

# GUIDELINES FOR

**Silver Falls School District 4J**

# Student Conduct

**Kindergarten – Grade 12**

*Parents and Students: After reading this booklet, please complete and return the signature page (located at front of the booklet).*

**Andy Bellando**  
**District Superintendent**

*In order to assist parents and students in the pursuit of a quality education, Silver Falls School District has established Guidelines for Student Conduct. These guidelines are designed to create a pleasant and safe environment for all students in the District's schools.*

*2017-2018 School Year*



# **RIGHTS AND RESPONSIBILITIES**

**Right:** A privilege to which one is justly entitled.

**Responsibility:** An obligation one has to behave appropriately.

## **Rights of Students:**

- ❖ To attend school.
- ❖ To attend school in a secure academic and social climate, free of discrimination, fear, violence and disruption from other students.
- ❖ To examine personal records upon reaching the age of sixteen or completing the 10<sup>th</sup> grade.
- ❖ To be fully informed of school rules and regulations including due process.

## **Responsibilities of Students:**

- ❖ To attend school, at a 95% attendance rate or better, and classes regularly and on time.
- ❖ To be prepared for class with the appropriate materials and work.
- ❖ To know and obey school rules and regulations.
- ❖ To treat all school staff members and classmates with respect.
- ❖ To respect the rights and property of school personnel, fellow students and the public in general.
- ❖ To demonstrate pride in the appearance of school buildings and grounds.
- ❖ To benefit from their educational effort.
- ❖ To immediately report to a teacher, a staff member or principal knowledge or suspicion of the presence of alcohol, tobacco, drugs or weapons, or other illegal or potentially dangerous behavior or situation in or near a school or a school event.

## **Rights of Parents/Guardians:**

- ❖ To expect that their children will spend their time at school in a protected, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of dedicated staff members.
- ❖ To have assurance that school personnel will work cooperatively with parents.
- ❖ To be informed of District policies, regulations and school rules.
- ❖ To review their child's record with a licensed staff member providing assistance.

## **Responsibilities of Parents/Guardians:**

- ❖ To support their children in attaining a 95% attendance rate or better.
- ❖ To assure that their children arrive at school on time and prepared for work each day.
- ❖ To visit school periodically and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.

- ❖ To treat school staff members with respect.
- ❖ To provide supportive action by making sure that children have enough sleep, adequate nutrition, appropriate clothing and school supplies before coming to school.
- ❖ To maintain consistent and adequate control over their children and to support reasonable control measures as applied by school personnel.
- ❖ To work with school staff members to ensure that their children receive the best possible education.
- ❖ To provide the school staff members with current information regarding legal address, phone, medical data and other facts that may help the school serve their children.
- ❖ To become familiar with District policies, school rules and regulations.

**Rights of Staff Members:**

- ❖ To expect and receive the attention, effort and participation of the students attending their classes.
- ❖ To have parental and administrative support when enforcing rules designed to provide an optimum learning climate.
- ❖ To teach with minimal interruptions.
- ❖ To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

**Responsibilities of Staff Members:**

- ❖ To respect the worth and dignity of each student.
- ❖ To hold students and themselves accountable for their actions at all times.
- ❖ To recognize divergent ideas, opinions and expressions and deal with them in a balanced and unbiased manner.
- ❖ To initiate and enforce individual classroom rules consistent with school and District policies.
- ❖ To make decisions based on the best information available.
- ❖ To treat parents, patrons and students with respect.
- ❖ To attempt to equip each student with the knowledge, skills, attitudes and values required for a successful and meaningful life.
- ❖ To keep parents and students informed with timely or periodic reports.

**Rights of Administrators:**

- ❖ To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- ❖ To make decisions primarily on the basis of what is best for the students.
- ❖ To hold students accountable for their conduct and to take prompt and appropriate action.
- ❖ To expect that all school employees recognize and fulfill their role in terms of campus control.

**Responsibilities of Administrators:**

- ❖ To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- ❖ To treat students, parents, staff members and patrons with respect.
- ❖ To provide leadership that will establish, encourage and promote good teaching and effective learning.
- ❖ To request assistance from the District's support services and community agencies and resources.
- ❖ To be sensitive and responsive to concerns expressed by students, staff members, parents and community.
- ❖ To make decisions based on the best knowledge.
- ❖ To seek the advice and support of others, as the administrator deems appropriate, to assess and act on all threats.

