Staff, Parent and Student Official Notification for the Standards of Conduct in our Schools

*See page 44-47 for Directory Information Statement and form
If you need interpretation services, please call our English Language Learner (ELL) Department at: (503) 431-4123 (English)

Si necesita servicios de intérprete, favor de llamar al Departamento de Aprendizaje del Idioma Inglés (ELL) al: (503) 431-4123 (Spanish)

Haddii aad u baahantahay adeegga turjumaan, fadlan u wac Qaybta Barashada Luqada Ingrisiga ee Tel: (503) 431-4123 (Somali)

إذا كنت بحاجة إلى خدمات الترجمة الثقافية، يرجى الاتصال بقسم التعلم اللغوي (ELL) على الرقم: (503) 431-4123 (Arabic)

Nếu như ông/bà cần dịch vụ thông dịch, xin vui lòng gọi boş phán English Language Learner (ELL) của chúng tôi tại: (503) 431-4123 (Vietnamese)

若您需要語言翻譯服務，請聯絡我們的英語學習部門(ELL)，電話：(503) 431-4123。 (Chinese)

Ika pwe ke mochen an emon epwe anisuk non pekin chiaku kose mochen kopwe kokori ei nampa: (503) 431-4123 (Chuukese)

Если Вы нуждаетесь в услугах переводчика, тогда, пожалуйста, звоните в наш Отдел для изучающих английский язык (English Language Learner- ELL), по номеру телефона: (503) 431-4123 (Russian)

Не квоj айкун jibañ ilo ukok, joij im call etok wopij in an kajin Inlij ak English Language Learner (ELL) ilo: 503-431-4123 (Marshallese)

통역 서비스가 필요하시면 저희의 영어 언어 학습(ELL) 부서로 전화주십시오: (503) 431-4123 (Korean)
The schools are an integral part of our community, and many people have responsibilities related to the education of the students. Furthermore, all rights and responsibilities rest upon an educational philosophy and the values of the community. Sections 1-7 of this handbook describe in greater detail some of these values as well as some of the more important responsibilities of parents, staff and administrators.
I Introduction

MISSION STATEMENT: Educate Every Child.

BELIEF STATEMENTS
Under the leadership of each principal, our schools will:
• Provide a comprehensive, quality education program that addresses the diverse needs of all students;
• Provide safe, secure and positive learning environments;
• Engage parents and the community in partnerships that support student learning;
• Address issues of race and seek to build a school community of cultural understanding

Our Students will:
• Demonstrate the essential skills and core knowledge as described by the state standards;
• Expand their knowledge;
• Demonstrate Career-related Learning Skills such as team-work, problem-solving, time management and organization;
• Have the desire and capacity for independent, lifelong learning;
• Become informed, responsible and engaged citizens of our society;
• Understand and respect our world of diverse cultures.

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use appropriate behaviors, and to protect their own rights and those of other people. Although these rights and responsibilities are applicable in a total society, this document relates to, and is in force for 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 school grounds and school facilities 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 or off 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. Students using district provided transportation.
This document was originally created by a Student Rights and Responsibilities Committee composed of a member of the Board of Directors, administrators, teachers, students and parents. It is revised annually. The district believes that a review of a student’s responsibilities and rights must be accompanied with a review of the responsibilities of those who directly influence the student in an educational setting, i.e. parents, teachers, administrators and school board members. The contents of the document conform to Oregon Revised Statutes clarified in Oregon Administrative Rules 581-021-0050 to 581-021-0075.

Questions that concern an issue in a particular school should first be addressed to that school and then, if necessary, directed to the appropriate official at the Administration Office.

Board Policy Reference: AE, KL

2 Educational Opportunity

In the Tigard-Tualatin School District, we are committed to educating EVERY child. We believe it is within our control to close the achievement gap based on race, language and national origin. The School District is committed to achieving representative participation in all district programs, activities and classes. The School District shall provide programs, activities and facilities (including restrooms) based on equality for all students. No persons shall, on the basis of religion, race, creed, color, personal life orientation, national origin, sex, marital status or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Tigard-Tualatin School Board. Distinctions on the basis of age are permitted where District policy, statutes, regulatory agencies and the welfare of the child or other children dictate. Students and/or parents are urged to contact the district’s Equity Compliance Officer by calling (503)-431-4180 if they have questions or concerns about how the District serves students in any of these protected classes.

The District’s procedure for promptly and equitably resolving complaints about instruction, discipline or learning materials is to follow these channels: 1) Teacher 2) School Principal 3) Director 4) Superintendent 5) School Board. Any complaint about school personnel will be investigated by the administration before consideration and action by the School Board.


3 Student Responsibilities

Students have the RIGHT:
• To receive a copy of the Student Rights and Responsibilities Handbook.
• To appeal disciplinary decisions of staff and administration.

Students have the RESPONSIBILITY:
• To read and become aware of contents of the Students Rights and Responsibilities Handbook.
• To follow staff directions, and to comply explicitly with requests from a teacher, administrator, school employee and/or school volunteer.
• To comply with rules of the School District.
• To promote a safe school environment by protecting their own rights and the rights of others.
• To seek the assistance of a school administrator for help in understanding any of the policies or expectations explained in this handbook.

Board Policy Reference: JA/JAA, JF/JFA, JFC, JG

4 Parent/Guardian Responsibilities

Attention: Whenever the term parent or parents is used in this handbook, it shall also refer to legal guardian or person with power of attorney to act as a parent.

The parent has the ultimate responsibility for the student’s welfare. Parents help the student learn, exercise self-control and develop socially acceptable standards of behavior. The parent should know and understand the regulations that govern the student’s activities and the consequences of disobeying those regulations. Parents are encouraged to attend back-to-school nights, parent/teacher conferences, school functions and classroom visitations. Parents may request information regarding the professional qualifications of their students’ classroom teachers by contacting the school district’s Human Resources Department (503) 431-4012. Parents should arrange class visits and appointments with teachers through established procedures with each school’s administrative office. During school hours all parents and visitors are required to sign-in at the main office and obtain a visitor’s pass.

The parent has the responsibility to have the student attend school regularly. Parents have the responsibility to inform the school by phone or in writing of their child’s absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon’s immunization law, and dressed appropriately. Parents/guardians have the responsibility to help their student(s) follow school rules as outlined in this Student Rights and Responsibilities Handbook.
NON-SMOKING REGULATIONS
Tigard-Tualatin School District is a tobacco-free district. All persons, including parents and visitors, are expected to comply with the non-smoking regulations of the school district at all activities held on school campuses.

5 School Board & Superintendent Responsibilities

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

The superintendent and school board expect school leaders to create discrimination-free environments and increase opportunities and access to all district programs for students and families of color.

6 Staff Responsibilities

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

All staff members shall model by work and by personal example, their respect for law and school rules. A staff member’s conduct and guidance should encourage within the student a desire to learn, a respect for honest work and an interest in various fields of knowledge. Staff members are expected to demonstrate the skills and knowledge needed to successfully serve the culturally diverse population of students enrolled in district schools. Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouragement to students for achievement and responsible behavior. A staff member will be culturally aware, fair, firm and consistent in active enforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, media center, school buses, school grounds, etc.) not only during the school
day, but at all school sponsored activities. The staff member shall demonstrate respect for parents, students and other staff members. All staff members share in the responsibility to maintain an orderly educational environment which includes the conditional use of physical restraint.

School officials have authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

Board Policy Reference: JM, GBCB

7 District Administrator Responsibilities

Principals, associate principals and district level administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching/learning situation. The administrator has a responsibility to carry out school district policies and regulations and to make these known to staff, students and parents. The administration also has the responsibility to maintain an environment conducive to orderly education which includes the use of physical restraint when reasonably necessary (see section 17). Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order, and by demonstrating self-discipline and concern for all persons under their authority. Administrators have the responsibility to provide a culturally appropriate learning environment.

Administrators will be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students.

In regard to disciplinary action, administrators should confer with teachers, counselors and students. Administrators should communicate with parents to establish procedures to improve student behavior when needed. Administrators shall follow processes as outlined in District regulations, inform parents or guardians of actions and related policies involving their student (including but not limited to the appeal process as stated in section 3), and maintain records of disciplinary actions explained in section 28.

Board Policy Reference: GBCB

8 Academics

Students have the RIGHT:

• To be informed of, and to participate in, an appropriate course of studies.

• To be informed of the teachers’ expectations for them in their classes.
Students have the RESPONSIBILITY:
- To participate in class and do the assigned work in a timely manner.
- To monitor their own academic performance.
- To behave in a manner that does not disrupt the academic environment.
- To demonstrate a high degree of academic integrity.
- To refrain from print or electronic plagiarism, copyright infringement or any other kind of cheating.

