

◆ **Table of contents**

**Your School**.....2  
 Registration procedure.....2  
 Registration form .....2  
 Legal names .....2

**Student Health Services**.....2  
 Before and after school programs.....2  
 Contagious conditions.....2  
 Emergency information .....2  
 Head lice.....2  
 Health information .....3  
 Health screenings.....3  
 Immunizations and Oregon law.....3  
 School nurses .....3  
 School health assistants.....3  
 Medication administration at school...3

**Attendance**.....4  
 Attendance call back system .....4  
 Open enrollment .....4  
 Walkers .....5  
 Bicycles .....5

**School Information**.....5  
 Student progress reports.....5  
 Student records and withdrawal .....5  
 Directory information.....5  
 Teacher/Para Professional qualifications...5  
 School supplies.....5  
 Student insurance .....6  
 School breakfast and lunch program ...6  
 School closure .....6  
 Field trips .....6  
 Use of telephones .....6  
 Animals at school.....6  
 Lost and found .....6  
 Check Acceptance Policy .....6

**Student Services**.....6  
 Music.....6  
 Library .....6  
 Computer lab.....6  
 Physical education.....7  
 Counseling and guidance .....7  
 Special education services .....7  
 Volunteers in the schools .....7  
 Alternative Education Program.....7

**Community Information** .....7  
 Community use of school facilities .....7  
 Prohibited activities on  
 school-owned property .....7  
 Voter registration.....8  
 School board .....8  
 Budget committee.....8  
 School communications .....8

**Student Rights and Responsibility**

**David Douglas School District**

**Ken Richardson, Superintendent**

**Candy Wallace, Assistant Superintendent**

**Andy Long, Director of Education**

**Elementary School  
 Handbook  
 For Parents  
 2018-2019**



For district information  
 or for a specific department,  
 call the district office  
 at 503-252-2900.

If children live with criticism,  
 They learn to condemn.  
 If children live with hostility,  
 They learn to fight.  
 If children live with ridicule,  
 They learn to be shy.  
 If children live with shame,  
 They learn to feel guilty.  
 If children live with tolerance,  
 They learn to have patience.  
 If children live with encouragement,  
 They learn to have confidence.

If children live with praise,  
 They learn to appreciate.  
 If children live with fairness,  
 They learn to have justice.  
 If children live with security,  
 They learn to have faith.  
 If children live with approval,  
 They learn to like themselves.  
 If children live with acceptance  
 and friendship,  
 They learn to find love in the world.

—Dorothy Law Nolte

## ◆ Your School

Your school is a part of David Douglas School District No. 40, located in a convenient and pleasant location within the city of Portland. While located in the city, David Douglas is a separate district from Portland Public Schools.

David Douglas School District covers 12 square miles of family homes, apartments, shopping centers and small businesses. It serves a community population of approximately 53,775.

The David Douglas School District was formed in 1959 from three elementary districts—Gilbert, Powellhurst and Russellville and the David Douglas Union High School District.

The district now includes nine elementary schools for grades kindergarten through five; three middle schools for grades six through eight, one high school for grades 9-12, and one alternative school for grades 9-12. The District also has preschool programs at designated elementary schools. A community aquatics center and community performing arts center are located on the high school site.

We hope that you will be an active member of our school community and a participant in the activities available to David Douglas residents.

### Registration procedure

All new students must register at the elementary school they will attend before beginning classes. A registration form is completed at the school office at the time of registration by a parent or legal guardian.

Children are required to be five years of age on or before September 1 in order to enroll in kindergarten. State law requires children to be six years of age on or before September 1 in order to enter first grade. Proof of birth date and residency must be presented at the time of registration for kindergarten or first grade if this is the first time a student has attended school.

Students entering school for the first time should have a physical examination and the law requires

immunization (see section on “Required Immunizations”). Every school, and most doctor’s offices, have the necessary form which must be completed by the examining physician.

### Registration form

It is essential that schools have current phone numbers so that parents can be contacted in case of an emergency. An emergency number for a nearby neighbor, friend, or relative is also necessary.

Please note on the form if the child is allergic to bee stings, insect bites, specific foods, or is required to take special medication.

Parents/Guardians or the emergency person will be contacted if a child is ill or injured. If the school is unable to reach anyone, the emergency procedure described on the registration form will be followed.

### Legal names

Student registration forms must be made out with the legal name given at birth. However, students may use a different name if parents request it. If a student is to be called by a “nickname” such as Junior, Mickey, etc., please note this above the given name on the registration form.

## ◆ Student Health Services

To support students’ health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To plan and provide for your child’s special medical or mental health needs (for example, diabetes, seizures, or school anxiety) it is **important to promptly inform** the school staff and school nurse:

- about new and changing health problems that can cause learning or safety problems at school;
- if your child is undergoing treatments that affect their immune system, and / or
- when your child has or develops a health condition need that requires specialized care at school.

## Before and After School Programs

If your child is enrolled in a “before or after school program” and needs medication during these times, a separate supply of medication and a separate permission form from parent / guardian and / or doctor is needed. See district policy for medication administration. Consult with the program director regarding specific health and safety needs for your child in these programs.

### Contagious Conditions:

To decrease the spread of contagious conditions in schools, please:

- inform the school office staff and the school nurse if your child has a contagious disease such as chicken pox or pertussis (whooping cough), and
- do not send your child to school if they have a rash, fever, diarrhea or vomiting, and keep home 24 hours after symptoms subside.

To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000). At such times, records and information may be disclosed to public health officials.

### Emergency Information

The school must have a way to reach you in an emergency. To ensure your child is safe, please tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

### Head Lice

Parents are encouraged to check their children regularly for head lice. Students with live lice or nits will not be excluded from school, but will be allowed to remain for the rest of the school day. Lice treatment information will be sent home with those who have either nits or lice. Please review the school district policy for clarification. All students may return to school after treatment has begun, and may be rechecked for live lice. Current evidence does not support classroom or school-wide screening as a measure

for decreasing the incidence of head lice among school age children; such practices can deny students their right to privacy and to educational time.

## Health Information

- Health information may be shared with school personnel on a “need to know” basis when information about your child’s health is necessary for school personnel to care for and respond to your child’s needs. Additionally, this information may be needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- If you do not authorize release of health information, it may limit the type of care your child is able to receive.
- By allowing release of your child’s health information, you will ensure that your child will receive needed emergency health care should the need arise.
- Parents/Guardians (and their eligible students) may generally access their own child’s record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student’s rights of privacy.

## Health Screenings

Parents are now required to submit two certifications within 120 days of enrollment when their student is seven years of age or younger and beginning in a public school. These certifications are from your healthcare provider and state that the student has had a vision screening and a dental screening within the previous 12 months. Additionally, Oregon Law states that vision and hearing screenings shall be done to help ensure children’s vision and hearing health needs are being monitored.

The nurse oversees these screenings. The usual schedule includes hearing screenings in kindergarten and first grade and vision screenings in kindergarten, first, and third grades.

In addition to the vision screening, screenings for color deficiency and vision alignment concerns are available. Contact your school nurse for these screenings.

*If you do not want your child included in these screenings, you must submit a written request to the school each school year. Screening results for hearing and vision are sent home to families.*

## Immunizations and Oregon Law:

- To protect all children, every student must have a current school immunization record or a medical or non-medical exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child’s school immunization record up-to-date. Please check with your school’s office if you need forms.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to verify immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by families and schools to comply with school mandated immunization requirements.

## School Nurses

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school’s rules about having passes to go to the nurse. The hours of the school’s nurse may vary. If the nurse is not available, school staff trained in first aid can help children who become sick or injured at school.

The nurse will need information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to train school staff how to help your child at school. In order to obtain this

information, the nurse may:

- talk with parents, and/or students;
- request that you sign a release of information form to discuss your child’s health needs with the school staff and health care professionals;
- look at health records, and/or
- assess a body area (examples: listen to the heart, feel the skin, look in the ears).

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills). You may call the school if you would like to meet with the nurse.

## School Health Assistants:

In addition to the School Nurse, all schools have a School Health Assistant (SHA) on site to assist students. The health assistant is not a nurse, but works under the direction of the nurse. Health assistants provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide delegated health care.

## Medication Administration at School

The school’s nurse provides consultation about medication administration that must occur at school. **Only medication that is necessary to be given during the school day will be kept at school. Discuss with your medical provider about the time(s) of day that the medicine is needed. If possible, try to arrange to administer at home.** This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- provide written permission (forms are available at school). Any change to the medication will require the parent/guardian to update the medication form at the time of the change and provide a current medical prescription from the healthcare provider.
- make sure all medication (prescription and over the counter) is in its original container and marked with the student’s name. (Ask the pharmacist for an extra

bottle for school when getting prescriptions.)

