



2016-2017

STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK FOR STUDENTS & PARENTS IN THE REDMOND SCHOOL DISTRICT

About the Handbook

This handbook outlines the rights and responsibilities of students and the standards for student conduct in Redmond School District.

It also provides information about the District and its services. Students and parents or guardians are encouraged to read this handbook carefully and retain it for future reference.

A detailed listing of the Board of Directors' policies and procedures can be found at the District's web site: www.redmondschools.org.

Individual schools in the District have the authority to adopt and implement school rules to assist them in implementing the policies established in this handbook and School Board policies. Each school has a student handbook that outlines more specific information about the rules and expectations for students in the building. Students and families are encouraged to become familiar with their home school's handbook.

The Board of Directors has instituted policies that ensure the fair treatment of students, families and the general public. The superintendent is responsible for following the governance policies of the Board of Directors.

For questions or for more information, please contact the Redmond School District Office at 541-923-5437.

Redmond School District Leadership

Michael D. McIntosh, Superintendent
Office Phone: 541.923.8267

2016-17 Board of Directors

Rick Bailey, Board Chair
Tim Carpenter, Vice Chair
Travis Bennett, Director
Johnny Corbin, Director
Shawn Hartfield, Director

Board Secretary - Gina Blanchette
Office Phone: 541-923-8250

Redmond School District 2J
145 SE Salmon Dr., Redmond, OR 97756

www.redmondschools.org

Phone 541-923-5437

Fax 541-923-5142





Redmond School District Directory

District Administrative Office	541-923-KIDS (5437)
Superintendent's Office	541-923-8267
Curriculum: Linda Seeberg	541-923-8245
Finance/Budget: Kathy Steinert	541-923-8927
Student Services: Martha Hinman	541-923-8260
Human Resources: Lynn Evans	541-923-8922
Operations: Tony Pupo	541-923-4894
Communications: Kelly Jenkins	541-923-8233
Maintenance/Custodial:	
Marcy Tretheway	541-923-8266
Nutrition Services: Keith Fiedler	541-923-8231
Transportation:	
Michelle Rainville	541-923-4891

Elementary Schools

Redmond Early Learning Center 2105 W Antler Ave.	541-923-8900
Principal: Desiree Margo	
John Tuck Elementary School 209 NW 10th St.	541-923-4884
Principal: Dusty Porter	
M.A. Lynch Elementary School 1314 SW Kalama Ave.	541-923-4876
Principal: Rayna Nordstrom	
Tom McCall Elementary School 1200 NW Upas Ave.	541-526-6400
Principal: Drew Frank	
Sage Elementary School 2790 SW Wickiup Ave.	541-316-2830
Principal: Carolyn Espinosa	
Vern Patrick Elementary School 3001 SW Obsidian Ave.	541-923-4830
Principal: Jennifer Hesse	

Community Schools (K-8)

Terrebonne Community School
1199 B Ave., Terrebonne 541-923-4856
Principal: Trevor Flaherty

Tumalo Community School
19835 2nd St., Bend 541-382-2853
Principal: Justin Nicklous

Middle Schools (6-8)

Elton Gregory Middle School
1220 NW Upas Ave. 541-526-6440
Principal: Tracie Renwick
Assistant Principal: Marc Horner

Obsidian Middle School
1335 SW Obsidian Ave. 541-923-4900
Principal: Tami Nakamura
Assistant Principal: Sam Platt
Dean of Students: Megan Storey

High Schools (9-12)

Redmond High School
675 SW Rimrock Way 541-923-4800
Principal: Paul Nolan
Assistant Principal: Chad Lowe
Assistant Principal: Jason Chatterton
Dean of Students: Sarah Peterson

Ridgeview High School
4555 SW Elkhorn Ave. 541-504-3600
Principal: Lee W. Loving
Assistant Principal: Jensine Peterson
Assistant Principal: Kathleen Glogau
Dean of Students: Josh Davis

District Sponsored Schools & Programs

Edwin Brown Education Center
850 W. Antler Ave. 541-923-4868
Program Coordinator: Karen Mitchell

Redmond Proficiency Academy
657 Glacier Ave. 541-526-0882
Executive Director: Dr. Jon Bullock

Redmond K-12 Online
4555 SW Elkhorn Ave. 541-923-8928
Coordinator: Kristen Rooney-Gleeson

Introduction

The Board of Directors of the Redmond School District believes that each student should receive the best education its resources can provide. The District's purpose is to provide each student the opportunity to realize success necessary for living a productive and rewarding life in our society. As an integral component of the community, the school District shares responsibility with families in providing an educational program that will help each individual understand, solve problems and accept responsibilities.

