



STUDENT RESPONSIBILITIES & RIGHTS

Revised 2005

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It is the policy of the Springfield School District that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, handicap or marital status in any program, service or activity for which the district is responsible. The district will comply with the requirements of State and Federal Law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons.

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 their efforts can be thwarted by a disruptive student. 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 that 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, 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.

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. Attendance for the latter may be authorized only by a qualified health official.

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.

An application for in-district transfer and guidelines may be obtained from any school site or at the district Curriculum 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 registra-

tion 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.

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, 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 of up to one calendar year.
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 exception 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 Fees*, p.14)
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. commit any act, or use any speech, verbal or nonverbal, showing membership in or affiliation with a gang; or
 - 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.
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.

HARASSMENT OF STUDENTS

The Springfield Public School District will not tolerate harassment of any kind for any reason.

The Springfield Public School District is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing or bullying 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, harassment, intimidation, menacing or bullying. 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; 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 to equal employment opportunity and to providing a harassment-free school and work environment for students and employees.

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. All complaints of harassment will be investigated. 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. 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.

This policy and the herein referenced administrative procedures shall not be used as a basis for excluding or separating individuals of a particular gender and/or any other protected classification, from their full participation in school, business or work related social activities or discussions. Federal, state and local laws and the policies of Springfield Public Schools prohibit disparate treatment on the basis of gender, or any other protected classification, with regard to terms conditions, privileges, and benefits of school attendance or employment.

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 or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building Principal or 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.

The Superintendent shall periodically report to the Board the number of complaints received, investigated and their outcome.

Definitions

1. "Third parties" 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.

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, religion, sex, national origin, age, disability, marital status, or any other basis protected by law. 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 caring 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. Intimidation 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, religion, or national origin, sex, age, disability, marital status or any other basis 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.

Individuals and Conduct Covered

These rules apply to all applicants, employees and students and prohibit harassment, discrimination and retaliation whether engaged in by fellow students, licensed or non-licensed employees, managers, supervisors, administrators or individuals interacting with Springfield School District (e.g., an outside vendor, consultant or service provider) while on district property or conducting business with the district.

Springfield School District requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position.

Retaliation

Springfield School District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. The initiation of a complaint by a student in good faith about behavior that may violate these rules shall not adversely affect the educational assignments or study environment of any such student. Further, the initiation of a complaint by an employee in good faith about behavior that may violate these rules shall not adversely affect the terms and conditions of employment or the work environment. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Retaliation against a student because that student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

DISCIPLINE AND DUE PROCESS

School disciplinary actions are usually a civil not a criminal

matter. Therefore, the regular court procedures, the power to subpoena witnesses, revealing sources of information and trial by jury do not apply. Rather, due process in schools includes attention to rights and procedures that assure fair treatment for each student. However, there may be conditions where criminal proceedings are initiated by school staff.

Students shall be liable to discipline, school suspension or expulsion for misconduct in school buildings, on school property, or at school sponsored activities including but not limited to:

1. Students shall comply with the reasonable written rules of the school district Board, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly fashion. (ORS 339.250, OAR 581-21-055)
2. Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee open defiance of a teacher's authority or the use or display of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school. (ORS 339.250) In addition, Springfield School District may withhold the grade reports, diploma or records of a student who has willfully damaged or injured school property. The grade reports, diploma or records may be held until the student, parent or guardian has paid the amount owed. (ORS 339.260)
3. Assault or menace of a school employee or another student. The age of a student and the past pattern of behavior of a student shall be considered prior to a suspension or expulsion of a student. As used in this subsection "menace" means by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.
4. Serious misconduct includes, but is not limited to:
 - assault on a school employee, another student or other person not employed by the school;
 - criminal acts such as arson and bomb threats;
 - damage or destruction of personal property on school premises;
 - damage or destruction of school property. (ORS 339.250) (Please refer to *Assessment of Fees*, p.14)
 - disruption of school: (Any conduct that is likely to or substantially disrupts school functions);
 - intimidation of other students and school employees: Interference by intimidation with threat of force or violence or by any unlawful coercion;
 - obscene or profane language or gestures;
 - theft;
 - unlawful possession, sale or use of tobacco, drugs narcotics or alcoholic beverages.
 - unauthorized use or possession of weapons. Any student who is determined to have brought, possessed, concealed or used a weapon, as defined in ORS 161.015, to school will be expelled for a period of not less than one calendar year.