The primary purpose of public education is the education of the youth of the community. The students have the right to an appropriate education, and the responsibility to be actively involved in the learning process. “Public school pupils shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers’ authority” [ORS 339.250 (1)].

Students must have successfully completed the required academic credits according to Policy IKF and complied with all academic, attendance and behavioral graduation requirements in order to participate in commencement exercises.

9 Attendance and Enrollment

Students have the RIGHT:
- To attend school if they have reached the age of five by September 1 and have not completed graduation requirements nor reached the age of 19. If a student’s 19th birthday occurs during the school year he/she shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education or is shown to be in need of additional education in order to receive a diploma (ORS 339.115).
- To receive information about alternative education programs when erratic attendance or serious disciplinary issues are keeping the student from benefiting from his/her educational program [ORS 339.250(9-11), 339.252 and OAR 581-021-0071].

Students have the RESPONSIBILITY:
- To attend school in the attendance area in which they reside, or to apply to a different school within “School Choice” guidelines. Students may inquire about the “School Choice” process through a building administrator.
• To attend classes on all scheduled school days at the school in which they are enrolled.
• To be punctual and observe policies governing absences or late arrivals. Parents have the responsibility to inform the school by phone or in writing of their child’s absence and the reason.

Parents/guardians are responsible for school attendance of any child between the ages of 7 and 18 years who has not completed the 12th grade (ORS 339.020). Tigard-Tualatin School District follows ORS 339.065(2) in regard to attendance. School Administrators or their designee have the sole discretion to excuse absences based upon the law. The law states: “An absence may be excused by a principal or teacher if the absence is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.” Failure to give a valid reason for absence for students who are truant from school may result in detention or suspension.

Exceptions to attendance requirements may be granted as provided for in Oregon Revised Statutes. When possible, counseling and home teaching will be provided for students with prolonged disabilities.

The classroom teacher is responsible for maintaining and reporting accurate student attendance records.

**Truancy**
A student who chronically violates the attendance policy as defined by Oregon Administrative Rule will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

**Suspension of Driving Privileges**
Under ORS 339.257, students between the ages of 15 and 18 who fail to maintain regular enrollment in school may have their driving privileges suspended or the right to apply for driving privileges suspended.

The School Board shall admit, free of charge, to schools of the District all qualified residents, authorize the admittance of other persons, determine who is not a resident, and fix tuition rates.

The District may accept for admission students from international exchange programs and other programs as may be authorized by the school board. For more information regarding exchange students refer to Board Policy JECBA.

Board Policy Reference: JC, JE/JEA, JEB, JEC, JECBA
I0 Student Records

Eligible students* and their parents have the RIGHT:
• To know where their records are and who has access to them.
• To request that changes be made to inaccurate or misleading records.
• To consent to disclosure of confidential records.
• To file formal complaint if there is disagreement over the students’ records.
• To ask for a copy of the District Records Policy from the Superintendent’s Office.

A full explanation of these rights is provided on pages 45-48 of this handbook.

Eligible students* and their parents have the RESPONSIBILITY:
• To review the information in this handbook in order to fully understand the policy regarding student records.
• To pay close attention to the District’s use of “Directory Information.”
• To follow the directions in this handbook if you do not want records released according to the District’s “Directory Information” policy.
• To expect that grade reports, diploma, or other records may be withheld if they owe fees or the student has willfully damaged District property until the balance is paid in full (ORS 339.260).

* Eligible students are 18 years or older, or are attending a post-secondary institution.

Board Policy Reference: JO, JOA, JOB

II Freedom of Expression

Students have the RIGHT:
• To express themselves verbally, in writing, electronically, or by assembly in such a way that they do not violate the rights of other individuals or groups.
• To attend school in an atmosphere free of slurs based on religion, race, creed, color, personal life orientation, national origin, sex, marital status, age or disability.
• To attend school in an atmosphere free of verbal assaults, privacy invasion, assaults, profanities, obscenities (as outlined in Oregon Revised Statutes), ridicule or threats of physical harm.
• To express affection for friends and staff in an appropriate manner.
• To dress and groom according to their choice consistent with the goals and purposes of the educational environment.

Students have the RESPONSIBILITY:
• To respect another person’s justifiable right to privacy. Not to invade, either verbally, in print or by electronic publication, another person’s lawful right to privacy without the person’s consent.
• For the effects of their expressions on other individuals or groups. They must follow school policies. Verbal assaults, profanity and obscenity are prohibited.
• To refrain from public displays of private affection.

**SPEECH**
The student is entitled to verbally express his/her personal opinions. In exercising that right, however, students are responsible for refraining from the following types of speech/expression:
• Speech that is vulgar, lewd, indecent or plainly offensive;
• Speech that is hateful, derogatory or offensive to others regarding race, religion, national origin, sex, marital status, age, sexual orientation or disability;
• Speech that is libelous or slanderous;
• Speech that could reasonably be viewed as promoting illegal drug use;
• Speech that threatens or expresses an intent to cause harm or injury to another or to school property or that constitutes bullying or harassment;
• Speech that has, or would likely have, the effect of materially and substantially interfering with or disrupting the orderly operation of the school.

Speech that falls into one of the above categories may subject the student to discipline, regardless of the location of the speech or the mode of communication. Off-campus speech and/or speech that is communicated via social media or electronic devices such as a computer or cell phone may fall within the jurisdiction of the school if it creates a substantial disruption to the learning environment.

**PUBLICATION OF STUDENT WORKS**
Student works, such as poems, essays, and artworks, may be published by the school to further school curriculum purposes, crediting authorship to the student (giving some combination of name, age, grade and class) unless the student author or his or her parent or guardian requests that the work’s authorship not be identified.

**NON-SCHOOL SPONSORED PUBLICATIONS**
All non-school sponsored print or electronic publications which students want to distribute on District property or at District activities must comply with District standards. Students may not distribute materials which:
• Are defamatory or libelous;
• Threaten or intimidate any individual or group;
• Are obscene as to minors;
• Contain vulgar or offensive language;
• Advocate breaking school rules or District rules, or advocate unlawful acts; or
• Will or reasonably could be anticipated to result in a substantial disruption of or a material interference with school work, school activities, discipline, the educational environment, or the rights of others within the school.

** Students are also advised to see District policy IGDB for further definitions of the policy. Copies may be obtained from the principal.

** DISTRIBUTION GUIDELINES
Arrangements to distribute non-school-sponsored publications at district activities shall be approved by the principal or his/her designee. Non-school-sponsored publications shall be distributed only by being placed in marked boxes located in central areas within the school, as designated by the principal. The principal or his/her designee will ensure that the method of distribution does not disrupt the activity or impede the safe flow of traffic at the activity.

** LIABILITY
The District cannot accept liability for non-school-sponsored publications which students may want to distribute.

Distribution permitted pursuant to the time, place and manner guidelines above does not constitute any endorsement of the materials in question, nor does it indicate that the District or any District employee vouches for the accuracy of any such materials. The District will not assume any liability for the content of such publication or its distribution.

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

** ASSEMBLY
All formal student meetings in a school building or on school property may function only as part of the educational process or as authorized in advance by the principal. Students gathered informally or formally shall not disrupt the educational process or infringe upon the rights of others.

** PROHIBITION OF SECRET SOCIETIES, GANGS, HATE GROUPS
Secret societies, gangs, hate groups and similar organizations or groups which advocate hatred, discrimination or violence on any basis are inconsistent with the fundamental values and educational environment of the Tigard-Tualatin Schools and are prohibited by ORS 339.885. Likewise, the activities of such
groups and their members are prohibited in district facilities and at school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, insignia, weaponed attire, and the use of language, codes or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Board Policy Reference: IGDB, INE, JFCEA

I2 Gifts to Staff

Students have the RIGHT:
• To express their appreciation and gratitude to staff.

Students have the RESPONSIBILITY:
• To express that gratitude in the form of verbal or written appreciation rather than in the form of gifts.

Board Policy Reference: JL, JM

I3 Student Dress and Grooming

Students have the RIGHT:
• To dress and groom according to their choice consistent with the goals and purposes of the educational environment.

Students have the RESPONSIBILITY:
• To dress and groom so the teaching/learning process is not disrupted.
• To be dressed, groomed and clean so that a health/safety issue is not created. Articles of clothing that advertise illegal activities or promote the use of alcohol, tobacco or drug products, promote acts of violence and/or intimidation, or that display sexually suggestive words or pictures are not permitted in school since they contradict the mission and curriculum of the district. Any items which are commonly considered evidence of membership or affiliation with any gang are also prohibited.