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people. Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times and events that are considered "school sponsored." A school sponsored activity is one or more of the following:

1. A District or school sponsored activity on school grounds and in school facilities.
2. Financing, transportation, or supervision provided by the school District.
3. Any activity that is the direct result of an in-school program.
4. An extended amount of class time taken to plan the activity.

The purpose of the Student Rights and Responsibilities handbook is:

- To set out clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment.
- To notify parents and students of these educational rights and responsibilities.

For a complete and comprehensive listing of District policies, please visit <http://www.redmond.k12.or.us/school-board/board-policies>.

Student Code of Conduct/Discipline

Students have the right:

To attend school free of corporal punishment. Corporal punishment is defined as an act that willfully inflicts or willfully causes the infliction of physical pain upon a student.

Students have the responsibility:

- To expect fair, consistent and reasonable consequences for non-compliance with school rules and policies as outlined in this handbook and the individual school handbooks.
- To pursue the prescribed course of study, submit to lawful authority of teachers and school officials, contribute to a productive learning climate and conduct themselves in an orderly fashion during the school day and school-sponsored activity.
- Develop a positive behavior towards self-discipline.

Failure to comply with these responsibilities may result in the disciplinary consequences as outlined in District policy and this

handbook. The student may also be denied participation in extracurricular activities. Titles and/or privileges granted to students may be revoked (example: valedictorian, salutatorian, student body, class or club office position, senior trip, prom, social activities, etc) for failure to comply with these responsibilities.

School Board, Superintendent, District Administrator Responsibilities

The School Board, through the Superintendent, has the responsibility to provide a quality educational program, to maintain highly qualified staff and give them full support in enforcing discipline that is consistent with District policies and regulations. When a disciplinary action is appealed, the Board will decide each case upon its merits.

Parent Responsibilities

Whenever the term parent or parents is used in the handbook, it shall refer to legal guardian or person with power of attorney to act as a parent. The parent has the ultimate responsibility for the student's welfare. A parent needs to help the student learn, exercise self-control and develop socially acceptable standards of behavior.

The parent has the responsibility to set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of others. By example, a parent can attempt to instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge.

The parent has the responsibility to know and review with his or her child the regulations that govern the student's school activities and the consequences of disobeying those regulations. The parent should, if possible, become acquainted with the school in which the student is enrolled through back-to-school nights, parent/teacher conferences, school functions and classroom visitations. During school hours all parents and visitors are required to sign-in at the main office and obtain a visitor's pass.

The parent has the responsibility to have the student attend school regularly. Parents have the responsibility to inform the school in person, by phone or in writing of their child's absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately. [Click here to review District policy on attendance.](#)

Custodial Parents

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the District with written instructions regarding particular rights or privileges granted to the non-custodial parent.

Noncustodial parents will not be granted visitation or telephone access to the child during the school day. The student will not be

released to the noncustodial parent without written permission of the parent with sole custody. In the case of joint custody, the District will adhere to all conditions specified and ordered by the court. The District may request in writing any special requests or clarifications in areas concerning the student and the District's relationship and responsibilities.

School Administrator Responsibilities

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment. Administrators have the responsibility to carry out School District policies and regulations and to make these known to staff, students, and parents.

Administrators also have the responsibility to maintain an environment that is safe and conducive to an orderly education. Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order and by demonstrating self-discipline and concern for all persons under their authority. Administrators will be fair, firm

and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students.

In regard to disciplinary action, Administrators may consult with teachers, counselors, and students. Administrators should communicate with parents to establish procedures to improve student behavior when needed. Administrators shall follow processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

Staff Responsibilities

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school and school sponsored activities. All members of the staff shall work with parents in a cooperative manner.

All staff members shall model by their work and personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage within the student a desire to learn, a respect for honest work, and an interest in various fields of knowledge. Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouraging the students for achievement and responsible behavior. A staff member will be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school sponsored activities. All staff members shall demonstrate respect for parents, students, and other staff members.

School officials have the authority, rights, duties, and responsibilities

similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

Bill of Rights

Student Rights

Students have a right to have access to a copy of the Student Rights and Responsibilities Handbook, the school's handbook, and to appeal disciplinary decisions of staff and administration in accordance with District policy.

The student has the responsibility to read and become aware of the contents of the school's handbook. The student will follow staff directions, and will comply explicitly with requests given by a teacher, administrator, school employee and/or volunteer. Each student must comply with rules of the District. Students will promote a safe school environment by protecting their own rights and the rights of others.

Student Dress and Grooming

Students have the right:

- To dress and groom as they and their parents choose within the guidelines set by board policy and each school.

Students have the responsibility:

- To maintain their person in such a manner as to comply with health, sanitary, and safety standards.
- To dress and groom so that the teaching/learning process is not disrupted.
- Students who represent the school in voluntary activities may be required to conform to dress and grooming standards defined by the school and approved by the superintendent. Student participation may be denied if those standards are not met.
- Clothing shall be free from advertisement slogans related to alcohol, drugs, tobacco, sexual innuendoes and gang symbols.