**Rights of the Board of Directors:**

- ❖ The powers and rights of the Board of Directors are conferred by Oregon statutes. In general, the Board is empowered to direct the transaction of all business coming within the district, including the establishment of rules for the governance of schools and students.
- ❖ These rights are exercised by adopting policies and hiring administrators and staff members charged with the duty to perform their tasks in accordance with the policies of the District. Thus, the Board of Directors retains the overall right to govern the activities of the school district, and delegate to administrators and staff members the details of such governance, subject to the Board's overview and supervision.

**Responsibilities of the Board of Directors:**

- ❖ Consistent with the rights established by statute, the Board has the responsibility to carry out its duties consistent with the law and the rules and regulations adopted by the State Board of Education.
- ❖ The Board of Directors will establish rules, including rules relating to student behavior, as part of its overall governance responsibility.

## STUDENT BEHAVIORAL CONCERNS -- EXAMPLES

<b>ARSON*</b>	Use of fire to destroy or attempt to destroy or damage property.
<b>BUS</b>	Failing to follow bus rules.
<b>CHEATING/PLAGIARISM</b>	Copying, using or looking at another's paper. Also breaking the rules of a game or activity. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
<b>DANGEROUS OBJECTS/WEAPONS*</b>	Possessing or attempting to use any object, weapon or replica that could be considered dangerous or disruptive.
<b>DEFIANCE OF AUTHORITY</b>	Refusing to follow directions from staff members.
<b>DISRESPECT FOR OTHERS</b>	Behaving in a manner that is rude or discourteous.
<b>DISRUPTION</b>	Choosing to interfere with the activities of the school.
<b>EXTORTION*</b>	Demanding money or something of value from another person in return for protection from violence or threat of violence.
<b>FAILURE TO REPORT*</b>	Failure to report to a teacher, a staff member or administrator, knowledge or suspicion of the presence of alcohol, tobacco, drugs, or weapons, or other illegal/potentially dangerous behavior or situation in or near a school or school event.
<b>FIGHTING*</b>	Physical contact with another person with the intent to inflict harm.
<b>GAMBLING/WAGERING*</b>	Playing in games of chance for the purpose of exchanging money or anything of value.
<b>GANG INDICATORS*</b>	Possessing any items, drawings, signs or engaging in any behaviors that indicate or promote involvement in gangs.
<b>HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBER-BULLYING/TEEN DATING VIOLENCE*</b>	<p>Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in this district. Promoting, attempting or threatening to cause harm or injury (threatening, intimidating or menacing another person physically or verbally), including bullying.</p> <ul style="list-style-type: none"> <li>• Cyberbullying – Using personal communication devices and/or social media to harass, bully or threaten another person.</li> <li>• Discrimination – Harassment directed toward an individual or individuals of a specific race, ethnic group, religion or sexual orientation.</li> <li>• Physical – Uninvited or offensive physical contact.</li> <li>• Sexual – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Using text messages to send pictures of a sexual nature (sexting).</li> <li>• Threats/Intimidation – By word or conduct, threatening another person or persons with physical harm.</li> <li>• Verbal – Abusive words or gestures that could elicit a negative response or that could be considered threatening or intimidating.</li> <li>• Teen Dating Violence – Threatening to use physical, mental or emotional abuse to control another, or threatening to use sexual violence against person who is in a dating relationship.</li> </ul>
<b>INAPPROPRIATE MATERIAL*</b>	Possessing or sharing printed material through print or personal communication devices that does not follow common social norms or causes disruption to school activities.
<b>INAPPROPRIATE PHYSICAL CONTACT</b>	Displays of affection or otherwise engaging in physical behaviors and conduct which are inappropriate in an educational setting.
<b>LYING/FORGERY*</b>	Signing someone else's name, failing to give correct information or not telling the truth.
<b>PHYSICAL ASSAULT*</b>	Physical attack by a person or a group.
<b>PROFANE LANGUAGE/INAPPROPRIATE ACTS</b>	Using profane or indecent language either verbally or in writing, or committing an inappropriate act including physical conduct of a sexual nature.
<b>SUBSTANCE ABUSE/PARAPHERNALIA*</b>	Possessing, using, transmitting, or being under the influence of any controlled substance or look-alike substances purported to be drugs or alcohol. This includes misuse of over-the-counter drugs. Students are not allowed to possess paraphernalia of any type. This would include items that are intended to be used for the smoking, inhaling or injecting of any drug not prescribed for the student, any items that promote the involvement or use of drugs or alcohol or any items, drawings or signs that indicate or promote involvement in drugs or alcohol.
<b>TARDINESS</b>	Arriving late to school or class. Students who leave school grounds without authorized approval are considered truant.
<b>TECHNOLOGY</b>	Accessing inappropriate content through the Internet. Unlawful hacking into or damage to district technology equipment or computer programs. Breaking copyright laws while using district computers and programs. Students may access social media sites using district equipment for educational purposes at the direction of their teacher. Students will follow individual building policies regarding use of personal communication devices and accessing social media. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities.
<b>THEFT/STEALING*</b>	Taking or attempting to take property owned by another or being in possession of stolen property.
<b>TOBACCO*</b>	Possessing and/or using tobacco in any form.
<b>TRESPASSING*</b>	Being present on any campus without approved purpose.
<b>VANDALISM*</b>	Causing or attempting to cause damage to property.
<b>VAPING/E-CIGARETTES</b>	Possessing and/or using e-cigarettes is prohibited at all times.