Board Policy Reference: JFCA
**14 Motor Vehicles**

**Students have the RIGHT:**
- To drive licensed motor vehicles to and from school, subject to availability of parking.

**Students have the RESPONSIBILITY:**
- To adhere to the following rules:

All vehicles driven by students shall be registered with the schools. Senior high school students driving licensed motor vehicles shall park in designated areas. **Students may not use vehicles during school hours except with parental and administrative authorization.** Students are expected to observe all state, local and school traffic laws. All vehicles should be driven below 10 miles per hour and in a safe and non-disruptive manner while on or near campus. Reckless driving behavior could result in suspension and/or loss of parking privileges. Illegal parking will automatically result in the vehicle being “booted” and the driver fined. Further parking violations will result in the vehicle being towed.

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The Tigard-Tualatin School District is not responsible for any property that is lost, mislaid, stolen, damaged or destroyed. This includes students’, staff or patrons’ vehicles and the contents of those vehicles. The Tigard-Tualatin School District provides fee-parking areas for student convenience. However the payment of fees does not indicate in any way that the Tigard-Tualatin School District assumes any responsibility for safekeeping of a student, staff or patron’s vehicle or the contents of that vehicle.

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**15 School Campus Mobility**

**Students have the RIGHT:**
- To be released from campus with parent and/or administrative permission on file in the school office.

**Students have the RESPONSIBILITY:**
- To remain on campus at all times unless released.
- To know and comply with individual school campus regulations.
A closed campus is in effect at all schools. Movement of students during required school hours is confined to school property except when released for specific reasons (such as medical appointments) or educational programs (such as cooperative work experience and field trips).

Specific regulations concerning campus mobility will vary from school to school and affect age groups differently. Where these rules apply, students who are required to sign in and out when arriving or departing will do so. All schools have regulations concerning signing in and out.

Board Policy Reference: IDA, JEDB, JEF/JEFB, JEFA

16 Bus Transportation

Students have the RIGHT:
• To ride District buses as provided when students live 1 or more miles from the school (in the case of elementary and middle school students) and 1-1/2 or more miles from school (in the case of high school students) and/or would have to cross a hazardous area.

Students have the RESPONSIBILITY:
• To follow the instructions posted and listed in District regulations.
• To participate in two bus evacuation drills each year.
• To follow the rules governing behavior on school buses and at bus stops or may forfeit the right to ride.

Students should understand that the bus driver is responsible for the safety of students. Consequences for misbehavior may include forfeiting the right to ride and/or in the case of vandalism, payment of appropriate restitution. Parents who have a concern regarding the bus should address the concern with the school administration rather than with the bus driver. A licensed teacher is responsible for establishing departure times of field trips and for maintaining order during field trip activities.

The following are state regulations from OAR 581-053-0010:

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall only bring approved assistance guide animals on the bus.
7. Pupils shall remain seated while the bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms or head through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils and passersby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

Statutory Authority:  ORS Chapter 820
_________________________________________Board Policy Reference: EE, EEA, EEAE, JFCC

17  Student Discipline

Students have the RIGHT:
• To attend school free of corporal punishment. Corporal punishment is defined as any act which willfully inflicts or willfully causes the infliction of physical pain upon a student.
• To expect reasonable consequences as a disciplinary measure for non-compliance with school rules and regulations as outlined in this handbook.

Students have the RESPONSIBILITY:
• To follow staff directions, and to comply explicitly with requests from a teacher, administrator, school employee and/or school volunteer.

The Tigard-Tualatin School District will follow ORS 339.250 and OAR 581-021-0050 through 0070 in regard to student discipline.

_________________________________________Board Policy Reference: JFC, JG, JGA, JGB, JGC, JGD, JGDA, JGE

18  School Environment

Students have the RIGHT:
• To attend school in a safe environment free of hazing, harassment, intimidation, racism, bullying, cyber bullying, menacing, dating violence or any
threat to personal safety.
• To attend a school that is free of fighting or physical violence.

Students have the RESPONSIBILITY:
• To respect the rights of others.
• To seek the help of authority when they have knowledge of a wrongful act, harassment or a potentially unsafe situation.
• To seek help if needed to resolve personal disputes in a peaceful, responsible manner.
• To seek safe, peaceful alternatives to fighting and physical violence in settling all disputes.

Students and adults are entitled to an environment without harassment, menacing, bullying/cyber bullying, dating violence or race/national origin discrimination.

HARASSMENT
Harassment includes intentionally annoying another either verbally, written (on paper or electronically), or by physical contact. Menacing includes attempting to place another person in fear of serious injury. Bullying includes creating a hostile environment and interfering with a person’s psychological well-being.

CYBER BULLYING
Cyber bullying includes the use of any electronic communication device to harass, intimidate, bully or otherwise intend to harm another individual and/or prevent a safe and positive educational environment.

DATING VIOLENCE
Dating violence includes a pattern of behavior where a person uses or threatens to use physical, mental or emotional abuse to control another person within a dating relationship. It can also include behavior where a person uses or threatens to use sexual violence against another person within a dating relationship.

It is the District’s policy that students and adults exist together in an environment free of sexual harassment from fellow students and adults. Sexual advances--made with the stated or implied threat that if the advances are resisted or rejected, there will be work or school related reprisals--are considered sexual harassment. The creation of a hostile or uncomfortable environment due to uninvited, unwelcomed, personally offensive sexual attention is also considered sexual harassment. (Refer to Title VII of the 1964 Civil Rights Act.)

Students and adults who engage in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and
legal action being taken against them and their families.

**RACE/NATIONAL ORIGIN DISCRIMINATION AND HARASSMENT**

Race/National Origin discrimination is when a person is treated less favorably than another person in a similar situation because of his/her race, color, descent, national or ethnic origin or immigrant status. Racism, specifically, can include harassing a person because of that person’s race or color. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person’s race or color, or the display of racially-offensive symbols.

Every person within the TTSD community should be treated with dignity and assured security and equality. Individuals may not exercise personal freedoms in ways that invade or violate the rights of others. Acts of violence and harassment reflecting bias or intolerance of race are unacceptable and if such acts of violence or harassment occur, appropriate corrective action will be taken.

Students who believe they are the victim of or witness race/national origin harassment or racist language should immediately report the incident to their school administrator or counselor. School officials will investigate the incident and will notify the parent(s) of both the victim and perpetrator. Furthermore, the school administrator will assign a range of consequences up to and including expulsion.

**REPORTING**

If you are the victim of any type of harassment, menacing, cyber bullying, dating violence or race/national origin discrimination, inform your parent(s) and immediately report the incident to an administrator or counselor.

Retaliation against an individual who has filed a report or complaint, participated in an investigation and/or proceeding is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

**FIGHTING**

All students are entitled to attend school in an environment where fighting or physical violence of any kind does not occur. Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and their families. A person commits the crime of riot if, while participating with five or more other persons, the person engages in tumultuous and violent conduct and thereby intentionally or recklessly creates a grave risk of causing public alarm.

School officials will attempt to protect the anonymity of any student who reports
or comes forward with information regarding violations of this handbook or other school rules but complete anonymity may not be possible in all circumstances.

**DISRUPTIONS TO THE EDUCATIONAL ENVIRONMENT**

Students have the right to attend school free from major disruptions to the educational environment. Disruptions caused by false bomb threats, setting off fire alarms or making prank 911 calls will be considered as threats to personal safety and will not be tolerated. Students who create these situations will be held responsible and disciplined for their actions and could face the possibility of legal action taken against them and their families.

Board Policy Reference: JFC, JFCF/GBNA, JG

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**19 Technology & Electronic Communication**

The Tigard-Tualatin School District will provide students with access to the district’s electronic communications network. This network includes local area networks (LAN) in each building, communications between all of the district’s local area networks and Internet access. The District will provide filtering services for all student-use computers and will monitor students’ use of District computers. The Student Rights and Responsibilities Handbook as a whole and this section in particular will serve as the District’s Acceptable Use Policy and Agreement. Acceptable Use also includes preventing substantial disruption to the learning environment by practicing responsible use of social media and electronic communication both on and off campus.

**Students have the RIGHT:**

- To have access to technology that is kept in good working order.
- To use the District’s network for educational purposes.
- To have opportunities to work towards meeting TTSD standards, based on the ISTE Standards for Students (International Society for Technology in Education http://www.iste.org)
- To access district online curriculum and resource sites including, but not limited to: ThinkCentral, Rosetta Stone, Google Apps, and Interactive Science.