Freedom of Expression

Students have the right:

- To express themselves in writing, verbally, or by assembly, as long as that expression does not violate the rights of others or substantially disrupt the educational environment.
- To attend a school in an atmosphere free from assault (verbal and physical), name-calling, profanities, obscenities, racial or ethnic slurs, ridicule, bullying, hazing, cyberbullying, menacing, threats of physical harm, harassment, and privacy invasion.
- To express their feelings for friends, staff, or anyone else in an appropriate manner.

Students have the responsibility:

- To respect another person's justifiable right to privacy. Not to

invade, either verbally or in publications, another person's lawful right to privacy without that person's consent.

- For the effects of their expression on other individuals or groups. Students must follow the school rules. These include but are not limited to: no verbal or written assaults, menacing, profanities, obscenities, harassment, ridicule or bullying. All such behavior may result in disciplinary action.
- To restrain from public display of private affection.

Speech:

The student is entitled to verbally express his/her personal opinion. The use of verbal assaults; profanity; language and/or material that are lewd, vulgar, and obscene; harassment, bullying or ridicule will not be tolerated and may result in disciplinary action.

Students may not distribute material that is defamatory or libelous; threatens or intimidates an individual or group; is obscene; contains vulgar or offensive language; advocates breaking school or District rules or advocates unlawful acts.

Materials Distribution Guidelines:

Arrangements to distribute non-school sponsored publications must be made with the administrators or principal. Guidelines will be set and must be followed. Not obeying or checking with the administration can result in disciplinary action.

Liability:

The District cannot take responsibility for non-school related publications. The authors, editors, publishers, distributors, and all others in any way associated with a non-school publication remain solely liable for any claims or litigation which may result and should not in any way rely upon any District permission to distribute, but should rely upon the advice of their own attorney.

Assembly:

All formal student meetings that occur on school grounds shall function only as a part of the educational process and as authorized in advance by the principal. Students gathered formally or informally shall not be a disruption to the educational process or infringe upon the rights of others.

Prohibition of Secret Societies, Gangs, Hate Groups:

Secret societies, gangs, hate groups, or any other groups, which advocate hatred, discrimination, or violence on any issue, are banned from the Redmond School District. Likewise any of the activities of such groups and their members are prohibited in District facilities and at school functions. Prohibited activities include, but are not limited to: congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, weaponed attire, insignia, and such language, codes and gestures that provoke violence or seek to advocate the purpose and objectives of

such groups. Disciplinary action may include suspension or expulsion.

Religious Instruction

A student attending public school may be excused from school for periods not exceeding two hours in a week for elementary pupils and five hours in any week for secondary pupils to attend schools giving instruction in religion during school hours. Parent or guardian must notify the school in which the student is enrolled for release for instruction in religion. Transportation is not provided by School District

Search, Seizure, and Questioning

District officials may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use subject to the requirements set forth in the District's search and seizure policy. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities.

Technology/Electronic Communications

The Redmond School District will provide students with access to the District's electronic communications network. This network includes communications between all of the District's local area networks and Internet access.

- Students will be held accountable when they promote or teach the misuse of the District's electronic communications network.

Students have the right:

- To use the District's network for educational purposes including classroom activities and professional or career development.

Students have the responsibility:

- To abide by the District's [Responsible Use Agreement](#) while accessing the District's electronic communications network.

Responsible use of Redmond School District's technology resources is to be ethical, respectful, academically honest, and supportive of the District's mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with school District policy.

Redmond School District reserves the right to deny or limit access to technology and/or Internet to anyone. Violating any portion of the Responsible Use Agreement may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action.

Attendance & Enrollment

All students between the ages of 5 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Students not attending school on a regular basis will be referred to the school District Attendance Officer and/or District Attorney along with county agencies assigned to keep kids in school.

Students have the right:

- To attend school if they have reached the age of five by September 1, have not completed graduation requirements, or reached the age of 19. If a student's 19th birthday occurs during the school year he/she shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education or the student is shown to be in need of additional education in order to receive an appropriate diploma or certificate.
- To receive information about alternative education programs when erratic attendance, serious disciplinary issues, or poor performance and effort are keeping the student from benefiting from his/her educational program. Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues or poor performance and effort are keeping the student from benefiting from his/her education program.

Students have the responsibility:

- To attend school in the attendance area in which they reside unless otherwise approved through the transfer process.
- To attend classes on all scheduled school days at the school in which they are enrolled.
- To be punctual and observe policies governing absences or late arrivals.