*\*Since these problems may be violations of law, school officials reserve the right to notify police authorities.*

# **DISCIPLINARY ACTIONS**

Students who demonstrate problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior, one or more of the following actions will be taken by school officials (teachers, administrators or other employees). These disciplinary actions may include a plan by the student to agree to use appropriate behavior. Students on Individual Education Programs will be subject to appropriate Federal and State established rules and procedures.

## **INFORMAL TALK**

A school official will talk to the student and try to reach an agreement regarding how the student should behave.

## **CONFERENCE**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior by developing a plan for appropriate behavior. When appropriate, parents may be included in a conference.

## **PARENT INVOLVEMENT**

A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school officials and other individuals involved.

## **DISCIPLINARY REASSIGNMENT**

The student is reassigned away from usual activities with the school. This may include, but is not limited to, a referral to counseling, a schedule change and/or an optional work assignment around the school, a shortened day, noon or after school detention, and in-school suspension. During reassignment the student may be asked to develop a plan for appropriate behavior.

## **SHORT SUSPENSION**

The student is excluded from school and/or related activities for up to 5 school days. The student is informed that he/she is subject to a short suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action taken. In the case of Bus Violations, a student may be suspended from riding the bus for one to five days. Further information concerning suspension can be found in Board Policy JGD. During this time, the student will develop a plan for appropriate behavior. All applicable legal requirements will be followed.

## **LONG SUSPENSION**

The student is informed that he/she is subject to a long suspension and may discuss his/her side of the situation with the appropriate school official. During a long suspension the student is excluded from school and all related activities for a period of six to ten school days. Parents will be notified of the action taken. In the case of Bus Violations, a student may be suspended from riding the bus for six to ten school days. Further information concerning suspension can be found in Board Policy JGD. All applicable legal requirements will be followed.

## **SUSPENSION PROCESS**

Suspension is a temporary withholding of the right of attending school and school activities for a specified period, not to exceed ten school days. Suspension may be imposed in serious cases of rule violations, as outlined in these guidelines, or in cases where other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school and its students.

The school principal or other administrative officials may order suspension. A “short suspension” is a period of up to five school days. A “long suspension” is a period of six to ten school days. In both cases, the student is excluded from school and all school activities and is served with a criminal trespass warning for the suspension period.

Before being suspended, the student shall be told what specific rules have allegedly been violated, informed as to the evidence of the violation, and allowed to present evidence in support of his/her position. If the student is suspended, the student shall be informed of the reasons for the suspension, the period of the suspension, and any conditions for reinstatement. Parents shall be notified of the suspension, reasons for the action and given the opportunity to meet with the administration to discuss the decision. If the matter remains unresolved, the student or legal guardians may appeal the decision to the school principal and then District administrators.

