

Students Rights And Responsibilities

Lake Oswego School Board
Bob Barman/Liz Hartman/Sara Pocklington/
Rob Wagner/John Wallin

Dr. Michael Musick, Ph.D.
Superintendent
Dr. Jennifer Schiele, Ed.D
Assistant Superintendent, Academics and Student Programs
Stuart Ketzler
Assistant Superintendent, Finance and Business Services
Dr. Donna Atherton, Ed.D
Executive Director of Human Resources
Lou Bailey
Executive Director of Secondary Programs
Frank Luzaich
Executive Director of Elementary Programs
Patrick Tomblin
Executive Director of Special Services
Randy Miller
Executive Director of Project Management
David Salerno-Owens
Director of Equity and Strategic Initiatives

Please review this brochure. It contains important information regarding school District policies governing student conduct and discipline.

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TO PARENTS AND STUDENTS:

The philosophy of education of the Lake Oswego School District is to recognize a balance between the dignity and individuality of students and the responsibility which students bear for their own conduct in relation to the rights of others. Inherent in this balance is the need for students to fulfill their responsibilities for their personal development, to other students as members of the group, and to the school community in general. It requires further, that responsible action be taken to protect students from situations that may be disruptive of the educational process, potentially dangerous to an individual's mental or physical well being, or destructive of school property.

The School District is required by State statute to inform students and families about policies and practices that govern student conduct, student records, alternative education, and other programs and services. It is imperative that students and parents read this brochure and become familiar with the policies and practices. If you have any questions regarding information contained in this brochure, please contact your (child's) principal, the Assistant Superintendent of Academics and Student Services, the Executive Director of Secondary Programs, or the Executive Director of Elementary Programs at 503-534-2000.

All District policies, including those referenced in this brochure, are available for review in at the District administration office or online at www.loswego.k12.or.us.

RESPONSIBILITIES OF STUDENTS

Students are expected to accept and uphold certain responsibilities to maintain a respectful, safe, and orderly school environment and to allow all students the opportunity for learning and achievement of their academic goals. Toward this end, students must accept certain responsibilities including, but not limited to:

- Arrive on time and attend school regularly.
- Comply with the policies and regulations of the district, the rules of the school attended, and the direction of the school staff.
- Conduct themselves in a manner respectful and considerate of the personal and property rights of other students and the staff.
- Participate in the program of coursework and activities and complete requirements of the program.
- Put forth their best effort on tests, assignments and class participation.
- Demonstrate respect toward their instructors and peers by encouraging and facilitating learning.
- Converse with others and assist other students when it is in a manner that is not inconsistent with testing or assignment instructions to help facilitate learning.
- Submit work, examinations, reports, and/or projects that are their own and shall not:
 - Represent the work of others as their own (plagiarism);
 - Use unauthorized assistance in academic work;
 - Use or share prohibited study aides or other written materials on tests or assignments, before or during tests or assignments in violation of directions by the class instructor or proctor;
 - Give unauthorized assistance to other students;
 - Modify, without faculty approval an examination, paper or electronic record or report for the purpose of obtaining credit; or
 - Knowingly share false information or knowingly mislead another to reach a false answer or conclusion.
- Arrive on time and attend school regularly.
- Comply with the policies and regulations of the district, the rules of the school attended, and the direction of the school staff.
- Conduct themselves in a manner respectful and considerate of the personal and property rights of other students and the staff.
- Participate in the program of coursework and activities and complete requirements of the program.
- Conduct themselves in a manner that will not bring discredit upon them and other members

of the school community.

GUIDANCE & COUNSELING SERVICES

All Students have access to a variety of services provided by appropriately licensed personnel, including orientation to programs, schedules and facilities; information concerning school and community resources; interpretation of personal, academic, and assessment results; individual and group counseling; and educational and career planning. Personnel providing these services adhere to principles of ethical behavior by informing students of limitations to confidentiality based on legal requirements and District expectations, including, but not limited to: 1) the implementation of weapons and alcohol and other drugs policies; and 2) the maintenance of the health, safety, and welfare of counselee or others. All school employees are required by law and policy to inform appropriate authorities of conditions that may be potentially disruptive or damaging to the school or District purpose, property, or people (including visitors).

DISCIPLINE

Discipline in the schools aims to teach responsibility, self-discipline, and self respect; respect for the rights, dignity, and safety of all individuals; respect for law and observance of School District policies, procedures, rules, and regulations; and respect for public and private property.