**Students have the RESPONSIBILITY:**

- To refrain from using the District network to access materials that are obscene or pornographic, that advocate illegal acts, violence, or discrimination. Exceptions may be made when the purpose is to conduct classroom sponsored research and the teacher has given approval.
- To notify an adult if they receive any message or access any web site that is
inappropriate or makes them feel uncomfortable.

• To refrain from making attempts to gain unauthorized access, disrupt performance, or hack into any system or server on the District network or outside the district. Students should not share their account name and password with anyone.

• To practice responsible use of e-mail, texting and social media within the school environment, including no spamming, no unauthorized forwarding, no sending of large attachments and no cyber bullying. Off-campus speech that is communicated via social media or electronic devices such as a computer or cell phone may fall within the jurisdiction of the school if it creates a substantial disruption to the learning environment.

• To refrain from activities that might interfere with network performance. This might include downloading large files, watching online movies, playing online interactive games, etc.

• To notify the teacher or school administrator if they identify a possible security problem.

• To refrain from giving out personal contact information about themselves or others. This includes full name, address and telephone number.

• To refuse to meet someone they have encountered online without parent/guardian permission.

• To only visit social networking sites (e-mail, blogs, forums, chat rooms, etc.) on district equipment with permission from and supervision by their teacher.

• To refrain from turning any computer into a server except as directed by a supervising teacher and after permission for server operation has been granted by both the building and district.

• To maintain proper care of and to prevent damage to district equipment.

• To apply all district technology use policies to the use of personal electronic devices while on school property and accessing school resources.

PERSONAL ELECTRONIC DEVICES, CELL PHONES

• Students whose parents authorize them to carry communication or personal electronic devices have the responsibility to ensure any device does not disrupt the learning atmosphere. Communication or personal electronic devices that are disruptive to the educational environment will be confiscated and will be returned to the parent or guardian.

• In the event of an actual emergency, cell phone use should be avoided, except for contact with emergency service providers. The use of cell phones for non-emergencies interferes with radio frequencies.

• Students should never make false reports of emergencies (i.e. 911 calls).

The Tigard-Tualatin School District is not responsible for any property that is lost, mislaid, stolen, damaged or destroyed.

Board Policy Reference: IIBGA IIGBA, JFCEB
20 Theft

Students have the RIGHT:
• To take reasonable precautions to ensure the security of their personal property.

Students have the RESPONSIBILITY:
• To respect the property of others including students, staff, the School District and the community.
• To take reasonable precautions for the protection of their personal property.
• To inform authorities of known thefts.
• To respect copyright laws, both print and electronic.

Theft constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by the school regardless of consequences or sanctions imposed by public authorities. Suspension or expulsion may result. Proper law enforcement agencies may be notified at the discretion of the school administrators.

Besides unauthorized use or possession of another person’s belongings, theft may also include, for example: illegal downloading of software, music or copyrighted materials as well as using school equipment to reproduce and/or distribute software, music or movies.

The Tigard-Tualatin School District is not responsible for any property that is lost, mislaid, stolen, damaged or destroyed.

Board Policy Reference: JFC, JG

21 Tobacco

Students have the RIGHT:
• To attend school in an environment free of tobacco, tobacco “look-alikes,” tobacco smoke and tobacco refuse.

Students have the RESPONSIBILITY:
• Not to possess, use, sell, or distribute tobacco in any form including electronic cigarettes or any kind of vaping device and/or products on any school grounds, at school sponsored activities, or in school provided transportation.

The school board has established the Tigard-Tualatin School District and its facilities as being tobacco free for all staff, students, visitors and community
members. Students possessing or using tobacco products and/or paraphrenalia including electronic cigarettes or vaping devices may be subject to suspension. Law enforcement agencies may be contacted at the discretion of the administrator.

The school has a responsibility to diligently and regularly inform all students that tobacco use is hazardous to their health. There are some additional guidelines regarding tobacco use listed in the Athletic Handbook that apply to all student athletes.

Information regarding cessation services will be available to students wishing to remain tobacco-free.

Board Policy Reference: JFCG, KGB, KK

22 Alcohol, Marijuana and Other Drugs

Students have the RIGHT:
- To attend school in an environment free of alcohol, marijuana or controlled substances as defined in Chapter 475, Oregon Revised Statutes.
- To be able to take medically necessary prescription and over the counter medications at school according to the District’s medication policy.

Students have the RESPONSIBILITY:
- Not to possess (physically or by consumption), distribute, attempt to distribute, or deliver or be under the influence of alcohol, marijuana or other drugs (narcotics and other dangerous drugs including vaping devices) as defined pursuant to Chapter 475, Oregon Revised Statutes.
- Not to possess, distribute, attempt to distribute, or deliver “look-alike” controlled substances (i.e., tea leaves, parsley, oregano, talcum powder, etc.) or alcohol in circumstances in which another person would reasonably be caused to believe that these look-alike substances were controlled substances or being represented to be controlled substances.
- To adhere to the District’s medication policy, available in the school office, if it is medically necessary to take prescription or non-prescription medication at school.

The school district recognizes that the abuse of drugs and alcohol poses extremely serious health risks.

District administrators are responsible for enforcing consequences to students who possess, distribute or attempt to distribute, deliver, or are under the influence of alcohol, marijuana or other drugs on school premises, at any school sponsored activity or under any circumstances where the student’s conduct is subject to School District jurisdiction. Where violations of the law are involved,
law enforcement agencies will be notified. Information regarding resources for services and support will be provided to students in school wishing to remain drug and alcohol free.

Distribution, attempted distribution or delivery of alcohol or drugs, or look- alikes will result in the school administrator automatically filing for expulsion.

Possession, solicitation or being under the influence of alcohol, marijuana or other drugs, abusive chemicals, or unauthorized medication, or possession of drug-related paraphernalia including vaping devices may result in suspension pending a substance abuse assessment by a certified drug and alcohol counselor and completion of an in-school drug and alcohol program.

**First Offense**
The Associate Principal shall:
1. Notify the appropriate law enforcement/juvenile agency.
2. Notify the parents/guardians of the student’s offense and request an immediate conference with them.
3. Suspend the student for a maximum of 10 days. Suspension may be served as an in-school suspension at the discretion of the school administrator.

The suspension will end and the student may return to school under the following conditions:
- The student completes a drug and alcohol assessment by a certified alcohol and drug counselor which must be made available to the school within five days.
- The student completes an in-school drug and alcohol prevention program including an alcohol and drug education module, a family meeting with an alcohol and drug specialist and an individual plan is developed to assist the student in remaining drug-free.
- The student has a re-admit conference with the school administrator.
- The student and parents/guardians agree to follow the recommendations of the drug and alcohol assessment. If treatment is recommended, the student must comply with any and all regulations. Failure to follow the program may initiate the recommendation for expulsion.

At the re-admit conference, the results from the drug and alcohol assessment will be discussed. All mid-day class release and lunch release may be revoked. A student may be required to submit to random urine analysis tests (UA’s) for a specified period of time. A student may be required to check in up to 3 times per day with school personnel. If the conditions are not completed, a recommendation for expulsion may be initiated.

**Second Offense**
The district will follow the same procedures as set forth for a first offense with additional alcohol and drug prevention and education requirements. The school administrator may assign additional consequences. The school administra-
tor may make an expulsion recommendation. Any offense that occurs after 36 months of a first offense shall not be recognized by the district as a second or subsequent offense.

Distribution, attempted distribution or delivery of alcohol or drugs or look-alikes may result in the school administrator filing for expulsion. A student may be recommended for expulsion or be suspended with a requirement to complete an intervention plan determined by district administration.

Exceptions to District policy regarding drugs or look-alikes as used in dramatic productions, classroom instruction, or school clubs/activities are only permitted pursuant to prior arrangements, written permission, and under direct staff supervision.

Additional procedures and guidelines regarding alcohol, marijuana and other drugs are listed in separate school board policies. In addition, further guidelines applying to the student activity program are listed in the various program handbooks (Examples: Athletic Handbook and Band Handbook).

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23 Vandalism

Students have the RIGHT:
- To attend a school that is clean, safe, well maintained and in a state of good repair.

Students have the RESPONSIBILITY:
- To assist in the maintenance of a clean school, and refrain from littering.
- To not damage property or gain unauthorized entry into locked classrooms or school facilities.
- To take reasonable personal action or make a report to school or law enforcement authorities when violations are observed.

Vandalism is the willful or malicious destruction or defacement of school, public or private property.

Vandalism can also occur electronically using computers. Any attempt to gain unauthorized access, disrupt performance, hack into any system or change online information managed by someone else is considered vandalism. This applies to servers and other equipment inside of the District network, as well as using District equipment to compromise systems outside of the District network.

