1974-75

JEFFERSON



JAYS

HANDBOOK

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THOMAS JEFFERSON JUNIOR HIGH SCHOOL

1650 West 22nd Avenue Eugene, Oregon 97405

WELCOME TO JEFFERSON JUNIOR HIGH SCHOOL! We are anxious to assist you with your next step in education.

Don Rose, our Area Director, has stated the purposes of junior high school to be the development of communication, self-concept and cooperation. This then is the aim of our curriculum: to help you to be able to clearly and accurately express yourself and understand others in all mediums, art -- music -- math -- science -- language arts -- foreign language -- vocational arts -- physical education -- etc.

We also want you to feel good about yourself, to recognize and use your talents in a way that you are satisfied and happy. Success in any endeavor depends upon the ability to get along with others, as well as having knowledge and skills. So, the final aim is for each person to be a productive and contributing member of our community.

James R. Callaway
Principal

Education Center
School District 4J, Lane County
200 North Monroe Street
Eugene, Oregon 97402

Thomas Jefferson Junior High School is situated on a former air field -the Eugene Air Park (1920-1954).

The first year for Jefferson (the fifth junior high school in Eugene) was 1957. Some 465 students attended Jefferson the first year, coming from as far as thirteen miles away!

The building contained sixteen classrooms, cafeteria, library, boys' and girls' gyms, industrial arts shop, home economics rooms, and administrations office.

Now there are forty-eight classrooms, cafeteria, library, three gyms, and shops.

GENERAL INFORMATION

Phone Number. 1650 West 22nd Avenue

▲ Schedule

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Normal School Day
                 8:10 a.m.
Warning Bell
                 8:15 - 9:04 a.m.
Period 1
                 9:04 - 9:19 a.m.
Snack Break
                 9:19 -10:08 a.m.
Period 2
                10:13 -11:02 a.m.
Period 3
                                  2nd lunch
     1st lunch
                                         11:07 - 11:56 a.m.
                                 Class
        11:02 - 11:32 a.m.
4 Lunch
                                       11:56 - 12.26 p.m.
                                Lunch
          11:37 - 12:26 p.m.
                12:31 - 1:20 p.m.
Period 5
                 1:25 - 2:14 p.m.
Period 6
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2:19 - 3:08 p.m.

B Schedule

Period 7

Assemblies, Scheduling, and Other Special Events will be scheduled in any one of the eight periods

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Warning Bell
                 8:10 a.m.
                 8:15 - 8:59 a.m.
Period 1
                 9:03 - 9:47 a.m.
Period 2
                 9:51 -10:35 a.m.
Period 3
                10:39 -11:23 a.m.
Period 4
                                   2nd lunch
   1st lunch
                                          11:27 - 12:11 p.m.
                                  Class
          11:23 - 11:53 a.m.
5 Lunch
                                          12:11 - 12:41 p.m.
                                  Lunch
          11:57 - 12:41 a.m.
  Class
                12:45 - 1:29 p.m.
Period 6
                 1:33 - 2:17 p.m.
Period 7
Period 8
                 2:21 - 3:05 p.m.
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USE OF TELEPHONES

District Phones -- The office phones are for school business. Calls by students will be authorized on an emergency basis only. There is a pay phone across from the office for student use.

	STATEWIDE TEACHERS! INSERVICE.	•	•			•		October 11, 1974
	VETERANS' DAY	•	•	•	• •	•	• •	November 11, 1974
	THANKSGIVING VACATION	•	•	•	• •	•	• •	. November 28 - 29, 1974
	TEACHER WORKDAY	•	•	•	• •	•	• •	December 6, 1974
	CHRISTMAS VACATION							
	STAFF PLANNING DAY	• •		•	•	• •	•	January 31, 1975
	TEACHER WORKDAY	•	•	•	• •	•		March 14, 1975
	SPRING VACATION	•	•	•	• •	•	• •	March 24 - 28, 1975
	TEACHER WORKDAY	•		•	• •	•	• •	
	MEMORIAL DAY	0 4		•	•	•	•	May 26, 1975
LAST	DAY OF CLASSES	• 4		•	• •		• (June 12, 1975

EXPLANATION OF FEES

- A. Towel Service for the year is provided for \$3.50. This provides a clean towel for each gym period during the year.
- B. The Student Body Fee of \$2.00 helps support student body activities such as inter-school athletic contests, assemblies, movies, speakers, parties, etc. It also furnishes students with a handbook, a school paper, and identification.
- C. The Industrial Education and/or Art Fee is used in payment for material used in projects made by the students. This fee is \$2.00 per term per class.
- D. Insurance is authorized each year by the School Board. Parents are encouraged to read the information provided.