In taking disciplinary action, school officials will consider students' individual and collective rights, safety, and fair consideration. All disciplinary action shall be based on misconduct or violation of communicated rules and expectations. When considering student disciplinary procedures (for students with disabilities) that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA).

The measures employed to discipline students may include the following:

- Counseling by teachers, counselors, administrators, and parents or guardians.
- Appropriate compensatory activities, including instructional programs.
- Suspension whereby a student temporarily loses the privilege of attending school or school activities.
- Expulsion whereby a student loses the right to attend school and school activities for a substantial period, up to one year.

STUDENT RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is only permitted per OAR(s) 581-021-0061, 581-021-0550 to 0570. Use of Physical Restraint & Seclusion 2012.

Except in the case of an emergency, only staff current in the required training will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee, or volunteer as necessary, to prevent a student from harming him/herself, students, staff, or others, or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or others. This shall not be construed as permitting physical force to be used as a disciplinary measure, which is expressly forbidden.

DUE PROCESS

When an alleged offense occurs, the following action is appropriate:

- The student will be informed of the conduct involved, the nature of the charge, and will be given the opportunity to present the student's view of the occurrence. If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
- When a student is suspended or when stronger discipline is contemplated, the student's parents will be notified as soon as possible. In working through disagreements, a hearing may be requested. District procedure for the conduct of a hearing shall be followed if a hearing is

- held.
- District appeals policies will be applied when a disagreement exists concerning application of discipline.

RELATIONSHIP WITH LAW ENFORCEMENT PERSONNEL

School personnel are responsible for cooperating and not interfering with law enforcement personnel. The School District is also responsible for allowing law enforcement officials to have access to students during school time.

Guidelines for Police Interviews at School—When a police officer initiates a request to speak with a student, the administrator will contact the parent/guardian to seek permission for the interview. If the law enforcement officer determines that the police have the right and authority to conduct an interview of the student under applicable law without parental contact and consent, and if the officer determines that legitimate law enforcement purposes will be otherwise obstructed, impaired, or hindered, the officer will proceed after informing the administrator.

Student Rights—Students have a choice to speak with the officer or to refuse to speak and return to class. School personnel have no authority to waive the student’s constitutional or statutory rights, including the right to remain silent or have an attorney.

School Communication with Law Enforcement Personnel—School rule violations that will be reported to the police include possession or use of a weapon; alcohol or other drug use, possession, or sale; arson; serious assault; or threats of harm to other students, staff, or individuals. Other school rule violations may also be reported if the principal or designee determines there is a compelling reason to do so.

(References: ORS 162.235, 162.245, 162.325, 336.067)

STUDENT RECORDS

Most information from student school records is protected under confidentiality laws. Certain information, however, is classified as Directory Information and may be made public by the District for purposes such as assembly and athletic programs, honors lists, and school or District Web pages. Directory information is defined as items of personally identifiable information contained in the education records of students which would not be generally considered harmful or an invasion of privacy if disclosed. Directory information includes student’s name, address, phone listing, date and place of birth, photograph, illness or accident information as required in health and safety emergencies, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and parent names and contact information for school directories and LOSF. Within 15 days of enrollment, a parent may request, in writing to the school, that directory information not be released while the student is enrolled.

The parent or eligible student (18 years of age or older) has a right to:

- (a) Inspect and review the student’s education records;
 - (1) Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (b) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. Education Records are those records that are related directly to a student and are maintained by the School District, by an individual school, or by a party acting for the School District. A record is any information that is recorded in any way including, but not limited to, handwriting, print, tape, film, and electronic record;
 - (1) Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the

parent or eligible student when notified of the right to a hearing.

- (c) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure with consent;
 - (1) One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- (d) File a complaint with the United States Department of Education concerning alleged failures by the agency or institution to comply with the requirements of Federal law; and
- (e) Obtain a copy of the policy adopted under OAR 581-21-0250.

Within 10 days of receiving a request from a school that the student seeks to enroll, the school will forward education records.

In accordance with the law and with Board policy, the District shall withhold the grade reports, diploma and records of any student or former student who owes \$50 or more; such records may also be withheld for any student or former student who owes less than \$50, except as provided by the Federal Education Rights and Privacy Act. Documents withheld will be released upon payment of the debt.

Federal legislation demands that each district must provide, on a request made by military recruiters, access to high school students' names, addresses, and telephone listings. Institutions of higher education also have the right to demand such information from secondary schools. The parents, however, have the right to request that information about their child not be released without prior parental consent. Please notify your child's principal in writing if you do not want this information released.