Discipline will also be imposed if the misconduct occurs in other, off-campus settings where such misconduct impacts the school campus, students or staff.

Springfield School District will follow all federal and state regulations and laws concerning the discipline of students disabilities (IDEA law) and students with Section 504 plans.

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 will 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) and (ORS 161.205 (1))).

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.

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

Use or possession of tobacco, alcoholic beverages or illegal drugs on school property or while attending school sponsored activities, shall 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.

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

The principal or designee shall:

- A. **First Offense:**

- Suspend the student for violation of the district rule for up to two school days.
- Require that the student attends tobacco educational programs and/or be subject to other additional obligations established by the district for remediation.

The district will 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, 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.
- On completion and review of the assessment, the school shall allow the student to be re-admitted to the district educational program.
- Require the student to participate in chemical abuse instruction and/or support groups when re-admitted to school, whether or not treatment was specified in the chemical assessment report.
- Remove the pending expulsion or process the original expulsion if the student/parents desire not to obtain a chemical assessment

and/or to complete treatment.

- B. **Second Offense and/or Subsequent Offenses:** Follow the first three steps as set forth for a first offense except that for a second offense expulsion will be recommended.
- C. **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.
- D. **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 Fees*, p.14)
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 the current grading period and must have passed five credit classes in the immediately preceding semester. The specific credit requirement for eligibility is defined in the Oregon School Activities Association Handbook.

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
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 a student voluntarily requests assistance from a school official for a substance abuse problem, the penalty for the first offense shall 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 building principal or designee must be notified by the coach or activity sponsor. 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.

SUSPENSIONS AND EXPULSION

Students deserve reasonable safeguards in all matters affecting their school life. Careful attention is given to procedures and methods whereby fairness and consistency in discipline is assured each student.

Occasionally distracting behavior interferes with the right to teach and learn. School officials sometime find it necessary to discipline or even remove a student from school for a period of time. All decisions affecting students are based on careful and reasoned investigations.

Various counseling and disciplinary measures are used by school personnel to informally correct behavioral problems. However, when attempts at remediation have failed, or in cases of serious infractions, suspension and expulsion may be enforced. Springfield School District will follow all federal and state laws and regulations when disciplining students with Individual Education Plans (IEP) and those students with Section 504 plans.

Suspension is determined by the principal or designee and is defined as one of the following:

1. A temporary exclusion from school for a period not to exceed 10 school days.
2. Exclusion in cases being investigated pending expulsion. In special circumstances, a suspension may be continued until some specific action occurs such as a physical or psychological examination or incarceration by court action.
3. During the period between investigation and recommended expulsion by the administration and the time a decision to expel is finalized.

Procedures for Suspension

1. Prior to suspension the student should be informed of the rules of pupil conduct and discipline. The student shall also be given the opportunity to present a personal view of the alleged misconduct.
2. If suspended, the student shall be notified of the specific charges by the suspending school administrator and must be informed of the dates and length of time of the suspension, verified by the student's signature on the suspension notice. The student will be given the appropriate copy. The parent will be notified by telephone, if possible, of the suspension and the reasons for the action.
3. A "Notice of Suspension from School" will be mailed to the parents stating the specific reasons for the suspension, the inclusive dates of the suspension, the terms or conditions of reinstatement and the methods and conditions, if any, under which the student's work may be made up. Parents

will be given a conference with the school administrator authorizing the suspension. A copy of the notice to parents should be kept on file by the administrator authorizing the suspension.