- **make sure all medication must be delivered to school by the parent/guardian or responsible adult designated by the parent/guardian.** Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.
- make sure the school has an adequate supply of all medications required by your child.
- pick up the medication when it is no longer needed at school. All medication not picked up by the end of the year will be destroyed.

## ◆ Attendance

A student's achievement in school is directly related to attendance. Regular attendance is required by Oregon law for all children ages 6 to 18.

### 1. Excused absences

An absence may be excused by the administration for:

- student illness;
- a serious family emergency;
- a medical appointment which cannot be scheduled after school;
- an authorized religious holiday, or
- a prearranged absence.

### 2. Pre-Arranged absences

Prearranged absences require advance notice in writing. Each teacher and an administrator must give prior approval in order for a student to receive a prearranged absence. Students may receive no more than five days of prearranged absence during one school year.

### 3. Unexcused absences

Any absences which do not fall into the *excused* or *prearranged* categories qualify as unexcused absences. This category includes skipping, suspension, failure to bring proper excuse, babysitting younger brothers and sisters, etc.

### 4. Tardiness

Tardiness interrupts the learning process in the classroom.

- Students arriving at school late should have a note of explanation from their parent/guardian.
- Disciplinary action may result from excessive tardiness to school and/or individual classes.

### 5. Makeup work

It is the student's responsibility to contact the teacher when the student returns to school and make arrangements to make up work missed. All work missed due to excused or unexcused absences must be made up within a prescribed period of time given by the individual teacher in order for the student to receive credit.

### 6. Excessive absences

Students who have chronic absenteeism in school tend to continue this pattern which may effect their academic performance and work habits when employed. The school will make an effort to keep parents informed about their student's attendance habits. When a student has been absent five days, school personnel may begin an inquiry, contact the parent or guardian, check excuses, begin to keep written records of the inquiry, etc. Referrals for excessive absences also may be made to the Portland Police.

### 7. Other regulations

- Students leaving school for any reason must sign out in the school office.
- Only parents, legal guardians or their authorized representatives are permitted to pick up a student at school.
- Unauthorized visiting by youngsters not enrolled in the school is not permitted.
- Students are expected to go directly home after school unless they participate in a scheduled activity or are required by a teacher to remain. If a student is asked to remain after school to finish work, help a teacher, or for disciplinary reasons, effort will be made to contact parents/guardians.

### 8. Perfect Attendance Award

Students are considered to have

perfect attendance and be eligible for the Perfect Attendance Award when they have been present, on time, and have not left early every day school is in session. There are no exceptions for the Perfect Attendance Award.

### 9. Exemplary Attendance Award

Students are eligible for the Exemplary Attendance Award if they have five or less absences (including tardies) for the school year.

## Attendance Call Back System: Guidelines and Expectations

### School Staff Expectations:

- Classroom teachers should make every effort to report attendance by **9:35 a.m.**
- Ask parents/guardians to update their contact information at every conference AND when changes occur.
- Print these guidelines in school newsletters every trimester.

### Office Staff Expectations:

- Begin calling the parents/guardians of every child who is absent by 9:45 a.m. unless the parent/guardian has already notified the school of the absence.
- Calls should be made in the following order, unless directed otherwise by individual parents/guardians:
  1. Home (this number appears on the absent list in Synergy)
  2. Parent cell phone (often, this doubles as the home phone)
  3. Parent place of employment
- Leave a message whenever possible and make note of the time.
- Make a reasonable effort to speak to a live body to verify attendance.

### Parent/Guardian Expectations:

- Keep contact information updated.
- Call the school every day their child is absent by 9:30 a.m.
- Let the school know in advance if their child has a scheduled appointment or if the child will be out for a significant amount of time.

## Open enrollment

Open enrollment will allow any David Douglas elementary or middle school student to apply to attend any school in the district where space is available. Although all David Douglas schools meet high educational standards and offer similar programs, some students may find that their educational needs would be better served in a school other than the one in their neighborhood. Applications will be considered for academic or child care reasons and only if the new school is not overcrowded. Parents/guardians will be responsible for transportation to and from the requested school.

## Walkers

Students walking to school should observe all safety rules and follow instructions from the Safety Patrol. Student conduct to and from school is subject to district and school disciplinary procedures. Students must show proper respect for property. For student's safety, parents are urged to have children walk to and from school with another child or other children. All children should also receive careful instruction about not approaching strangers.

## Bicycles

Students who ride bicycles to school must obey traffic signs and the school Safety Patrol. They should have their bicycles registered with the Police Department and lock them while they are at school. Helmets are required by state law.

## ◆ School Information

### Student progress reports

The school year is divided into two eighteen-week periods. Progress reports for grades K-5 are provided at the end of each grading period.

Parent-teacher conferences are held twice a year. Teachers may also contact parents/guardians for additional conferences whenever they feel it is necessary.

Parents/guardians are encouraged to call the school at any time if they have questions. Parents/guardians are

welcome and encouraged to visit classes. However, if a personal discussion with a teacher is needed, it should be scheduled in advance to avoid conflicts with the teacher's other duties.

### Student records and withdrawal

Parents/guardians and eligible students have the right to:

- inspect and review the student's education records;
- request the amendment of the student's education records if it is believed they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- consent to disclosures of personally identifiable information contained in the student's education record, unless disclosure can be authorized without parent consent (e.g., to law enforcement agencies, child protective services, or health care professionals, if the disclosure would protect the health and safety of the student or other individuals);
- pursuant to OAR 581-021-0410, file with the United States Department of Education a complaint under 34 CFR§ 99.64 concerning alleged failures by the district to comply with the requirements of federal law, and
- obtain a copy of District Policy regarding student records.

Copies of District Student Records Policy are located in all schools. Please contact the school secretary or principal.

The District forwards education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request.

### Directory information

Information about students cannot be released unless schools have parents/guardian consent. However, information defined as directory information may be given to a newspaper reporter covering a school event, the PTA, or some other agency if the school principal is sure the release of such information is in the best interest of students and if the parent/guardian has no objection. Parents/guardians or

eligible students can refuse to let any of this information be designated as directory information.

### Directory information includes:

- the student's name;
- participation in officially recognized activities and sports;
- weights and heights of members of athletic teams;
- dates of school attendance;
- awards received, and
- the most recent previous educational agency or institution the student has attended.

If you object to the release of any or all of the items listed under directory information, please notify the principal in writing. Your letter will be attached to your student's records and will prevent any release of information about your child. This must be done within one week following enrollment of the student and annually thereafter.

NOTE: District policy prohibits schools from releasing the names of students to any individual, business, or agency for solicitation purposes. However, federal law requires that military recruiters can access the names, addresses, and telephone listings for secondary students. District policy also prohibits school or district endorsement of products or services. Anyone who has questions about the student record policy, call the school principal, or the district office, 503-252-2900.

### Teacher/Para Professional Qualifications

As a parent/guardian of a student in a David Douglas Public School supported with federal Title 1 funds, a new federal law allows you to ask for certain information about your child's classroom teachers and requires the district to give you this information in a timely manner, if you ask for it.

Parents/guardians may request information about the professional qualifications of classroom teachers. This could include information about the teacher's licensing for

grade levels taught and whether the teacher is teaching under an emergency or provisional status. Parents/guardians may request what baccalaureate degree and other graduate certification is held by the teacher and the subject area, if any, of the certification or degree. Parents/guardians can also learn whether their child is being provided service by a paraprofessional (assistant) and if so, their qualifications. This information will be provided in a timely manner.

### **School supplies**

In lieu of a school supply list, each student is asked to bring \$20.00 so school staff can purchase the necessary school supplies. Students should bring the supply fee during the first week of school or at Back To School Night. After January 1, the supply fee will be reduced to \$10 for students registering for first time in DDS school. Please contact the school office to discuss individual financial concerns and payment.

### **Student insurance**

David Douglas School District does not carry insurance to cover students. For the benefit of district families with school age children, low cost student accident and dental insurance programs are made available. The insurance is optional and is offered only as a service. In instances where families have other insurance, the school plan is secondary.

All transactions regarding school insurance are handled by the insurance company—not the school office. However, claim forms may be obtained at the school office.

### **School breakfast and lunch program**

The school lunch program serves several roles in the educational program. As a source of adequate noon meals, it contributes to the physical well-being of students. It also presents an opportunity for children to eat a wide variety of foods. Breakfast is also available at each school at no charge.

Each school has an excellent school lunch staff which serves the best in nutritional foods. Student lunch and milk accounts at each school are set up online and/or at school. Deposits may be made to their accounts on a weekly or monthly basis and lunch or milk purchases are deducted daily.

### **School closure**

In the event the weather is so bad children cannot be transported or attend school safely, the district will close school for the day. School closures are announced between 6:00 and 7:30 a.m. on all major Portland area radio stations, television, and websites. Please do not call the school.