GUIDANCE

Counselors are available to help students with academics, schedules, personal problems, information, and numerous other concerns.

Students are not assigned a specific counselor. Students are encouraged to seek out a counselor if they have a concern which they want to discuss. Counselors also enjoy students to drop by periodically just to visit. Each student is assigned a specific teacher to provide guidance with their academic program. The scheduling process provides a time during the school day for students to meet with their assigned teacher.

HEALTH SERVICES

- A. Goal -- School health services are intended to help the student achieve his maximum physical, emotional, and social potential.
- B. Health Screening -- Height, weight, vision, teeth, skin, and posture are all checked for each student annually. All seventh grade students have a hearing test by the Oregon State Board of Health. Parents and students are contacted regarding any problems noted.
- C. <u>Medical Examinations</u> -- Medical examinations are recommended for all seventh grade students. <u>All students entering Oregon Schools for the first time are required to have a medical examination.</u>

Annual medical examinations are required for all students participating in interscholastic sports.

If help is needed in fulfilling these requirements, the school nurse should be contacted.

- D. Records -- a cumulative record is made of all health data for each student. From this record, the nurse is able to inform parents of the need for protection against certain communicable diseases including tuberculosis.
- E. Nurse -- The school nurse is assigned to each building on a regular schedule. Students and parents are invited to talk with her during this time.
- F. Accidents -- If a student has an accident or injury at school, it must be reported to the teacher in charge at the time it occurs. School accident insurance claim forms for those insured are available in the school office.

ATTENDANCE

- A. State Law requires school attendance until the age of 16. There are very few exceptions to this law.
- B. Excused Absence --Under the law, attendance is required unless the student is sick, there is illness in the family, there is an emergency, or when satisfactory arrangement with the school has been made in advance. This school district considers the following as reasons for being absent: personal ilness, illness at home, medical appointment (prior arrangement), out-of-town (prior arrangement), parents' request (or guardians'), emergency situations.
- C. Call the School -- A call from the parent on the morning of the day of absence is always appreciated.
- D. Unexcused Absences -- A student is unexcused when none of the above apply.
- E. Returning to School After an Absence -- Students must report to the office bringing with you a note from your parent or guardian explaining why you were absent.
- F. Leaving School During the Day -- Always sign out at the office when leaving the school grounds for any reason during the school day.
 - If you become ill during the day, you must first report to your teacher and then go to the school nurse who may issue a leave permit. Please don't go to the school nurse between periods.
- G. Planned Absences -- If you know that you are going to be absent for a doctor's appointment, family trip, funeral, etc., bring a note from your parent or guardian to the attendance secretary at least two days prior to the absence, a planned absence slip will be made out which must be signed by the teacher of the classes you will miss. Return the slip to the attendance secretary before the absence. If a teacher feels that you should not miss his class, he will so indicate on the slip.

The purpose of the planned absence system is to inform you and your parents of the consequences of the absence. In no way is it to determine whether an absence is excused or unexcused.

H. Tardies -- You will be considered tardy if you are not in your seat when the final class period bell rings.

If you are tardy to first period class report to class prior to 8:25 a.m. If this cannot be done report to the office first.

If you are tardy periods 2 - 7 report directly to class.

If a teacher has detained you, it is your responsibility to get an excuse from that teacher.

- I. Absences and Co-Curricular Activities -- If you are to represent Jefferson Junior High School in any activity and you are absent from any of your classes on the day of the activity, you will not be permitted to participate in that activity without approval of the Principal. This includes athletics, drama productions, musical programs or any other activities sponsored by the Associated Student Body.
- J. After School Activity -- Students are to leave the building at once after school unless they remain for supervised activity or study. Students in the bulding after the last class is dismissed must be under the supervision of a teacher.
- K. Visiting Other Schools -- Students are cautioned to observe "no trespassing" signs posted at schools in which they are not enrolled. Visits that have not been authorized are not allowed. Under certain conditions, arrangements may be made to visit another school by first contacting the principal of your school.

