be confiscated.

Individual schools may choose to expand the guidelines with approval from their site council and parent advisory committee. Schools adopting school uniforms for students will follow the district school uniform Work Instruction (INS-W023).

## **ELECTRONIC DEVICES**

Electronic devices can be disruptive and distracting to the learning and school environment. These devices include, but are not limited to: cellular phones, pagers/beepers, watches, audio equipment, or electronic games and devices that serve no reasonable educational value or foreseeable use to the educational process. Students who carry or wear these devices may be asked to surrender them to the office where they will be held. Parents will be notified to pick up the item. Cellular phones may be carried in the backpack with parental permission as long as they are not disruptive in the school environment.

## **EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS (ADM-A009)**

It is the policy of School District 24J that no student enrolled in the district shall, on the basis of age, disability, national origin, race, color, religion, gender, sexual orientation, marital status or financial ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity administered or authorized by the School Board. School District 24J staff shall make a continuous effort to provide an equal educational opportunity for students and to eliminate those conditions which may cause discrimination.

## **FOOD SERVICE MEAL PROGRAM**

School District 24J participates in the National School Lunch and Breakfast programs. Both programs are regulated by the United States Department of Agriculture (U.S.D.A.). The U.S.D.A. has established guidelines for students that participate in either the lunch or the breakfast programs. For lunch, students are encouraged to take all food components (grain, meat/meat alternate, fruits, vegetables, and milk) of the meal that is offered, but under U.S.D.A. guidelines, are only required to take 3 out of the 5 food components, one being at least a 1/2 cup fruit or vegetables. For breakfast, students are required to take 3 out of 4 items offered comprised of 3 food components (grain with an option of meat/meat alternate allowed, fruits/vegetables, and milk). USDA/ODE Statement: This institution is an equal opportunity provider.

## **FREEDOM OF EXPRESSION (INS-A029)**

School District 24J recognizes that every student has the right of free expression and encourages the exercise of this right. Students also have a responsibility to assist in maintaining orderly school operations.

School officials have a duty to prevent the distribution of libelous or obscene material or material that will clearly disrupt the educational process. Student publications will be free from discrimination, harassment, prejudice and racism. Therefore, publications and student speeches are subject to reasonable review and approval by the school administration. Such review will be made without unnecessary delay. The school principal is the editor and publisher of all school publications.

## **GANG ORGANIZATIONS**

A gang is defined as a group of three or more people whose members have a common name, symbol, or colors; and who engage in criminal behavior as one of their activities. Such organizations will not be tolerated in district schools.

Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, violating the District's Code of Policy and Rules, or engaging in any criminal gang activity, will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion.

This is not intended to discourage the formation of, or membership in, organizations and activities which are not criminal, antisocial, discriminatory or related to gang organization.

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING AND MENACING; STUDENT (INS-A003)**

Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff. Harassment, intimidation, and bullying may be based on, but not limited to, the protected class status of a person. Protected class is defined in Administrative Policy INS-A003. Students are encouraged to report concerns by completing a confidential student report form (INS-F030) located in the school office, library, and counseling center. Parents, guardians, and community members may file a complaint by meeting with

the school administrator or by the procedure for resolving formal complaints as outlined in the District's policy (ADM-A005) and procedure (ADM-P008). A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of district policy. A student found to have falsely accused another as a means of reprisal, retaliation, or a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions.

## **HIGH SCHOOL ATHLETICS (INS-A014)**

High school athletes are expected to observe all District Policies. Policies involving the use of tobacco products, alcohol and other drugs apply from the first day the athlete begins participating in a sport(s) and continues throughout the school year and all following years of athletic participation in Salem-Keizer schools. This policy is in effect 24 hours a day, through the end of each school year. Athletes who violate these policies will face the same consequences as students who do not participate in sports, in addition to being immediately suspended for a minimum of three weeks from sports competition, and will undergo a drug assessment upon first offense.

High school athletes are also required to maintain a minimum 2.0 grade point average on each progress report to be eligible to participate in all co-curricular athletic activities as written in Salem-Keizer School District Policy INS-A014, relating to Student Athlete Expectations: High School.

## **LOCKER AND PERSONAL PROPERTY INSPECTION**

Lockers and desks belong to the school district and are under control of the school administration with students permitted use of them as a convenience. The schools are concerned about the use of lockers for storage of illegal items and are also concerned that lockers are cared for properly. Based on the standard of reasonable suspicion, personal property may be inspected and lockers may be opened at the discretion of the building administrator in a prudent way, at appropriate times, and in a reasonable manner.

## **MOTOR VEHICLES**

High school students may drive motorized vehicles to and from school. Certain school regulations, however, are necessary because of insufficient parking, concern for safety, protection of property, and interruption of the school program. Parking fees may be assessed by the district. No student vehicles will be permitted to leave the school grounds during the hours in which school is in session, including the lunch hour, without the permission of the building principal. Permission to drive a motorized vehicle to school may be revoked at any time for violation of any school regulation regarding vehicle use. No student attending a middle school shall be permitted to drive a motorized vehicle to school.

Parents are responsible to register motorized vehicles with the school office before their student can drive to school. Students who are 18 years old or emancipated must register their cars with the school. Those students shall abide by the rules and regulations governing the use of such vehicles during the time the student is under the direction of the school.

## **NON-DISCRIMINATION STATEMENT**

Consistent with its Title IX obligation, the Salem-Keizer School District prohibits discrimination, including sexual and gender-based harassment and violence, on the basis of sex/gender in all of its programs and activities, including academics, employment, athletics, and other extracurricular activities.

Furthermore, it is the policy of Salem-Keizer Public Schools that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

You may file a complaint by using the online reporting form (HUM-F033). You may also contact the Office for Civil Rights (OCR). For more information about Title IX and the school district policies, procedures, and resources, please see the information below.

