

**STUDENT**  
**RIGHTS AND**  
**RESPONSIBILITIES**  
**HANDBOOK**

2019-20 SCHOOL YEAR



**NEWBERG**  
PUBLIC SCHOOLS

NEWBERG PUBLIC SCHOOLS  
NEWBERG, OREGON

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## INTRODUCTION

The Newberg School District wants to ensure that each of you, our students, has the right to learn and grow in schools which are safe and secure. This right must be protected and enforced in order for you to take advantage of our programs and activities. We appreciate your positive attitudes and recognize that most of you obey school rules and respect your fellow students.

Newberg has every right to be proud of you. As you grow educationally, socially, and emotionally from your contact with our schools, you have the responsibility to make our schools better places by demonstrating positive attitudes and behavior.

Among the skills we expect you to learn in our schools are thoughtful decision-making and the acceptance of responsibility for the results of your decisions. This handbook of Students Rights and Responsibilities was developed in order to ensure your rights and those of others to learn in safe schools.

On occasion, you may be asked to talk with a teacher, a counselor, or an administrator about your decisions. When this happens it is to support safe schools and ensure student rights to an education. We urge you to accept their advice.

This handbook describes the major areas which the Newberg School District feels can disrupt the safe education of our students. The disciplinary actions listed are those which may be imposed as a consequence of your behavior. We realize that most of you will not become involved in these situations. The Student Rights and Responsibilities Handbook represents a set of guidelines and does not describe all behaviors, nor does it list the very positive activities our schools use to assist students to make good decisions.

Parents and students, please take time to carefully read and discuss this handbook. Safe schools and positive learning environments are a direct result of the commitment of students, staff, and parents to adhere to high standards.

# SCHOOL CONTACT INFORMATION

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## **District Office**

714 E 6<sup>th</sup> St., Newberg OR 97132 503-554-5000  
Superintendent: Dr. Joe Morelock

## **Newberg High School**

2400 Douglas Ave. 503-554-4400  
Principal: Tami Erion  
Assistant Principals:  
Tim Burke, Athletic Director  
Andrew DeBois  
Mark Brown  
Tony Buckner

## **Catalyst High School**

Springbrook Center, 1421 Deborah Rd. 503-554-4492  
Principal: Tim Graham

## **Chehalem Valley Middle School**

403 W Foothills Dr. 503-554-4600  
Interim: Principal: Casey Petrie  
Interim Asst. Principal: Roger Lorenzen

## **Mountain View Middle School**

2015 N Emery Dr. 503-554-4500  
Principal: Terry McElligott  
Asst. Principal: Cassandra Thonstad

## **Antonia Crater Elementary School**

203 W Foothills Dr. 503-554-4650  
Principal: John McAndrews

## **Chehalem Online Learning Alliance (COLA) K-8**

Principal: Tim Graham 503-554-4492

## **Dundee Elementary School**

140 SW Fifth St. 503-554-4850  
Principal: Reed Langdon

## **Edwards Elementary School**

715 E Eighth St. 503-554-5050  
Principal: Scott Murphy

## **Ewing Young Elementary School**

17600 NE North Valley Rd. 503-554-4750  
Principal: Brian Wood

## **Joan Austin Elementary**

2200 N Center St. 503-554-4550  
Principal: Jennifer Bailey

## **Mabel Rush Elementary**

1441 Deborah Rd. 503-554-4450  
Principal: Tim Lauer

# SCHOOL DISTRICT STRATEGIC PLAN

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## **Vision**

Newberg School District students will graduate with the knowledge and skills needed to be successful, contributing citizens of the 21st Century.

## **Mission**

In partnership with parents and our community, the Newberg School District will educate all students to achieve their full potential as knowledgeable, self-assured citizens ready for college and/or careers.

## **Priorities**

- 1) Support continuous improvement in student achievement to meet or exceed state standards.
- 2) Enhance student learning and development through the arts, professional and technical opportunities, extra-curricular activities, and enrichment experiences.
- 3) Implement strategies that promote safe, respectful and responsible students; support the overall well-being of all students.
- 4) Support District Goals through the alignment of resources.
- 5) Protect the community's investment in the district's facilities.
- 6) Foster partnerships with community, businesses, and families.
- 7) Communicate regularly and clearly with the community, staff, and students about the successes and needs of the District.

## WHEN DOES THIS HANDBOOK APPLY?

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This document relates to those times and events that are considered "school-sponsored." A school-sponsored activity is characterized by one or more of the following:

1. Any activity on campus during published school hours.
2. Financing provided by or supervised by the school or school District.
3. Supervision in any form provided by school personnel on school grounds.
4. Any activity that is the direct result of an in-school program.
5. An extended amount of class time taken to plan the activity.
6. The time between when a student leaves their home to attend school in the morning, to when they arrive home.

This document also relates to out-of-school misconduct if the conduct could potentially disrupt or impact the safe and efficient operation of a school or interfere with the rights of others.

## STUDENT RIGHTS

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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 prescribed learning activities, to use considerate behaviors, and to protect the rights of other people. These rights and responsibilities are applicable in a global society.

## EXPECTATIONS & RESPONSIBILITIES

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The Newberg Public School District recognizes its responsibility to provide students with an appropriate education. The effectiveness of that education is significantly affected by the behavior of its students. The District expects parents and students to recognize their responsibilities and legal obligations to observe the attendance requirements and to adhere to the rules and regulations of the District. There is a joint

responsibility for appropriate discipline which is outlined below:

## THE RESPONSIBILITIES OF THE STUDENT

- A. Students will attend school as required by law.
- B. Students are expected to become familiar with this handbook.
- C. Students will conform to the school rules, pursue educational goals, use approved textbooks, and comply with the authority of teachers and administrators as required by law.
- D. Students are expected to communicate with the staff and the administration when they recognize problems as well as help in solving them.

## THE RESPONSIBILITIES OF THE PARENT

- A. Parents should become familiar with this handbook.
- B. Parents are to ensure student attendance in accordance with the rules and regulations of the District as required by law.
- C. Parents should communicate with the school when they see problems developing that may influence a student's ability to learn.
- D. Parents should respond in a cooperative manner with the school and its staff in working to solve student disciplinary problems.
- E. Parents should supervise their children and support a positive attitude towards the programs of the District.

## THE RESPONSIBILITIES OF THE SCHOOL DISTRICT

- A. District personnel will recognize the needs and rights of the individual student while administering its disciplinary program or correction.
- B. The District will outline its rules and provide for due process as reflected in this handbook.
- C. District personnel will explain any rule and regulation upon request.
- D. District personnel will communicate regularly with the home regarding student behavior.
- E. District personnel will assist parents by providing consultation and recommendations regarding student problems at school.

## OUR PARTNERSHIP RESPONSIBILITIES

STUDENTS	PARENTS	SCHOOL
<p>Students can show responsibility by:</p> <ul style="list-style-type: none"> <li>• Coming to school each day</li> <li>• Being prepared to learn</li> <li>• Showing respect for staff members at all times</li> <li>• Showing respect for other students</li> <li>• Being well-mannered</li> <li>• Using good language</li> <li>• Walking quietly in the school</li> <li>• Keeping all personal items in the proper place</li> <li>• Asking permission before using items that belong to others</li> <li>• Seeking positive ways to resolve conflicts</li> <li>• Not bringing disruptive, harmful or illegal things to school</li> <li>• Learning from mistakes and not repeating bad behaviors</li> <li>• Pursuing educational goals</li> <li>• Being a good digital citizen</li> </ul>	<p>Parents can help students to take responsibility by:</p> <ul style="list-style-type: none"> <li>• Helping students get to school on time</li> <li>• Helping students develop a sense of respect for authority</li> <li>• Making education a high priority for your students</li> <li>• Teaching and discussing good health habits, including the negative effects of alcohol, drugs and tobacco</li> <li>• Helping students develop a sense of respect for themselves and others</li> <li>• Helping students learn positive methods of resolving conflict</li> <li>• Impressing upon students not to bring disruptive, harmful things to school</li> <li>• Partnering with school staff to address behavior or learning issues</li> <li>• Teaching and supporting good digital citizenship</li> </ul>	<p>The school can help parents and students by:</p> <ul style="list-style-type: none"> <li>• Partnering with parents</li> <li>• Communicating expectations for students</li> <li>• Keeping accurate records of attendance</li> <li>• Communicating regularly with parents and students</li> <li>• Showing respect for students and families</li> <li>• Reinforcing good behavior</li> <li>• Planning structured activities</li> <li>• Modeling appropriate behavior</li> <li>• Creating learning environments conducive to appropriate behavior</li> <li>• Keeping classrooms and buildings neat and orderly</li> <li>• Encouraging good health habits and physical fitness</li> <li>• Discouraging the use of tobacco, alcohol and drugs</li> <li>• Providing a positive environment where students feel safe and comfortable</li> <li>• Establishing an atmosphere of open communication for students to seek help</li> <li>• Reporting and identifying behavioral problems</li> <li>• Teaching and supporting good digital citizenship</li> </ul>

# ATTENDANCE

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## A. DESCRIPTION

Regular school attendance is essential for educational success. All students are expected to attend school as required by law. The law places the responsibility for attendance on the student and parents/guardians.

### **Every.Day.Counts.**

One of the most important thing students can do to achieve academic success is to attend school every day. Students with regular attendance are more likely to do well in school and graduate on time.

A fundamental purpose for insisting on punctual, regular school attendance is to help students develop habits of responsibility which will help them to succeed in the world of work.

School officials will follow District policy, administrative regulations, and individual school handbooks regarding attendance. Chronic irregular or poor attendance may result in contacting the School Resource Officer, possible loss of credit, detention, suspension, expulsion, law enforcement citation or ineligibility to participate in athletics or other activities. Chronic attendance issues will be referred to the building and possibly the District Student Attendance Review Board (SARB). SARB meets with parents and students to designate an attendance plan.

## B. GUIDELINE

1. Right
  - a. Students may attend public schools as provided for by the laws of the State of Oregon. The school shall make every effort to provide a meaningful experience and encourage full, individual development. For long periods of illness alternative education opportunities may be provided.
2. Responsibility
  - a. Students shall comply with the rules and regulations of the school they attend.
  - b. Students shall be punctual in reporting to school and to classes and shall attend regularly. District regulations require students to be present 83% of the time.

(Board Policies: [JEA](#) & [JEA-AR](#); [JED](#) & [JED-AR](#))

# ASSEMBLY OF STUDENTS

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## A. DESCRIPTION

It is important that the use of school facilities be planned in advance. Students, faculty, and administration are all responsible for the activities that are conducted in a school or on school grounds. The school is held accountable to the public, the school board, and the legislature that gives fiscal support.

## B. GUIDELINE

1. Right
  - a. Students shall be permitted to hold meetings on school property. Meetings are defined as small groups of persons gathering for a common cause or interest.
  - b. Students shall be permitted to hold assemblies on school property. Assemblies are defined as large groups of persons gathering for educational, entertaining, or cultural purposes.
2. Responsibility



- a. All meetings and assemblies shall be scheduled in advance.
- b. Normal class activities shall not be disrupted without permission.
- c. Meetings or assemblies shall not incite hazard to person or property.
- d. Meetings shall be sponsored by school officials or school organizations unless otherwise arranged in advance with the school administration.
- e. Each school shall make known the procedure for calling meetings and assemblies and the officials responsible for planning them.
- f. All speaker and performers invited from outside the school shall be cleared through the principal's office.
- g. The decision of the principal or the delegated representative shall be basic in determining the appropriateness of any speakers or performers.
- h. No speaker or performer who openly and knowingly advocates breaking the law or encourages immoral acts shall be invited to speak or perform.
- i. If a huge crowd (student or non-student) is anticipated, a crowd control plan shall be filed and approved in the principal's office well in advance of the assembly.
- j. Every attempt shall be made to present a balanced view point on controversial or partisan issues.
- k. Students' conduct shall reflect consideration for the rights and privileges of others, which is required of citizens in a democracy. High personal standards of courtesy, decency, honesty, and wholesome relationships with others shall be maintained. Students shall respect constituted authority and shall behave accordingly.