FIELD TRIPS

Field trips are part of the planned educational experience of many classes. A student is held responsible for and expected to make up any class work missed while on a field trip. Occassionally individual field trips are necessary to complete class projects. These must be approved by all teachers involved and the office at least two (2) days prior to the trip.

LIBRARY PHILOSOPHY

The library is not a lounge or meeting place for discussions. We provide a place for you to study and do research in a quiet atmosphere. Respect for others is most important.

The functions of the Library are probably best expressed by quoting from the Library Bill of Rights. ". . . the responsibility of the school library is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable pupils to make intelligent judgments in their daily life.

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the libarry."

In order to function as such, we need a few guidelines:

- 1. Silence -- respect for others who are working.
- Sign in and out of the library -- teachers often check the register.
- 3. Classes sit near the windows; drop-ins sit near the entrance.
- 4. Sign for all materials removed from the library.
- 5. Return all materials on time -- we do not have fines but someone else may want to see them.

HALL PROCEDURE

Students must secure their teachers permission to leave the room. Each student must sign out on the yellow sign-out sheet. They must put date, name, time out, destination, and time returned. If they are going to the library they must sign in there. Students should go directly to their destination and return with no other stops.

BUS INFORMATION

- A. Schedules -- The bus schedules are released by the school district administrative office prior to the opening of school and are published in the newspaper.
- B. Bus Assignment -- Each junior high student living over one and one-half miles from school is eligible to ride and will be given a bus assignment. Thereafter, each student will ride a definitely assigned bus. Students should not request to ride a bus other than the one they are assigned to ride to school.
- C. Rules -- All students must abide by the rules posted in each bus.

BICYCLES

General Rules -- Bicycles must be parked in the racks provided. Students bring bicycles to school at their own risks and should keep them locked. Bicycles are to be ridden only for transportation to and from school.

MOTORIZED VEHICLES

No cars or motorized vehicles are to be brought to school by any student at any time.

- A. Availability of lockers -- Lockers are the property of the school district and are under the direct control and supervision of those responsible for the administration of the district. Lockers, where available, may be assigned to students by the building principal for the protection and safekeeping of school district and personal property. In those cases where a lock is not an integral part of the locker, locks may also be assigned.
- B. Conditions of Use -- Lockers and/or locks will be assigned to a student under the following conditions:
 - --authorized administrators of the district may inspect lockers at any time to search for missing library and textbooks, to remove possible health hazards and maintain sanitary control, to check the physical condition of lockers for damage and needed repair, to handle emergency situations which may endanger the safety of the building occupants or the property of the district, or to search for and to confiscate unlawful items; and
 - --no student shall place in a locker any of the following items:
 items which are not the personal property of the student, or have
 not been issued to the student by the district, intoxicants,
 tobacco, firearms, unlawful knives, narcotics or other unlawful
 drugs, any item the possession of which is unlawful. In the case
 of drugs prescribed by a physician and kept in the locker, the
 office or the school nurse should be notified.
- C. Responsibility for Material Placed in Lockers -- The District does not accept responsibility for the safekeeping of items placed in the locker by the student.
- D. Locker Combinations -- Students must keep their locker combinations confidential. Students who give out combinations to friends sometimes find items missing.

LUNCH TIME

- A. Students are not to be in the halls--to prevent disruption of classes in session.
- B. May go to library or counseling center but must stay for remaining time.

GYM REGULATIONS DURING THE LUNCH PERIODS

- A. All students playing on the gym floor must take their shoes off. (tennis shoes included)
- B. No food, candy, gum in the gym.
- C. No running or horseplay around the playing area.
- D. Students not participating, please sit in the bleachers, stay away from the playing area.
- E. Do not sit on the stage.
- F. Do not leave the gym by the two, west gym doors (into hall) during the lunch period.
- G. During the good weather, the gym will be closed and all activities will be outside. Go to the blacktop area.

- A. Cost -- The cafeteria operates on a cash basis: 50 cents per meal.

 Lunch tickets enabling the student to eat twenty lunches may be purchased from the office for \$10.00. Students may make application for free lunches through application forms obtained from the office. Approval by school district administrators is based on guidelines extablished by the State Department regarding family income.
- B. There is an Ala-carte line where a student may buy individual items. Ice cream and milk are also sold separately.

C. General Rules --

- 1. It is the students' responsibility to clear the tables and put refuse and utensils in the proper receptacles.
- 2. Good manners are expected in the cafeteria at all times.