Persons having questions about equal opportunity and nondiscrimination should contact the following:

John Beight, Title IX Coordinator/Executive Director of Human Resources, 503.399.3061, beight\_john@salkeiz.k12.or.us.

## **RESPONSIBILITY OF STUDENTS TO AND FROM SCHOOL**

The school is concerned for the safety and conduct of students on the way to and from school and for the protection of neighboring property. All pupils on the way to and from school are subject to the reasonable control of the school and the District Discipline Policy and Rule.

## **RIGHT TO REVIEW STUDENT RECORDS**

A parent or other persons in a parental relationship and also eligible students as written in District Procedure INS-P022, have the right to:

1. Inspect and review the education records of the student.
2. Request amendment to education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy and other rights.
3. Consent to disclosure of personally identifiable information contained in student education records, except to the extent that this policy authorizes disclosure without consent.
4. Pursuant to the provision of Oregon Administrative Rule 581-021-0410, file with the United States Department of Education a complaint alleging that the district has failed to comply with the Family Educational Rights and Privacy Act.
5. Obtain a copy of District Procedure INS-P022. The complete policy may be seen at each school, the Office of the Superintendent and on the district's web site.

A parent or other person in parental relationship or an eligible student who wishes to inspect education records shall submit his/her request to the building principal or his/her designee.

## **SCHOOL ATTENDANCE**

Salem-Keizer Public Schools is committed to providing a quality education for all students. A strong correlation exists between the student's academic success in school and his/her daily attendance. A student is expected to be present in each of his/her classes during any grading period in order to meet the goals and objectives of the class.

In terms of attendance, a student is either present or absent. An excused absence is one which is approved by the principal or his/her designee in one of the following situations: illness of the student, emergency, pre-excused, or extenuating circumstances. An unexcused absence is one which is neither excused nor official, and may result in disciplinary action.

Each principal or his/her designee shall develop and implement an attendance policy and procedure that includes the expectation of student attendance and encourages such attendance. Each school will develop and implement a building tardy policy. The parent or other person in parental relationship will be notified by the district if a student has missed school and the absence has not been cleared. Appeal of disciplinary action taken as a result of unexcused absences may be made through the district's complaint process.

Additionally, the school administrator (or designee) shall notify the parent or person in parental relationship of the student's nonattendance or irregular attendance. If the nonattendance (failure to attend school) or irregular attendance (eight unexcused one-half day absences, or the equivalent thereof, in any four-week period) problem persists, the school administrator (or designee), shall provide written notice in person or by registered or certified mail to the parent or person in parental relationship that the student must appear at school on the next day following receipt of the notice and must maintain regular attendance for the remainder of the year.

If the above notice is not complied with, the principal or designee, under the provisions of ORS 339.925, shall provide notice in writing (written in the native language of the parent) to the parent or person in parental relationship that: The parent or person in parental relationship and the child must attend a conference with a designated school administrator to discuss the situation; the parent or person in parental relationship must enroll his/her child and ensure the student attends a full-time school on a regular basis; failures to enroll, send, and maintain the child in regular attendance is a Class C violation. If the nonattendance or irregular attendance problem persists, the Superintendent or designee may elect to issue a citation to in accordance with ORS 339.925. If the truancy of an older student is deemed to be beyond control of the parent or person in parental relationship, the matter will be referred to juvenile authorities.

## **SEARCH AND SEIZURE (INS-A015)**

School officials have the authority to conduct searches of district property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe. Whenever possible, searches will be done with the consent of the student and in their presence. If unauthorized, illegal or unsafe materials are discovered during any type of search, school officials will exercise one or all of the following options: Seizure of contraband; report to the proper authorities; initiate the district discipline policy and procedure. On an annual basis, parents, students, staff and community will be informed that the district may

conduct canine searches of school property and if school officials have reasonable suspicion to believe that contraband is present in a school, an unscheduled canine search may occur.

## **SPECIAL EDUCATION CHILD FIND**

All students, birth to 21 years of age may be eligible for specially designed special education services. Students qualify under guidelines established by federal law and directed in each state by the Department of Education.

School districts must identify, locate and evaluate all resident children with disabilities, regardless of the severity of the disability, who are in need of early intervention, early childhood special education or special education services.

When a student is referred for special education, an evaluation may be recommended. All referrals start at the neighborhood school. Trained staff will complete observations, conduct diagnostic evaluations and gather information from a variety of sources. All initial evaluations are made with the signed permission and knowledge of the parent and/or guardian. Parent/guardian input is considered at all stages of the evaluation, eligibility and placement.

## **STUDENT INTERVIEW BY POLICE OFFICERS**

Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action only with the consent of the investigating officers.

## **STUDENT FEES AND CHARGES (INS-A012)**

Students and their parents/guardians shall be held financially responsible for any materials lost or willfully damaged.

The district shall pursue the collection of debts to the full extent allowed by Oregon State statute.

Nonpayment of fees, fines, and/or restitution for damaged/lost property may result in: Loss of privileges related to the student's participation and/or attendance at school events and/or non-academic activities including but not limited to ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom). The district may take legal action, including referral of an outstanding amount to collections or by filing a civil complaint in Circuit Court after giving the notice required in ORS 339.270.

## **TRUANCY AND DAYTIME CURFEW**

Salem has a daytime curfew ordinance and Keizer has a truancy ordinance which prohibit minors (between 5 and 18 years old) from being in public places during regular school hours to decrease truancy and/or the crime rate. If irregular attendance occurs, the district shall investigate, send notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The district may proceed with legal action in accordance with state law, including referral to law enforcement for the issuance of a citation for up to \$200.

*Manuals are continually revised and improved.  
Users of this manual should check the QAM  
website for the most recent version.*