Vandalism to school property constitutes criminal conduct under Oregon law. School disciplinary action could result in any or all of the following:

1. Restitution to school for damage incurred (may include payment and/or
2. Suspension, expulsion, or other appropriate discipline.
3. Giving the case to police for investigation and/or civil action.

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Board Policy Reference: JFC, JG

## 24 Firesetting, Attempted Firesetting and Fireplay

### Students have the RIGHT:
- To attend school without the fear of being harmed by an intentionally set fire.
- To attend school in an environment free of threat to personal safety.

### Students have the RESPONSIBILITY:
- Not to possess fire tools (matches, lighters, or other items that create a flame or spark).
- To report knowledge of fire tools that might be in a student’s possession, on school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.
- To report knowledge of fire incidents and/or attempted fire incidents on school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.

**Fire tools** are defined as: any tool that creates a form of heat by creating a flame or spark, including but not limited to matches, cigarette lighters, and multi-purpose lighters (BBQ).

**Ignition Sources other than fire tools** are defined as: a form of heat, which instigate or are used to propagate fire and include candles, road flares, fuses, and fireworks.

Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Possession of fire tools will result in a minimum of confiscation and documentation.

Unauthorized use of fire tools and ignition sources may result in a referral to local Law Enforcement and the Fire District for an investigation. Additionally, a student may be suspended for up to ten (10) school days for violation of the District’s rules regarding firesetting and fireplay, with expulsion recommendation pending. If an assessment is completed and made available to the administrator within the suspension period, the student may be re-admitted after the suspension.
For the student to be re-admitted into the District educational programs, a Firesetter Screening Tool or evaluation must be performed by a third party (Fire District or an approved designee). The results of the screening tool or evaluation and/or treatment, if required, must be submitted to the Principal or designee for consideration. The student and parents/guardians must agree to fulfill the recommendations of the evaluation and submit necessary reports to the Principal. If this is not done, expulsion will be recommended.

The same procedures set forth for the first offense will be followed for any subsequent offense, except that expulsion up to the full extent of the law will be recommended.

Starting a fire in a public facility and/or on public property constitutes a serious, dangerous and deadly threat to human life. Any student who is determined by a preponderance of the evidence to have intentionally, knowingly, recklessly or with criminal negligence started a fire on school district property, that results in damage, however slight, to a school district structure or property, will be expelled for no less than 9 weeks and no more than one school year. The District considers the setting of fires commensurate with bringing firearms to school since the threat to human life is as great or greater.

Exceptions to District policy regarding firesetting and possession of fire tools as used in dramatic productions, classroom instruction, or school clubs/activities are only permitted pursuant to prior arrangements, written permission, and under direct staff supervision. Appropriate storage and/or use of emergency/safety equipment that would otherwise be considered a fire tool is exempt from this policy.

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### Board Policy Reference: JFC, JG

### 25 Threats of Violence

**Students have the RIGHT:**
- To attend school in a safe learning environment.
- To attend school free of threat to his/her physical and emotional well-being.

**Students have the RESPONSIBILITY:**
- To inform a District staff member regarding any information or knowledge relevant to conduct prohibited by this policy.
- To inform a District staff member if they are concerned for the safety of anyone, including themselves. Students are strongly encouraged to inform staff members if they have feelings about harming themselves or know of another student who has those feelings.

Threats of harm to others, threatening behavior or acts of violence, including
threats to severely damage school property shall not be tolerated on District property or at activities under the jurisdiction of the District (District-sponsored activities).

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement authorities shall be made for any incident involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and board policy. The building principal or designee, in determining appropriate disciplinary action, shall consider the following:

1. Immediately removing any student from the classroom setting who has threatened to injure themselves or another person or severely damage school property.
2. Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;
3. Requiring a completed safety assessment by a District-approved licensed mental health professional before allowing the student to return to the classroom setting.

The District will ask that all resources to pay for such evaluations (i.e. students’/parents’ health insurance) are explored. If no other resources are available, the District, in accordance with the requirements of ORS 339.250, will provide funds for the evaluation and/or other disciplinary options.

Students who threaten to harm themselves or make statements about harming themselves, will be removed to a safe environment and kept in the presence of supportive adults. The administrator, in consultation with the counselor and/or school psychologist, ensures that the student only leaves school when there is an appropriate plan in place to address any concern for the student’s emotional and physical well-being.

_______________________________________________ Board Policy Reference: JFC, JFCM, JG

26 Weapons

Students have the RIGHT:
• To attend school without the fear of weapons.
• To attend school free of threat to his/her physical and emotional well-being.

Students have the RESPONSIBILITY:
• Not to possess weapons or “look-alikes” in or around school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.
• Not to use any objects as a weapon.
• To report knowledge of weapons that might be in a student’s possession, on school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.

Possession of, threatening to use, or actually using a weapon or simulated weapons (including “look-alikes”), explosives, firecrackers, or other items capable of producing bodily harm is prohibited.

Possession of weapons includes the unauthorized presence of or use of dangerous weapons which include, but are not limited to, any type of gun, knives (including pocket knives), bombs, explosives, and firecrackers. Possession includes not only possession on the student’s person, but also the presence of weapons in a vehicle, locker, or container under a student’s control, or brought upon the school grounds/facilities by the student whether or not in the student’s immediate possession or control when upon the grounds.

Materials or devices that can be readily assembled to create explosives or dangerous weapons, or any materials or devices that have potential of endangering the safety of others, are also prohibited.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, $125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Firearms are defined as: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; frame or receiver of any such weapon; any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Deadly weapons are defined as: any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Dangerous weapons are defined as: any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious
physical injury.

Possessing or using weapons including “look-alikes” or any other inappropriate item that is a threat to the safety or effective operation of the school is not allowed. Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and/or legal action being taken against them or their families. Disciplinary action may include suspension and/or an alternative to expulsion placement.

The disciplinary action taken for students possessing look-alikes and/or potential weapons such as knives (including pocket knives) will depend upon the type of weapon, the circumstances in which the device was used or displayed and the student’s prior behavioral record.

Exceptions to the foregoing rules to possession of weapons or look-alikes as used in dramatic productions, classroom instruction or school clubs/activities are only permitted pursuant to prior arrangement and written permission under direct staff supervision.

Board Policy Reference: JFC, JFCJ, JG

27 Search and Seizure

Students have the RIGHT:
• To be notified that a search of his or her property or school property in use by such students has occurred and will be notified of any evidence or prohibited item(s) seized. When school officials believe it is in the best interests of the safety of the students or the general welfare of the school, a search will be conducted without the student present.

Students have the RESPONSIBILITY:
• To cooperate with school staff.
• Not to bring upon school premises, dangerous weapons (or look-alikes), unlawful drugs or other prohibited substances or items, constituting a potential threat to the health or safety of any person.

When reasonable suspicion exists, District officials may search a student’s or students’ person and property, including coats, backpacks, electronic devices, motor vehicles or other property. Student lockers, computers and computer files are school district property and are subject to random search. There is no stated or implied right to privacy in the case of District property used by students. School officials have the right under the same authority to search, including the use of metal detectors and breath analyzers, any student and personal belongings if the officials have reason to believe that the search will reveal evidence of a
violation of laws or school rules. District officials may seize any item which is evidence of a violation of law, District policy or rules, or which the possession or use is prohibited by law, policy or rules, or disrupts the educational environment. Reasonable suspicion arises from specific facts which create a suspicion that there has been a violation of a District policy, school rule or the law. Administrators may question students at any time regarding potential violations of school or District rules, policies, or procedures. Students are expected to respond truthfully to questions and support the District’s efforts to maintain a safe and healthy environment for all students, staff, and community members.

Law Enforcement: If it is necessary for law enforcement officers (including School Resource Officers acting outside of their school resource duties) to interview, detain, or take into custody a student, school personnel are responsible for cooperating with, and making it possible for, law enforcement officials to interview students on school premises.

Ordinarily, the principal or staff member may be present during an interview of a student by police. Exceptional circumstances may make this inappropriate. Upon a request from the student, or if the officer insists that the circumstances of the investigation make such a presence inappropriate, a staff member should not be present.

It is the responsibility of a law enforcement officer who wishes to interview a student at school for law enforcement purposes to contact that student’s parent or guardian in order to obtain advance authorization for the interview.

The law enforcement officer will be asked to complete and sign a “NOTIFICATION RECORD” when:

- The student’s parent or guardian consents to the student being interviewed.
- The student’s parent or guardian refuses to consent.
- The law enforcement officer interviews the student without parental or guardian notification.
- The law enforcement officer determines in his or her sole discretion that contacting the parent or guardian in advance will interfere with legitimate law enforcement business, or create a health or safety risk to the student or others.