FIRE DRILL PROCEDURES AND REGULATIONS (From Oragon State Fire Marshal, Salem, Oragon)

- A. Fire Drill -- Fire drills are held at least once a month and may be held at any time of the day unannounced.
- B. Route Card -- Note the card near each classroom door instructing the student where to go when the alarm sounds.
- C. Fire Squad -- The organized fire squad for the building will consist of a fire chief, assistant fire chief, and two room captains for each room.
- D. Fire Chief -- The fire chief is appointed by the principal.
- E. Assistant Fire Chief -- The assistant fire chief is also appointed by the principal and his duties are to assist the chief as directed and take his place when he is absent.
- F. Room Captains -- The room captains are chosen by each classroom. The duties of the first captain are:
 - 1. To lead the class in formation to the point of safety outside of the building;
 - 2. To set the pace for the room along the route of exit;
 - 3. To become a leader of the drill in case of blocked exit necessitating a reverse in direction;
 - 4. To assist the teacher in supervising the students in the maintenance of strict fire drill discipline.
- G. No Talking -- There is no talking at any time during the drill.
- H. Fire Drill Procedures in Auditorium -- In the auditorium, during assembly time, gym helpers are assigned positions to direct students out of the auditorium.

PHYSICAL EDUCATION ATTIRE

Boys! attire should include athletic supporter, white gym socks, shorts, top and gym shoes.

PHYSICAL EDUCATION ATTIRE (continued)

Girls' attire should include shorts, top, and gym shoes.

Attire for both boys and girls must meet the Eugene School Board standards of safety, freedom of action and modesty.

LOST AND FOUND

The lost and found is located in the office. Please drop off all found articles there and look there for anything you lose.

ASSEMBLIES

- A. Educational Value -- Assemblies are held in the junior high school when they are deemed to be of educational value.
- B. <u>Discipline</u> -- Students are reminded to proceed to and from the assembly in an orderly manner as directed. As soon as the person in charge is ready, be quiet and attentive. Give speakers or entertainers enthusiastic and courteous applause.

SCHOOL STORE

The Jays' Store is located at the intersection of the library and the second hall. It is open from 8:00 to 8:10 a.m. each school day. The store stocks school supplies and the profits go into the Student Body Fund.

Also, candy is sold after school. The candy store is located by the office, and the stock varies. These profits also go to the Student Body Fund.

SPORT ACTIVITIES

Boys -- This program includes school teams in the following activities and grades.

Cross Country	7 8 9	Basketball	8 9	
Soccer	8 9	Track 7	8 9	
Wrestling	7 8 9	Baseball	8 9	

Teams are open to seventh grades in Soccer and Baseball.

Girls -- The program includes intramurals and school competition in the following sports and grades.

Soccer	7			Basketball	7	8	9
Speed - A - Way		8	9	Gymnastics	7	8	9
Volleyball		8	9	Track	7	8	9
Badminton	7	8	9	Softball	7	8	9

Eligibility -- (a) a boy (girl) desiring to be on his (her) school team is encouraged to do passing work in accordance with the standards established in his (her) school and show evidence of good citizenship; (b) in addition, he (she) should have had a current physical examination and results returned to the coach; (c) must be covered by student accident insurance or other insurance which gives adequate coverage; (d) must be a good representative. of his (her) school uniform and code of conduct; (e) a player cannot represent a team other than the school team during the sport season. A sport season is defined as the time from the first day of practice until the ompletion of the final district-scheduled game.

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PUBLICATIONS

- 1. School Newspaper (Jefferson Bugle): The newspaper is published every two to three weeks by the Publications Workshop class. Some issues are mimeographed and some are printed commercially.
- 2. Literary Magazine (Reflections): The literary magazine is usually published once a year depending on student interest. It contains poetry, short stories, and art work. The magazine is mimeographed.
- 3. School yearbook (Retrospect): The yearbook contains individual pictures of students and teachers, along with several pages of activity and classroom pictures. It is handed out in the spring and must be purchased in the fall.

THE CONSTITUTION

OF

THOMAS JEFFERSON JUNIOR HIGH SCHOOL

Article I. Name, Purpose and Membership

Section 1. Name

The name of this organization shall be the United Student Body of Thomas Jefferson Junior High School.

Section 2. Purpose

The purpose of this organization shall be to promote good citizenship in its members, and to maximize their use of the learning opportunities available to them.

Section 3. Membership

The members of this organization shall include every student enrolled in Thomas Jefferson Junior High School.