(Board Policies: [IGDA](#) & [IGDA-AR](#))

## DRESS & GROOMING

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### A. DESCRIPTION

The total learning climate of school is important to the academic and behavioral progress of students. The District's educational system places major emphasis upon developing an environment where the teaching-learning process shall flourish. In order to support learning, students shall wear clothing that is proper for the school environment. Clothing shall not be worn that adversely affects the health or safety of students, is damaging to school facilities or is disruptive to the learning process.

The Board believes that schools should emphasize the importance of proper dress and grooming relative to cleanliness, health, safety and attitudes conducive to learning.

It is the belief of the Board that implementing a consistent District-wide dress code shall assist with the following goals:

- a. Ensure the safety, health and well-being of all students and staff;
- b. Encourage clothing and personal appearance that promotes the District's mission of providing a positive learning environment that prepares students for the world of work, family and personal advancement and fulfillment;
- c. Prohibit apparel that promotes or endorses alcohol, tobacco and other drugs, weapons and disruptive behaviors;
- d. Respect the personal beliefs and religious rights and freedoms of everyone.

While student dress is the responsibility of the student and parents, students are encouraged to make clothing choices that are consistent with our District's mission, as well as the learning and social environments that the administration strives to provide for all students.

### B. GUIDELINE

1. Right  
Dress and grooming regulations shall be part of the written school policy and such rules shall be

made readily available to parents or guardians and students.

2. Responsibility

- a. Student dress is the responsibility of the student and parents. Students shall dress properly for school and in a manner that is not disruptive to the learning environment. In order to provide an atmosphere conducive to learning and to ensure the safety, health and well-being of all students and staff, all students shall follow the guidelines listed below:
  1. Students may not wear clothing with writing, slogans, pictures or symbols that portray alcohol, tobacco, other drugs (or their manufacturers) or weapons.
  2. Students may not wear clothing with writing, slogans, pictures or symbols that depict obscenities, vulgarity, racism, violence, sex, gang affiliation or hostility to any group of people or organizations.
  3. Students must wear clothing including a shirt, pants or skirt (or the equivalent), and shoes. Shirts and dresses must have fabric in the front and on the sides. Clothing must cover undergarments (waistbands and bra straps excluded). Fabric must cover all private parts and must not be see through.
  4. Students in middle school and high school may wear hats, caps, or other head apparel in the school building, as long as the face and ears are visible. Head apparel which is part of a student's customary religious attire is permissible. All students must be identifiable by staff.
  5. Students must wear clothing that is suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
  6. Students in specialized courses may be required to wear specialized attire, such as sports uniforms or safety gear.
- b. The principal or designee shall make the decision if a student's appearance meets the dress code standards. The principal's decision on the propriety of dress is final.
- c. Violations of the dress code shall result in the student changing into proper attire and returning to class. In addition, the following range of consequences may be implemented:
  1. Verbal warning;
  2. Written warning requiring a reply from student's parent or guardian;
  3. Parent conference;
  4. In-school or out of school suspension;
  5. Expulsion for serious or continuing infractions.
- d. Violations of this dress code shall be treated as disruptive behavior in violation of the student rights and responsibilities handbook. However, dress-code violations shall not carry over on the student's discipline record to subsequent years.
- e. This dress code shall apply to students at all times when they attend school or any school District facility or when representing the District at any school-sponsored event.

(Board Policies: [JFCA](#) & [JFCA-AR](#))

# DRUGS & ALCOHOL

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## A. DESCRIPTION

The District implements a comprehensive prevention and intervention program by working within and through curriculum and classroom activities. Administrative and faculty effort and appropriate disciplinary measures will be utilized to prevent/intervene in the misuse of drug substances by members of the school population.

## B. GUIDELINE

1. Right
  - a. Students have the right to attend school and school related activities and will do so without being under the influence or in the possession of drugs or alcohol.
  - b. Students have the right to attend school and school activities without being asked to purchase drugs or alcohol.
  
2. Responsibility
  - a. Students have a responsibility not to attend school or school activities under the influence of drugs or alcohol.
  - b. Students have a responsibility not to possess drugs or alcohol at school or at school related activities.
  - c. Students have a responsibility not to purchase drugs or alcohol on school campuses or at school related activities.
  - d. Each student has the responsibility to contact a staff member in regard to the drug or alcohol used by another student.
  - e. Each student has the responsibility to contact a staff member if he/she needs assistance with a drug or alcohol problem.
  - f. A student who seeks assistance for his/her drug or alcohol problem will be informed of available services.
  - g. School staff will work with the student and parents to obtain free assistance or assistance at the family's expense including, but not limited to, assessment, counseling, and routine urinary analysis.

(Board Policies: [IGAEB](#) & [IGAEC](#), [JEA](#) & [JEA-AR](#); [JED](#), [JED-AR](#))

# FREEDOM OF EXPRESSION

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## A. DESCRIPTION

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution. Students, as citizens, have the right of free expression within the stated limitations and must bear the responsibility for the consequences of such expression.

Since school is a learning experience, the exercise of free expression must also be viewed as a part of the learning process. Therefore, school officials may review publications and speeches to be given to students and decide on matters of libel, slander, journalistic ethics, and the probable effect of statements or writing on the orderly operation of school. Libelous and profane or obscene matter are prohibited from all publications and speeches. The free speech right outlined in the First Amendment must be balanced against the state's

duty to educate pupils in a decent and orderly fashion and to protect the rights of all students.

## B. GUIDELINE

1. Right
  - a. Students are entitled to express their personal opinions.
  - b. Students are encouraged to express personal opinions in writing in school publications and to participate in publishing of school publications. Expressions of opinion, except when exempted by editorial policy, must be signed by the author.
  - c. Students may obtain a school authorization from the building principal to sell materials or engage in activities which solicit student financial contributions.
2. Responsibility
  - a. Symbolic and actual freedom of expression shall not interfere with the freedom of students to express themselves or the educational setting.
  - b. The use of profane or obscene language and threats of harm to persons or property are prohibited.
  - c. Any publication sponsored or in any way funded by the school shall be known as a school publication and subject to the editorial scrutiny of the school personnel.
  - d. Willful disobedience, or open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline.

(Board Policies: [IB](#); [IGDB](#) & [IGDB-AR](#))

## GANG ACTIVITY

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### A. DESCRIPTION

Gangs, associations, or individuals who initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment, and are harmful to the educational process are not allowed. Incidents involving initiations, hazings, intimidations, or related activities (such as group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students) are prohibited.

### B. GUIDELINE

Students who participate in gang-related activities at school or school functions will be subject to strict disciplinary measures, which include a possible recommendation for expulsion. This includes, but is not limited to:

- a. possession or display of gang-related clothing, symbols, signs, signals, or paraphernalia;
- b. distribution of gang literature or materials; display of gang-related posters or graffiti; or
- c. harassment of others; or recruitment for gang membership

Any gang-related activity may be referred to local law enforcement agencies for appropriate action.

(Board Policy: [JFCEA](#))

# HAZING/HARASSMENT/ INTIMIDATION/MENACING/ DATING VIOLENCE/ BULLYING/ CYBERBULLYING

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## A. DESCRIPTION

The District is committed to providing a positive and productive learning and working environment. Hazing, harassment, dating violence, intimidation, menacing, bullying, and acts of cyberbullying by students, is unacceptable behavior and strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy shall be subject to discipline, up to and including expulsion. The District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended at least twice or expelled for assaulting or menacing another student, staff or third party, willful damage or injury to District property, or for the use of threats, intimidation, harassment or coercion against another student, staff or third party. Students may also be referred to law enforcement officials.

### **Definitions**

“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 District grounds, at any District-sponsored activity, on District-provided transportation or at any official District bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Menacing” includes, but is not limited to:

any act intended to place a school employee, student or third party in fear of imminent physical injury.

“Dating violence” means:

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, or behavior by which a person uses or threatens to use sexual violence with the person.

“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 grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

“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.

“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. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students shall refrain from using personal communication devices or District property to harass or stalk another.

"Retaliation" means:

hazing, harassment, intimidation, menacing, dating violence, bullying and/or acts of cyberbullying toward a person in response to actual or apparent reporting or participating in the investigation of hazing, harassment, intimidation, menacing, dating violence, bullying and/or acts of cyberbullying or retaliation.

## B. GUIDELINE

### 1. Right

- a. Students, staff and guests to District campuses have the right to be free of harassment, intimidation, bullying, hazing, menacing, dating violence and cyberbullying.
- b. Students and staff have the right to training and age-appropriate education related to the prevention of, and appropriate response to, acts of hazing, harassment, intimidation, menacing, dating violence, bullying and acts of cyberbullying.

### 2. Responsibility

- a. Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, dating violence, menacing or cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
- b. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy shall immediately report his/her concerns.
- c. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. Knowingly or recklessly bringing false charges shall also be regarded as a serious offense and shall result in disciplinary action or other appropriate sanctions.
- d. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, menacing, dating violence, bullying or acts of cyberbullying in violation of this policy shall immediately report his/her concerns. Failure of an employee to report an act of hazing, harassment, intimidation, menacing, dating violence, bullying or acts of cyberbullying may be subject to remedial action, up to and including dismissal.
- e. All complaints will be promptly investigated in accordance with the following procedures:

Step 1: Any information about hazing, harassment, intimidation, menacing, dating violence, bullying or acts of cyberbullying (including complaints, rumors, etc.) shall be presented to the building principal. Complaints against the principal shall be filed with the superintendent/designee. Complaints against the superintendent shall be made to the Board Chair. All such information shall be reduced to writing and shall include the specific nature of the offense and corresponding dates.

Step 2: The principal receiving the complaint shall promptly investigate. Parents shall be notified of the nature of any complaint involving their student. The principal shall arrange such meetings as may be necessary with concerned parties. The parties shall have an opportunity to respond to the complaint. Findings related to the complaint shall be submitted to the superintendent/designee. The principal conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision

regarding disciplinary action, as warranted, is determined.

Step 3: If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent/designee. Such appeal must be filed within ten (10) working days after the receipt of the Step 2 decision.

Step 4: If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) working days after receipt of the Step 3 decision.

- f. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.
- g. Violations of this policy or administrative regulations shall result in the implementation of the following range of consequences:
  - 1. Verbal warning;
  - 2. Written warning requiring a reply from student's parent or guardian;
  - 3. In-school or out-of-school suspension;
  - 4. Expulsion for serious or continuing infractions.
- h. Hazing, harassment, intimidation, menacing, dating violence, bullying or acts of cyberbullying regarding disabilities, race, national origin, color or sexual orientation may result in the maximum consequences (suspension or expulsion) being applied immediately.
- i. Repeat student offenders shall be subject to a mandatory meeting with a counselor.
- j. Documentation related to the incident may be maintained as part of the student's education records or employee's personnel file.

(Board Policy: [JFCF](#) & [JFCF-AR](#))

## INTERNET/NETWORK USE

### A. DESCRIPTION

The Newberg School District has computer connections to the Internet in every school. This Internet connection provides powerful access to worldwide information in text and media form that, if properly used, can enhance student learning. It can be particularly meaningful for students because it provides a wealth of information resources not readily available through conventional library means.

### B. GUIDELINE

- 1. Right  
Students will be provided access to the District's computer network and the Internet to be used as an educational tool.
- 2. Responsibility  
When accessing District network or Internet a student will:
  - a. Use the Internet for legitimate educational purposes;
  - b. Not register the name, home address, or telephone number of any person, including his/her own information, in any location on the Internet;
  - c. Not attempt to download or save files to the computer hard drive or to a disk without teacher permission;
  - d. Not search for, download, or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive, or vulgar material, or assist any other student in such activities;



- e. Not damage or alter computers, computer systems, or computer networks;
- f. Not violate copyright laws;
- g. Not trespass in another's folders, work or files;
- h. Immediately report to a teacher any attempt to access, download, or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive, or vulgar material;
- i. Immediately report to a teacher any breach of network security or attempts to breach network security of which the student becomes aware. This includes possession of passwords by unauthorized persons, attempts to install unauthorized hardware or software on the network, any attempt to circumvent established network security, or damage any computer or network component;
- j. Follow Board Policies re: Internet Use.