Parents have the responsibility:

- To inform the school by phone or in writing of their child's absence and the reason.
- Any parent who fails to comply with compulsory attendance requirements may be issued a citation for the student's failure to attend school.
- Additionally, a parent or guardian or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required.

Early Entrance

A student is considered six years of age and will be admitted into a public school if his/her sixth birthday occurs on or before September 1st.

A student whose sixth birthday occurs after that date may be admitted to the first grade if he/she has maintained regular attendance in

any grade of a public or private full-time school during the entire school term. A student will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another District.

Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of his/her:

1. Cognitive development;
2. Social development;
3. Physical development.

The superintendent shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria. Parents will be required to pay the cost of the special testing involved.

Student Transfers

Students will be assigned to a specific school based on residence. Henceforth, this will be referred to as their "assigned school." The Board believes that schools in the District offer a rich educational experience and that children have access to this through their assigned school and District programs. The Board recognizes that some families may want to attend a school other than their assigned school or assigned District. Likewise, the District may choose to place students with specific educational needs at a school other than that of the student's assigned school.

Based on this knowledge, the District invites families to request transfers with the following understanding:

1. Parents will follow the process for requesting transfers described within this document.
2. In most cases and unless specifically stated within this document, transportation will be the responsibility of the family/guardian.
3. The acceptance of a transfer request to another District will be dependent upon the receiving District's transfer policies.
4. The superintendent will have the authority to make decisions regarding transfers that are not currently addressed in policy.

For more details about the transfer process and timeline, please view the District's Transfer Policy Online. - <http://www.redmond.k12.or.us/files/2013/07/JCA-AR5.pdf>

School Environment

Students have the right:

- To attend school in a safe environment free of harassment, theft, drugs, vandalism, intimidation, or any threat to personal safety.
- To attend a school that is free of fighting or physical abuse.
- To attend school without disruptions.

Students have the responsibility:

- To respect the rights of staff, students, community and others

- To seek the assistance of authority when they have knowledge of any situation that would violate the safety of an individual or the school community.
- To resolve personal disputes in a peaceful and responsible manner that will maintain and contribute to a productive learning environment.
- To treat fellow students and staff respectfully.
- To keep disruptions from devices (e.g. cell phones) and negative behavior such as altercations, name calling, or fighting out of the school environment.
- To respect the authority of the school and law enforcement when dealing with lawful requests, to assist the authority in resolving conflicts when possible.

Academics

Students have the right:

- To be informed of and participate in an appropriate course of studies.
- To be informed of the teacher's expectations for them in their classes.
- To be informed of their academic progress.

Students have the responsibility:

- To participate in class and complete the assigned work in a timely manner.
- To behave in a manner that does not disrupt the school environment.
- To demonstrate a high degree of academic integrity.
- To refrain from plagiarism or any form of cheating.
- To monitor their own academic performance.

Motor Vehicles

Students have the right:

- To drive licensed motor vehicles only to high schools subject to availability of parking and compliance with school vehicle policies.

Students have the responsibility:

To adhere to the following rules and regulations:

- Student vehicles operated on school premises are subject to local and state traffic ordinances and all traffic citations double in school zones.
- Student drivers must hold a valid driver's license and the vehicles must be licensed, insured and registered with the school administration.
- All vehicles parked on school property are under the jurisdiction of the District and will be subject to search when there is a reasonable suspicion to believe an illegal act, violation of student conduct or District policy has occurred.
- Students shall not loiter in cars or in the parking lot during the school day.
- The speed limit on campus is 10 miles per hour.

- Student vehicles will be cited and towed away at owner expense if they are parked in unauthorized areas.
- Student drivers are subject to additional regulations defined in each high school's parent/student handbook.

School Campus Mobility

Students have the right:

- To know that all schools, with the exception of the high schools, have a closed campus. Movement of students during required school hours is confined to school property except when specifically released for reasons such as medical appointments or educational programs such as cooperative work experience and field trips.
- To be released from campus with parent and/or administrative permission on file in the school office.
- To remain on campus at all times unless released and signed out to leave campus.
- To know and comply with individual school campus regulations.

Students have the responsibility:

- To know the specific regulations concerning campus mobility will vary from school to school and affect age groups differently. Where these rules apply, students are required to sign in and out when arriving or departing from school. All schools have regulations concerning signing in and out.

Nutrition Services

Redmond School District Nutrition Services department strives to provide healthy, nutritious meals for students while they are in school. Good nutrition is essential in the learning process. Information regarding menus, meal accounts, and the USDA Free and Reduced Meal program can be found at www.redmondschools.org/nutrition or by contacting your individual school.

Immunizations

Redmond School District is required by state law to keep a record of each student's immunizations. Parents who are enrolling a student in school must complete an Immunization form with their child's record of immunizations. Please have the dates of your student's immunizations with you at registration time.