Article II. Officers

Section 1. Titles of Officers

The United Student Body of Thomas Jefferson Junior High School shall elect a President, Vice-President, Secretary, Treasurer and Student Manager.

Section 2. The Duties of the Officers

- A. The President shall preside at Presidential Council meetings, attend designated Student Affairs, and be Chairman of the Executive Council.
- B. The Vice-President shall be Parlimentarian at all Presidential Council meetings, be in charge of all scholastic activities, and take the place of the President in the event of the President's absence, removal from office, or resignation.
- C. The Secretary shall preside at all Secretarial Council meetings, keep a neat and precise record of all Presidential Council meetings, write the Executive Council's letters, and hold the official records of the Student Body.
- D. The Treasurer shall keep a neat and accurate account of all financial transactions made by the Student Body. No expenditure shall be authorized without approval of the Presidential Council.

The Treasurer is also in charge of all fund raising activities.

E. The Student Manager shall be in charge of all social events put on by the Student Body.

Section 3. Qualifications of Student Body Officers and Candidates.

- A. Candidates for Student Body Office:
 - 1. Candidates for Student Body Office shall be members of the eighth grade class.
 - 2. They shall have a "C" average with no grade lower than "C" based on the term grades preceding their nomination.
 - 3. Any deviation from the above stated qualifications will be determined by the faculty.
- B. Officers shall maintain a term average of "C" with no grade lower than "C".
- C. Officers of the organization and candidates for office shall maintain a satisfactory attitude toward school as revealed by teacher evaluations.
- D. Officers violating these qualifications shall be referred to the Executive Council. These students will automatically be placed on probation for one grade period. At the end of the probation period the Executive Council shall recommend to the Principal the person be removed from probation, continued on probation or removed from office.
- E. If an officer is removed from office, any ninth grade student who meets the prescribed qualifications may submit his application. The Presidential Council shall then hold a meeting and the applicant receiving the highest number of Presidential Council votes shall be elected to fill the vacated office for the balance of the year.

Article III. Presidential Council

Section 1. Powers

The Presidential Council shall have the authority to develop policies, set standards, and initiate and approve legislation necessary for school interests and activities. It shall also have the authority to appropriate student body monies, and establish rules of behavior with the advice and consent of the Principal or Vice-Principal.

Section 2. Membership

Presidents shall be elected by majority vote, and represent each 7th, 8th, and 9th grade. Representatives from other groups at Presidential Council shall be non-voting

members, and will not be allowed to vote on student governmental decisions; only Presidents and Student Body officers are allowed to vote. A staff member appointed by the Principal or Vice-Principal shall act as advisor.

Article IV. Executive Council

Section 1. Duties and Powers

The Executive Council shall investigate charges involving failure of officers and representatives of the student body to meet constitutional requirements. They shall have the authority to remove representatives from office. The Executive Council shall act as an emergency committee for the Presidential Council. If a student body member of the Executive Council is being investigated, the investigation shall be carried out by the Principal and the other members of the Executive Council. Removal from office shall be at the discretion of the Principal.

Section 2. Membership

The Executive Council shall be composed of the Student Body Officers and the Vice-Principal or his designated representative.

Article V. Standing Committees

Section 1. Names of Committees

A standing committee for Jefferson Junior High School shall be the Social Affairs Committee.

Section 2. Membership of Committees

The elected Student Manager shall be Chairman of and appoint the Social Affairs Committee. The Student Manager may appoint subchairmen for Decorations, Refreshments, Entertainment, Chaperones, and Clean-up. The Sub-chairman along with the Student Manager will compose the Social Affairs Committee. Sub-chairmen will then form their own sub-committees to work under their direction.

Section 3. Duties of Committees

A. The Social Affairs Committee shall plan the social activities within the school.

B. Sub-Committees

1. Assembly Committee: Shall plan and be responsible for school Assemblies.

- 2. Decorations Committee: Shall plan and arrange the decorations for social affairs.
- 3. Entertainment Committee: Shall be responsible for music, if needed for dancing, intermission entertainment, or any activities that would be needed.
- 4. Chaperone Committee: Shall be responsible for arranging for parent chaperones. This committee will also be responsible for prompt letters of appreciation to Chaperones and teachers who attend.
- 5. Clean-up Committee: Shall see that all decorations are taken down, area cleaned and everything put in its proper place right after the social affair.