The above procedures may be postponed in emergency situations, when the student’s presence endangers persons or property or poses a disruption to the academic process.

## **EXPULSION**

A student may be expelled for severe or repeated violations of the Student Conduct Code. When this occurs, the student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school, from school activities and all related school functions. The length of time that a student is expelled is determined by the Hearings Officer or by state statute, may be altered by the Superintendent, and may be up to one calendar year. Students who possess weapons may be expelled for one calendar year. The student and his/her legal guardian will be notified in writing of the pending expulsion and information about his/her rights under due process will be explained. The student will be advised of District or community alternatives. In the case of Bus Violations, a student may be expelled from riding the bus for the remainder of the year up to one calendar year. Further information concerning expulsion can be found in Board Policy JGE. All applicable legal requirements will be followed.

Note: In the event that a serious violation occurs near the end of the school year, the consequences may be carried over to the next year. Also, the District may deny admission to a resident student who is expelled from another school district. The District will deny admission to a student expelled from another district for violation of the federal Gun-Free Schools Act.



Please be aware that if a student engages in acts of violence or aggression against persons or property or violations of drug or alcohol laws, whether or not he/she is arrested or convicted, he/she may be subject to disciplinary action by the school.

Students may also be suspended or expelled for their actions occurring during non-school hours away from school property or school related events.

### **EXPULSION PROCESS**

The principal or administrative designee, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the District Hearings Officer. By action of the Hearings Officer, the student is excluded from school attendance and from all school activities in the District and is served with a criminal trespass warning. The length of the expulsion, in most cases, will be for the remaining days in the current semester, or may extend to the next semester if the expulsion occurs late in the semester. An expulsion shall not exceed beyond one calendar year. A one year expulsion is mandatory in a firearms possession.

### **PROCESS FOR APPEAL**

Contact Superintendent in writing.

### **DIVERSION PROGRAM IN PLACE OF EXPULSION**

In some circumstances, and at the district's discretion, students may be offered the opportunity to participate in the Silver Falls School District's Diversion Program in place of expulsion. This program is designed to give students one last chance to remain in school as long as they complete the requirements of the Diversion Program. More information about this program is available from school principals or the District's Hearings Officer for Expulsions. Diversion is typically reserved for students with no or relatively few minor misconduct violations who have accepted responsibility for their misconduct. In addition, students who are facing expulsion due to the possession, purchase, sale and/or use of drugs or alcohol, must agree to enter drug and alcohol assessment and counseling programs, if recommended, in order to be considered for the Diversion Program.

### **DRESS/GROOMING GUIDELINES**

Any dress, grooming or appearance which disrupts, or tends to disrupt the education process, or affects the health or safety of individuals shall be prohibited, including but not limited to, any attire or accessories that promote the use, possession or transmission of alcohol, tobacco, drugs or an illegal substance. Students are prohibited from carrying or wearing material, devices, identifying markings or paraphernalia that indicate membership or support for gangs. Wearing attire displaying profane language or inappropriate behavior is prohibited.

### **GANG PARTICIPATION**

Participation in gang activity is prohibited. A gang is a group of people who interact among themselves to the exclusion of other groups, have a group name, may claim a neighborhood or territory and engage in criminal behavior.

# RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION

<b>PROBLEM AREA</b>	<b>STUDENT RESPONSIBILITY</b>	<b>PARENT RESPONSIBILITY</b>	<b>SCHOOL RESPONSIBILITY</b>	<b>DISCIPLINE ACTION</b>
ATTENDANCE/ TARDINESS	* Come to school each day and be in class on time.	Ensure children get up in the morning and arrive at school on time.	Keep records of student attendance/tardies. Notify parents of attendance problems.	Minimum – Informal Talk Maximum – Withdrawal from school under state law <i>Possible exclusion from promotion. Contact appropriate authorities.</i>
CHEATING, PLAGIARISM, LYING OR FORGERY	Do their own work and be honest with all adults and peers.	Stress the importance of honesty and completing schoolwork that reflects their own efforts.	To treat each student fairly and honestly.	Minimum – Informal Talk Maximum – Expulsion
DISRESPECT FOR OTHERS	Respect teachers and other adults in the school at all times.	Help children understand that they must show respect to receive it.	Show respect for students and problem solve with those who need help.	Minimum – Informal Talk Maximum – Suspension
DISRUPTION	Use appropriate language, walk in the halls, bring only items that belong in school, and show respect for other students.	Impress upon children that school is a place to learn and learning is their job.	Plan structured activities and model appropriate behavior that creates an orderly learning environment to help students behave and use their time properly.	Minimum – Informal Talk Maximum – Suspension
FAILURE TO REPORT	* To immediately report to a teacher, a staff member or administrator, knowledge or suspicion of the presence of alcohol, tobacco, drugs, or weapons, or other illegal/potentially dangerous behavior or situation in or near a school or school event.	Explain to children that failure to report some kinds of behavior could allow dangerous situations to develop.	Provide students with a safe/confidential environment in which students may report illegal or unsafe behavior.	Minimum – Conference Maximum – Expulsion <i>Contact appropriate authorities.</i>
FIGHTING	* Seek alternative ways to resolve conflicts. Ask for help when needed.	Help children to develop alternative methods of resolving conflict and to seek assistance from staff members when necessary.	Establish an atmosphere of open communication for students to seek help from staff members.	Minimum – Conference Maximum – Expulsion <i>Contact appropriate authorities.</i>
GAMBLING/WAGERING	* To participate in appropriate school games.	To support school limits on types of games.	Provide appropriate games for students.	Minimum – Informal Talk Maximum – Expulsion <i>Contact appropriate authorities.</i>
GANG INDICATORS	* Show respect to the school staff members and classmates.	Monitor your children’s activities and the people with whom they associate.	Provide a school environment in which students feel safe and comfortable.	Minimum – Informal Talk Maximum – Expulsion <i>Contact appropriate authorities.</i>
INAPPROPRIATE PHYSICAL CONTACT	Display appropriate physical behavior and conduct for the social and educational environment.	To support the child in understanding appropriate conduct in relation to social and educational settings.	Provide a school environment which students feel comfortable and safe.	Minimum – Informal Talk Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>
PHYSICAL ASSAULT/ DANGEROUS OBJECTS/ ARSON/VANDALISM WEAPONS/REPLICAS	* Avoid disrupting the educational process at school by realizing the severity of these problem areas. Physical assault, dangerous objects, arson, vandalism or weapons at school in any form are not allowed by law. (OAR 581-21-0055)	Explain to the students the harm to themselves and others when they are involved in any of these problem areas. Support the school rules at home by providing sufficient consequence for such misbehavior. Seek counseling help when needed.	Report and identify all violations of these problem areas and contact parents, as well as contact appropriate authority where necessary. A psychological evaluation may be done.	Minimum – Parent Involvement/Suspension Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>