Parents are required to turn in documentation of immunization or complete the process for a [nonmedical exemption](#) prior to Exclusion Day.

- Kindergarten students are not allowed to attend school until they have a minimum of one dose each of required vaccines.
- Students may be exempted from receiving certain immunizations for medical conditions or religious reasons.
- Tuberculosis testing may be required for students born in a foreign country.
- Students who are not in compliance will be excluded from school on statewide Exclusion Day.

[Click here to view a comprehensive listing of District policies online.](#)

State law requires all children in school to have up-to-date immunizations or have a medical or non-medical exemption to stay enrolled.

Medication Administration At School

The District recognizes that administration of medication to students may be necessary at school. A request for the District to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

Personal Communication Devices

Students and staff should be allowed to complete their tasks without the interruption of personal communication devices (other than for school use) while attending school or school associated activities, on or off the school property including school buses. A personal communication device is one that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor, such as a cell phone. If the communication device disrupts the educational environment or impacts the safety of others it is subject to being confiscated and forfeited to the District. Exceptions are: police officers, school administrators, staff, and active members of the emergency medical technicians. If the personal communication device disrupts the educational environment it is subject to being confiscated and forfeited to the District.

Illegal Acts and School Violations

Violation of school rules and regulations, based on severity and frequency, may result in reprimand and warning, detention, removal of privileges, suspension, or expulsion. In matters other than minor and routine instances, parents will be involved and informed.

In all cases of suspension or expulsion, due process procedures will be no less than those required by District policy and law. (Those procedures are described throughout this handbook.)

In addition to rules and regulations of Redmond School District described in this publication, students are expected to obey the laws of the State of Oregon and of the United States. On school property, and at school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not law enforcement is involved.

The following conduct will constitute grounds for disciplinary action:

Arson

Arson is the intentional setting of fire to property or facilities. Setting off false alarms is also grounds for disciplinary action. Schools are required to report a deliberately set fire to local fire authorities.

Copyright Violations, Plagiarism or Cheating

It is the intent of Redmond School District to adhere to the provisions of copyright laws. Students in violation of copyright laws will be subject to discipline. Academic dishonesty/cheating involves use of prohibited information or plagiarizing material that is not one's own.

Cyberbullying

Cyberbullying means the use of any electronic communication device to harass, intimidate, or bully.

Disruptive or Unsafe Behavior

Disruptive, unsafe, or abusive conduct that deprives other students of the right to learn or that interferes with the instructional program in the classroom will not be tolerated.

Drugs and Alcohol

It is unlawful for a student to possess, purchase, use, distribute or be under the influence of an unlawful drug, such as alcohol or marijuana, or an imitation illegal substance; or to possess, purchase, use, distribute or be under the influence of a restricted or controlled substance for which the student does not have a prescription. It is also unlawful for a student to distribute his/her own prescription drug to others. Everyday items to alter mood or state of mind are prohibited. Contact your school office for information about required pupil medical forms.

Academic Dishonesty

Dialogue or exchange of ideas both inside and outside the classroom helps facilitate learning by everyone. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests or assignment. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Furthermore, students are expected to put forth their best effort and not deliberately underperform on tests or assignments.

Violation may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Gang Activity or Conduct

Any student behavior promoting or imitating gang involvement or activity through attire, language, or nonverbal gestures (including graffiti) is prohibited.

Harassment, Intimidation, Bullying

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, and that may be based on, but not limited to, the protected class status of a person, or that 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, or creating a hostile educational environment, including interfering with the psychological well-being of a student.

Hazing

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grad level attainment. Hazing includes, but is not limited to, forced consumption of any drink, food, or drug, forced exposure to the elements, forced exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental, or physical health or safety of a student, or that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Menacing

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party, in fear of imminent serious physical injury.

Physical Violence or Threats of Physical Violence

Physical violence is conduct resulting in physical harm to one's self, to others, or to property, including fighting in a school building, on the school grounds or nearby vicinity, on District vehicles, or at school-sponsored activities. Threats of physical violence include threats of harm to one's self, to others, or to school property, and menacing.

Profane or Obscene Language

Words and/or acts that infringe on the moral standards of most students cannot be tolerated in an atmosphere where attendance is required by law.

Regulated Campus Violations

Once a student arrives on a campus, he/she is not allowed to leave except for authorized reasons. Students are also prohibited from areas of the school building or campus that are restricted to students and unauthorized persons.

Teen Dating Violence

Is defined as:

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

Theft

Theft is the act of stealing personal or public property. Any student who commits or attempts to commit an act of theft against another student, the School District, or any other party, will be subject to disciplinary action and referred to the appropriate law enforcement agency. (Students are urged not to bring valuables or large amounts of money to school. Beyond the teaching of personal responsibility and honesty, the school cannot assume direct responsibility for a student's personal belongings.)