### **Do not confuse David Douglas with Portland Public.**

David Douglas Schools may also delay school opening for one or two hours when weather conditions are uncertain. A delayed opening will be announced similar to school closures.

Delayed opening means school buses will run one or two hours later than their normal schedules.

### **Field trips**

Classes may go on field trips which are planned for an educational purpose. Trips taken within district boundary do not require parent permission, however, parents will be informed of the trip. A letter requesting permission for students to take a field trip outside of the district boundary area, as well as information about the trip, will be sent home prior to each field trip.

### **Use of telephones**

Students must have a teacher's permission to use the school phone. Telephones are limited and are provided for business purposes only. Students should not bring cell phones to school.

### **Animals at school**

Animals may not be brought to school without prior approval from the teacher and may not be transported by school bus.

Many times dogs will follow children to school and remain on the playground awaiting the children.

With the excitement of running and shouting at recess time a dog may become excited and bite. As a result the school attempts to locate the owner of any dog so it can be returned home. If ownership cannot be determined or if a dog frequently returns to the playground, it will be necessary to contact the county animal control office.

### **Lost and found**

To ensure found items can be returned to the owner, your student's name should be on all articles of clothing, school supplies, or other possessions brought from home.

The school assumes no responsibility for a child's personal belongings beyond teaching personal responsibility and honesty.

Students are urged to check in the office for lost and found articles. Any items found by students should be turned in to the office. Clothing items left unclaimed at the end of the school year will be sent to a local clothing donation center.

### **Check Acceptance Policy**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

## **◆ Student Services**

### **Music**

All students, grades K-5, participate in a general music program. Beginning in grade five, students can elect to participate in band or orchestra at their feeder middle school. Band and orchestra will be

offered to fifth grade students prior to the start of the elementary school day.

### **Library**

Each of the district's elementary schools has a well-equipped library and qualified staff. A planned library program is offered to all students. Reference skills, consistent with the maturity of the students, are taught by the library staff.

### **Computer lab**

Each elementary school has a computer lab and mobile labs. During the year, students will spend an adequate amount of classroom time learning the basics of computers. It is hoped that students will gain the skills necessary to use the computer as they complete school work. An acceptable use policy and internet permission form will be sent home at the beginning of the school year.

### **Physical education**

A physical education specialist is assigned to the building to instruct students in a well-balanced program of physical development.

Special clothing may be required for physical education activities and for the sports program. Please be sure your student's name is marked on these items.

### **Counseling and guidance**

Students have counseling and guidance services available to them at all grade levels. Emphasis is on the development of problem-solving skills, interpersonal skills, and self-awareness. Counselors specialize in early awareness of potential school problems. Parents, teachers or principals may refer a student to the school counselor.

Social and emotional development is a part of the regular school program.

### **Special education services**

The district has services for students with disabilities including learning disabilities, physical disabilities, speech and language disabilities, mental retardation, and emotional disturbance. Home tutoring is also available if physical disability prevents

the student's school attendance. Students with severe physical or mental disabilities may receive services from the Multnomah County Education Service District or other county or state agencies.

The district's special education program allows specialized instruction to be provided by special and general education teachers in the regular classroom. When appropriate for a student's needs, special assistance can be provided whether the student has an identified disability or not.

If a parent/guardian feels his or her child may have a disability, the parent/guardian can initiate a referral and pursue it through proper channels: teacher, counselor, principal, director of student services.

All required special education services including testing and transportation, where appropriate, are provided without charge to parents/guardians.

For further information about special education programs, talk with your principal or the district director of student services at 503-252-2900.

Due to recent legal changes, the many health related services provided to our students who have disabilities may now be partially funded by Medicaid when appropriate. Providing help to our students through Medicaid has no effect on families' ability to receive Medicaid benefits.

### **Volunteers in the schools**

Many parents/guardians and others interested in schools work in classrooms, the library, cafeteria, on the playground, or wherever they are needed as volunteer assistants. These people provide a valuable service to the school and the students. Information about the volunteer program is available in the school office.

### **Alternative Education Program**

The David Douglas School District offers alternative education and other educational services to students who are being considered for expulsion, have severe discipline or attendance problems, or withdraw from school.

Whenever one of these conditions exists, the district will notify parents/guardians of the availability of these alternative programs and the procedure for enrolling students in any one of them. (ORS 339.250) Alternative education programs are available to students under the following conditions:

1. Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period;
2. When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the education program;
3. When the district is considering expulsion as a disciplinary alternative;
4. When a student is expelled pursuant to subsection three of ORS 339.250, and/or
5. When the student or the student's parent or legal guardian notifies the district or intent to withdraw from the program as provided under ORS 339.250 (7).

In any of the above situations, the principal or his designee will notify the student, parents, or guardians of the availability of alternative programs and the program that suits the student's learning style and needs shall be recommended. If parents refuse the district recommended alternative, they are free to use other alternatives but not at district expense.

## **◆ Community Information**

### **Community use of school facilities**

School buildings and facilities are available for community use (noncommercial purposes) whenever such use does not interfere with the education program for students. Groups interested in using school facilities need to obtain a facilities use permit from the school office. A fee is charged for use of the facility. Individuals are expected to be safe and considerate while using school facilities. The grounds of the school are closed for use from dusk to dawn.





# Student Technology Acceptable Use Policy Elementary

## WHAT IS THE AUP?

AUP stands for “**Acceptable Use Policy.**” It means that you agree to only do “**acceptable**” things when you are using computers at school. The David Douglas has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable” and okay to do on the computers.

## WHY HAVE AN AUP?

A lot of people use the David Douglas computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

## WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE COMPUTERS AT SCHOOL?

Using the Internet in school is a **privilege not a right.** The David Douglas Schools’ **network, web pages, and email accounts** are NOT private. David Douglas staff are able to “**monitor**” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. THINK -- before you do anything online that you would not want your teachers or parents to see.

## WHAT HAPPENS IF I DON'T FOLLOW THE RULES IN THE AUP?

The David Douglas School District has “**consequences**” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences if you don’t follow the rules in the AUP rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school.

## STUDENT COMPUTER ACCESS INCLUDES:

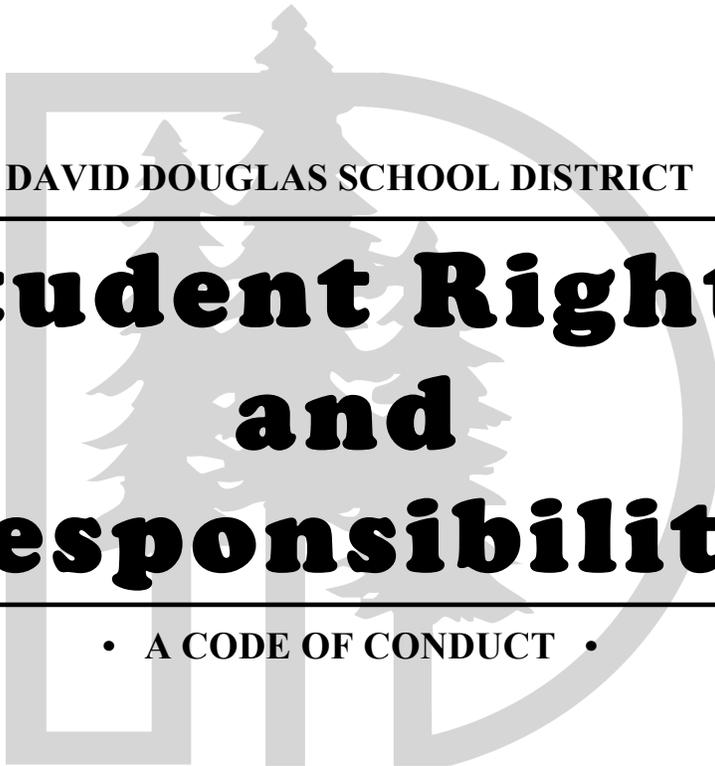
- Online activities that support student learning. Students will have access to online curriculum, online interventions, Google Docs including email accounts for specific purposes and ages, and other educational resources

## STUDENT SAFETY:

- Internet filtering services are provided by the Multnomah ESD and the District to help online security for students and staff. While the District makes every effort to protect students from online danger, it is important that students read, understand, and follow the ‘STUDENT ACCESSIBILITY’ Guidelines.