<b>PROBLEM AREA</b>	<b>STUDENT RESPONSIBILITY</b>	<b>PARENT RESPONSIBILITY</b>	<b>SCHOOL RESPONSIBILITY</b>	<b>DISCIPLINE ACTION</b>
PROFANE LANGUAGE/ INAPPROPRIATE ACTS	Show respect to other students and school staff members.	Help children develop a sense of respect for themselves and others.	Provide a school environment in which students feel safe, comfortable and free from harassment.	Minimum – Informal Talk Maximum – Expulsion
REPEATED VIOLATIONS	Learn from their first mistake and not to become involved in misbehavior again.	Cooperate with the school staff members to improve their child’s behavior and help children understand that continued misbehavior disrupts the educational process.	Deal with repeated violations by developing a behavior plan that uses appropriate resources.	Minimum – Conference Maximum – Expulsion
SUBSTANCE ABUSE/ DRUG PARAPHERNALIA	* Avoid disrupting the education process at school by realizing the severity of these problem areas. Bringing controlled substances to school, in any form, is not allowed by law. (OAR 581-22-413)	Explain to the children the harm to themselves and to others when they are involved in any of these problem areas. Support the school rules at home by providing sufficient consequences for such misbehavior. Seek counseling or medical help if needed.	Report and identify all violations of these problem areas and contact parents.	Minimum – Parent Conference Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>
THEFT/STEALING	* Keep all personal items locked in proper places and use adults’ or other students’ items only with their permission.	Support the idea that taking what doesn’t belong to the child is wrong. Understand that school district is not responsible for stolen items.	Keep classrooms neat and orderly, limiting the temptation for the students to take things that don’t belong to them.**	Minimum – Informal Talk/ Suspension Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>
THREAT/BULLYING/ EXTORTION/ HAZING/HARASSMENT/ INTIMIDATION/MENACING/ CYBERBULLYING/ TEEN DATING VIOLENCE RACIAL/SEXUAL	* Show respect to the school staff members and classmates.  Report incidents to a staff member. May report anonymously.	Help children develop a sense of respect for themselves and others.	Provide a school environment in which students feel safe and comfortable. A psychological evaluation may be done.	Minimum – Parent Involvement/ Suspension Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>
TOBACCO	* Bringing tobacco to school in any form is not allowed by law. (OAR 581-22-413)	Teach and discuss good health habits with your child concerning the use of tobacco. Possession and use is illegal. (OAR 581-22-413)	Encourage students to participate in a program of good health and physical fitness, and discourage the use of tobacco products.	Minimum – Parent Conference Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>
VAPING/E-CIGARETTES/ INHALANT DELIVERY SYSTEMS	* Possessing E-cigarettes or other inhalant delivery systems is not allowed by law (HB 2546 passed 5/2015).	Teach and discuss good health habits with your child concerning the use of E-cigarettes or other inhalant delivery systems. Possession and use is illegal. (HB 2546)	Encourage students to participate in a program of good health and physical fitness, and discourage the use of E-cigarettes and inhalant delivery systems.	Minimum – Parent Conference Maximum – Expulsion <i>Contact appropriate law enforcement authorities.</i>
VIOLATION OF BUS RULES	Students are required to follow the rules for bus riding.	Parents are requested to review bus rules with their students and encourage appropriate behavior at all times.	Instruct students to obey bus rules and assist students and the bus driver with problems that occur.	Minimum – Informal Talk Maximum – Expulsion

\*Since these behaviors may be violations of law, school officials reserve the right to notify law enforcement authorities.

\*\*The Silver Falls School District is not monetarily responsible for lost or stolen items.

## **OFF CAMPUS AND OUTSIDE OF SCHOOL TIME CONDUCT**

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it disrupts or has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

## **USE OF ELECTRONIC DEVICES IN SCHOOL**

Students are to use electronic devices and personal communication devices only as described in school district policy. Such devices used in violation of district policy will be subject to confiscation and forfeiture at the discretion of the building administrator or designee. Students may be required to relinquish their personal communication device to a staff member if at any time staff determine those devices are not being used at an appropriate time or in an appropriate place or manner.

## **SEARCH AND SEIZURE**

Students possess the right of privacy of person, as well as freedom from unreasonable search and seizure guaranteed by the 4<sup>th</sup> Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students.

District officials may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any district official making a search will follow board policy (JFG-AR) and the guidelines below:

1. A search of a student's person and/or property should be limited to a situation where there is reasonable suspicion to believe that the student is hiding evidence of an illegal/unauthorized act or violation. School officials may also search if they have information that an emergency dangerous circumstance exists.
2. Prohibited items, including firearms, weapons, unauthorized drugs or other possessions determined to be a threat to the safety or security of the possessor or others, may be seized by school officials.
3. Items that disrupt or may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. General search of school properties, including, but not limited to, lockers or desks, may occur at any time. Any items belonging to the school, staff members, or other students may be seized. Advance notice may be given.
5. All illegal items seized shall be turned over to the proper authorities. Other items (lawful, but prohibited) may be claimed at the school office by the student's parent or legal guardian, unless needed in a disciplinary hearing. After items remain unclaimed for a month, the school will dispose of them.
6. There may be occasions when police and/or fire officials are called in to make an appropriate search.
7. Use of canines may be used in a school search process to find contraband, illegal and/or unauthorized items.