4. The appropriate director of education or designee shall be notified of the suspension by a copy of the notice of suspension. Special or volatile cases should be reported to the appropriate director of education by telephone as soon as possible.
5. Students may be suspended or removed from participation in extracurricular school activities by the group activity supervisor on approval of the school principal or designee for violation of published activity rules on or off school premises if the act has a detrimental effect on the school or activity group. Such action need not be subject to the procedures for a suspension from school attendance noted above.

Procedures for Expulsion

Expulsion is defined as exclusion of a student from school attendance in the district for up to one calendar year.

1. Prior to expulsion the student should be informed of the rules of pupil conduct and discipline
2. The student is suspended from school pending the outcome of the expulsion hearing. The hearing will be conducted by the appropriate director of education or designee unless otherwise designated by the Superintendent. The student must be notified of the specific charges by the suspending school administrator and must be given the opportunity to present a personal view of the alleged misconduct. The parent will be notified by telephone, if possible, of the suspension, recommendation for expulsion and reasons for the action taken.
3. A letter signed by the principal shall be mailed by certified mail to the parent stating the reasons for the suspension and recommended expulsion citing the specific charge or charges.
4. A letter containing all pertinent details of the misconduct and a recommendation for expulsion shall be signed by the principal and forwarded, to the appropriate director of education or designee.
5. The appropriate director of education or designee will also notify the parent or guardian by certified mail and by regular mail of the charges, the recommendation for expulsion made by the school principal, date, time, location of the hearing, rights to representation, alternative programs of instruction that are appropriate and accessible to the student and the procedure for waiving the hearing if desired. This written notice shall be mailed at least seven (7) days prior to the hearing.
6. The hearing shall include but not be limited to the presence of a knowledgeable school representative to explain the charges and related circumstances and the student to hear the evidence presented. The student has a right to present a personal version as to the charges, which may include testimony, affidavits or other exhibits. The parent or student may record the hearing. The hearing officer will record the hearing. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing (OAR 581-21-070). Counsel or other persons may represent the student. Where the student or the student's parents cannot understand the spoken English language, the district shall provide an interpreter.

7. The hearing officer will, within seven (7) days of the hearing, notify the student, the parent, school principal and Superintendent as to the decision and action. This decision may be delayed pending the outcome of other decisions, for example, Department of Youth Services, psychological test results, drug and / or alcohol screening results, or property damage estimates.
8. The parent, or student, if age 18 or over, shall have the right of appeal to the Springfield Board of Education for a review of the hearing officer's decision. The Board may affirm, modify or rescind the decision of the hearing officer.

Any hearing held by the district school board on the matter of expulsion of a minor student from school shall be conducted in executive session of the board unless the student or the student's parents request a public hearing.

If an executive session is held by the district school board, the following shall not be made public:

- a. the name of the minor student;
- b. the nature of the issue ;
- c. the discussion;
- d. the school board members' votes on the issue.

The school board members may vote in an executive session conducted pursuant to this section.

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

DRIVING PRIVILEGES FOR STUDENTS UNDER 18 YEARS OLD

The Oregon Department of Transportation will not issue a drivers 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).

SUSPENDING STUDENT DRIVING PRIVILEGES

The Superintendent 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.

The Superintendent 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 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 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, Child Welfare Office (CWO) [formerly 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 students.

With the consent 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 CWO caseworker, the student will be asked to speak to the officer or caseworker. The student may decline to speak to the officer or CWO 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 (CWO) caseworker have 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 CWO intends to interview a child (Attorney General OP-5957). 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 (ORS326.565).

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, 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.*

* *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)).*

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 which 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.
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.
- Skate board, 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 Food Services office at 525 Mill Street, Springfield, 726-3235 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 primary students 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.

CELL PHONES AND PAGERS

Middle School

Cell phones and pagers must be turned off when the students come on to the school grounds.

High School

All cell phones and pagers must be turned off during class time.

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.

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

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 which 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.

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, the privilege may be denied by school authorities.

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 this document.



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 PERMIT NO. 625

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