# Student Acceptable Use In Elementary

1. I AM RESPONSIBLE FOR MY PASSWORD AND ONLINE ACCOUNTS. I will not give my **password** to other students. I will **log off** from my **account** when I am finished. If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not "**stalk**" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. I AM RESPONSIBLE FOR MY USE OF THE SCHOOL COMPUTERS.
  - I will not look for web pages with pictures, words, or sounds that are not **appropriate** in school. I will not look for web pages or documents about sex, violence, or weapons. I will not **download** any files, including music and video files, unless a teacher gives me permission.
  - I will not try to change **security settings** or install any software on school computers without permission.
5. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I will not intentional damage school computers.
6. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is **hurtful or embarrassing** to anyone.
7. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.
8. I AM RESPONSIBLE FOR PROTECTING SCHOOL COMPUTERS. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not "**plagiarize**. Which means uses others work as my own. When I use information from a website, I need to let people know where I got the information. I will cite my sources. I will obey **copyright laws** and will not download words, pictures, video, or music that belongs to someone else.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I **PUBLISH** ANYTHING ONLINE. I will not publish any material on a school **website, wiki, blog, podcast, or discussion group** without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption.



DAVID DOUGLAS SCHOOL DISTRICT

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# **Student Rights and Responsibility**

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• A CODE OF CONDUCT •

# **STUDENT CONDUCT CODE**

## **Introduction, philosophy, legal basis**

This document is designed to be a reference for students and parents in order to help all learn and contribute to a positive, respectful environment in our David Douglas Schools. We believe that staff, students, parents, and guardians should work together in order to provide a safe and respectful environment for each and every member of our community.

In compliance with Oregon Statutes, the School Board of the David Douglas School District accepts its responsibility for adopting rules for the general governance of the schools and for the maintenance of discipline. The Board continually strives to maintain a school climate that is free from discrimination, morally and spiritually wholesome, safe, and healthy. One method of accomplishing these goals is to spell out, in clear and concise language, students' rights and responsibilities, develop understandable rules on student conduct, and maintain an orderly and consistent procedure for dealing with violations.

Oregon law addresses student discipline, suspensions, expulsion, and codes of conduct, as well as property damage, threats and injuries to students and school employees in Chapter 339 of the Oregon Revised Statutes. Section 21 of the Oregon Revised Criminal Code provides for the use of reasonable physical force in the schools. The David Douglas School Board believes that every individual must share the rights, the duties, and the responsibilities in the operation of an efficient public school institution.

Careful attention has been given to procedures and methods that have the goal of being fair and consistent to all students. The objective of disciplining any student is to help the student realize the connection between his/her actions and the appropriate consequences in an attempt to teach personal responsibility, work ethic, and responsibility toward others. Students and parents/guardians need to be aware that students may be denied participation in extracurricular activities as a result of disciplinary action. In addition, titles and/or privileges granted to students may also be revoked (e.g. valedictorian, student body class or club office positions, participation in school activities, prom, etc.). A referral to the appropriate law enforcement agency for legal action may result, if appropriate.

We thank all students, staff, parents, and guardians in advance for each individual's cooperation in working towards creating a safe and welcoming environment for all who enter our David Douglas Schools to learn.

# TABLE OF CONTENTS

<b>Rights and Responsibilities</b> .....	1
Attendance.....	3
Buses.....	5
Dress and Grooming.....	6
Drugs, Alcohol and Tobacco.....	8
Duty of Pupils.....	9
Freedom of Expression and Assembly.....	12
Harassment, Bullying, Sexual Harassment.....	15
Internet / Electronic Devices.....	17
Threats.....	18
Weapons.....	19
<b>Discipline</b> .....	21
Elementary Discipline Matrix.....	22
Secondary Discipline Matrix.....	23
Suspension Procedures.....	24
Expulsion Procedures.....	25



**RIGHTS AND RESPONSIBILITIES**

David Douglas Schools' students are expected to be safe, respectful, and responsible. Students are expected to act in a way that allows teachers to teach and students to learn.

<b>Students have a <u>right</u> to:</b>	<b>Students have a <u>responsibility</u> to:</b>
1) Discuss educational concerns with teachers and other school staff.	1) Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and complete homework.
2) Receive a copy of our Student Rights and Responsibilities Handbook.	2) Do one's best.
3) Receive fair discipline without discrimination.	3) Respect the rights, feelings, and property of other students, parents/guardians, school personnel, visitors, guests, and school neighbors.
4) Report any concerns including incidents of verbal or physical threats including bullying, harassment, menacing, or abuse.	4) Behave properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom as not to interfere with teaching and learning.
5) Access their school records within appropriate guidelines.	5) Follow classroom, school, and district rules.
6) Receive discipline information in a language they can understand in accordance with the district translation policy.	6) Read and understand the Student Rights and Responsibilities Handbook.
7) A safe learning environment.	
8) An environment free from discrimination and harassment.	



<b>Parents/Guardians have a <u>right</u> to:</b>	<b>Parents/Guardians have a <u>responsibility</u> to:</b>
1) Receive regular official reports of the student's academic progress and attendance.	1) Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline problems.
2) Make recommendations and give input to educational planning.	2) Provide supervision for the student's health, physical, and emotional well being, along with prompt and regular attendance.
3) Participate in conferences with teachers and/or school administration.	3) Provide the school with written explanations for student absences or tardiness and attend parent/guardian conferences.
4) Receive explanations from teachers for student's grades.	4) Help enforce student compliance with school rules.
5) Read all school records pertaining to their students, within appropriate guidelines.	5) Provide appropriate supervision of students before and after school.
6) Obtain further clarification on any rights referred to in this handbook.	6) Review and discuss this book with students as well as other similar materials, such as the school discipline plan.
7) Receive discipline information in a language they can understand in accordance with the district translation policy.	7) Support the school self-discipline and conflict resolution programs.



### ATTENDANCE

Oregon Law requires parents/guardians to see that children between the ages of six, five if enrolled, and 18 years attend school regularly. Schools will inform parents/guardians of student absences. Parents/guardians are encouraged to contact the school if there is a concern about absenteeism. When a student's attendance is so erratic that he or she is not benefiting from the educational program, the principal or designee will notify the student and parent/guardian and develop a plan for support.

State law requires schools to withdraw students who are absent ten consecutive school days for any reason. (OAR 581.023.0006(11)(c))

Good attendance is essential to providing the greatest opportunity for the student to learn and develop habits that result in responsible behavior. It is vital that parents and the school communicate and work together to maintain good attendance for our students' success. In accordance with Oregon School Law, the school must determine whether an absence may be prearranged or is to be excused. A note written by a parents or guardian **does not** necessarily constitute an excused absence.

A student absent from any class without permission will be considered truant and may be subject to disciplinary action. Students not attending at least 90% of the time may be notified of irregular attendance via letters, phone calls, home visits, or possible truancy letters outlines by district chronic attendance protocols.

### ATTENDANCE POLICY:

A reasonable attempt will be made by school personnel to contact a parent/guardian when a student is absent from one or more classes.

1. Parent/guardians are asked to call the students' school if he/she knows the student will be absent during a certain day or days.
2. After ten (10) consecutive absences the student will be withdrawn from school and the parent/guardian will be required to re-enroll the student.

**In accordance with Oregon School Law, David Douglas Schools reserve the right to determine whether the absence is excused or unexcused.**

### EXCUSED/UNEXCUSED ABSENCES

**Oregon School Law (ORS.339.065) states, "an absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."**

A student who has been absent because of illness or family emergency must present a written excuse from a parent or guardian describing the reason for the absence within **one school day** after returning to school.

Emergencies will be classified as those situations of major importance that affect family and home. It is the school's responsibility to determine if the absence was due to an emergency.

Absences other than those listed above will be unexcused. Students receiving unexcused absences may not be given credit for the schoolwork missed during that time. Although credit may not be given, students are expected to keep abreast of the schoolwork that must be completed to fulfill the requirements of a course. Examples of unexcused absences are:

- truancy (skipping);
- failure to bring a written excuse by a parent/guardian within **one** school day following the absence;
- leaving school during the day without properly checking out in the office;



- baby-sitting or home duties;
- nonattendance on any school day that students organize as a "Skip Day", such as "Senior Skip Day", are not sanctioned or approved by school policy or by the administration;
- arriving for class **five minutes after the bell** is rung, and/or
- working on class projects instead of attending a regularly scheduled class.

If a student is absent two days or less, he/she can pick up his/her make-up work upon his/her return. For extended absences (three days or more) parents/guardians can request that homework be sent home. Please give one day of notice to the school when requesting homework.

#### PREARRANGED ABSENCE POLICY

The David Douglas Staff recognizes that all learning does not occur at school. We support student-learning experiences that may take students away from campus for up to five school days per semester.

For any excused absence, a student will be allowed an extension of at least one class period for each day absent.

#### ATTENDANCE STANDARDS

1. In order for a student to participate in a school activity, **he/she must** attend school for the entire day. A student missing any class period on a day of participation must have administrative approval prior to being allowed to participate.
2. When a student anticipates a missed class due to a school activity, it is his/her responsibility to notify the teacher at least one day in advance. It is the responsibility of the student to acquire the missed assignments, turn in the makeup work, and keep up with all assignments and class requirements.