Article VI. Activities and Clubs

Section 1. Present Club

Any club or organization functioning within the school shall appoint a secretary to write a monthly report on its accomplishments. The Secretary shall then attend the Secretarial Council Meeting and submit this report. The first report shall set forth the purpose of the group, and its organizational structure.

Section 2. New Organizations

Proposed organizations shall submit to the Presidential Council a report stating what the organization plans to accomplish for approval before the organization can operate within Thomas Jefferson Junior High School.

Article VII. Meetings

Section 1. Presidential Council

Presidential Council meetings shall be held once every week.

Section 2. Secretarial Council

Secretarial Council meetings shall be held once every month.

Section 3. Executive Council

Executive Council meetings shall be held at any time the Principal and Executive Council feel they are necessary.

Section 4. Official Business

For any student body organization to transact official business there must be two-thirds of the members of the organization present. (Except on occations when the Executive Council shall act for the Presidential Council in emergency session.)

Article VIII. Special Privileges of Student Body

Section 1. Initiative

Any student who wishes to present a measure to the vote of the Student Body shall draw up a petition stating precisely the action desired. When the petition is properly signed by fifteen per cent of the Student Body, the petition shall be submitted to the Secretary of the Student Body to present to the Presidential Council. The Presidential Council may accept or reject this proposal. If it is rejected, the Student Council may prepare an alternate proposal on the same subject.

Section 2. Referendum

Any measure passed by the Presidential Council is subject to referendum. Any student wishing to change a bill passed by the Presidential Council may present a petition signed by fifteen per cent of the Student Body to the Student Body Secretary. It shall be presented to the Student Body for a vote within ten days. The measure shall become effective three days after the election if the majority of the votes cast are in favor.

Article IX. Amendments

Section 1. Source of Proposals

Proposals to amend the constitution may come from the Presidential Council upon a two-thirds vote of that body or by written petition from fifteen per cent of the student body enrollment at the time the proposal is made.

Section 2. Action on Proposals

The Presidential Council shall present the proposed amendment to the Student Body by ballot within fifteen school days from the date the proposal is received. An amendment approved at a general election by two-thirds of the student body enrollment at the time of the election shall become part of the Constitution.

Article X. Ratification

This Constitution and By-Laws for the United Student Body of Thomas Jefferson Junior High School shall become effective when approved by a two-thirds majority vote of the Student Body voting in a special election.

BY-LAWS TO THE CONSTITUTION OF THOMAS JEFFERSON JUNIOR HIGH SCHOOL

Article I. Student Body Officers Election

Section 1. Time

The time of the primary election shall be the 2nd Wednesday in May. The final election shall be on the following Friday. If an eighth grade student who meets the constitutional requirements wishes to file for a student body position, this person must file by the Friday before the primary with the Student Body Secretary.

Section 2. Procedure

The Student Council and faculty shall approve the candidates for each office in the primary election. Campaigning may begin after the Student Council and faculty have approved the candidates, but no earlier than the Monday prior to the primary. Each candidate will be expected to give a short speech at an all-school assembly on the day of the primary.

The two candidates in each office receiving the greatest number of votes will run in the final election. The candidate receiving the highest number of votes in the final election shall hold that Student Body office the following year.

Section 3. Qualifications of Voters for Student Body Elections

- A. Voters must be members of the United Student Body of Thomas Jefferson Junior High School.
- B. Only seventh and eighth grade students present on the days of the elections are qualified to vote.

Section 4. Other Elections

Any election which is established by the constitution or any other special election which will involve the entire Student Body shall be handled by the Executive Council.

Article II. Restrictions and Positions

Section 1.

- A. No one may hold more than one major office at any time. The major offices are:
 - 1. Pep Club Officers
 - 2. Rally Squad

- 3. Student Body Officers
- 4. Presidents
- 5. Secretaries

Article III. Recall

Section 1. Recall of Student Body Officers

Any students wishing to recall a Student Body officer, who they believe has failed to meet constitutional qualifications or has failed to perform the duties of his position may submit a petition which must be signed by at least 30% of the Student Body. The petition shall be filed with the Secretary who will present it to the Presidential Council for approval. If the Presidential Council approves the petition, it shall be presented to the Student Body for a vote within 10 days. The Principal or Vice-Principal can remove an officer from office without a petition.