Board Policy Reference: JFC, JFG, JG

28 Disciplinary Process and Exclusion from School

Students have the RIGHT:

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

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

A student who violates the student responsibilities included in this handbook shall be subject to disciplinary action.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in his or her educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practical, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

**SUSPENSION**
Suspension temporarily removes the privilege and duty of a student to attend school or school activities for a period of time determined by the principal not to exceed ten consecutive school days. The principal, in issuing the suspension, will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Depending upon the circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension looks imminent.

A student whose conduct or condition is seriously detrimental to the school’s best interests may be suspended for up to and including 10 school days. Students may be expelled for any of the following circumstances: a) when a student’s conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student’s behavior have been ineffective; or c) when required by law.

The district may require a student to attend school during nonschool hours as an alternative to suspension.
An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student’s return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

When a student with an IEP is being considered for suspension or expulsion from school, all procedures mandated by IDEA will be addressed.

It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to give, correct and credit assignments; however, it will not be the responsibility of the instructor to provide any additional instruction.

Refer to OAR 581-021-0065.

**EXPULSION**

Students may be expelled for any of the following circumstances: a) when a student’s conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student’s behavior have been ineffective; or c) when required by law.

No student may be expelled without a hearing unless the student’s parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

Expulsions are recommended by the principal or his designate to the District Hearing Officer. The decision by the hearings officer will be communicated to the Superintendent and School Board. The decision of the hearings officer may be appealed to the School Board.
For any student who is determined to have brought a weapon to school, federal law (Public Law 103-227 section 8001) and Oregon law (HB 2487) require expulsion from school for period of not less than one year [ORS 339.250(6)].

During the time of expulsion, students are not to be on any Tigard-Tualatin School District campuses or they will be subject to criminal trespass charges. If the student is enrolled in a District Alternative Program that meets on District property, this rule will not apply during the time of day he/she attends the program. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

Refer to OAR 581-021-0070.

Board Policy Reference: JGC, JGD, JGDA, JGE
The Redefining Learning Program plan is based on the foundational belief that all “students [must] be prepared for success in a rapidly changing world.” The method by which students learn and instruction is delivered is being redefined by necessity, as a result. The traditional K-12 “school” is no longer a passive experience where student compliance and a one size fits all approach is preparing all of our students for college and career. With the expansion of this plan, all students will be provided with personalized learning opportunities that incorporate the 4 C’s (collaboration, creativity, critical thinking and communication) into their educational experience. By 2021, all students will be able to participate in the Redefining Learning Program that focuses on college and career readiness skills, equity & accessibility and high quality instruction. Strategic investment in instructional coaching, modeling of best practice and a shift in culture that allows for innovation will provide leaders, teachers and students with support through the program phases. Upon completion of the four phases of implementation, the ultimate goal is improved academic success through redefined instructional practice.

Tigard-Tualatin School District (TTSD) staff and students have adopted Common Core State Standards (CCSS). The use of technology in TTSD enhances these standards and underscores the importance of all students acquiring the necessary skills for future careers. The TTSD Redefining Learning Plan includes goals which prepare students for success in both college and careers through the acquisition of necessary technology skills. CCSS standards are enhanced using technology tools that focus on mastering skills in communication, collaboration, critical thinking, and creativity, as outlined by the ISTE (International Society for Technology in Education) standards. Students must establish and draw upon a high level of technology skills in order to reach these goals. The complement of standards between CCSS and ISTE provide teachers with a guide to embed the use of technology, introduce and reinforce technology skills as they teach core content standards within their curriculum.

The role of a parent is very important as students are encouraged to effectively and appropriately use the tools that we provide them. In this document you will find many of our policies and practices that will help provide guidance as we move forward.

If you have any questions you may contact your school main office, TTSD Teaching & Learning Department, or TTSD IT Department at 503-431-4051.
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I Receiving a Device and Device Check-In

1.1 Receiving Your Device
In 1:1 classrooms where students are issued a personal device for the school year, devices and device chargers (potentially two pieces) will be distributed in the fall and checked out to students through the library system, similar to textbooks. Students must sign and return the “TTSD Student & Parent Use Agreement” before the device can be issued to them. Both device and associated charger are the responsibility of the student. When students are issued a device to take home (vs. left in a classroom cart), the charger should remain at home, and the device should accompany the student to and from school every school day, fully charged.

1.2 Device Check-In
Devices and device chargers will be returned during the final weeks of school, or earlier if the school deems it necessary. If a student transfers out of the Tigard-Tualatin School District during the school year, all student-issued devices, cords and chargers will be returned to the library at that time. Failure to do so will result in the family being assessed a fine to replace the device and components.

1.3 Check-In/Device Fines
Individual student devices and device chargers must be returned during specified check-in times at the end of the school year. Students who leave Tigard-Tualatin School District for any reason must return their individual school device on their last day of attendance. If a student/parent/guardian fails to return the device at the end of the school year or upon termination of enrollment, that student/parent/guardian will remain liable for the cost of the device - similar to a band instrument, books, or other items loaned by the school. Furthermore, the student/parent/guardian will be responsible for any damage to the device, consistent with the Student Technology Acceptable Use Agreement, and must return the device and device charger in satisfactory condition (no substitution of chargers or cords will be accepted). The student/parent/guardian will be charged a fee for any necessary repairs to assigned device(s), not to exceed the replacement cost of each device.

2 Taking Care of Your Device

2.1 General Precautions
The device is school property and all users will follow this Acceptable Use Policy. Only use a clean, dry soft cloth to clean the screen—do not use cleans-
ers of any type. Cords and cables must be inserted/removed carefully into the device to prevent damage. Do not force. Do not twist, bend or damage. Ask for assistance.

Devices must remain free of any writing, drawing, stickers, or labels that are not applied by the Tigard-Tualatin School District. Students may not remove any labels applied by Tigard-Tualatin School District.

Students are responsible for keeping their device secured at all times. When not in your personal possession, the device should be in a secure, locked environment. Any unattended devices will be collected and stored in the school’s library/media center. Students will be required to show their student ID to the media assistant/school technician to retrieve their unattended device. Replacement of lost devices that are not recovered will be the responsibility of the student/parent.

Students are responsible for their devices both in and out of school, including extracurricular events. The costs associated with a lost, stolen or damaged device as stated in this Agreement apply to all events, including extracurricular. It will not be the responsibility of the coach, bus driver, etc. to protect the devices during extracurricular activities.

Students are responsible for charging their devices at home in preparation for each school day.

2.2 Carrying Devices
Your device should always be in its district-issued protective case (with keyboard connected, if district provided) and carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, and other school supplies in your backpack with your device. It is recommended to use a bag with several pockets to keep these items separated. Do not stack items on top of your device. No water bottles or magnets should be stored next to the device.

2.3 Screen Care
The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen. Do not lean on the device.
Do not place anything near the device that could put pressure on the screen.
Do not place anything inside your cover that will press against the screen.
Clean the screen with a soft, dry cloth or dry, anti-static cloth.

3 Using Your Device

3.1 Devices Left at Home
If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. This may require extra
homework in order to catch up. It is the responsibility of the STUDENT, and not
the teacher, to complete missed work.

3.2 Device Undergoing Repair
Devices that require repair or maintenance will be brought to the school library
and checked in with the school library assistant or technician. Loaner devices
may be issued to students when they leave their devices for repair. The same
level of responsibility identified in this handbook applies to any device issued to
a student, including loaner devices.

3.3 Charging Your Device’s Battery
Devices must be brought to school each day in a fully charged condition. Stu-
dents need to charge their devices each evening.

3.4 Screensavers/Background Photos
The lock screen & screen saver on your device must be appropriate and comply
with the guidelines set forth in the Student Acceptable Use Policy. Additionally,
District applied identification (name tags, TTSD asset tags, etc.) stickers on the
device may not be removed under any circumstances.
Inappropriate media may not be used anywhere on the student’s device.

3.5 Sound, Music, Games, or Programs
Sound must be muted or headphones used at all times unless permission is ob-
tained from the teacher for instructional purposes. Game play is not allowed on
devices unless specifically connected to classroom curriculum, content and ac-
tivities. Apps and digital content to support classroom learning will be provided
by the Tigard-Tualatin School District.