(Board Policies: [IIBGA](#) & [IIBGA-AR](#); [JFCEB](#))

## CLOSED CAMPUS/VISITORS/TRESPASSING

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### A. DESCRIPTION

To help protect student and school property and to prevent disruptive activity, school officials must know if any persons who are not members of staff or the student body are inside the building or on the grounds.

### B. GUIDELINE

1. Right  
Visitors are permitted on school premises as long as their presence is for constructive, not disruptive purposes, and school officials approve of their visits.
2. Responsibility
  - a. Visitors in the school building or on the school grounds during a normal school day shall first come to the main school office and follow the procedures for check-in.
  - b. No individual may loiter or trespass in or near the school building or grounds.

“Loitering” can be defined as being in a school or on school grounds without a legitimate purpose (based on custody or responsibility for a student, or responsibility for an authorized class or program.) “Trespassing” means being present in an unauthorized location or space, or refusing to leave when ordered to do so by duly constituted authority.” Suspended students may not loiter in or near a school building or grounds. Such action will be considered trespassing.

(Board Policies: [KK](#); [JEFA](#))

## MOTOR VEHICLES

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### A. DESCRIPTION

Regulations are necessary to ensure orderly parking, use of student vehicles, and to prevent dangerous traffic patterns. Movement of students during required school hours is confined to school property except when specifically excused for reasons such as medical appointments or educational programs such as cooperative work experience and field trips. When circumstances require it, a building administrator may direct that vehicles be towed from the school grounds at the owner's expense. The building administrator may exclude a student from the privilege of driving on campus at any time of the day or night.



## B. GUIDELINE

### 1. Right

- a. Rules and regulations governing the use of student vehicles shall be reasonable and widely circulated. Permission for a student to drive a vehicle to school may not be revoked without demonstrated cause.
- b. Licensed student drivers who attend high school may drive a motor vehicle to/from school.

### 2. Responsibility

- a. All student vehicles driven to school must be registered with the school administration.
- b. No student vehicle will be permitted to leave the school grounds during the hours in which school is in session without the permission of school administration.
- c. Local and state traffic laws must be obeyed.
- d. Unnecessary noise, dangerous driving, and/or misuse of any vehicle will not be tolerated.
- e. All student vehicles must be parked in the approved and designated areas.
- f. Students must remain out of the parking area during school hours unless permission is granted by the principal's office.

(Board Policies: [ECD](#); [JHFD](#) & [JHFD-AR](#))

# PERSONAL ELECTRONIC DEVICES

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## A. DESCRIPTION

Personal Electronic Devices (PEDs) can add to the educational experience of students. By designating specific guidelines for personal communication device usage and encouraging students to use technology in an appropriate manner, the Board believes that student learning can be augmented without compromising the integrity and safety of the learning environment.

A Personal Electronic Device (PED) is defined as any device that uses cellular or wireless networks for the transmission of voice, data, images, computing, personal information management, software applications, network features, email, or related functions.

Student possession or use of PEDs on District property, in District facilities during the school day and while the student is in attendance at school-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the building principal and approved by the superintendent.

PEDs, including those with the capacity to take pictures, shall be turned off during class time, unless permitted for educational purposes at the discretion of the classroom teacher, and at any other time when such use of the device would cause a disruption of school activities. Mobile computers and PEDs brought to school shall conform to Board policy and administrative regulations. The District shall not be liable for PEDs brought to District property and school-sponsored activities.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with prior building principal or designee approval, when use is provided for in a student's individualized education program, or for educational purposes at the discretion of the classroom teacher.

Students are subject to disciplinary action up to and including expulsion for using PEDs in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may also be made. PEDs brought to District property and used in violation of this policy are subject to confiscation. Return of a PED is not guaranteed if confiscated and transferred to law enforcement agencies. Student PEDs confiscated by the building principal or designee and not transferred to law enforcement shall be returned to a student or parent/guardian at the end of the school day in which it is confiscated.

## B. GUIDELINE

### 1. Right

Students may use and possess personal communication and electronic devices on District grounds subject to District policy and regulations.

### 2. Responsibility

- a. PEDs shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules.
- b. The District shall not be responsible for loss, theft or damage to PEDs brought to District property or school-sponsored events.
- c. Users are responsible for using their PEDs in a safe and secure manner and must ensure that PED use does not create a safety hazard for themselves or others.
- d. Students who bring PEDs to school are responsible for keeping them turned off/silenced and stored out of sight during all times when their usage is prohibited.
- e. PEDs and mobile computers may be used for educational purposes at the discretion of the classroom teacher, as electronic study aids during the school day, or if provided as a part of a student's individualized education plan.
- f. The use of PEDs in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited.
- g. The use of PEDs in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited.
- h. The capturing, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly referred to as texting, sexting, emailing, etc.) may constitute a crime under state and federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.
- i. The use of PEDs to haze, harass, intimidate, menace, or bully other students or staff members is prohibited.
- j. Students shall comply with any additional school rules as established by the principal and classroom rules, as approved by the school's principal, concerning the appropriate use of PEDs.
- k. PEDs used in violation of law, Board policy, administrative regulation or approved school rules shall be confiscated. Return of a PED is not guaranteed if confiscated and transferred to law enforcement agencies. Student PEDs confiscated by the building principal or designee and not transferred to law enforcement shall be returned to a student or parent/guardian at the end of the school day in which it is confiscated.

(Board Policies: [JFCEB](#) & [JFCEB-AR](#))

## SEARCH & SEIZURE

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### A. DESCRIPTION

District administrators or designees may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. 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.

All searches for evidence of a violation conducted by the District shall be subject to the following requirements:

1. The District administrator or designee shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex and maturity of the student and nature of the infraction.

District administrators or designees may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspection of District property assigned to students may be conducted at any time. Use of drug-detection dogs, metal detectors, or other detection devices, may be used only on express authorization of the Superintendent.

District administrators or designees may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may also be searched by law enforcement officials on District property or when the student is under the jurisdiction of the District upon the request of law enforcement official or upon the request of a District administrator or designee.

## B. GUIDELINE

1. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the District, remain in the possession of the District and are under the control of the school principal.
2. Students may use District-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
3. Students shall have no expectation of privacy regarding District property assigned to them. Students shall be provided notification that District-owned storage areas, including District-provided electronic storage, assigned to students are subject to routine inspection without prior notice for the following reasons to:
  - a. Ensure that no item which is prohibited on District premises is present;
  - b. Ensure maintenance of proper sanitation;
  - c. Ensure mechanical condition and safety;
  - d. Reclaim overdue library books, texts and other instructional materials, property or equipment belonging to the District; or
  - e. Conduct routine maintenance of the District network.
4. When a District administrator has reasonable suspicion to believe that evidence of a violation of law, Board policy, administrative regulation or school rule is present, the administrator has the option of making a search or asking the student to voluntarily provide the evidence sought. Before making a search, the administrator should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent, the administrator may search for the evidence, evaluating student and staff safety and the least intrusive search methods. The administrator may elect to contact the student's parents or, after consulting with the superintendent/designee, contact law

enforcement officials to assist with the search.

5. Where a District administrator has knowledge which would lead a reasonable person to believe that either an emergency or dangerous circumstance exists and that it is necessary to act to protect the safety of any person or property, the administrator may make a search to the extent necessary to relieve the emergency or dangerous circumstance. In responding to such an emergency or dangerous circumstance, the actions of the administrator shall be no more intrusive than necessary.

6. Search for Evidence of a Violation

- a. A search may be conducted of an individual student, a District-owned storage area, including District-provided electronic storage, assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings.
- b. All searches of the student or the student's personal property shall be based on reasonable suspicion and shall be reasonable in scope. A "strip search", requiring a student to remove clothing down to the student's underwear or including underwear is prohibited.
- c. Searches shall generally be conducted by a school administrator or by other personnel only as authorized by the school administrator. In certain circumstances, a school administrator may be assisted by a law enforcement official(s). At times, general locker searches shall be conducted in order to maintain a safe, orderly learning environment.
- d. The student shall generally be permitted to be present during a search of a District-owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required, however.
- e. Search of a student's clothing shall be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket, dress, skirt, shirt, pants, pockets, shoes or other such outerwear worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
- f. Searches of a student's outer clothing shall be conducted by a District administrator of the same sex as the student whenever possible.
- g. Searches shall be conducted in private, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student, whenever possible.
- h. Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

7. Other Searches

- a. Student vehicles may be parked on District property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion, to be searched. Additionally, student vehicles on another District property at activities under the jurisdiction of the District, including interscholastic activities sponsored by the Oregon School Activities Association (OSAA) or other such voluntary organizations approved by the State Board of Education, shall also be subject to such condition.
- b. If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto District property shall be terminated. A refusal may subject the student to discipline up to and including expulsion and law enforcement officials may be notified.
- c. Metal detectors, including walk-through and hand-held devices, may be used when the Board and superintendent determine that there is a need for such detectors based upon reasonable information of a history of weapons or dangerous objects found at school, on District property, at a school function or in the vicinity of the school or incidents of violence involving weapons at a school, on District property, at a school function or in the vicinity of the school.
- d. Upon positive detection, a student should ordinarily be asked to voluntarily remove the metal

- item. The District administrator may search the clothing or personal property of the student for the item if the student refuses consent or if the positive detection is not satisfactorily explained.
- e. Drug-detection dogs or other detection animals/devices may be used when the superintendent determines that there is a need for this based upon reasonable information of a history of drugs or drug paraphernalia use/possession at school, on District property, at a school function or in the vicinity of the school, or incidents of violence or health emergencies involving drugs or drug paraphernalia at a school, on District property, at a school function or in the vicinity of the school.
  - f. After such need has been determined, drug-detection dogs or other animals/devices may be used to find contraband in District-owned storage areas or in student vehicles parked on District property.
  - g. Drug-detection dogs or other animals/devices may be used for general or “dragnet” searches of student lockers or other areas deemed appropriate by the superintendent.
  - h. When there is reason to believe a student has ingested a controlled substance, the District may use a Breathalyzer, and, if deemed appropriate, may request that the student voluntarily submit to a urinalysis. In such cases, the District shall use trained personnel to conduct the urinalysis.
  - i. Possession or use of unauthorized, illegal, unhealthy or unsafe materials shall result in the following:
    - Seizure of the material:
      - Property, the possession of which is a violation of Board policy, administrative regulation or school rule, shall be returned to the parent or, if also a violation of the law, turned over to law enforcement officials or destroyed by the District as deemed appropriate by the principal;
      - Stolen property shall be turned to its rightful owner;
      - Unclaimed property may be disposed of in accordance with Board policy.
    - Discipline up to and including expulsion and notification of law enforcement officials as appropriate or as otherwise required by law or Board policy.
    - Loss of privileges including, but not limited to, the electronic network, District parking and school locker(s).
  - j. Any incident involving discipline of a student as a result of a routine inspection of District storage areas made available for student use or other searches of a student or the student’s personal property shall be documented.
8. Notice of the Board’s policy and pertinent provisions of this regulation shall be provided to staff, students and their parent(s) annually, through such means as staff and student/parent handbooks.

(Board Policies: [JFG](#), [JFG-AR](#), [KN](#) & [KN-AR](#))

## SEXUAL HARASSMENT

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### A. DESCRIPTION

The District complies with and enforces all sexual harassment laws and regulations applicable to students. Sexual harassment is prohibited between students, by students to adults and by adults to students. The District shall comply with the applicable provisions of the Civil Rights Act of 1991 (42 U.S.C. Sec. 1981a). EEOC Sexual Harassment Guidelines (29 C.F.R. Part 160411), Title IX Regulations (34 C.F.R. Part 106; 45 C.F.R. Part 86; 7 C.F.R. Part 15a).