Section 2. Recall of Representatives

A class wishing to recall one of their Representatives, who has failed to meet constitutional qualifications or has failed to perform the duties of his position, must present a petition signed by at least 20% of their class. If a teacher wishes to recall a student a petition is not required. The petition shall be filed with the Secretary of the Student Body. The class shall vote on the petition within five days after filing it with the Secretary. The class will appoint or elect a new Representative within five days after the removal of the former Representative. If a class fails to take action, the Presidential Council may do so.

Article IV. Amending the By-Laws

Proposed amendments to the by-laws may come from the Student Council upon a majority vote from that body or by a written petition signed by at least 10% of the students. An amendment to the by-laws which is presented to the Presidential Council must be approved by two-thirds of the Presidential Council before it shall become a part of the by-laws. The amendment shall become a part of the by-laws at the time it is approved by the Presidential Council.

Article V. Installation of Officers

Section 1. Time for Installation of Student Body Officers

The Student Body Officers of Thomas Jefferson Junior High School shall be installed at a Student Body assembly by the first three weeks of the school year. President as duly elected President of the United Student Body of Thomas Jefferson Junior High School do solemnly pledge to preside to the best of my ability over the Student Council and Student Body meetings and will conduct myself as an officer should. I will always try to promote greater achievement and standards.

Vice-President as Vice-President of Thomas Jefferson Junior High School do faithfully promise to take over the President's office in the case of his absence and all other responsibilities which pertain to my office. I will always try to work toward better standards for the school.

Secretary, I as Secretary of Thomas Jefferson Junior High School do solemnly pledge to keep a neat and accurate record of all business transacted in the Student Council meetings, help to encourage harmony between the faculty and students, and assume all other responsibilities delegated to my office.

Treasurer, I as Treasurer of Thomas Jefferson Junior High School do solemnly pledge to keep a neat and accurate record of all money transactions of the school and help school relationships. I will faithfully assume all other duties pertaining to my office.

Student Manager, I as Student Manager of Thomas
Jefferson Junior High School do faithfully promise to keep an
up-to-date accurate record of articles and events which include
the activities of Thomas Jefferson Junior High School. I will
assume all duties delegated to my office.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

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TO STUDENTS AND THEIR PARENTS

This handbook sets forth the rights and responsibilities of students and the standards for student conduct as adopted by the Board of Directors of School District 4J, Eugene, Oregon, July 16, 1973. A wide distribution of this book to students and parents is required by Oregon State Law (ORS 339.240.)

Issued by School District 4J

Vernon W. Smith, Acting Superintendent-Clerk

Eugene Public Schools

200 North Monroe

Eugene, Oregon

August, 1973

DISTRICT STATEMENT OF PHILOSOPHY

The Board of Directors of Eugene School District 4J in its
Philosophy of Education statement says, in part, "The School Board of District
4J believes that schools have been established and maintained by the state for
the education of the individual and the improvement of society. It believes
that each individual should be accepted into the educational program as he is;
that he shall be provided with a stimulating environment and opportunities for
learning designed to assist him in realizing his maximum mental, physical,
emotional, and social development."

The primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. Because the school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning it tries to work cooperatively with parents in the pupil's development so that he or she may succeed in school. Teachers want all students to learn, but their efforts can be thwarted by a disruptive student. When a student does not follow the rules of proper conduct, then the school has a responsibility to take action in the interest of that student and the rest of the students in the school.

To assure an atmosphere which is conducive to learning and which assures the safety and welfare of school personnel and students, it is necessary to balance carefully a student's individual rights with his or her responsibilities of good citizenship. It is in an effort to preserve this proper balance of a student's rights and responsibilities that the school board has adopted the code of student's rights and responsibilities and the standards of conduct described in this booklet. This code and these standards apply to all students attending District 4J schools.

FREEDOM OF EXPRESSION

Citizens of our country are permitted free expression under the first and fourteenth amendments of the United States Constitution and under Article I, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression.

District 4J students are entitled to express their personal opinions under all reasonable circumstances. However, symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves.

Students are encouraged to participate in publishing school publications. (Any publication sponsored or in any way funded by the school shall be known as a school publication.) Students are encouraged to express personal opinions in these publications but shall adhere to the written editorial policies of the school. A school newspaper should reflect the total life of the school community, and even though the publication may be accomplished by student effort, the student must be mindful of this respansibility to the total school community. Obscene or profane matter, knowingly or recklessly false and libelous statements and any matter which would substantially disrupt classes or other school activities are prohibited from all school publications. (ORS 163.695, ORS 339.250.)