Students with chronic attendance problems may receive an Activity Suspension.

Note: Please refer to your child's student handbook for specific attendance information related to your child's school.



### BUSES

#### RULES FOR STUDENTS RIDING THE BUSES:

- Students being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students shall use the bus emergency door only in case of emergency.
- Students shall be at the bus stop on time during morning and evening pick-up times.
- Students shall not bring animals, firearms, weapons, skateboards, glass containers, balloons, or other potentially hazardous materials on the bus.
- Students shall remain seated while bus is in motion.
- The bus driver may assign students seats.
- When necessary to cross the street, students shall cross in front of the bus or as instructed by the bus driver.
- Students shall not extend their hands, arms, or heads through bus windows.
- Students shall have written permission from a parent/guardian or responsible adult to ride a different bus than normal and/or to leave the bus at other than their home or school.
- Students shall converse in normal tones; loud or vulgar language is prohibited aboard the bus.
- Students shall not open or close windows without permission of the bus driver.
- Students shall be courteous to the driver, to fellow pupils, and to passersby.
- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- "Rules Governing Pupils Riding School Buses" are posted in all school buses.

Video cameras may be used to monitor student behavior on district transportation.

#### MISCONDUCT ON BUS OR AT BUS STOP:

Disciplinary action for misbehavior on the bus and at the bus stop will be administered at the school by the school principal or principal's designee (teachers, bus drivers, others).

Responses to bus conduct infractions will follow the same guidelines for disciplinary action specified in this handbook. In addition, **there may be suspension from riding privileges for up to ten consecutive school days at a time. Expulsion from riding privileges may also occur.**

Misconduct by a student which negatively impacts the safe orderly operation of the bus or school may cause a forfeit of the student's privilege to ride the buses.

Teachers or other authorized school district personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct.



### DRESS CODE

The responsibility for the dress and grooming of a student rests primarily with the student and their parent(s) or guardian(s). The district's dress code is established to create a positive school culture and enhance academic success by providing a supportive learning environment, preventing disruption, and avoiding safety hazards. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

The district expects student dress and grooming to meet standards which ensure that either of the following conditions does not exist:

- disruption or interference with the classroom learning environment, and/or
- threat to the health and/or safety of the student concerned or of other students.

### ALLOWABLE DRESS AND GROOMING:

- Students must wear clothing including both a shirt with pants, dress, skirt, or shorts, or the equivalent, and shoes.
- An adequate coverage of the body is required.
  - Shirts and dresses must have fabric in the front, back, and on the sides.
  - Clothing covering all private parts must not be see-through.
  - Clothing must cover undergarments (straps excluded).
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, Career Technical Education workshops, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### NON-ALLOWABLE DRESS AND GROOMING:

- Clothing and/or tattoos may not depict, advertise, or advocate the use of weapons, alcohol, tobacco, marijuana, or other controlled substances, pornography, sexual innuendo, nudity, or sexual acts.
- Clothing may not be associated with gang affiliation or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other individual and/or group(s) of people.
- Hats/Visors/Hoods/any head covering unless connected with a religious belief are not allowed in the building during the school day.
- Sunglasses, masks, or other disguises may not inhibit the identification of an individual during all school activities.



## RIGHTS AND RESPONSIBILITIES

### Dress Code

#### **PARENT/GUARDIAN RESPONSIBILITY:**

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parent(s)/guardian(s). It is expected that all parent(s)/guardian(s) review our district dress code with their student(s) at the beginning of each school year.

#### **STUDENT RESPONSIBILITY:**

All students are responsible for complying with the district dress code during school hours and while representing the school (e.g., athletics, activities, etc.)

#### **STAFF RESPONSIBILITY:**

To equitably enforce our district dress code, teachers, administrators, and all school staff must be notified at the beginning of the school year in regards to its purpose and spirit, and how to enforce it in a way that does not shame students or disproportionately impact certain student groups. Staff should be guided by the dress code and follow the letter and spirit of the dress code.

#### **ENFORCEMENT:**

In no circumstance shall an adult speak with a student about a dress code violation in front of other students unless it involves the removal of a hat, hood, any other head covering, sunglasses, and/or masks.

- Students found in violation of these standards may be asked to change the clothing that does not meet the standard.
- Staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., extra clothes in locker/backpack, school clothes closet, etc.)
- When possible, students will be provided the opportunity to wear school-owned replacement garments. Students should never be required to wear specific garments as a disciplinary measure.
- If the student does not have extra clothing to change into, they may be asked to call home and have parent(s) or guardian(s) bring appropriate clothing. Every attempt will be made to minimize a loss of instructional time.



## RIGHTS AND RESPONSIBILITIES

### Drugs, Alcohol, and Tobacco

#### DRUGS AND ALCOHOL/ POSSESSION, USE OR DISTRIBUTION OF

**A posted Drug Free Zone exists around the David Douglas Schools. Drug Free Zone means, “Unlawful manufacture or delivery of a controlled substance within 1,000 feet of a school is a class A felony.” (ORS 475.999)**

David Douglas Schools consider distribution, possession, and/or use of alcohol or dangerous drugs, or possession of drug paraphernalia, by a student to be a serious violation of policy. Students will be subject to strict disciplinary measures if an infraction occurs.

- The possession, sale or supply of any alcohol, narcotic, dangerous drug, counterfeit drug or controlled substance on or about the school premises or at any school-sponsored activity is prohibited.
- The possession of any drug paraphernalia containing drug residue on or about the school premises or at any school-sponsored activity is prohibited.
- A student shall not use, transmit, or be in possession by consumption of any narcotic drug, hallucinogenic drug, amphetamine or amphetamine look-alike, barbiturate, marijuana, alcohol or intoxicant of any kind, a look-alike drug or prescription drug represented as an illegal drug, herbs, vitamins, energy pills, and energy drinks on or about the school premise or at any school-related activity.

#### TOBACCO:

No student shall possess, use, or distribute any tobacco products on David Douglas School property or in any area within 1,000 feet of the school grounds or while attending or participating in school sponsored activities. This policy is based on the law passed by the 1991 Oregon Legislature (HB 3590). The law also states that school personnel are accountable for carrying out this mandate. Thus, school personnel will confiscate tobacco products and tobacco burning devices from students.

- Tobacco includes, but is not limited to, any lighted or unlighted cigarette, cigar, pipe, clove cigarette, electronic or vapor cigarette, any smoking product or spit tobacco product, such as smokeless tobacco, dip, chew, or snuff, in any form. All parties on or about District properties including buildings, grounds, vehicles, and any other property prohibit the use of these products.
- The possession or distribution of tobacco products and tobacco paraphernalia (e.g., lighters, rolling papers) shall be prohibited on or about District properties including buildings, grounds, vehicles, and any other property by all students, regardless of age.

We realize that the tobacco policy may create a hardship for students who use tobacco. David Douglas Schools will extend help to those who would like to quit using any kind of tobacco product. Students who are interested in this kind of help should contact their school counselor.

Violators of the drug/alcohol/tobacco policy will be referred to an administrator. Multiple offenses will result in a referral to a David Douglas School Resource Officer for possible legal action. Students who continue to violate the drug/alcohol policy will be subject to suspension or expulsion.

Note: All schools in the David Douglas School District publish a student handbook. Please refer to your child's student handbook for specific instructions regarding over the counter (OTC) medications.



## RIGHTS AND RESPONSIBILITIES

### Duty of Pupils

#### DUTY OF PUPILS

"Public school pupils shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority...willful disobedience, open defiance of teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school." (ORS 339.250)

**Arson** - The intentional setting of fire.

**Assault** - Intentional physical threats or violence to persons.

**Building Rules** - Building principals may develop reasonable published rules for the operation of their building in addition to, but not in conflict with, the regulations in this document.

Violation of any of the rules described in the preceding sections may lead to discipline sanctions up to, and including, suspension or expulsion.

**Burglary** - Breaking and entering with intent to commit a crime.

**Bomb Threats** - Telephoned or written threats of bombing.

**Closed Campus** - All students are to remain on the school grounds during the school day unless excused by the school office.

**Criminal Acts** - The commission of, or participation in, the following activities, or any other activities prohibited under the laws of the State of Oregon, in school buildings, on school property, or any school-sponsored activities is prohibited. The school, regardless of whether or not criminal charges result, will take disciplinary action.

**Dances** - Dances are provided for the students in David Douglas Schools so they can meet one another and participate in social activities. In order to provide proper environment for these activities, David Douglas Schools has no tolerance for inappropriate dancing. Freaking, grinding, and other sexual dancing is not appropriate for dances hosted by David Douglas Schools. There will be no warnings. Students who choose to dance in this manner will be removed from the dance and will not receive a refund. If a student is removed from a dance, every attempt will be made to contact a parent/guardian. Repeated violations will result in loss of dance privileges.