Tobacco

The possession, use, or distribution of tobacco or its imitation in any form by students violates Oregon Law and District policy. Nicotene products, including e-cigarettes, will not be allowed on school property, in School District vehicles, or at school events or activities.

Trespassing

Students who have been suspended or expelled from school and persons of school age who are present but not enrolled in the school may be subject to the appropriate State Law or City Ordinance related to trespass. Criminal trespass charges may be made when a person's presence has been denied or restricted from a campus. Parents/guardians under court order restraint pertaining to a student will also be denied campus access.

Unlawful Interference with School Authorities

Willful disobedience, insubordination, open defiance, intimidation, or threat of force or violence against a school employee is a violation of State Law.

Unsafe or Improper Use of a Vehicle

While on school property, all vehicles will be used in a safe and non-disruptive manner. Parking regulations are enforced, and vehicles must be registered with school administration. Unsafe vehicle use leads to campus restrictions or law enforcement contact.

Any student leaving campus by vehicle is responsible for his or her own actions. No student will be permitted to leave school grounds without permission of the school administration.

Vandalism

Vandalism is defacing or damaging property. A student who commits an act of vandalism may be disciplined, suspended, or expelled. The parent or guardian of the student is liable for the reasonable costs associated with damage to District property caused by a student. (ORS 339.270)

Weapons

Students shall not bring, possess, conceal or use a weapon on or at District property, activities under the jurisdiction of the District or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association). This includes destructive devices, replicas of weapons, and any item used as a weapon. Weapons include all types of firearms plus any weapon, device, instrument, material, or substance that is capable of causing serious physical injury or death under the circumstances in which it is used, attempted to be used, or threatened to be used.

Redmond School District is a member of the Safe Schools Alliance (SSA) and follows SSA and law enforcement protocols when handling violations. Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year, subject to modification by the superintendent on a case by case basis. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" is defined by federal law as in or on school grounds or within 1000 feet of school grounds.

Disciplinary Procedures

Students/Parents have the right:

- To be presented with a verbal or written statement of the charges.
- To be given the opportunity to be heard and present his/her view of the occurrence.
- To all due process guarantees contained in the school District's stated procedure for suspension and/or expulsion.

Students/Parents have the responsibility:

- To comply with school rules and regulations at school and at all school related activities as outlined in the introduction of this handbook.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

Suspension

Suspension temporarily removes the privilege and duty of a student to attend school and/or school activities for a period of time up to, but not exceeding, ten school days. In determining the length of the suspension, the principal will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Depending upon the circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension looks imminent.

Suspension may be made by the principal or his/her designee. Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained. When a student with an Individual Education Plan (IEP) and/or a Section 504 Plan is being considered for suspension or expulsion from school, all procedures mandated by a Section 504 plan will be addressed.

A conference may be required for the student and/or the student's parents before reinstatement takes place.

Any reinstatement requirements other than simply returning to class shall be presented in written form and contained in the suspension letter or referral form.

Upon return to school, students have the right to make up assignments missed during the time of suspension and to be granted credit.

It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to provide any additional instruction.

Expulsion

Expulsion means that a student is removed from school and all school-related activities for an extended period of time not to exceed beyond one calendar year. Expulsions are recommended by the principal or his designate to the District Hearing Officer.

The decision of the hearings officer may be appealed to the School Board. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations. District procedure provides for written notification to the students' parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process, and rights unique to students with an IEP or a 504 plan.

Recommendation for expulsion will be considered in the first instance, when appropriate under applicable law and District policy.

Admission of Students on Expulsion:

The School Board shall deny regular school admission to students who have become residents and who are under expulsion from another school District for a weapons policy violation in compliance with applicable law.

The Board may also deny regular school admission to students who have become residents and who are under expulsion from another school District for reasons other than a weapons policy violation for the remaining period of the student's expulsion.

Harassment/Intimidation/Bullying

If a student believes they are being hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence or discriminated against should report the situation to any of the following persons immediately:

- Guidance counselor or teacher
- Assistant principal of the school
- Principal of the school

Any employee receiving a report of harassment or discrimination from a student shall report the matter to the principal immediately. In the event the complaint involves the principal, the matter shall be reported to the superintendent or District Title IX Coordinator. In addition, any employee who becomes aware of a harassment or discrimination situation involving a student has a duty to report this situation to the principal, superintendent, or compliance officer immediately. Any student who becomes aware that a fellow student is being hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence or discriminated against should report the incident to a teacher, counselor, the assistant principal, or the principal.

Students have the option of anonymously reporting suspicious illegal activity, bullying, criminal activity, abuse, theft or other concerns to the Redmond Police Department through the Text a Tip partnership with Redmond School District. An individual may call or text 541-316-5585 with their anonymous tip.