GENERAL REGULATIONS

Building Rules—Building principals may develop and publish reasonable rules for the operation of their building; these may be in addition to, but not in conflict with, the regulations developed and published by the School District.

Closed Campus (9th-12th graders)—The Lake Oswego School District maintains a policy of closed campus. All students are required to remain on the school grounds during the school day unless excused by the building administration or by special exemption as declared by the School Board.

Disruptive Conduct—Disruptive or abusive conduct that deprives other students of their right to learn or to participate in school functions is prohibited.

Financial Responsibility—Students or parents of students damaging school property are liable for expense of repair (Lake Oswego School District maintains liability insurance coverage to cover incidents of bodily injury and/or property damage for which the District is liable).

Loitering—For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be permitted to remain.

Trespass—Persons may not be present in unauthorized places or refuse to leave when asked to do so by duly constituted authority.

Motor Vehicles—Student vehicles may be operated on school premises subject to the following regulations: (1) All student rules and local and State traffic laws must be followed; (2) All school rules regarding registration and parking must be followed; and (3) Student vehicles are to be considered "off limits" during the school day unless specific permission has been granted by the building administration.

Right to Petition—Students have the right to petition for a change in school policies and regulations; circulation of petition is subject to individual building rules.

School-Sponsored Events—Students at all school-sponsored events are governed by School District rules and regulations and are subject to the authority of School District officials whether the event occurs on or off school grounds.

Tobacco, Alcohol, and Drugs—Possession, use, evidence of use, sale, or supply of the following is prohibited: marijuana, any substance classified as a narcotic, dangerous drugs, other controlled substances, any alcoholic beverages, any “look-alike” drug, or any substance represented as a drug. School Board policies prohibit the use or possession of tobacco by students or use by anyone on school property at any time. “Vaping” or use of tobacco, smokeless tobacco, tobacco-like products, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes, smokeless inhalers or vaporizer pens) is prohibited.

Dangerous Weapons—Students are prohibited from possessing, carrying, exhibiting, and displaying weapons, firearms, explosives, knives, or other dangerous objects while on school property or at school-sponsored events. Federal law requires mandatory expulsion for one calendar year for students in violation of this regulation. Any device that is used with the intent to harm, threaten, or harass is considered a weapon.

Violation of School Regulations—Violation of school regulations may lead to discipline sanctions up to and including suspension or expulsion.

SEARCH AND SEIZURE

School officials may search students and their personal property, including any property or facility provided by the school if school officials believe an illegal act or a school rule/regulation violation has or may be committed. Searches may include reasonable detention for questioning. School officials may seize property deemed injurious or detrimental to others.

ALTERNATIVE EDUCATION PROGRAMS

Students may be placed in alternative programs when it is in the best interest of the student and school community. An alternative program is a flexible, State-approved program designed to respond to individual student needs in providing curriculum content and instruction.

The District shall recommend alternative placement for erratic attendance, severe behavioral incidents, a second severe discipline problem, or exemption from compulsory attendance under certain circumstances. The District may in certain circumstances assume financial responsibility for placement in an alternative program if a student voluntarily withdraws from school or if the District does not approve the program.

EXEMPTIONS FROM INSTRUCTION

Students are required to participate in State- and District-required programs and learning activities. Students may seek an exemption from units of instruction or learning activities if such request is based on grounds of religious belief, disability as defined in IDEA, or other identified reasons. Inquiries should be addressed to the principal.

SUBSTANCE ABUSE PROGRAM

The District conducts a comprehensive alcohol and other drugs program, K-12, that includes prevention education, intervention, and referral. The goal of District programs is to prevent the onset of substance use through educational awareness and skills development. The program, outlined in Board policy, is an integral part of the health curriculum, has components of staff development, and maintains information for parents, students, staff, and the general community.

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunity and treatment shall be provided all students. No student enrolled in the District shall on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, marital status, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity provided or authorized by the District. Questions or concerns regarding equal education opportunities should be directed to the Title IX Coordinator, also known as the Executive Director of Secondary Programs, at 503-534-2000.