3.6 Photos/Video Taken with Device
Students may not take photos or video of other students, staff, or anyone without
their permission. The possession, forwarding, or uploading of unauthorized pho-
tos or video to any website, network storage area, or person is strictly forbidden.
In addition, photos and video taken with the device may not be used to slander,
bully or denigrate any student, staff member, or anyone on or off the campus at
any time. Photos and video taken with the device and with permission are for
educational purposes only. Refer to TTSD Student Rights and Responsibilities
Handbook for additional guidance on harassment and cyberbullying, Section 18:
Student Environment. (http://www.ttsdschools.org)

3.7 Video Messaging
Video messaging (i.e. FaceTime and Google Hangout) requires a sizeable
amount of bandwidth, and therefore, can slow the school network. If enabled
and prior approval is not given by the teacher, any inappropriate use of video
messaging services will result in disciplinary actions.
3.8 Home Internet Access
Students are allowed to connect to other wireless networks through their device settings. TTSD filter will be forced on the device regardless of the network in use. Students will be required to log into the TTSD filter when on any network other than the TTSD network. Personal usernames and passwords should NEVER be shared.

If students are needing Internet access for the student device and it is stored overnight at the school, “Homework Assistance” is available at the middle schools with after school transportation. Please check with your school librarian for the availability of a HotSpot to check out for home internet use. Personal home Wifi support is not available. For students in grades K-8, an internet curfew is in place between 10pm-6am.

4 Managing Files and Saving Your Work

4.1 Saving Documents
Students may save work on the devices in several ways, however all important data & school work should be backed up to TTSD’s Google drive. Storage space will be available on the device—BUT it will NOT be backed up in case of reimaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Instructions on these techniques will be provided in classes.

4.2 Network Connectivity
The Tigard-Tualatin School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

4.3 Student E-mail
Students are assigned a district email account through TTSD’s Google Apps.

Google:
The e-mail account that is provided to the student is created through the district’s Google Apps For Education domain which is separate from Google. This domain is managed by the school district.

Archiving:
There is an archive of student e-mails kept for a designated period of time. If necessary, the district reserves the right to go into the archive to view the messages that the student has sent or received. Inappropriate use of the e-mail system is prohibited.
Privacy:
The e-mail system is not to be considered private.

Usage:
Use of the e-mail system for harassment, bullying or any other inappropriate use is not allowed and will result in disciplinary action.

5 Software on Devices

5.1 Originally Installed Resources
The apps, extensions and other resources originally installed by the Tigard-Tualatin School District must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add or make available apps or extensions for use in a particular class or subject area. Regular and periodic checks of devices will be made to ensure that students have not removed required apps and content.

5.2 Additional Apps and Content
The Tigard-Tualatin School District will make sure that devices contain the necessary tools to complete school work. Only TTSD-issued student Apple IDs or Google accounts may be used with the device. Students may not sync their device to a computer. Recommendations for any app or extension can go to a teacher for consideration. Only approved apps and extensions are permitted on the student device. Any apps or extensions installed using non TTSD-issued student accounts or unapproved apps found on the device will result in disciplinary action.

5.3 Inspection
Students may be selected at random to provide their devices for inspection.

5.4 Procedure for Re-Loading Apps
If technical difficulties occur, the device may be reset to factory default settings and any local files will be lost. The Tigard-Tualatin School District does not accept responsibility for the loss of apps or documents deleted as a result.

5.5 Software Upgrades
Upgrade versions of device OS, apps and extensions are available from time to time. Updates are the student’s responsibility. When prompted by the device, students must install all updates.

6 Acceptable Use
The use of the Tigard-Tualatin School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Tigard-Tualatin School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Tigard-Tualatin School District. This guide is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved. Refer to TTSD Student Rights and Responsibilities Handbook for additional guidance on student acceptable use, Section 19: Technology and Electronic Communication. (http://www.ttsdschools.org)

6.1 Parent/Guardian Responsibilities
Talk to your children about appropriate and responsible use of the Internet. It is recommended that students use and charge their devices in “public” areas at home, instead of in private spaces (i.e. bedrooms). Should you want your student to initially opt out of taking a device home, you will need to work with your building administrator to manage the safe storage of the device in the library each night. Your student is still responsible for meeting the course requirements.

6.2 District/School Responsibilities
Refer to TTSD Student Rights and Responsibilities Handbook for additional guidance on student acceptable use, Section 19: Technology and Electronic Communication.
- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials.
- Provide network data storage areas. These will be treated similar to school lockers.

The Tigard-Tualatin School District reserves the right to review, monitor, and restrict information stored on or transmitted via Tigard-Tualatin School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the acceptable use policy.

6.3 Student Responsibilities
Refer to TTSD Student Rights and Responsibilities Handbook for additional guidance on student acceptable use, Section 19: Technology and Electronic Communication. In addition:
- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device/computer use.
• Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors or omissions.
• Evaluate all content for accuracy and quality obtained using their device.
• Monitor all activity on their account(s).
• If an e-mail or other communication is received containing inappropriate or abusive language, or if the subject matter is questionable, report it to a staff person immediately.
• Devices are intended for use at school each school day.
• Students are expected to bring their device to all classes, unless specifically instructed not to do so by their teacher.

6.4 Student Activities Strictly Prohibited
Refer to TTSD Student Rights & Responsibility Handbook for additional guidance on student acceptable use, Section 19: Technology and Electronic Communication. In addition:
• Using devices for noneducational purposes during class times.
• Any action that violates existing Board policy, administrative rule, or public law.
• Use of personal messaging services during school hours.
• Use of outside data disks or external attachments without prior approval from tech support.
• Changing of device settings (exceptions include personal settings such as font size, brightness, etc.).
• Gaining access to other student accounts, files, and/or data.
• Use of anonymous and/or false communications.
• Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, e-mail, etc.
• Bypassing the Tigard-Tualatin School District web filter or other security measures through a web proxy or other methods.
• Taking photos or video of other students, staff or anyone without their permission.
• The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the device are for educational purposes only.

6.5 Device Care
• Students will be held responsible for maintaining their individual devices (and protective cases) and keeping them in good working order.
• Device batteries must be charged and ready for school each day.
• Only labels or stickers applied by the Tigard-Tualatin School District administration may be applied to the device.
• iPads must be in District issued cases at all times. Protective whiteboard covers must remain affixed to Chromebooks.
• Devices that malfunction or are damaged must be reported to the school tech support as soon as possible. The school district will be responsible for repairing devices that malfunction. See Section 8 of this Agreement for costs to Students and Parents for damaged devices.
• Devices that are stolen must be reported immediately to the Tigard-Tualatin School District IT Department (503-431-4051) and the local Police Department to obtain required police report for theft.

6.6 Legal Propriety
• Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
• Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
• Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by the Tigard-Tualatin School District.

6.7 Student Discipline
If a student violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement may be involved.

7 Protecting & Storing Your Device

7.1 Device Identification
Student devices will be labeled in the manner specified by the school district. Devices can be identified in the following ways:
• Selfie on lock screen
• Student e-mail account on District applied label
• Record of serial number
• Tigard-Tualatin School District asset tag barcode

7.2 Storing Your Device
When students are not using their devices, they should be stored securely. Nothing should be placed on top of a device when stored in a locker, desk or bag. After initial instruction, students are required to take their devices home.
everyday after school, regardless of whether or not they are needed. Devices are not to be left in school lockers or PE lockers overnight. If devices are left at school, it is the student’s responsibility to check them into a secure location designated by their school or teacher. Devices should not be stored in a student’s family vehicle at school or at home.

7.3 Devices Left in Unsupervised Areas
Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, hallways, and unlocked lockers. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, including an unlocked locker, it will be taken to the school library.

8 Cost of Repairs

Cost for Damaged, Lost or Stolen Devices
Any incident of breakage, loss or damage needs to be reported to school personnel as soon as discovered or at the start of the school day if incident occurred at home. Incidents of neglect or irresponsible behavior leading to the damage and/or loss of a device and equipment including cases and power cords/adapter are the responsibility of the parent. All repairs and replacements of devices will be handled by the School District and their chosen service provider. At no time should a student or parent attempt repairs on their own, or take the device to a vendor for servicing. Students will be charged a fine if the student device, case or cover, charging cable or charging block is damaged or lost. Fines for damages will occur as follows:

- **First Occurrence:** Parent/Guardian pays for repair up to $100, copayment
  - TTSD covers the remaining cost of repair/replacement
- **Second Occurrence:** Parent/Guardian pays for repair up to $100, copayment
  - TTSD covers the remaining cost of repair/replacement
- **Third (and any additional) Occurrences:** Parent/Guardian covers full cost of replacement/repair

**Estimates for Repair/Replacement**

<table>
<thead>
<tr>
<th>Item</th>
<th>Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charging Cable</td>
<td>$19.00</td>
</tr>
<tr>
<td>Charging Block</td>
<td>$19.00</td>
</tr>
<tr>
<td>Case or Cover</td>
<td>$34.95</td>
</tr>
<tr>
<td>Device (1st offense/2nd/3rd)</td>
<td>$100 / $100 / $349</td>
</tr>
</tbody>
</table>
Individual school devices and accessories must be returned to the school at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Tigard-Tualatin School District for any other reason must return their devices on the date of termination or associated charges will apply.