Sexual Harassment Complaints

All persons associated with the School District including but not limited to the Board of Directors, employees, volunteers, and students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment.

Any person who engages in [sexual harassment](#) while acting as a member of the school community is violation of this policy. The student and/or parent with a complaint should contact a school administrator, the District Title IX Coordinator, or the superintendent. Examples of sexual harassment are, but not limited to:

- Visual - ogling, staring, inappropriate gestures.
- Verbal - unwanted request for dates, questions about personal life, lewd comments, dirty/sexual jokes, whistling.
- Recorded - unwanted written comments, abusive words or images (this includes digital messages such as e-mails and text messages).
- Touching - violating space, patting, grabbing, pinching, caressing, and kissing.
- Power-relationships - using power to request dates, sex, etc.
- Intimidation - threats, demands.
- Force - rape, physical assault.

Bus Transportation

Students have the right:

- To ride District buses as provided when students live one or more miles from the school (in the case of elementary school students) and one and one-half or more miles from school (in the case of middle school and high school students) and/or students who have to cross a hazardous area. Buses travel only on city, county, or state maintained paved roads.

Students have the responsibility:

- To be at the bus stop five minutes before the scheduled pick up time.
- To follow the instructions posted and listed in District regulations.
- To participate in a bus evacuation drill each year.
- To follow the rules governing behavior on school buses or may forfeit the right to ride.

[The following are state rules governing students riding school buses and school activity vehicles \(OAR 581-53-0010\):](#)

- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall not bring animals, except approved assistance guide animals on the bus.

- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

Route Information

Bus route information is available at each school, the transportation office and online at www.redmondschools.org. Bus routes and stop times may be adjusted at any time. If your child fails to return home at his/her expected time, contact the school first.

Please keep in mind there may be many reasons for a bus to be late on its route. A bus could be late if there is a substitute driver, if there are mechanical problems, traffic tie-ups, inclement weather, or poor road conditions.

The Driver

To become an Oregon School Bus Driver, a person must meet very specific requirements established by federal and State Law. Drivers for Redmond School District are expected to maintain discipline while operating the bus in a safe manner. Each driver has received several types of training. In addition to behind-the-wheel training, the drivers are required to attend on-going instruction and to be proficient in first aid procedures and student behavior management.

Parent Responsibilities

- Take the time to go over the bus rules and make certain your child understands them.
- Be sure your child is at the bus stop 5 minutes prior to the signed stop time. (Most school buses run multiple routes and the driver cannot wait for a child who is late.)
- If your child needs to leave the bus at a scheduled stop other than his/her normal home stop, provide the bus driver with a note of authorization with your signature. If the afternoon school bus becomes overloaded at the school, the students with notes will be asked to get off and go to the office to call home.
- Instruct your child to safely walk to and from the bus stop.
- Instruct your child to stand to the side of the road when waiting for the bus.
- Ensure that your child does not bring any of the following prohibited items on the bus: animals, glass containers, aerosol cans,

skateboards, fishing poles, snowboards, hockey sticks, weapons or look-alike weapons, golf clubs, helium balloons, skis, shovels, or laser pens.

- Roller blades and shoes with wheels must be transported in a duffle bag or backpack. Craft projects must be in a bag or box.
- Any item used in an unsafe manner may be confiscated and the student must bring a parent to the office to retrieve it.

Student Records

The Family Educational Rights and Privacy Act (FERPA) requires that parents and eligible students be notified annually of their rights relating to student records.

Parents and eligible students have the right:

- To inspect and review the student's records.
- To request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- To provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that state law and applicable board policy authorize disclosure of personally identifiable information without consent.
- To file with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act; and
- To obtain a copy of the District's education records policy.

Eligible students and their parents have the responsibility:

- To make a request to the principal to inspect any of the student's educational records. The request should specify as precisely as possible the record to be inspected. For additional guidance please refer to Board Policy [JO/IGBAB-AR](#).
- To make a written request to the principal to amend any of the student's educational records to ensure that they are accurate, not misleading or otherwise in violation of the student's privacy or other rights. The request should identify the part of the record they want changed and specify why it should be changed. If the school denies the request to amend the record, the parent or eligible student may request a hearing regarding the request for amendment. For additional guidance please refer to Board Policy [JO/IGBAB-AR](#).
- To make a written request to the principal within 15 days of receipt of this information if they do not wish to have their directory information disclosed. If no written request is received, the District may disclose information deemed to be directory information in compliance with District policy.

The District forwards education records requested under OAR 581-021-0255 (Transfer of Student Education Records). Digital recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record.

Equal Educational Opportunity/ Anti-discrimination

The Redmond School District shall provide programs and activities based on equality for all students. No person shall on the basis of disability, marital status, national origin, race, religion, creed, or gender be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Redmond School Board in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Distinctions on the basis of age are permitted where District policy, statutes, regulatory agencies and the welfare of the child or other children dictate.