DRESS AND GROOMING

The responsibility for dress and grooming rests primarily with students and their parents. However, the District has set standards for dress, grooming, and appearance as follows: 1) Dress and grooming must not create health or safety problems for the student or others who attend or work in the school; 2) A student's dress or appearance must not disrupt or interfere with the educational process.; 3) Students may not wear clothing or accessories that signify or are recognized as indicating an affiliation with any gang or secret society as those terms are defined in Board policy; 4) Clothing, jewelry, and accessories shall be free of writing, pictures, or any other insignia that are vulgar, profane, violent, or sexually suggestive or that advocate racial, ethnic, or religious prejudice or that promote the use or displays of drugs, tobacco, or alcohol. The District reserves the right to establish more restrictive dress codes and take disciplinary action, as necessary, to ensure compliance.

STUDENT FREEDOM OF ASSEMBLY

Secondary school facilities shall be available to all lawfully enrolled secondary school students of the District. All meetings shall have prior approval of school authorities. Students will not be denied access to school facilities due to the religious, political, or social content of their group or its message, and meetings shall be open to all students without regard to sex, race, religion, or national origin. School authorities may monitor meetings.

SECRET SOCIETIES AND GANG ACTIVITIES

As per Oregon law (ORS 336.109, 339.250, 339.885), the Lake Oswego School District does not permit secret societies (organizations composed of students that have an element, purpose, or practice that is concealed from the public and shared only confidentially among members of the organization). As stated in Board policy, the District considers secret societies to be disruptive of legitimate educational school activities. While subject to the jurisdiction of the school, students shall not participate in gang-related activities; possess or display gang-related clothing, symbols, or paraphernalia; distribute gang literature or materials; display or post gang-related posters or graffiti; harass others; or recruit for gang membership. Violators will be subject to disciplinary measures, including expulsion.

STUDENT FREEDOM OF EXPRESSION

Students have the right of freedom of expression guaranteed by the First and Fourteenth Amendments, but they must accept responsibility for their expressions and they shall not interfere with the freedom of expression of others. Using obscenities, threats of harm, or other expressions that might result in the disruption or interference of the educational program or school activities are prohibited.

Materials sponsored, funded, printed, or published by the school are part of the school program and shall be subject to review and approval by school authorities. Students are encouraged to have materials that are not school-produced reviewed by school administrators, who may designate the time and place of distribution.

Failure to comply with the rules and regulations concerning freedom of expression may result in disciplinary action, including expulsion.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement. A video recording may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board, as a part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on any school vehicles transporting students to and from curricular and extracurricular activities. The superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and established Board policies and procedures.

HARASSMENT

The policy of the Lake Oswego School District is to provide a positive and productive learning environment free of hostile influences for all. To ensure a positive and productive environment, the District has the authority and responsibility to determine if behaviors by any individual create a hostile or unacceptable learning environment.

Harassment, intimidation, bullying, or cyberbullying, as defined by Oregon law ORS 339.351, means any act that: 1) Substantially interferes with a student's educational benefits, opportunities, or performance; 2) Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop; 3) Has the effect of: a) physically harming a student or damaging a student's property; b) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or c) creating a hostile educational environment, including interfering with the psychological well-being of a student; and 3) may be based on, but not be limited to, the protected class status of a person.

Harassment will not be tolerated in the Lake Oswego School District and will result in disciplinary action for students, up to expulsion. All complaints of harassment will be promptly and thoroughly investigated in a manner that protects the rights of both the person making the complaint and the alleged harasser.

TECHNOLOGY USE REGULATIONS

The District provides computers, computer peripherals, and application software for student use. The District also provides access to network resources on computers, including access to the internet. Students are welcome to bring their own computing devices for communication or learning purposes, but they do so at their own risk and they must not interfere with the District's purpose or property. The District does not provide any insurance coverage or reimbursement for loss or damage to personal computing devices, or any other personal property, brought onto school property, unless such loss or damage is clearly attributable to the acts or gross negligence of authorized District staff.

The following general regulations are intended to establish a fair use of these resources for all computer users. Students who use District-owned computers are expected **not** to:

- Alter hardware or software settings.
- Change the names or locations of files which are not their own.
- Interfere with the efforts of other students who are working with computers.
- Eat food or drink beverages at the computer or around peripherals.
- Possess or use magnets near computers, peripherals, or storage media.
- Produce illegal copies of software.
- Install any software from any source.
- Plagiarize information acquired from electric sources.
- Knowingly introduce a software virus.

The District provides access to network resources only for teaching and learning purposes. Students who access and use network resources are expected **not** to:

- Use profane or obscene language in their communications.
- Use offensive or inflammatory language, nor engage in personal attacks against another person or persons.
- Access network resources or internet sites outside District guidelines.
- Establish or maintain contact with any individual who regards the contact as unwelcome.
- Invade the privacy of communications of other parties.