**Dangerous Objects** - Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items, which under the circumstances in which they are used, attempted to be used, or threatened to be used, are readily capable of causing death or physical injury.

Any loaded or unloaded firearm or weapon possessed on or about a student while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the police. As required by law (under V.S.F. 921, ORS 161.015, 339.115, 809.410 and other applicable laws), appropriate disciplinary and/or legal action up to and including expulsion for one year or more will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.



## RIGHTS AND RESPONSIBILITIES

### Duty of Pupils

**Displays of Affection** - A public display of affection beyond common social gestures in any David Douglas School building or anywhere on campus are not acceptable behavior. Students may receive warnings about excessive displays of affection. If the unacceptable behavior continues, he/she may be referred to an administrator for further disciplinary action.

**Disruptive Conduct** - Disruptive or abusive conduct that deprives other students of their right to learn is prohibited.

**Extortion, Blackmail, or Unlawful Coercion** - Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force, or by threatening to accuse another of a crime.

**Financial Responsibility** - Parents of students committing malicious mischief are liable for expense of repair. (ORS 339.270)

**Inappropriate Touching** - Inappropriate touching is any physical contact that causes another person to feel uncomfortable. Inappropriate touching can be intended or unintended. If a student is a victim of inappropriate touching he/she should tell an adult as soon as possible. A student who is accused of inappropriate touching will be subject to discipline outlined on the Discipline Matrix (see pages 22 and 23). Repeated offenses will result in suspensions and possible expulsion.

**Larceny** - Theft.

**Loitering** - 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 on school premises.

**Malicious Mischief** - Damage to buildings, fences, trees or other parts of school property, including cutting, marking or defacing in any manner.

**Physical Aggression** - Physical aggression is physical contact with the intention of threatening and/or harming any individual. Physical aggression is an overt action, which may include pushing, shoving, bumping nudging, and/or any physical action intended to intimidate another individual. A student who is accused of physical aggression will be subject to discipline outlined on the Discipline Matrix (see pages 22 and 23). Repeated offenses will result in suspensions and possible expulsion.

**Physical Force** -

1. At school or any school activity, an individual who is a teacher, administrator, school employee, or school volunteer may use reasonable physical force upon a student when and to the extent it is necessary to prevent a student from doing harm to himself or herself, others, or to district property. In addition, employees may use reasonable physical force upon a student when and to the extent the employee reasonably believes it necessary to maintain order in the school or classroom or a school activity or event, whether or not it is held on school property.
2. The authority to discipline a pupil does not authorize the infliction of corporal punishment, defined as the willful infliction of, or willfully causing the infliction of physical pain, on a pupil. (ORS 339.250 (12))
3. Physical restraint and/or seclusion are only permitted as part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious, physical harm to the student or others. (OAR 581-021-0061 and 581-021-0062)

**Robbery** - Stealing from individuals by force or threat of force.

**Sale, Use, or Possession of Alcoholic Beverages or Illegal Drugs** - Participation in this illegal activity on the school premises, or while attending school-sponsored activities, will result in immediate suspension with possible expulsion.



**School Sponsored Events** - Students at all school-sponsored events shall be 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.

**Search and Seizure** -

1. General search of school properties including but not limited to lockers and desks may occur at any time without students present; illegal items or items belonging to the school may be seized.
2. Individual searches of school property assigned to a student should be limited to a situation where there is reasonable cause to believe the student is secreting evidence of an illegal act or rules violation.
3. Illegal items, or items prohibited by district regulations, or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by the school officials.
4. Items used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
5. All items seized will be made available for return to the owner or the proper authority.

**Trespass** - Being present in an unauthorized place or refusing to leave when ordered to do so by duly constituted authority.

**Unlawful Interference With School Authorities** - Interference with administrators or teachers by force or violence, or any unlawful coercion.

**Unlawful Intimidation of School Authorities** - Interfering with administrators or teachers by intimidation with threat of force or violence, or any unlawful coercion.



## **FREEDOM OF EXPRESSION AND ASSEMBLY**

### **FREEDOM OF SPEECH AND ASSEMBLY:**

- Students may verbally express their personal opinions but these opinions shall not be allowed to interfere with the rights of others to express themselves. The use of obscenity, personal attacks, or threats of harm to persons, property, or reputation is prohibited.
- All student meetings on school property may function only as part of the normal educational process or as authorized by the principal or the principal's duly appointed representative.
- Students have the freedom to assemble peacefully; however, conducting or participating in any assembly which interferes with the operation of the school or classroom is prohibited.

### **FREEDOM TO PUBLISH:**

#### **1. Statement of Intent -**

The process of educating students for a responsible democratic society requires reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment. The primary purpose of all school publications is that of an instructional tool in the educational process.

Students are entitled to express their personal opinions in writing. These opinions shall not interfere with or disrupt the educational process or infringe upon the rights of others. The author must sign such written expressions. The time and place for the distribution of such material is subject to individual building rules.

The purpose of this policy is to ensure the exercise of these rights with due regard to the rights of others and the need for reasonable restrictions in the operation of the public school system.

In order to provide this experience for students, the board establishes the following policies to be supplemented by administrative rules and regulations as reasonably required:

#### **2. Publication Rights and Responsibilities -**

Students of the district have the right to participate in the production of official school publications that emanate from a school class or school activity under the direct supervision of an assigned teacher. School publications include, but are not limited to, newspapers and yearbooks.

School publications must follow established journalistic procedures, including the requirement of signed authorship on all articles and letters to the editor expressing opinions. Editorial opinion is the responsibility of the editorial staff. The principal must approve school publications or the principal's designated representative prior to distribution.

All school newspaper publications must provide ample opportunity for the expression by students of divergent viewpoints taking age levels of the students and standards of the community into consideration.

#### **3. Publication Prohibitions -**

In the exercise of the student rights described above, no student shall publish, distribute or post materials which:

- a. are offensively lewd, indecent, or obscene to minors according to current legal definitions;



## RIGHTS AND RESPONSIBILITIES

### Freedom of Expression and Assembly

- b. are libelous according to current legal definitions;
- c. would materially and substantially interfere with schoolwork or discipline;
- d. would violate the rights of others, including the right to privacy;
- e. encourage actions that endanger the health or safety of others;
- f. incite students to commit unlawful acts on school premises or violate lawful school regulations or disrupt the orderly operation of the school;
- g. express or advocate racial, ethnic, or religious prejudice so as to create a danger of commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school;
- h. are distributed in violation of the time, place, and manner requirements, and/or
- i. are plagiarized.

#### 4. Determination of Appropriateness -

- a. The advisor shall review and approve each article prior to its publication to determine if it satisfies the conditions of these guidelines.
- b. No copy may be censored except for reasons specifically listed in these guidelines.
- c. The responsibility to implement these guidelines in accepting or rejecting material submitted for publication rests with the advisor. In the event that a student disagrees with the advisor's decision, the matter may be submitted to the Publications Review Board for resolution, and the article withheld from publication until the matter is resolved.

#### 5. Publications Review Board -

The principal shall designate a Publications Review Board to review material and exercise administrative responsibilities as required by this policy. The Publications Review Board shall consist of the ASB president, the faculty advisor, and an administrator appointed by the principal. Decisions of the Review Board may be appealed to the superintendent. The superintendent's decision shall be final.

#### 6. Publications Violation -

Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

#### 7. Advertising Policy -

Commercial advertising or solicitations will be permitted on school property only if they are related to school functions and have the approval of the superintendent or the superintendent's designee.

School publications shall not contain advertisements which:

- a. promote activities that are illegal, in violation of school policy, or in disregard for community standards of taste;
- b. promote actions that would disrupt the orderly operation of the school or threaten the health and safety of students or staff;



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## **RIGHTS AND RESPONSIBILITIES**

### **Freedom of Expression and Assembly**

- c. contain material which is libelous, deceptive, or offensively lewd, indecent, or obscene, and/or
- d. promote use of alcohol and tobacco products.

**8. Off Campus Publications -**

Written materials not produced by students of a district school must have the approval of that school's principal before they may be distributed.

**9. Right to Petition -**

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



## **HARASSMENT**

David Douglas School District's policy on harassment is based on the principle that respect and tolerance are essential for a positive and productive learning environment. Furthermore, the policy is supported by a district policy that specifically prohibits harassment, as well as state and federal regulations that hold schools liable for not processing complaints vigorously and fairly. David Douglas School District staff believes very strongly that we must be vigilant and proactive in defining, identifying, and instituting techniques to prevent harassment. We take this issue very seriously, and **we will not condone racial, ethnic, sexual, gender based/transgender or any other kind of harassment**. Specifically harassment is defined as follows:

"Harassment, intimidation or bullying" means any act that:

- a) substantially interferes with a student's educational benefits, opportunities, or performances;
- b) 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;
- c) has 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 educational environment, including interfering with the psychological well-being of a student, or
- d) may be based on, but not limited to, the protected class status of a person.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability. ORS 174.100 and 339.351.