Notice of Non-Discrimination

Redmond School District is committed to equal opportunity and nondiscrimination in all of its educational and employment activities. The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following individuals have been designated to handle inquiries regarding non-discrimination:

District 504 Contact:
Martha Hinman, Executive Director of Student Services
martha.hinman@redmondschools.org | 541.923.8260

District Title VI, Title IX, Age Discrimination & American Disabilities Act Contact:
Lynn Evans, Director of Human Resources
lynn.evans@redmondschools.org | 541.923.8922

Release of Directory Information

Current Oregon law allows the release of "Directory Information" of a student without prior permission from the student's parent or guardian (or the student, if 18 years of age or older). If the parent or guardian (or student if 18 years of age or older) wishes to keep the information confidential, he/she must contact the school the student attends, within 15 days of receipt of this information and direct the school in writing to keep directory information confidential.

Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released for use in local school publications, other media and for such other purposes as deemed appropriate by school administration. It is defined as the student's name, address, electronic address, picture, major field of study, participation in officially recognized activities and sports, weight, height of athletic team members, year in school, dates of enrollment, diplomas or awards received, and the most recent previous school or program attended by the student.

Directory information considered by the District to be detrimental will not be released. In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the District will release either students' names or students' addresses. The District will not release names and addresses together, except in a health or safety emergency to law enforcement or other agencies as designated by law.

Disclosure of Information to Military Recruiters and Colleges

In accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and with the District's desire to promote higher education, upon written request the District will release students names, telephone numbers, and addresses to recruiters for the United States military and to colleges and other post-secondary educational institutions.

Parents who do not want information released on their students have the opportunity to decline during registration of their student at the beginning of each school year.

Other Information

Emergency Closures

Student safety is a priority at Redmond School District. We take careful precaution when inclement weather strikes to ensure the safety of our students and their families. Decisions regarding inclement weather delays or school cancellations are made in the early morning, before school. Once the decision to delay and/or close has been made, that information is communicated to parents using the District Phone Autodialer, on the District website, Facebook and immediately through local media outlets.

We understand that decisions about school schedules and bus route changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff. If you feel that current weather conditions are unsafe, the District respects your decision to keep your student(s) home for the day.

Materials Distribution

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to District administration for approval. Materials and the proposed method of distribution shall be subject to review. No solicitation shall occur during instructional time. Requests for material distribution can be made to the Superintendent's Office.

Interscholastic Athletics

The Redmond School District 2J is a member of the Oregon School Athletics Association (OSAA). In all athletic matters, the Board will adhere to the policies, rules and regulations of that body.

All school athletes must be covered by medical insurance provided by parent/guardian for the duration of the athletic activities in which they participate. Inform the school immediately should there be a change in insurance coverage. If you need to purchase student insurance see the Athletic Office at your child's school.

Education Standards Complaints

Any resident of the District or parent of a student attending District schools may make an appeal or complaint alleging violation of the District's compliance with an educational standard as provided by the State Board of Education.

The complainant should first discuss the nature of the alleged violation with the school principal. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable District procedures.

Instructional Materials Complaints

Complaints by students or parents regarding instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All reconsideration request forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Annual Asbestos Notification

A Federal law titled "Asbestos Hazard Emergency Response Act (AHERA)" requires school Districts to inspect their buildings and develop plans for the management of asbestos-containing materials in their buildings.

The Redmond School District completed the inspections and developed the management plans for buildings throughout the District. Ongoing surveillance of the asbestos is being carried out every six months. Asbestos materials are being managed according to the plan in each building and which plans are available at each building

for review during regular office hours. Any questions regarding this matter can be directed to the District Administration Office at 541-923-KIDS, or the principal of the school.

Notice of Integrated Pest Management Plan

Oregon Revised Statutes Chapter 634.700-634.750 requires all Oregon public schools, kindergarten through community college, to implement Integrated Pest Management (IPM) practices. It is mandatory for each school facility to provide notice of pesticide application to students, families and the community. Application notices are posted at the site of application as well as the facility's website and District website. A list of potential pesticide products that could be used as well as procedures for pest emergencies can be found online on the District website at:

<http://www.redmond.k12.or.us/departments/facilities/ipm/>

District Policies and Administrative Regulations are Available Online

School District policies and regulations are periodically adjusted to comply with changes in state and federal laws. While Redmond School District make every effort to keep the Student Rights and Responsibilities Handbook up to date, some changes to policies may be made after publication. In the event that this handbook conflicts with policy, District policy supercedes this handbook.

A complete listing of District policies and regulations is available at www.redmondschools.org or by contacting the District Office at 541.923.5437.