### B. GUIDELINE

1. Right  
Students, staff and guests to District campuses have the right to be free from sexual harassment.
2. Responsibility

- a. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in District programs or activities;
  - Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
- b. Sexual harassment as set out above may include, but is not limited to, the following: physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others, or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.
- c. Retaliation against a student because the student has filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against a complainant in violation of this policy will be subject to discipline up to and including expulsion.
- d. The District will promptly and reasonably investigate allegations of sexual harassment. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who shall promptly notify the appropriate District official.
- e. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the District or school(s) against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.
- f. The following procedures shall be used for the reporting, investigating and resolving of complaints of student sexual harassment. Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to the building principal and complete the Student Harassment Complaint Investigation Form attached to Administrative Regulation JBA-AR. If the complaint the student is filing involves a principal, the complaint will be filed, using the Student Harassment Complaint Investigation Form, with the Superintendent. The complaint shall be investigated as follows:

**Step 1:** When the Student Harassment Complaint Investigation Form is completed and provided to the principal or Superintendent, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) school days following the conference

**Step 2:** If the complainant is not satisfied with the decision of the building principal, he/she may submit a written appeal to the Superintendent. The Superintendent or designee shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complainant within ten (10) school days.

**Step 3:** If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

- g. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good-faith reporting of charges of sexual harassment.

(Board Policies: [JBA](#), [JBA-AR](#), [JHFF](#), [JHFF-AR](#), [JFCF](#) & [JFCF-AR](#))

## STUDENT/PARENT COMPLAINT PROCEDURE

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### A. DESCRIPTION

It is the intent of the District to solve problems and address all complaints as close to the origin as possible.

### B. GUIDELINE

1. Right

Students and parents have the right to have their voices heard in a clear process when conflict arises.

2. Responsibility

Students and parents have the responsibility of following the correct procedures to resolve conflict and complaints. The process is as follows:

**Step 1:** Students should first attempt to resolve their complaints through informal conferences with the person against whom the complaint is directed or who has responsibility for the problem.

**Step 2:** Students may share complaints in person or in writing with the principal when they believe Step 1 does not solve the problem.

**Step 3:** Students may appeal in writing to the superintendent or designee, requesting a hearing, when they believe Step 2 does not solve the problem.

**Step 4:** Students may appeal in writing to the school board, requesting a hearing, when they believe Step 3 does not solve the problem. The board may determine to hold the hearing in executive session or open session when appropriate.

(Board Policies: [KL](#) & [KL-AR](#))

Students or parents having questions or concerns regarding equal opportunity and nondiscrimination in the Newberg School District should contact the Assistant Superintendent, Superintendent or Director of Title Grants (Title IX).

Students or parents having questions or concerns about special needs/special education should contact the Director of Special Programs.

These individuals can be reached at the District Office, 714 E. Sixth Street, Newberg, Oregon 97132. Phone (503) 554-5000.

## STUDENT RECORDS

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### A. DESCRIPTION

Section 438 of the General Education Provisions Act, as amended, Part 99 of Title 45 of the Code of Federal Regulations (C.F.R.), and School Board Policies adopted pursuant to these regulations give rights to parents and students with respect to educational records maintained by the District. Student records are maintained for the benefit of the student. They should be used to promote the instruction, career development, guidance, and educational progress of the student.

## B. GUIDELINE

### 1. Right

The parent/legal guardian or student who has attained 18 years of age has the right to:

- a. Inspect and review the student's education record.
- b. Request an amendment of the student's education record if information contained is felt to be inaccurate, misleading, or otherwise in violation of the student's privacy.
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Oregon law authorizes disclosure without consent.
- d. File with the United States Department of Education a complaint concerning alleged failures by the District to comply with the requirements of the Family Educational Right and Privacy Act.
- e. A copy of the school board policies concerning student records. Copies may be viewed on the Newberg School District policy website <http://policy.osba.org/newberg/> or may be requested at the District Office or school offices.

(Board Policies: [JO/IGBAB](#), [JO/IGBAB-AR](#), [IGBAF](#), [IGBAF-AR](#), [JECAC](#), [JECBD-AR](#), [JOA](#), [JOB](#), [JOC](#) & [JHDA](#))

## SUPERVISION OF SCHOOL BEYOND NORMAL HOURS

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### A. DESCRIPTION

The grounds of the Newberg Public Schools are not supervised prior to or after school hours. No supervision is available during weekends, holidays or vacation periods. Please take proper precautions to ensure your children are safe if they are on school grounds when supervision is not provided. Please take note of each school's start and end times and when supervision is provided.

## COOPERATION WITH OTHER AGENCIES

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### A. DESCRIPTION

It is the policy of the Newberg School District to cooperate fully with agencies, such as the police, the Department of Motor Vehicles and the Department of Human Services, so that they may carry out their mandated responsibilities. When school authorities have reasonable suspicion or evidence that an illegal act may have occurred, the school administration may report it to the proper authorities. If custody issues, abuse or arrest of a student is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials. Police or the Department of Human Services may interview a student under certain circumstances without a parent present or without parent approval. School personnel may be present.

(Board Policies: [KN](#), [JFG-AR](#), [JHFE](#) & [JHFE-AR](#))

## SERIOUS MISCONDUCT

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### A. DESCRIPTION

Students are expected to follow school rules and regulations. Students are subject to the authority of school District officials and discipline for misconduct while:

- traveling to and from school on District transportation,



- at school-sponsored events,
- while at other schools in the District, and
- while off campus if misconduct has the potential to disrupt or impact the safe and efficient operation of the school or interferes with the rights of others.

### SERIOUS MISCONDUCT DESCRIPTION

(Misconduct is not limited to these descriptions. Areas designated by an \* may also violate state law and school officials may need to notify the appropriate law enforcement authorities.)

#### **\*ARSON:**

Use of fire to destroy or attempt to destroy property. *Board Policy:* [ECAB](#)

#### **\*ASSAULT**

Intentional, unprovoked, unauthorized physical contact with another person which causes physical injury or would reasonably be expected to cause injury. *Board Policy:* [JFCF](#)

#### **\*AUTOMOBILE MISUSE**

Includes, but is not limited to, running stop signs, driving recklessly, speeding, improper licensing, lack of proper high school parking registration, or illegal parking. *Board Policy:* [JHFD](#)

#### **CHEATING/PLAGIARISM**

The improper use of another individual's work or efforts. Using inappropriate methods to complete tests or assignments (e.g., information written on hands, notebooks, electronic devices, etc.) *Board Policy:* [JFC](#)

#### **CYBERBULLYING**

The use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, stalks, 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. In addition, any communication of this type which substantially disrupts or prevents a safe and positive educational environment may be considered cyberbullying. *Board Policies:* [JFCF](#) & [JFCFA](#)

#### **DEFIANCE OF AUTHORITY**

Refusal to follow the reasonable requests of school personnel. Blatant lack of respect or rudeness toward school personnel or adults in authority on campus or at school sponsored events. *Board Policies:* [JFC](#)

#### **DISRUPTIVE APPEARANCE**

Clothing, jewelry, personal items, or other forms of appearance which are likely to interfere with the educational environment or process. Examples include: overly revealing clothing and clothing/belongings decorated with illustrations or words which are lewd, vulgar, obscene, plainly offensive, represent gang affiliation, or which promote illegal activity. *Board Policies:* [JFCA](#), [JFCA-AR](#) & [JFCEA](#)

#### **DISRUPTIVE CONDUCT**

Behavior which disrupts the safe and orderly operation of the school (e.g., pushing and shoving; slamming other students' lockers). *Board Policies:* [JFC](#)

#### **\*DRUGS/ALCOHOL**

The use, possession, sale, solicitation, distribution, or being under the influence of alcohol, drugs, or other intoxicants. This includes, but is not limited to, the possession of drug paraphernalia, "look-alike drugs," and over-the-counter medication. Distribution includes selling and/or providing alcohol, drugs or other intoxicants to another student with the intent for consumption or distribution. *Board Policies:* [JFCG/JFCH/JFCI](#), [JGDA](#), [JGDA-AR](#), [IGAEB](#) & [IGAEC](#)

**\*EXPLOSIVE DEVICES**

The use or threat of use, possession, or sale of explosive materials or look-alike devices. *Board Policies:* [JFCJ](#)

**\*EXTORTION**

Demanding money or something of value (e.g., lunches, electronics) from another person in return for protection from violence or the threat of violence. *Board Policies:* [JFCM](#)

**FAILURE TO REPORT THREATS OR SERIOUS MISCONDUCT**

The failure of any student to immediately inform school personnel of potential threats to the safety of staff and/or students. Or, the failure of any student to inform school personnel of serious misconduct by other students. *Board Policy:* [JFCM](#)

**\*FIGHTING**

Having physical conflict with another person. *Board Policies:* [EEACC](#), [EEAC-AR](#), [JFCF](#) & [JFCF-AR](#)

**\*FIREARMS**

The possession of a firearm. A firearm means a weapon, by whatever name known, any weapon (including a starter gun) which shall or is designed to or may readily be converted to expel a projectile by the action of an explosive, and the frame or receiver of any such weapon, or any firearm silencer. *Board Policy:* [JFCJ](#)

**\*FORGERY OR LYING**

Writing or giving false or misleading information to school officials. *Board Policy:* [JFC](#)

**\*GAMBLING**

Participating in games of chance for the purpose of exchanging money/other items of value. *Board Policy:* [JFC](#)

**\*GANG ACTIVITY**

Gang-related activities at school or school functions, including possession or display of gang-related clothing, symbols, signs, signals, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti; harassment of others; or recruitment for gang membership. *Board Policies:* [JFCEA](#), [JFCA](#) & [JFCA-AR](#)

**\*HAZING/HARASSMENT/INTIMIDATION/MENACING/DATING VIOLENCE/BULLYING/ CYBERBULLYING**

Verbal, written, electronic or physical conduct that intentionally intimidates, harasses, or threatens another person or attempts to place another person in fear of physical injury, including sexual injury. This includes, but is not limited to, communication or conduct directed toward another person because of his or her race, color, religion or national origin. See Policy JFCF and JFCF-AR for more complete descriptions. *Board Policies:* [JFCF](#) & [JFCF-AR](#)

**INAPPROPRIATE DISPLAYS OF AFFECTION**

Inappropriate touching or fondling. *Board Policies:* [JFC](#), [EEACC](#) & [EEACC-AR](#)

**INTERNET/NETWORK MISUSE**

Inappropriate use of Internet or network access. Students must follow the Internet/network policy. *Board Policies:* [IIBGA](#) & [IIBGA-AR](#)

**\*OBSCENE BEHAVIOR & CONTENT**

Language or actions, written, oral, physical, or electronic, in violation of community or school standards. *Board Policies:* [IB](#), [IIBGA](#), [IGDB](#), [JFC](#), [JFCE](#), [JFCEB](#), & [JBA](#)

## **UNAUTHORIZED USE OF PEDs AND ELECTRONIC DEVICES**

The unauthorized possession or use of a personal communication or electronic device. *Board Policies:* [JFCEB](#) & [JFCEB-AR](#)

## **PROFANITY/VULGARITY/ INAPPROPRIATE LANGUAGE**

Language, pictures, or drawings which are offensive or disruptive. *Board Policies:* [IB](#), [IGDB](#) & [JFC](#)

## **\*RECKLESSLY ENDANGERING**

Reckless conduct which creates substantial risk of physical injury to another person. *Board Policies:* [JFCF](#) & [JFCF-AR](#)

## **\*SEXUAL HARASSMENT OR ABUSE**

Sexual harassment is verbal or physical or other conduct that is sexual in nature that is directed toward a person because of that person's gender, or unwelcome conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. Sexual abuse can include, but may not be limited to, threats or use of sexual violence toward another person and rape. *Board Policies:* [JBA](#), [JBA-AR](#), [JHFF](#), [JHFF-AR](#), [JFCF](#) & [JFCF-AR](#)

## **TARDINESS**

Arriving late to school or class. *Refer to your school for information on tardies.*

## **\*THEFT**

Taking, giving, or receiving property not belonging to you. *Board Policy:* [ECAB](#)

## **THREAT OF VIOLENCE**

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to damage school property. *Board Policy:* [JFCM](#)

## **\*TOBACCO/INHALANT DELIVERY SYSTEMS**

Student possession or use of tobacco, either smoking, smokeless, or a look-alike substance in any form on or within 1000 feet of the school premises or while attending school-sponsored activities. "Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of vapor or aerosol to a person inhaling from the device. *Board Policies:* [JFCG/JFCH/JFCI](#)

## **\*TRESPASSING**

Remaining on school District premises after being asked to leave. This also includes suspended students, adults or other individuals who are not students. *Board Policy:* [JEFA](#), [KK](#)

## **UNEXCUSED ABSENCE/TRUANCY**

Any absence which has not been excused by the parent or legal guardian and appropriate school official. *Board Policies:* [JEDA](#), [JEA](#) & [JEA-AR](#)

## **\*VANDALISM/GRAFFITI**

Intentionally damaging or attempting to damage, deface or destroy property belonging to the school, school officials, or others. *Board Policies:* [ECAB](#) & [ECAB-AR](#)

## **VIOLATION OF SCHOOL RULES**

Disobeying school rules or policy. *Board Policy:* [JFC](#)

## **\*WEAPONS**

The possession of a dangerous weapon, other than a firearm, or the use of any object to inflict bodily injury to another person. If a look-alike weapon is possessed or used to threaten and intimidate, the consequences may be the same as if the weapon were real. *Board Policy:* [JFCJ](#)

# DISCIPLINARY PROCEDURES

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior patterns can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. For those students who do not, and to protect the rights of all our students, it is important that parents and students understand the consequences of misbehavior.