1. **Intimidation / Bullying:** Behavior that substantially interferes with a student's educational benefits. Such behaviors might include, but are not limited to, making inappropriate comments to or about someone, telephoning in an inappropriate manner, baiting, calling names, or encouraging others to do so. ORS 339-351.
2. **Cyberbullying:** The use of any electronic communication device to harass, intimidate, or bully. Cyberbullying may include the distribution of emails, flyers, photos, and text messages.
3. **Racial / Ethnic:** Any written or verbal comment that disparages a person's race, religion, and/or ethnic origin will be considered to be harassment. Some examples of this are crude remarks written on a student's locker or spoken in the hall, passing a note that contains racial/ethnic slurs, etc. Appropriate disciplinary action will be taken against the harasser; this may include suspension or expulsion.
4. **Sexual Harassment:** The David Douglas School District is committed to maintaining a learning environment free of sexual harassment. For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student, or by a student to a staff member may be defined as sexual harassment:
  - unwelcome sexual flirtations, advances, or propositions;



## RIGHTS AND RESPONSIBILITIES

### Harassment, Bullying, Sexual Harassment

- graphic verbal or written commentaries about an individual's body or attire (i.e. graffiti with sexual personal messages or a drawing of suggestive objects on a notebook);
- sexually explicit or offensive joking;
- snapping of bra straps or pulling on any other kind of underwear;
- pulling down gym clothes or other type of clothing;
- touching or grabbing inappropriate parts of the anatomy;
- making unwelcome and suggestive sexual remarks;
- subtle pressure or requests for sexual favors;
- other verbal, visual, or physical conduct of a sexual nature, and/or
- any written or verbal comment that disparages an individual's sexual orientation.

#### HARASSMENT COMPLAINT PROCEDURE:

Any student who believes he/she has been subjected to harassment as defined above should immediately report the incident to the nearest school staff person or go directly to the office or a counselor to report the incident. If the report has been made to a counselor or staff person, he/she should report it to an administrator. The administrator will investigate the complaint and respond to the student making the complaint at a conference held within five (5) days of being notified.

At the request of the student or the student's parent, confidentiality will be maintained. However, it is often more difficult to investigate a complaint thoroughly without disclosing the name of the complaining student. If the name of the victim of the harassment is disclosed, the administration will take steps to ensure that no retaliation or reprisals occur against that person. Appropriate disciplinary action will be taken against the harasser. (Changes to the above procedure may be made if an administrator is named in the complaint.)

**It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning that a long suspension and/or expulsion is possible. Students should not rationalize any behavior fringing on harassment as "just having fun" – there is no such thing as having fun at another person's expense.**



#### INTERNET ABUSE/ELECTRONIC DEVICES

##### USE OF INTERNET:

The computers and computer network at David Douglas Schools are resources for students. It is expected that students will treat all school electronics with care and respect. David Douglas computers are connected to local networks and the World Wide Internet. A small part of the Internet may contain material that a parent/guardian and/or students may find objectionable.

Unauthorized or inappropriate use of the Internet and/or computer, copier, or printer is not permitted. Computers are to be used for school assignments only. Any other use, including but not limited to, inappropriate use of the Internet, playing games, or personal email is not allowed. Loss of computer privileges will result from such conduct.

##### CYBERBULLYING:

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. David Douglas School District will not tolerate cyberbullying. (See Harassment)

##### ELECTRONIC DEVICES:

Electronic devices (including ear buds/headphones) are allowed only if used at the discretion of a teacher for class activities. Otherwise, electronic devices may be taken away **if displayed during school hours**. If it is the second offense, a parent/guardian will be asked to pick up the device from school. Personal computers, cell phones, radios, CD/MP3/iPods or other amplified devices, laser pointers, or cameras are considered a distraction to the learning process when displayed during school hours, credit recovery, or summer school.

Electronic devices used inappropriately by students will be subject to confiscation during school hours. Any student using an electronic device during the course of an investigation may be subject to search of the contents of that item. Also, students who bring electronic devices to school do so at their own risk; the school is not responsible for lost or stolen items.

WARNING: District and school staff and school resource officers are not responsible for lost or stolen electronic devices.



#### THREATS TO DISTRICT EMPLOYEES OR STUDENTS

David Douglas School District Board of Education is committed to promoting healthy relationships and a safe learning environment. To this end, David Douglas School District will not tolerate any form of threats, targeted lists, intimidation, harassment, or coercion directed against district employees or students. Expulsion of one year or more may be strictly enforced.

Staff must report to the principal any student who exhibits one or more of the following violence risk behaviors:

- threats to kill someone using a weapon or dangerous instrument;
- exhibits violent behavior in the classroom or any area of the school grounds, and/or
- threatens violent behavior in the classroom or area of the school grounds.

Violent behavior means physical violence against another human being that inflicts serious injury or death.

When a student makes a threat or exhibits behavior, the procedures outlined below are followed:

1. Staff member(s) observing the behavior or are made aware of the behavior will report the situation to the principal immediately.
2. The building principal will immediately remove from the classroom setting any student who has threatened to injure another person or to severely damage school or employee property.
3. The student will be placed in a non-classroom setting where the behavior will receive immediate attention from the building principal or designee.
4. The principal or designee will investigate the threat to determine the credibility of the threat. During the investigation period the student will remain under that supervision of the principal or designee.
5. The principal will follow county threat assessment protocols and will notify the superintendent's office, student services office, a school resource officer, and parent(s)/guardian(s) of the student if the threat is deemed credible.
6. A credible threat of violence will result in suspension from school and possible expulsion. The employee against whom the threat is made and the employee who reported the threat will be notified of the District's decision unless prohibited by statute.
7. Safety assessments will be required for students who have made a credible threat of violence before the student is allowed to return to the classroom setting.
8. The administrator will meet with the employee against whom the threat was made and his/her representative to discuss the results of the assessment unless prohibited by state and federal law.
9. The building administrator shall notify students and school employees who are the subject of credible threats of violence of these threats in a timely manner. Notification shall be attempted by telephone or in person within 12 hours of learning of the threat. Regardless, a written follow-up notification shall be sent within 24 hours of learning of the threat.



#### WEAPONS

Weapons, facsimiles, and weapon-related activities are prohibited in the schools, on school grounds, at school activities, and school sponsored activities. No person shall have on School District property any weapon, explosive, or incendiary device, including:

##### **Anything used as a weapon with intent to commit or cause bodily harm**

Prohibited items are subject to confiscation by school officials and the following items are also violations of David Douglas School rules and subject to all consequences including expulsion.

- **Firearms/Dangerous Weapons**  
Shall include but are not limited to: pellet guns, BB guns, paint guns, rifles, slingshots, blowguns, dart guns, shotguns, handguns and starting pistols, stun guns and Tasers, and shall include the frame or receiver of any such weapon.
- **Knives and Shanks/Cutting & Stabbing Instruments**  
All cutting edges or stabbing instruments of any size are prohibited.
- **Mace/Pepper Spray/Air Horns**  
Mace is considered a weapon and may not be brought into a school facility. If mace is utilized at school the weapons policy will be enforced; the student may be expelled.

Oregon Federal Law requires expulsion of students for one calendar year (David Douglas School District recognizes one calendar year as 365 days) under the following circumstances:

- bringing firearms, and/or possessing firearms at school, on school grounds, at school activities, and at school-sponsored activities;
- bringing deadly weapons and/or possessing deadly weapons in school, on school grounds, at school activities, during school hours, and school-sponsored activities, and/or
- using, attempting to use, or threatening to use dangerous weapons at school or at school-sponsored activities.

Any weapon or facsimile possessed on or about a person while on District property or at school activities or events is subject to seizure and/or forfeiture.

Student possession of weapons will be reported to the student's parents/legal guardian and may be reported to the Portland Police Bureau. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist weapons possession in any way.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings.

The law allows the District to unilaterally move a student with a disability who brings a firearm to school to an interim alternative education placement for a maximum of 45 calendar days.

#### FEDERAL AND STATE LAWS:

**The United States Gun-Free Schools Act of 1994** provides that any student found to have brought a firearm to school must be expelled for not less than one (1) calendar year. A firearm as defined under Section 921 of Title 18 of the United States Code includes the following:



- any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas:
  - a. bomb;
  - b. grenade;
  - c. rocket having a propellant charge of more than four ounces;
  - d. missile having an explosive or incendiary charge of more than one-quarter ounce;
  - e. mine, or
  - f. similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, or
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Note: David Douglas School District does not exempt antique firearms, rifles, fireworks, and other devices.