The policies, procedures and information within this document apply to all student assigned technology devices issued by the Tigard-Tualatin School District, including any new device considered by the Administration. Teachers may set additional requirements for use within their classroom.

WE BELIEVE...

1. Technology is not a separate subject.
2. Every teacher is capable of integrating technology effectively to improve learning.
3. Every student should have access to technology to improve learning.
4. Every student should have the opportunity and ability to be a contributor and creator with that technology.

2017-21 TTSD Redefining Learning Program Technology Plan
The Family Educational Rights and Privacy Act (FERPA)

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“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 after the day the school receives a request for access.

   Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal or the district records administrator a written request that identifies the records 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 their child’s or their education 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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 typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. This disclosure is made within 10 days of the request of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tigard-Tualatin School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

>NOTE: Please carefully read the following important information regarding the school’s use of “Directory Information.”

5. The District does disclose “directory information” without written consent, unless you have advised the school to the contrary (see below). The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications or to entities that provide school related services. 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;
School directories published by parent-teacher associations; and Newspaper or Broadcast Media stories or photos

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, companies such as those that manufacture class rings or publish yearbooks, companies that produce school photographs, or charitable organizations. In addition, two federal laws require local educational agencies (LEAs) 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 that they do not want their student’s information disclosed without their prior written consent.

Recruiters (college or military) shall not solicit personal information from students who do not approach them, nor shall they distribute materials to students who do not approach them.

If you do not want Tigard-Tualatin 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 within 15 days of receiving this information.

You may EITHER indicate that you do not want your school to disclose any directory information OR that you do not want your student’s directory information released to military recruiters.
Tigard-Tualatin School District has designated the following information as directory information:

Student’s name
Participation in officially recognized activities and sports
Address
Telephone listing
Weight and height of members of athletic teams
Electronic mail address
Photograph
Degrees, honors, and awards received
Birthday
Major field of study
Dates of attendance
Grade level
The most recent educational agency or institution attended.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
• To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
• To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
• Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
• To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
• To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
Directory Information/Military Recruiter
Opt-Out

I do not want ANY “directory information” released to ANY entity (see page 46-47 for list of directory information).

☐ I do not want my child’s name, address or telephone number released to military recruiters.

______________________________  ____________
Parent/guardian signature        Date

If you do not want your child’s information released, this form must be provided to your school within 15 days of registering your child or receiving the Student Rights and Responsibilities Handbook.

You may provide this “opt-out” information form after that time, but the school district is not responsible for releases prior to receiving this form.
Section 6 Athletic/Activity Program Standards

Students must refrain from using alcohol, tobacco, and drugs.

A dangerous drug is defined as any drug obtained with or without a prescription that has been used in a potentially harmful manner. This includes, but is not limited to marijuana, cocaine, heroin, stimulants, depressants, hallucinogenic, and illegal performance-enhancing drugs.

The following guidelines have been established for students participating in high school athletic/activity programs in the Tigard-Tualatin School District.

A. First Violation: Alcohol/Drugs/Tobacco
Any participant incurring any infraction on school premises during school hours, away from school, on school or non-school days or at any school-sponsored activity will be subject to the same sanctions as any other student.

In Season
The student will be suspended from any interscholastic athletic/activity practice or competition for the duration of any out-of-school suspension. A first violation will result in an athletic suspension from competitions for 10 school days following the first contest.

Chemical Abuse Assessment
The student will be required to complete a chemical abuse assessment from an approved outside assessor. The outside assessor will develop an individualized program to assist the student to become and remain drug/alcohol free. The student and parent(s) and or guardian(s) agree to follow the program developed by the
outside assessor. Failure to follow the program will result in expulsion from the athletic/activity program. If the assessment is not completed within the out-of-school suspension period, expulsion from the athletic/activity program will occur. The student will be required to attend any practice sessions, team meetings, or competitions following the arrangement of his/her chemical assessment appointment and the five-day out-of-school suspension. However, the student-athlete will not be able to be an active participant in competitions until the completion of the athletic/activity suspension period (10 days).

B. Second Violation: Alcohol/Drugs/Tobacco --
The District will follow the same procedure as set forth for a first violation, except that for a second violation (not in the same season/performance period); the suspension from interscholastic competition/performance will be for 20 days from the first competition contest.

If it is the 2nd violation, the Administration office consequences will hold precedence over those stated here. If a student has committed an offense whereby they may be considered eligible for expulsion then the school administration’s consequences will take precedence over those stated here.

C. Third violation: Alcohol/Drugs/Tobacco
The student-athlete will be removed from their current team and not be allowed to participate in any other athletic or activity teams/groups for the remainder of their HS career.

D. Association Violation
Any student participating in athletics/activities who finds himself/herself in the company of others, who illegally possess, use, transmit, or are under the influence of alcohol, any form of dangerous drugs, or a controlled substance is expected to leave immediately (within a reasonable time frame – 20 minutes – time to secure a ride, safe transportation). Failure to do so will result in notification to parent/guardian and the possibility of the same consequences
listed above in section A above as determined by the Athletic Director. A second offense will result in discipline as if in violation of this policy. The only exception to this section of this policy would be when a parent/guardian accompanies a student to a family, social or cultural function where alcohol is served. However, students must refrain from personal use. Students who receive wine as part of a religious ceremony such as Holy Communion or Jewish Seder will not be penalized.

E. Out-of-Season
If the student-athlete is not currently in a season, a **first violation will result in an athletic suspension that follows the penalties for in-season violations except that the suspension will commence from the first contest date from the students next season of participation.** Any student athlete serving an athletic suspension will be required to attend and participate in all practices, team meetings and competition although they will not be permitted to actively participate in competitions.

F. Self-Reporting
Prior to being investigated or apprehended for a violation involving the use of alcohol, dangerous drugs or a controlled substance, the student may voluntarily request assistance from school officials. In the event of this self-reporting, there may be no disciplinary consequence imposed upon the student provided that:

F. 1 The report is independent and in advance of the investigation.

F. 2 The student meets with the Student Assistance Facilitator and complies with their recommendations.

F. 3 There are no subsequent incidents of alcohol, dangerous drugs, or controlled substance use.

G. Transfer of Violations
A student who transfers from one Tigard-Tualatin high school to another will maintain accumulative offense status under this policy.
H. Law Enforcement
The Tigard-Tualatin School District will seek the assistance of the Tigard and Tualatin police departments to work together to provide a safe and drug/alcohol free environment to live in. The police agencies, in accordance with the state and federal laws, will work with our high school administrators to assist in the enforcement of this policy.
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Superintendent: Dr. Susan Rieke-Smith
Board of Directors: Ben Bowman (Chair)
                     Tristan Irvin (Vice-Chair)
                     David Jaimes
                     Jill Zurchmeide
                     Dr. Marvin Lynn

The Tigard-Tualatin School District Student Rights and Responsibilities Handbook is an expression of the Administrative Rules implementing School Board Policy. The Student Rights and Responsibilities Handbook is only a partial representation of the laws, rules, and regulations governing the behavior of students.

Students are subject to all of the rules, regulations, and laws governing education in the State of Oregon and to the lawful acts, judgements, and discretionary powers granted to school employees in guiding student conduct in schools, whether specifically stated in the handbook or not. This handbook is a general guideline for student conduct expectations and of possible or potential consequences for violations of these conduct expectations.

Policy notations listed at the end of each section are for reference only. Other board policies may also apply.

Oregon Administrative Rules and Oregon Revised Statutes are available on the Internet at:
http://www.leg.state.or.us/ors/
http://arcweb.sos.state.or.us/rules/number_index.html
District policies are also online at www.ttsdschools.org. If you are unable to access the Internet, they will be made available at the Hibbard Administration Center.
Resource Information

School-Based Health Center (503) 431-5775

Caring Closet (503) 603-1576

Tigard-Tualatin Family Resource Center (503) 603-1585

Safe Oregon (844) 472-3367 call or text
tip@safeoregon.com

Washington County 24-Hour Mental Health Crisis Line (503) 291-9111

Lines for Life Youthline (877) 968-8491 or text
teen2teen to 839863

To Volunteer
www.ttsdschools.org
503-431-4083