There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's misbehavior is directly related to an identified disability, the District staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavioral problem, one or more of the following actions will be taken by the District staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines (e.g., misbehavior directed towards a staff member).

Discipline for a minor infraction may be handled without going through all the steps of formal procedure. In some cases, a written record may be maintained in the student's file.

Appropriate disciplinary action, other than suspension or expulsion, may be administered by a staff member to someone who is in violation of any law or school regulation where the student is under the jurisdiction of the school. Students and/or parents shall have the right to appeal such action to the building principal or delegated representative. Such appeals shall be conducted in an informal setting.

Students shall not be subject to unreasonable decisions. Decisions affecting discipline, records, and continuance of a student in school shall follow careful and reasoned investigation of the facts and reasonable application of rules and procedures. When possible, all students and parents or guardians shall be apprised of school rules, procedures by which schools are governed, and disciplinary processes.

All students in the Newberg School District deserve the safeguards of due process in all matters affecting their school life. Due process and consistency in discipline shall be assured each student. Teachers and administrators must have wide prerogatives invoking disciplinary procedures to maintain a school climate conducive to learning and assuring safety of life and property. School disciplinary actions are a civil, not criminal matter; therefore, the usual court procedures, power to subpoena witnesses, and trial by jury do not apply. If a student commits a criminal act, the school will take appropriate action whether or not legal action is taken against the offending student by the courts.

## **WARNING**

A member of the District staff will talk with the student to reach an agreement regarding the student's behavior.

## **LOSS OF PRIVILEGES**

The school or District administration may notify the parent of privilege suspension. These privileges may include removing the student from the playground, cafeteria, media center, and/or class participation.

## **LOSS OF DRIVING PRIVILEGES**

Certain behaviors may result in a loss of driving privileges as per Board Policy [JHFD](#).

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students who have committed infractions may lose the privilege to participate in extracurricular activities.

## **CONFERENCE**

A conference will be held with the student, the teacher, the administrator, and other appropriate staff members to develop a plan for improving behavior. The parent may be contacted to attend the

conference.

## **PARENT INVOLVEMENT**

The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent.

## **DISCIPLINARY REASSIGNMENT/ DETENTION/ IN-SCHOOL SUSPENSION**

A misbehaving student will be reassigned to a separate, supervised environment away from usual school activities. This may include a referral to counseling, a schedule change, a supervised detention before or after school, and/or an optional work assignment around the school.

## **SHORT SUSPENSION**

The student is excluded from school and school related activities for a period of up to four (4) school days. In these cases, parents will be notified. A conference between the administrator, student, parents, and other appropriate school staff will be conducted and recorded in the student's behavioral file.

## **LONG SUSPENSION**

The student is excluded from school and school related activities for a period of five to ten (5-10) school days. Parents will be notified. A conference between the administrator, student, parents, and other appropriate school staff will be conducted and recorded in the student's behavioral file. A student may be suspended in cases being investigated and/or pending expulsion.

In special circumstances a suspension may be continued until some specific pending action occurs such as a physical or mental examination, incarceration by court action, a hearing by the District's Superintendent or delegated representative, and/or until the Board of Directors has taken official action.

## **EXPULSION**

The student is excluded from school and school related activities for a period of eleven (11) days up to one calendar year. The principal may recommend to the superintendent/ designee that the student be expelled. The student is suspended pending a hearing and/or action. Under special cases, exceptions in the length of the expulsion may be recommended by the school staff. Students who possess, use, or transport weapons to school may be expelled for a period of not less than one year. Students in kindergarten through fifth grade shall not be expelled, except under specific circumstances defined in state law. The student and parent are notified of charges by telephone and certified letter.

The procedure for expulsion follows in accord with the rights of the student within due process and is recorded in the student's behavioral file. Students expelled from other Districts may be denied regular admission to Newberg schools. (*Board Policy [JGE](#) & [JGE-AR](#)*)

## **ASSESSMENT**

In cases of student possession, use, or distribution of illegal substances, a chemical abuse assessment by an approved third party may be performed. The purpose of this assessment is to determine if the student has a substance abuse problem that needs to be addressed in a drug and alcohol treatment program.

## **ALTERNATIVE PROGRAMS FOR ATTENDANCE/DISCIPLINE PROBLEMS**

Parents of students with erratic attendance and severe discipline problems will be provided information on alternative programs.

## **RANGE OF CONSEQUENCES FOR ELEMENTARY STUDENTS**

The following chart shows the disciplinary actions which may be taken for each infraction. A minimum range is listed as well as an action for first occurrences and for repeated occurrences (defined as a second or subsequent infraction). Students in kindergarten through fifth grade shall not be expelled, except under specific circumstances defined in state

law. If a student has demonstrated excellent behavior and then becomes involved in an infraction, school officials may consider the student's positive behavior record prior to taking any action. If the student's negative behavior is directly related to an identified disability, officials will take such conditions into account. If a student has continually been involved in problem areas, then disciplinary action will probably be the maximum action listed.

In the case of a severe violation of rules, the disciplinary action may extend beyond these guidelines. When student conduct results in damage to personal, private, or public property, restitution may be required.

CONSEQUENCES FOR ELEMENTARY STUDENTS			
PROBLEM AREA	OFFENSE	MINIMUM	MAXIMUM
* ARSON	Any	Parent Involvement	Expulsion
* ASSAULT	Any	Parent Involvement	Expulsion
BUS MISCONDUCT	Any	Warning	Loss of Bus Privileges for Remainder of School Year
CHEATING/PLAGIARISM	Any	Conference	In-School Suspension
DEFIANCE OF AUTHORITY/ DISRUPTIVE CONDUCT	Any	Conference	In-School Suspension
DISRUPTIVE APPEARANCE	Any	Warning/Informal Talk	Parent Involvement
* DRUGS OR ALCOHOL <small>Possession/Solicitation</small>	Any	Assessment & Conference	In-School Suspension
	<small>Distribution</small>	Any	Expulsion
* EXPLOSIVE DEVICES	Any	Conference	Expulsion
FAILURE TO REPORT THREATS OR SERIOUS MISCONDUCT	Any	Conference	In-School Suspension
* FIGHTING	Any	Parent Involvement	Expulsion
* FIREARMS	Any	Expulsion	

CONSEQUENCES FOR ELEMENTARY STUDENTS			
PROBLEM AREA	OFFENSE	MINIMUM	MAXIMUM
* FORGERY OR LYING	Any	Parent Involvement	In-School Suspension
* GAMBLING	Any	Parent Involvement	In-School Suspension
* GANG ACTIVITY	Any	Conference	In-School Suspension

* INTERNET/NETWORK MISUSE	Any	Conference	In-School Suspension
* HARASSMENT/INTIMIDATION/BULLYING/HAZING/MENACING	Any	Warning	Suspension
* OBSCENE BEHAVIOR	Any	Warning/Parental Involvement	In-School Suspension
PERSONAL COMMUNICATION OR ELECTRONIC DEVICE	Any	Warning	In-School Suspension
PROFANITY/VULGARITY/INAPPROPRIATE LANGUAGE	Any	Warning/Parental Involvement	In-School Suspension
* RECKLESSLY ENDANGERING	Any	Parent Involvement	Suspension
* SEXUAL HARASSMENT	Any	Conference	Expulsion
TARDINESS	Any	Warning/Informal Talk	Parent Notification/ Informal Letter
* THEFT	Any	Parent Involvement	In-School Suspension
* THREAT OF VIOLENCE	Any	Conference	Expulsion
* TOBACCO POSSESSION/USE	Any	Short Suspension	In-School Suspension
* TRESPASSING	Any	No Trespassing Letter	Police Contact
UNEXCUSED ABSENCE/TRUANCY	Any	Warning/Informal Talk	Continued Conferences/Citation
* VANDALISM/GRAFFITI	First	Warning	In-School Suspension
	Repeated	Parent Involvement	In-School Suspension
VIOLATION OF SCHOOL RULES	Any	Warning	In-School Suspension
* WEAPONS (Other than Firearms)	Any	Conference	Expulsion

**IMPORTANT!** \*Since these problem areas may also violate state law, school officials may need to notify the appropriate authorities

## RANGE OF CONSEQUENCES FOR SECONDARY STUDENTS

The following chart shows the disciplinary actions which may be taken for each infraction. A minimum range is listed as well as an action for first occurrences and for repeated occurrences (defined as a second or subsequent infraction). If a student has demonstrated excellent behavior and then becomes involved in an infraction, school officials may consider the student's positive behavior record prior to taking any action. If the student's negative behavior is directly related to an identified disability, officials will take such conditions into account. If a student has continually been involved in problem areas, then disciplinary action will probably be the maximum action listed.

In the case of a severe violation of rules, the disciplinary action may extend beyond these guidelines. When student conduct results in damage to personal, private, or public property, restitution may be required.