**Oregon Law** requires school districts to expel students who bring and/or possess deadly weapons to school for a period of not less than one calendar year, which is subject to limited modification on a case-by-case basis. Such expulsions shall be reported to law enforcement.

Under the Oregon statute, “deadly weapon” is defined as “any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.” This includes, but is not limited to firearms, noxious gasses, knives, chains, brass knuckles, blackjacks, and bombs.

**Oregon Law** requires school districts to expel students who use, attempt to use, or threaten to use dangerous weapons on school property or at school events or activities for a period of not less than one (1) calendar year, which is subject to limited modification on a case-by-case basis. Such expulsions shall be reported to law enforcement.

Under the Oregon statute, “dangerous weapon” is defined as meaning “any weapon, device, instrument, material, or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.” This includes, but is not limited to pens, pencils, compass, rat-tail comb, ice pick, air gun, BB gun, mace, pepper spray, and chains.



**DISCIPLINE IN THE DAVID DOUGLAS SCHOOLS**

David Douglas schools have a fine tradition of good discipline. However, parents, teachers, and administrators have asked that the rules governing discipline and conduct be documented so that each group may know what is required. They feel, by working together under clearly stated and consistently enforced regulations, we can continue David Douglas' tradition for firm and fair discipline.

**DEFINITION:**

Discipline is the positive direction of behavior toward established standards of conduct, fully understood, and based upon reason, judgment, and the rights of others.

Ideal discipline is self-directed and self-controlled. Schools, community, and parents/guardians share the responsibility for helping students develop self-discipline.

Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.

When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the right of others.

In David Douglas schools, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood.

The rules and procedures are basically the same from pre-kindergarten through grade 12. Parents/guardians, teachers, and others responsible for the welfare and education of these students must cooperate to interpret and enforce these rules.



### Elementary Discipline Matrix for Major Behaviors

	Conference with student	Parent contact	Loss of Privilege	Time out in office	Detention	In School Suspension	Restitution	Screening / Counseling / Treatment	Out of School Suspension	Suspension Pending Expulsion
Alcohol	•	•				•	•	•	☑	☑
Arson	•	•					•		☑	☑
Cheating/Plagiarism	•	•	•	•	•	•				
Chronic Minor Behavior	•	•	•	•	•	•				
Closed Campus Violation	•	•	•		•	•				
Computer/Internet Abuse	•	•	•	•	•	•	•			
Disruptive Conduct	•	•	•	•	•	•				
Drugs	•	•				•	•	•	☑	☑
Fighting	•	•				•			☑	☑
Harassment: intimidation/sexual/racial/bullying	•	•			•	•				
Inappropriate Touching/display of affection	•	•	•		•	•				
Insubordination	•	•	•	•	•	•				
Language	•	•	•	•	•	•				
Physical Aggression	•	•				•			☑	☑
Theft	•	•			•	•	•			
Threat of violence to individuals	•	•						•	☑	☑
Threat to school	•	•						•	☑	☑
Tobacco	•	•				•	•	•	☑	☑
Truancy/Skipping/Leaving	•	•	•	•	•	•				
Vandalism	•	•			•	•	•			
Weapons	•	•							☑	☑
Other	•	•		•	•	•	•		☑	☑
<i>For all violations</i>										
<p><b>Note:</b> 1. • Signifies the progression of consequences for violations from the minimum to the maximum.            2. The District will report any illegal activity to the proper authorities.            3. ☑ All suspensions and expulsions in Grades PK-5 must follow requirements of SB 553.</p>										

**For a student who is fifth grade or lower, the district must limit the use of out-of-school suspension or of expulsion to the following circumstances:**

- (A) For non-accidental conduct causing serious physical harm to a student or school employee;
- (B) When a school administrator determines, based upon the administrator’s observation or upon a report from a school employee, that the student’s conduct poses a direct threat to the health or safety of students or school employees; or
- (C) When the suspension or expulsion is required by law.



### Secondary Discipline Matrix for Major Behaviors

	Conf. w/ student	Parent contact	Loss of Privilege	Time out in office	Detention	In School Suspension	Out of School Suspension	Suspension Pending Expulsion	Restitution	Screening/Counseling/Treatment
Alcohol	•	•				•	•	•	•	•
Arson	•	•					•	•	•	
Cheating/Plagiarism	•	•	•	•	•	•	•	•		
Chronic Minor Behavior	•	•	•	•	•	•	•			
Closed Campus Violation	•	•	•		•	•	•			
Computer/Internet Abuse	•	•	•	•	•	•	•	•	•	
Disruptive Conduct	•	•	•	•	•	•	•			
Drugs	•	•				•	•	•	•	•
Fighting	•	•				•	•	•		
Harassment: intimidation/sexual/racial/bullying	•	•			•	•	•	•		
Inappropriate Touching/display of affection	•	•	•		•	•	•			
Insubordination	•	•	•	•	•	•	•	•		
Language	•	•	•	•	•	•	•			
Physical Aggression	•	•				•	•	•		
Theft	•	•			•	•	•	•	•	
Threat of violence to individuals	•	•					•	•		•
Threat to school	•	•					•	•		•
Tobacco	•	•				•	•	•	•	•
Truancy/Skipping/Leaving	•	•	•	•	•	•	•			
Vandalism	•	•			•	•	•	•	•	
Weapons	•	•					•	•		
Other	•	•		•	•	•	•	•	•	
	<i>For all violations</i>									

**Note:** 1. • Signifies the progression of consequences for violations from the minimum to the maximum.  
 2. The District will report any illegal activity to the proper authorities.

**SUSPENSION**

Suspension temporarily removes from a student the privilege of attending school, school activities, or being on any David Douglas School premises. Absences due to suspension are unexcused. Ordinarily a suspension will not exceed five school days, but in special circumstances, a suspension may be extended up to ten school days until some specific pending action occurs such as a court hearing, an expulsion hearing, or review by a probation officer. Suspensions are determined by a school administrator.

**Note: All suspensions and expulsions in Grades PK-5 must follow requirements of SB 553.**

**SUSPENSION PROCEDURES:**

1. The student is informed the suspension is being considered and is given the reason(s) for such action.
2. The student is given the opportunity to explain his or her side of the issue.
3. If the principal or vice-principal feels the suspension is warranted after hearing the student's explanation, the student is informed he or she is suspended, the time the suspension will start, and the length of the suspension.
4. The parents are notified (if possible) of the suspension and the reasons for the action.
5. A letter is mailed or given to the parents/guardians stating the specific reasons for, and the length of, the suspension. The letter will also request that the parents/guardians contact the school for an appointment for a re-admission conference with the administrator and the student.
6. During the conference, the student's record will be reviewed in efforts to determine steps that need to be taken by the school, the student, and the parents/guardians to ensure success.

**EXPULSION**

Expulsion denies the student attendance at school or school activities for up to one calendar year. (ORS 339.250)

**Note: All suspensions and expulsions in Grades PK-5 must follow requirements of SB 553.**

**EXPULSION PROCEDURES:**

1. The student is suspended pending investigation for a possible expulsion.
2. All procedures for suspension will be followed except that the letter to the parents/guardians will also state that expulsion is being considered.
3. If the administrator is considering expulsion, the parents/guardians and student will be notified by letter. This letter will explain that the parents and/or student may arrange for an expulsion hearing with the district superintendent. A copy of this letter will be forwarded to the superintendent. Request for an expulsion hearing must be made to the superintendent within five days of the receipt of the expulsion letter.
4. The parents/guardians and student may provide a person of their choice to administer advice and counsel at the expulsion hearing.
5. At the expulsion hearing, the parents/guardians and student may discuss the expulsion and present any information that is pertinent; however, strict "rules of evidence" will not apply to the hearing.
6. The hearings officer and/or administrator will, within three days, inform both parents/guardians and the principal (in writing) of the results of the review hearing.
7. Students have the right to appeal the results of the expulsion hearing to the superintendent or designee.

## **HANDBOOK DEVELOPMENT AND COMMITTEE MEMBERS**

Beginning in spring of 2009, a group of teachers and administrators met to create a handbook that contained the rights, responsibilities, and discipline policy for all students in the David Douglas School District.

This handbook will be given to all David Douglas students and staff and will be posted on the David Douglas District website. It will be reviewed annually by a committee comprised of an equal number of teachers and administrators. This first edition of the handbook represents the David Douglas School Districts' "Student Rights and Responsibility – A Code of Conduct."

The committee members who collaboratively developed the first edition of his handbook for 2009-2010 are:

Kathy Edmondson – Teacher, Cherry Park

Cari Harris – Teacher, David Douglas High School

Debbie Hagen – OSEA Representative

Ericka Guynes – Principal, Earl Boyles Elementary

Duane Larson – Assistant Principal, Alice Ott Middle School

Sharon Webster – Assistant Principal, David Douglas High School

Natalie Osburn – Assistant Superintendent, Secondary