CONSEQUENCES FOR SECONDARY STUDENTS			
PROBLEM AREA	OFFENSE	MINIMUM	MAXIMUM
* ARSON	First	Short Suspension	Expulsion
	Repeated	Expulsion	
* ASSAULT	First	Short Suspension	Expulsion
	Repeated	Long Suspension	Expulsion
BUS MISCONDUCT	Any	Warning	Loss of Bus Privileges for Remainder of School Year
CHEATING/PLAGIARISM	Any	Conference	Expulsion
CYBERBULLYING	Any	Warning	Expulsion
DEFIANCE OF AUTHORITY/ DISRUPTIVE CONDUCT	Any	Conference	Expulsion
DISRUPTIVE APPEARANCE	Any	Warning	Expulsion
* DRUGS OR ALCOHOL Possession/Solicitation	Any	Suspension/Assessment	Expulsion/Assessment
	Distribution	Any	Expulsion
* EXPLOSIVE DEVICES	First	Conference	Expulsion
	Repeated	Long Suspension	Expulsion
FAILURE TO REPORT THREATS OR SERIOUS MISCONDUCT	Any	Conference	Expulsion
* FIGHTING <i>Middle School</i> <i>High School</i>	First	Detention	Short Suspension
	Repeated	Short Suspension	Expulsion
	First	Short Suspension	Long Suspension
	Repeated	Long Suspension	Expulsion



* FIREARMS	Any	Expulsion	
* FORGERY OR LYING	First	Warning	Short Suspension
	Repeated	Detention	Expulsion

### CONSEQUENCES FOR SECONDARY STUDENTS

PROBLEM AREA	OFFENSE	MINIMUM	MAXIMUM
* GAMBLING	First	Warning	Short Suspension
	Repeated	Detention	Expulsion
* GANG ACTIVITY	First	Conference	Expulsion
INAPPROPRIATE DISPLAY OF AFFECTION	Any	Conference	Expulsion
* INTERNET/NETWORK MISUSE	Any	Conference	Expulsion
* HAZING/HARASSMENT/ INTIMIDATION/ MENACING/ DATING VIOLENCE/ BULLYING/ CYBERBULLYING	First	Warning	Short Suspension
	Repeated	Detention	Expulsion
* OBSCENE BEHAVIOR	Any	Warning/ Parent Conference	Suspension
MISUSE OF PED OR ELECTRONIC DEVICE	Any	Warning	Expulsion
PROFANITY/VULGARITY/ INAPPROPRIATE LANGUAGE	First	Conference	Short Suspension
	Repeated	Detention	Expulsion
* RECKLESSLY ENDANGERING	First	Conference	Expulsion
	Repeated	Short Suspension	Expulsion
* SEXUAL HARASSMENT	First	Conference	Expulsion
	Repeated	Short Suspension	Expulsion
TARDINESS	Any	Warning	Short Suspension
* THEFT	First	Conference	Expulsion
	Repeated	Short Suspension	Expulsion
* THREAT OF VIOLENCE	Any	Conference	Expulsion
* TOBACCO POSSESSION/USE	Any	Short Suspension	Expulsion
* TRESPASSING	Any	No Trespassing Letter	Police Contact

UNEXCUSED ABSENCE/TRUANCY	First	Detention	Short Suspension/Citation
	Repeated	Detention	Citation/Expulsion
* VANDALISM/GRAFFITI	First	Conference	Expulsion
	Repeated	Detention	Expulsion
VIOLATION OF SCHOOL RULES	Any	Warning	Suspension
* WEAPONS (Other than Firearms)	Any	Short Suspension	Expulsion

## SPECIFIC DISCIPLINE FOR VANDALISM OR DAMAGE TO SCHOOL PROPERTY

Students who intentionally damage or attempt to damage, deface or destroy property belonging to the school District, school officials, or others will be disciplined and will be responsible for loss or damage.

Students who recklessly damage school property while engaged in irresponsible behavior (e.g. fighting, horseplay, reckless driving) will be held responsible for loss or damage.

## SPECIFIC DISCIPLINE FOR BUS TRANSPORTATION

The bus ride is an extension of the school day. School regulations and expectations on the bus will be the same as when the student is on school premises. Our bus drivers are instructed not to let students ride to any destination other than their own residence bus stop. This is to keep buses from being overcrowded and also to help parents and the schools know a child's location. All students must ride the bus assigned to them. If a parent desires an exception to this rule for a scout or campfire meeting, etc., a written request is required. The request must be dated and must include a statement of purpose, address of destination and will be subject to room on the bus and the student's appropriate behavior. Students will turn in the request to the office upon arrival to school. An alternate destination form will be issued and approved at the school office. The student will take a copy of the alternate destination form to give to the bus driver of the alternate route.

Students are expected to follow the regulations below when riding the school bus. Failure to do so may result in suspension of bus privileges. In addition, school discipline may be applied based upon investigation information.

## REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus.
5. Students shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms, or heads through the bus windows.
10. Students shall have written permission to leave the bus other than at home or at school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students should not open or close windows without permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Students shall be courteous to the driver, to fellow students, and passersby.
15. Students who refuse to promptly obey the directions of the driver, or refuse to comply with regulations, may forfeit their privilege to ride on the buses.
16. Students cannot bring glass, animals, balloons, or unsecured skateboards on the bus or other inappropriate items as determined by the bus driver. No food or drink may be consumed on the

bus unless approved by the bus driver.

17. Students will not be released from a school-to-home bus at any stop other than their regular stop except with explicit direction from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule.
18. Personal electronic devices (cell phones, electronic games, video players, computers, etc.) are allowed on the bus, but cannot be disruptive, cause a safety concern, or display inappropriate, offensive, or vulgar material.

(Board Policy: [EEACC](#))

## CITATION PROCEDURES (PER SCHOOL YEAR) FOR BUS INFRACTIONS

First Citation: Bus driver and transportation supervisor shall contact the parent. The school shall be notified of the citation and consequence implemented by transportation staff. An administrator may conference with student and/or parents. For each of the following steps, the building administrator shall make parent contact and may arrange a meeting with the driver, parent, student and administrator before the student returns to riding the bus.

Second Citation: One to five day suspension of bus privileges or other disciplinary action as determined by the administrator.

Third Citation: Five to ten day suspension of bus privileges or other disciplinary action as determined by the administrator.

Fourth Citation: Bus privileges suspended for the remainder of the term, (or the following term if within three (3) weeks) or other disciplinary action as determined by the administrator.

*(In the case of a "severe" violation, the disciplinary action may begin at any step. School discipline may also be applied for violation of school regulations.)*

## SPECIFIC DISCIPLINE FOR WEAPONS

1. The possession, use, or transportation of any weapon by a student is prohibited on school district premises or any other premises where an official school function is being conducted. Any student found in possession of, using or transporting a weapon may be recommended for expulsion for a period of not less than one year.
2. A weapon will be considered anything that will inflict pain or harm to another person. This includes, but is not limited to: guns, bats, pipes, knives of any length, ammunition or explosives, chains, etc. Athletes must make arrangements with their coaches to store their baseball or softball bats in the athletic area. Bats are not allowed in school lockers, nor are students allowed to carry them around during school time.
3. If a "look-alike" weapon is used to threaten or intimidate, the consequences may be the same as if the weapon were real.
4. Possession is defined as, but not limited to, having a weapon located:
  - a. In a space assigned to a student such as a locker or desk.
  - b. On the student's person or property (e.g., on the student's body, in the student's clothing, in the student's automobile).
  - c. Under the student's control, or accessible or available (e.g., hidden on or near school property).

## SPECIFIC DISCIPLINE FOR USING, SOLICITING OR POSSESSING CONTROLLED SUBSTANCES (DRUGS) INCLUDING ALCOHOL

The unlawful possession, use, sale, solicitation or supply of any substance purported to be a drug or drug paraphernalia on or about the premises or at any school-sanctioned activity, on or off campus is prohibited.

Illegal drugs include:

- a. All controlled substances
- b. Alcoholic beverages
- c. Possession of prescription drugs prescribed for someone other than themselves
- d. Over-the-counter medications (e.g., No-Doz, antihistamines) shared with another person

“Possession” is defined as:

- a. In a space assigned to a student such as a locker or desk.
- b. On the student’s person or property (e.g., on the student’s body, in the student’s clothing, in the student’s automobile) or having been ingested by the student.
- c. Under the student’s control, or accessible or available (e.g., hidden on or near school property).

“Solicitation” is defined as:

- a. Attempting to obtain an illegal substance by means of persuasion or request.
- b. Attempting to complete the exchange of an illegal substance.

All persons are prohibited to enter District property under, or apparently under, the influence of an illegal drug. A student who uses or possesses alcohol, any controlled substance, or drug paraphernalia during school hours or at any school-sanctioned activity will be subject to the following disciplinary procedures.

A student who uses or possesses any “look-alike” substance will be subject to the same procedures. Information gained regarding the distribution of drugs may be cause for disciplinary action despite its being revealed by a student seeking drug counseling.

**First Offense**

1. The student will be suspended for up to ten (10) school days with an expulsion recommendation pending.
2. If there is persuasive evidence that a law has been broken, the appropriate law enforcement agency will be notified.
3. The parents/guardians will be notified in a timely manner, and school personnel will explain the disciplinary procedure to them.
4. Upon the approval of the superintendent/designee, the student may be readmitted at the end of the suspension and the expulsion recommendation may be cancelled if all the following conditions have been met:
  - a. A chemical abuse assessment is performed by a qualified third party approved by the school administration at the parent’s expense.
  - b. A report written by the qualified assessor of the results of the assessment is submitted to the building principal.
  - c. The student and the parent attend a meeting with the building administrator or designee to review the report.
  - d. The student and parents agree to comply with the recommendations in the assessment report.
  - e. The student and parents agree to provide reports of compliance with the agreed upon treatment plan if such a plan is recommended.
  - f. The student and parent acknowledge that random searches of the student’s person and property may occur.
5. If a chemical abuse assessment is not completed or if the student does not comply with the treatment recommendations, the student may be recommended for expulsion pursuant to ORS 339.250. Failure to continue or complete a recommended treatment program may result in a recommendation for expulsion at any time during the course of the plan unless discontinuation is decided upon by agreement between the parents and the building administrator.

### **Second Offense**

The student will be suspended with a recommendation for expulsion pursuant to ORS 339.250.

1. If there is persuasive evidence that a law has been broken, the appropriate law enforcement agency will be notified.
2. The parents/guardians will be notified as soon as possible and school personnel will explain the disciplinary procedures to them.

### **SPECIFIC DISCIPLINE FOR SELLING/DISTRIBUTING CONTROLLED SUBSTANCES (DRUGS) INCLUDING ALCOHOL**

A student who sells or distributes alcohol, any controlled substance, or drug paraphernalia during school hours or at any school-sanctioned activity will be subject to the following disciplinary procedures. A student who sells or distributes any "look-alike" substance will be subject to the same procedures.

1. The appropriate law enforcement agency will be notified.
2. The student will be suspended with a recommendation for expulsion pursuant to ORS 339.250.
3. The parents/guardians will be notified as soon as possible and school personnel will explain the disciplinary procedures to them.

### **SPECIFIC DISCIPLINE FOR USING OR POSSESSING TOBACCO OR INHALANT DELIVERY SYSTEMS**

Student possession or use of tobacco, either smoking, smokeless, or a look-alike substance in any form on or near (within 1000 ft) the school premises or while attending school-sponsored activities is prohibited. Tobacco violations are cumulative, grades K-5, 6-8, 9-12. "Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of vapor or aerosol to a person inhaling from the device.

4. "Possession" is defined as:
  - a. In a space assigned to a student such as a locker or desk.
  - b. On the student's person or property (e.g., on the student's body, in the student's clothing, in the student's automobile).
  - c. Under the student's control, or accessible or available (e.g., hidden on or near school property).

### **First Offense**

1. Upon determining student use or possession of a tobacco product, the parent, guardian or person responsible for the student will be notified.
2. The appropriate law enforcement agency will be notified by the school.
3. A report of the incident will be completed and placed in the student's behavioral file.
4. The range of consequences for tobacco possession and use shall be determined by the administrator and may include one or more of the following: successful completion of a tobacco/smoking cessation education program that meets program standards and is approved by the school administration, ten hours of community service or any other intervention deemed appropriate by the administrator.
5. The student may, in addition to the above, be suspended from school activities for a period of time consistent with other District rules governing student conduct.

### **Second Offense**

1. Upon determining student use or possession of a tobacco product, the parent, guardian or person responsible for the student will be notified.
2. The appropriate law enforcement agency will be notified by the school.
3. A report of the incident will be completed and placed in the student's behavioral file.
4. The range of consequences for tobacco possession and use for the second offense shall be determined by the administrator and may include one or more of the following: fifteen hours of community service, additional tobacco cessation classes or in-school suspension or any other intervention deemed appropriate by the administrator.
5. The student may, in addition to the above, be suspended from school activities for a period of time consistent with other District rules governing student conduct.

### **Third Offense**

1. Upon determining student use or possession of a tobacco product, the parent, guardian or person responsible for the student will be notified.
2. The appropriate law enforcement agency will be notified by the school.
3. A report of the incident will be completed and placed in the student's behavioral file.
4. The range of consequences for tobacco possession and use for the third offense shall be determined by the administrator and may include one or more of the following: twenty hours of community service, additional tobacco cessation classes, in-school suspension or out of school suspension not to exceed three days or any other intervention deemed appropriate by the administrator.
5. The student may, in addition to the above, be suspended from school activities for a period of time consistent with other District rules governing student conduct.

### **Fourth Offense**

The student may be recommended for expulsion pursuant to ORS 339.250 and the school will notify the appropriate law enforcement agency.

## **ADDITIONAL DISCIPLINE FOR ALCOHOL, TOBACCO AND OTHER DRUG OFFENSES BY ACTIVITY/ATHLETIC PARTICIPANTS**

The procedures outlined in this section apply to Newberg School District middle and high school activity/athletic participants. The procedures will be administered by the coach/advisor in conjunction with the building administration.

These procedures are in effect upon a student's initial enrollment in any District-sponsored activity or athletic program. They remain in effect until the student graduates or transfers from the Newberg School District. (365 days a year)

Consequences outlined in items number one and number two below will be cumulative for middle school students (grades 6-8) and for high school students (grades 9-12.) Consequences will not carry over from middle school to high school.

A student who transfers into the Newberg School District from another school District will maintain the cumulative offense status described in these procedures. Similar violations from prior schools will apply in the Newberg Public Schools. Likewise, a student transferring from one middle school in the Newberg School District to another middle school in the Newberg School District will maintain the cumulative offense

status.

**1. Illegal Possession, Use, Distribution, Sale, or Abuse of Alcohol, or Other Drugs**

**1.1.** No activity/athletic participant shall illegally possess, use, distribute, sell or be under the influence of alcohol, performance enhancing drugs, inhalants, or controlled substances of any kind except as prescribed by a medical professional.

**1.2.** The illegal possession, use, distribution, or sale of alcohol, performance enhancing drugs, inhalants, or controlled substances, or a determination by a school official that a participant illegally used either alcohol, performance enhancing drugs, or controlled substances will subject the participant to the following consequences in addition to school disciplinary procedures:

**1.2 First Offense:** Suspension from 33% of the total number of performances/ contests in that participant's current seasons. This takes place from the date that knowledge of the violation became known to a school official. In the event of a first offense, if there are not 33% of the performances/contests remaining, the count will resume with the first performance/contest of the next activity/athletic season in which the participant is involved.

In addition, the participant may not attend practices or meetings in any extracurricular programs for one calendar week, and must complete a chemical dependency assessment at the parent/guardian expense. Following the chemical dependency assessment, a meeting will be held with the participant, the parent/guardian, the chemical dependency counselor and other appropriate professionals to discuss the assessment results and develop recommendations. Agreement to follow the recommendations and the activity required for reinstatement in the program. Failure to comply with the recommendations following a first offense will result in the imposition of a sanction under Second Offense description.

**1.2 Second Offense:** Suspension from 67% of the total number of performances/contests in that participant's current season. This takes place from the date that knowledge of the violation became known to a school official. In the event of a second offense, if there are not 67% of the performances/ contests remaining, the count will resume with the first performance/con- test of the next activity/athletic season in which the participant is involved.

In addition, the participant may not attend practices or meetings in any extra- curricular programs for one calendar week, and must complete a chemical dependency assessment at the parent/ guardian expense. Following the chemical dependency assessment, a meeting will be held with the participant, the parent/guardian, the chemical dependency counselor and other appropriate professionals to discuss the assessment results and develop recommendations. Agreement to follow the recommendations and the activity/athletic director's or principals approval are required for reinstatement in the program. Failure to comply with the recommendations following a second offense will result in the imposition of a sanction under Third Offense description.

**1.2 Third Offense:** One calendar year suspension from all activity/athletic participation from the date that knowledge of the violation became known to a school official. The participant will follow the recommendations from the assessment report including participation in an approved community alcohol or other drug education program. Agreement to follow the recommendations by a substance abuse counselor, or other appropriate professional, and the activity/athletic director's or principal's approval are required for reinstatement in the program. Failure to comply with the recommendations following a third offense will result in the imposition of a sanction under Fourth Offense description.

**1.2 Fourth Offense:** Full exclusion from all activity/athletic programs while enrolled in any middle school in the Newberg School District or full exclusion from all activity/athletic programs while enrolled in any high school in the Newberg School District, whichever applies

to the participant.

**2. Possession, Use, Distribution or Sale of Tobacco**

Students who participate in Newberg School District activities and or athletics, regardless of age, are expected to refrain from possessing, using, distributing or selling tobacco. Failure to do so will result in application of the consequences as outlined in 1.2 above.

**3. Being In the Company of Persons Who Are Possessing, Using, Distributing, Selling, or Abusing Alcohol or Other Drugs**

**3.1.** Any participant who finds himself/herself in the company of persons who are illegally possessing, using, distributing, selling or are illegally under the influence of alcohol, performance enhancing drugs, inhalants, or controlled substances of any kind except as prescribed by a medical professional, is expected to take all reasonable actions necessary to leave the situation. "In the company of persons who are illegally possessing, distributing, selling, or abusing alcohol or other drugs" includes willingly remaining at a function while aware that illegal activity as noted above is occurring. Failure to do so will subject the participant to the following consequences in addition to school disciplinary procedures:

**3.1 First Offense:** A conference with the parent and student and a written notification, in the form of a certified letter, of a participant's failure to leave the situation will be sent to the participant's parents.

**3.1 Second Offense:** Suspension from 33% of the total number of performances/contests in the participant's current season. This takes place from the date that knowledge of the violation became known to a school official. In the event of a second offense, if there are not 33% of the performances/contests remaining, the count will resume with the first performance/contest of the next activity/athletic season in which the participant is involved.

In addition, the participant may not attend practices or meetings in any extra- curricular programs for one calendar week.

**3.1 Third Offense:** Suspension from 67% of the total number of performances/contests of the total number of performances/ contests in the participant's current season. This takes place from the date that knowledge of the violation became known to a school official. In the event of a third offense, if there are not 67% of the performances/ contests remaining, the count will resume with the first performance/contest of the next activity/ athletic season in which the participant is involved.

In addition, the participant may not attend practices or meetings in any extra- curricular programs for one calendar week.

**3.1 Fourth Offense:** One calendar-year suspension from all activity/athletic participation from the date that knowledge of the violation became known to a school official.

**3.1 Fifth Offense:** Full exclusion from all activity/athletic programs while enrolled in any middle school in the Newberg School District or full exclusion from all activity/athletic programs while enrolled in any high school in the Newberg School District.

**4. Consequence Modification**

Consequences listed in items one through three above may be modified by the Athletic Director, Superintendent, or Designee based on mitigating circumstances.

**DUE PROCESS FOR ACTIVITY/ATHLETIC DISCIPLINARY ACTION FOR**



## ALCOHOL, TOBACCO AND OTHER DRUG OFFENSES

If a participant faces disciplinary action, which could result in suspension or dismissal from a club/team for alcohol, tobacco, or drug offenses, the following due process will be used. This process is not intended to supersede the Newberg School District student disciplinary policy and administrative regulations.

1. The coach or activity advisor shall meet with the student and inform him/her of the reasons for the disciplinary actions. The student's parent/guardian will be notified and the student shall have the right to present his/her version
2. The student's parent/guardian shall be notified if the disciplinary action will lead to possible removal from the team/club and the reasoning for the action.
3. If the student or parent/guardian wishes to appeal the action, he/she will meet with the advisor/coach and school activity/athletic director to attempt to resolve the situation.
4. If the student or parent/guardian is not satisfied with the resolution of the situation, he/she may appeal to the principal within five school days of notification of the disciplinary action.
5. Pending the decision of the principal, the student may continue to practice with the team/club and participate in team activities but shall not participate in a team contest/performance.
6. Upon receipt of the appeal, the principal or designee will investigate the disciplinary action, including conducting an informal hearing. The student will have the opportunity to present his/her version of the facts. The principal shall respond to the student within three school days of the hearing.
7. If a student or parent is not satisfied with the response, within two school days, he/she may appeal the decision to the Superintendent who shall designate a hearing officer to hear the case. The hearing officer's decision shall be final and binding.

## ADDITIONAL DISCIPLINE FOR CRIMINAL BEHAVIOR OTHER THAN ALCOHOL, TOBACCO AND DRUG OFFENSES BY ACTIVITY/ATHLETIC PARTICIPANTS

The admission of facts which constitute a criminal offense, or conviction of a criminal offense, either felony or misdemeanor, (excluding minor traffic violations) may result in suspension or exclusion from all activities/athletics participation. This is not intended to supersede the Newberg School District student discipline policy and administrative regulations.

## PHYSICAL DISCIPLINE AND PHYSICAL FORCE BY SCHOOL PERSONNEL

No teacher, administrator, other school personnel, or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person. Corporal punishment is defined as the willful infliction of, or willfully causing, the infliction of physical pain. Permission to administer corporal punishment will not be sought or accepted from parent/guardian/person-in-parental relationship or school official.

A staff member is authorized to employ physical restraint in the appropriate manner

- only if they have been trained by the District in appropriate restraint and seclusion, or
- if the situation is an emergency in which the student poses significant threat to themselves, another student or students, or the staff member.

All staff members and volunteers shall be informed of this policy. (*Board Policy [JGA](#)*)

## DISCIPLINARY DUE PROCESS RIGHTS

### A. SUSPENSION (*Board Policy [JGD](#)*)

1. The student shall have notice of charge(s) in such terms as will afford an opportunity to defend the right to engage in the conduct or to show innocence of the conduct charged.
  - a. The student will be informed of the charge in writing, including the specific acts that support the charge, and of the suspension. In out-of-school suspension situations, the student may be sent home for no longer than ten (10) school days. Suspended students, until reinstated, are not to loiter on school grounds (see section 10).
  - b. The parents/guardians of the student are notified by telephone of the suspension and the reason for the action. When parents cannot be contacted, the decision to send or take the student home, to allow them to remain on school premises, or to refer them to the proper authorities must be made with consideration of each student's age, maturity, and the nature of the misconduct that caused the suspension.
  - c. For an out-of-school suspension, written notification shall be given to the parents/guardians, on the day of the suspension, stating the time, date, and the charge(s) for the suspension. The notification shall include procedures for reinstatement to be followed by the student and the parents/ guardians. This written notification may be sent home with the student.
  - d. The parents/guardians may request and will be given a conference with the building principal. Principals shall be responsible for informing the superintendent or delegated representative the details of serious or persistent cases.
  - e. In order to maintain safe and orderly schools, suspensions may be reviewed after the fact by the Superintendent or his/her designee at the request of the parent. However, the suspension will take effect immediately upon the determination of such action by the principal or assistant principal. Suspensions will remain in effect until the suspension is completed or reversed by the Superintendent or his/her designee.

#### SUSPENSION OF A STUDENT WITH A DISABILITY:

Separate disciplinary procedures may be applicable to students with disabilities. Questions regarding procedures for students in special education should be discussed with the building principal or Director of Special Programs.

#### **B. EXPULSION** (*Board Policy [JGE](#) & [JGE-AR](#)*)

1. The site administrator shall investigate the alleged infraction. Student due process rights shall be followed. The site administrator shall contact the local law enforcement authorities in cases where the infraction or event warrants.
2. The site administrator, after reviewing the investigatory information, shall notify the superintendent or designee and may recommend that a student be expelled. The superintendent shall review the information and may affirm, modify or rescind the expulsion recommendation.
3. If a site administrator recommends expulsion the student shall be suspended pending a pre-expulsion conference. The suspension may last up to ten school days.
4. Within five (5) days of the offense, the site administrator will convene a pre-expulsion conference to be attended by the student and his or her parent(s)/guardian(s).
5. At the pre-expulsion conference the site administrator will provide due process by reviewing with the parent(s)/guardian(s) and the student the facts of the incident and review of all academic details. The site administrator will also give the student and parent(s)/ guardian(s) the opportunity to provide feedback at this pre-expulsion conference. If a student is identified special education or has a section 504, staff shall review the number of days out-of-school

suspension in the current year, convene the individualized education program (IEP) team to conduct a manifestation determination as appropriate, provide procedural safeguards and document to the student and parent(s)/guardian(s), and complete an Educational Plan for the Eleventh Day Out-of-School Suspension as appropriate.

6. The site administrator or designee will review all of the facts presented and the feedback of the student and parent(s)/guardian(s) and decide whether to recommend expulsion to the superintendent or designee.
7. The superintendent or designee shall review the expulsion recommendation letter and the "Expulsion Hearing Request/Waiver" form. The letter and form shall be finalized within one school day and sent by certified mail to the student and parent/guardian.
8. The parent/guardian shall verbally respond to the expulsion recommendation letter to the superintendent or designee within one workday of receipt of the letter.
  - a. The parent(s)/ guardians(s) of the student may waive the right for expulsion hearing and to arrange for an alternative education option, or
  - b. The parent(s)/ guardians(s) of the student may to request an expulsion hearing after the pre-expulsion conference has been conducted; this option is available if the parent(s)/guardian(s):
    - 1) Dispute the findings of fact presented;
    - 2) Dispute the length of the proposed expulsion and request to have it modified; or,
    - 3) Hold that the District has not acted in compliance with applicable Oregon Revised Statutes, Oregon Administrative Regulations or District policy.
  - c. The parent/guardian must also return the "Expulsion Hearing Request/Waiver" form to the superintendent or designee within two school days of receiving the form.
9. No student may be expelled without a hearing unless the student's parent(s)/ guardian(s), or the student, if 18 years of age, waive the right to a hearing in writing. By waiving the right to a hearing, the student and parent/guardian agree to abide by the decision of a hearings officer.
10. When an expulsion hearing is not waived, the following procedure shall be used to assure that a student and parent/guardian have notice of an expulsion hearing, notice of the charges supporting the proposed expulsion, and the opportunity to present evidence at that hearing.
  - a. Notice shall be given to the student and the parent/guardian by personal service or by certified mail at least five days prior to the scheduled hearing. Notice shall include:
    - 1) The specific charge or charges;
    - 2) The conduct constituting the alleged violation, including the nature of the evidence of the violation;
    - 3) A recommendation for expulsion;
    - 4) The student's right to a hearing;
    - 5) When and where the hearing shall take place; and
    - 6) The right to representation.
  - b. The superintendent shall appoint a hearings officer who shall conduct the hearing. The hearings officer shall not be associated with the initial actions of the building administrators.
  - c. If the student and parent/guardian fail to appear at the scheduled hearing, the hearing shall take place regardless. The hearings officer shall make a decision based on

information at hand. This decision shall be reviewed by the superintendent prior to finalization.

- d. When the parent(s)/guardian(s) or a student has difficulty understanding the English language or has a disability that requires accommodation in order to participate in the expulsion hearing, the District shall provide a translator or other reasonable accommodation. If such accommodations are necessary, requests must be made in advance of the hearing.
  - e. The student shall be permitted to have a representative present at the hearing to advise and present arguments. The representative may be an attorney, parent, guardian or other individual. The school district's attorney may be present.
  - f. The student shall be afforded the right to present his/her version of the incident and to introduce evidence by testimony, writings or other exhibits.
  - g. The student shall be permitted to be present and to hear the evidence presented by the District.
  - h. The hearings officer shall determine the facts of each case on the evidence presented at the hearing. Evidence may include relevant past history and student education records. Findings of fact as to whether the students has committed the alleged conduct along with the hearings officer's recommended decision, shall be reviewed by the superintendent prior to finalization. The final findings of fact and hearings officer's decision including the duration of any expulsion, shall be sent to the superintendent, the principal, the student and the student's parent(s)/guardian(s) within three school days of the hearing.
  - i. The expulsion may extend from eleven days up to one calendar year. Students who possess, use, or transport weapons to school shall be expelled for a period of not less than one calendar year.
11. The hearings officer's decision may be appealed to the Board. In order to appeal a decision of the hearings officer, a parent/ guardian or student must file a written request to appeal the decision to the Board within five school days from the time the hearings officer's decision is received by the student or parent/guardian. The written request to appeal shall be sent to the superintendent. Failure to appeal the hearings officer's decision within five school days renders the decision not reviewable by the School Board.
12. The Board shall review the hearings officer's decision and shall affirm, modify or rescind the decision. Parent(s)/guardian(s) of students who wish to appeal the hearings officer's decision shall have the opportunity to be heard at the time the Board reviews the decision.
13. Board review of the hearing officer's decision shall be conducted in executive session unless the student or the student's parent/guardian requests a public review. The appeal before the Board shall be on the record and no additional evidence may be submitted. The evidence considered by the Board shall include the expulsion hearing record, the hearings officer's findings of fact, conclusions, and decision. The student or parent/guardian and the District representative shall each be given no more than 30 minutes for oral arguments before the Board. If a review of the expulsion is held by the Board in executive session, the following shall not be made public:
- a. The name of the minor student;
  - b. The issues involved;
  - c. The discussion; and
  - d. The vote of Board members.
14. The superintendent shall notify the student and parent/guardian of the Board's decision to affirm,

modify or rescind the hearings officer's decision.

15. A copy of the hearings officer's decision shall be placed in the student's permanent file and the supporting materials shall be held at the District office in a secure location.

# APPENDIX

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Attached are the federal notices and forms for notices the District is required to provide families.

- 2019-20 Student Fees
- Military & College Recruiter Access to Student Information
- FERPA Notice for Directory Information
- FERPA Notification of Rights to Educational Records
- PPRA Notification of Pupil Rights Amendment

You can also view these notices and others on the Newberg School District website: under Parents/ Students/ Federal Notices.



## XII. 2019-20 Student Fees

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<b>Middle School Rates</b>	<u>2018-19</u>	<u>2019-20</u>
Instrument Rental - MVMS	\$135	\$135
Instrument Rental – CVMS	\$135	\$135
Instrument Rental (Student on reduced lunches) -CVMS	\$70	\$70
Instrument Rental (Student on free lunches)- CVMS	\$35	\$35
Instrument Rental (summer)	\$45	\$45
Band uniform (t-shirt)	\$10	\$10
Combination Lock	\$7	\$7
Yearbook	\$20	\$20
Art (per semester) - CVMS	\$15	\$15
Elective Fee - MVMS	\$15	\$15
6 <sup>th</sup> Grade Art/Innovation – MVMS (includes 4 of the following: Art, Music, Crafts, Lego Robotics, Woodshop)	\$20	\$20
6 <sup>th</sup> Grade Wheel – CVMS (includes 4 of the following: Art, Music, Crafts, Lego Robotics, Woodshop)	\$20	\$20
Drama – CVMS	\$15	\$15
Digital Publications – CVMS	\$15	\$15
Digital Publications – MVMS	\$15	\$15
Culture Explore – CVMS	\$15	\$15
Leadership – MVMS	\$15	\$15
Leadership - CVMS	\$15	\$15

<b>High School Rates</b>	<u>2018-19</u>	<u>2019-20</u>
AP Test	\$94	\$94
AP Studio Art	\$20	\$20
AP Statistics Fees	\$10	\$10
AP Chemistry Fees	\$15	\$15
ASB Card	\$30	\$30
Audio/Visual Productions ( <del>Visual Arts</del> )	\$20	\$25
Band Uniform (cleaning/repair fee)	\$50	\$50
Building Construction Technology	\$10	\$10
Calligraphy- pens/materials	\$20	\$20
Ceramics	\$20	\$20
Chemistry Supplies	\$15	\$15
Choir Uniforms		
Choir Men's	\$55	\$55
Vocal Ensemble (First time member only)	\$50	\$50
Robe Cleaning Fee	\$15	\$15
Computer Science		\$10
Credit Recovery – Summer School	\$150	\$150
Culinary ( <del>FACS (Food) Supplies</del> )	\$20	\$20
Dance Team-All Levels	\$250	\$250
Digital Photography	\$20	\$20
Drama	\$25 –Max \$50/Family	-- --
Drama Supplies – Up to	\$14	<del>\$14</del>
Drawing	\$20	\$20
FFA	\$20	\$20
Forensic	\$15	\$15
Furniture Design		\$10
Graphic Design	\$20	\$20
Guitar- Strings	\$15	\$15
Anatomy & Physiology Lab Fee	\$20	\$20
Instrument Rental	\$125	\$125
Instrument Rental – Summer	\$45	\$45
Integrated Design Studio		\$10
Introduction to Engineering Design	\$15	\$15
Key Club	\$15	\$15
Lab Book	\$1	\$1
Medic Card	\$8.50	\$8.50
National Honor Society	\$15	\$15
OHSET Membership	\$250	\$250
Painting	\$20	\$20
Parking	\$40	\$45
Parking (After March 15 <sup>th</sup> thru end of school year)		\$25
PE Lock	\$6	\$6
Percussion- materials	\$15	\$15



<b>High School Rates</b>	<u>2018-19</u>	<u>2019-<del>20</del>19-20</u>
Pin Pals – Uniform	\$125	\$125
PLTW (Project Lead the Way)- materials	\$15	\$15
Principles of Engineering		\$15
PSAT – 11 <sup>th</sup> & 12 <sup>th</sup> Grade only	\$20	\$20
PSAT – late fee	\$5	\$5
Safety Glasses	\$5	\$5
SAT Prep Course – Math	\$40	\$40
SAT Prep Course – Reading	\$40	\$40
Sculpture	\$20	\$20
Stagecraft 1 & 2	\$20	\$20
Stagecraft 3	\$25	\$25
Orchestra/Strings - Uniform	\$60	\$60
Summer School	\$150	\$150
	F/R \$25	F/R \$25
Varsity Cheerleader	\$500	\$500
Webstore	\$1 per transa ction	\$1 per transac tion
Welding – Glasses & Gloves	\$20	\$20
Yearbook	\$50	\$55
 <b><u>High School Athletic Rates</u></b>		
First Sport	\$200	\$200
Second Sport	\$200	\$200
(Individual Max per Year \$400)		
Family Maximum per Year	\$600	\$600
 <b><u>PE Uniforms – Middle and High School</u></b>		
T-Shirt	\$6	\$6
Shorts	\$9	\$9
Sweatshirt	\$12	\$12
Sweat Pant	\$13	\$13
Copies of Documents		
Per page copy charge	\$0.10	\$0.10
Materials charge – envelopes, labels, etc.	\$1	\$1
Postage	As per metered amount	
Facsimile – for every 5 pages		
Local	\$1.50	\$1.50
Long Distance	\$2.50	\$2.50
Out of State	\$3.50	\$3.50

## ACCESS TO STUDENT INFORMATION BY MILITARY OR COLLEGE RECRUITERS

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ School: \_\_\_\_\_

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government under the No Child Left Behind Act of 2001. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number not be released by the district without prior written parental consent. If you would like to make such a request, please complete the following and return it to your child's school.

**Parent or Guardian: Please complete this section and return the entire form to your child's school. Use a separate form for each child.**

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent:

### **Military Recruiters (please check one):**

- Do not release my secondary student's information to military recruiters at any time.
- Do not release my secondary student's information to military recruiters until you have first obtained my prior written parental consent before doing so.

### **Colleges, Universities, or Institutions of Higher Learning (please check one):**

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- Do not release my secondary student's information to colleges, universities or other institutions of higher learning until you have first obtained my prior written parental consent before doing so.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (if over 18 or emancipated): \_\_\_\_\_ Date: \_\_\_\_\_

## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

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The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Newberg School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Newberg School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Newberg School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend
- State or federal authorities auditing or evaluating programs or enforcing state/federal laws
- Companies that manufacture class rings or publish yearbooks

In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent. <sup>1</sup>

**If you do not want Newberg School District to disclose directory information from your child’s education records without your prior written consent, you must notify the school principal in writing by September 30<sup>th</sup>.** Newberg School District has designated the following information as directory information:

Student name	Weight/height of athletic team members
Photograph	Dates of attendance
Major field of study	Degrees or awards received
Participation in school sports/activities	Most recent previous school attended

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<sup>1</sup> These laws are: Section 8528 of the ESEA (20 U.S.C. 7908), as amended by the *Every Student Succeeds Act of 2015* (P.L. 114-95), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

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The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

**(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Newberg School District* to comply with the requirements of FERPA may be addressed to:

Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW Washington,  
DC 20202-8520

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• **Consent before students are required to submit to a survey that concerns one or more of the following protected areas** (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• **Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• **Inspect, upon request and before administration or use:**

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Newberg School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newberg School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Newberg School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Newberg School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520