The exercise of freedom of expression includes, also, the right of students to distribute, or receive from each other, literature or related materials. These freedoms, however, also carry with them responsibilities. Students shall not intentionally distribute or display materials which are knowingly or recklessly false and libelous, obscene, or which create an immediate danger of physical disruption or the orderly operation of the school or create a clear and present danger of violation of the law or existing attendance regulations.

Students shall not distribute or display material which is of a commercial nature, and shall obtain the authorization of school authorities prior to selling materials or engaging in activities which solicit student financial contributions.

School authorities may designate the time and place for distribution of literature or related materials so that the activity does not materially interfere with the school program. This policy shall be applied in a manner which is non-discriminatory and which allows the dissemination of diverse viewpoints and discussion of political and social issues. The policy shall also be applied in a manner that encourages respect for individuals without regard to race, religion, or national origin.

The foregoing policy provides that local school rules may limit the time of distribution of material and the circulation of petitions to periods before school begins, after dismissal, and during lunch time, where such limitation is necessary to prevent interference with the school program. The regulations may also define where such distribution of material and circulation of petitions may take place so as to permit the normal flow of traffic within the school. These regulations shall also provide at least one student display area of reasonable size and shall prescribe methods to inform students of the board policy and school guidelines for the distribution of literature and display of material. It should be understood that materials which students wish to distribute do not carry the endorsement or sponsorship of the school.

Students may refuse to participate in patriotic exercises so long as the manner of such non-participation does not deny other students their rights to participate or does not substantially disrupt the educational process. Students may certain distinctive insignia so long as they do not trespass on the rights of others or materially interfere with the orderly operation of the school.

The use of obscene language and threats of harm to persons or property are prohibited.

ASSEMBLY OF STUDENTS

It is important to the orderly use of school facilities that the use of all space should be planned in advance whenever possible.

Students, faculty, and administrators are all, in some measure, responsible for the activities which take place in a school. It should be remembered that school personnel are held accountable to the general public, the school, the state legislature, and are responsiblie for the image of the institution. Furthermore, all members of the school community are accountable to each other.

Students in School District 4J have the right to gather informally but such gatherings shall not substantially disrupt the orderly operation of the school or infringe upon the rights of others.

Students are permitted to hold meetings on school property under the following conditions: 1) meetings shall be scheduled in advance and shall be sponsored by school officials or an official school club or organization.

2) If a large crowd is anticipated, a crowd is anticipated, a crowd control plan must be filed in the appropriate office in advance of the meeting.

Attempts shall be made to present a balance of viewpoints to students. However, no speaker shall be allowed to make a speech in the Eugene Public Schools which advocates breaking the law. Invitations to speakers shall be approved by the principal or his designated representative. And finally it must be always kept in mind that meetings must not be disruptive to class or school activities and shall not be of such a nature as to be likely to incite hazard to person or property.

DRESS AND GROOMING

The responsibility for dress and grooming of a student rests primarily with the student and his or her parents or guardians. A student's dress or grooming should not affect participation in school classes, programs, or other school related activities except as provided below.

Student dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. When a student is participating in special activities, dress and grooming shall not, in the judgment of those responsible for that activity, substantially disrupt the activity or constitute a threat to the health and safety of himself or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity and not from some undefined sense of individual taste.

ATTENDANCE

Oregon law requires that all children and young people between the ages of seven and eighteen years of age attend regularly a full time public school if they have not completed the 12th grade. (ORS 339.010.) The law further requires persons having control of any such minor to send him or her to school.

The following exceptions to the compulsory attendance laws were enacted by the 1971 Oregon Legislature:

Those young people between the ages of sixteen and eighteen years of age who are lawfully employed full time, who are lawfully employed part time and in school part time, who are attending a community college, or who are engaged in activities equivalent to the preceding.

Those young people between the ages of sixteen and eighteen years of age who have the mutual consent of the school administration and the parent or person having custody or legal guardianship to remain out of school.

Efforts will be made by school officials to enforce the compulsory attendance laws for the state. However, compliance with these laws is a mutual responsibility of home and school. Students are expected to be punctual in reporting to classes and to attend regularly. One fundamental reason for insisting on punctual, regular school attendance is to help each student develop habits of responsibility which will help him to function well in society and to succeed in the world of work.

The school shall make every effort to provide a meaningful experience for the student and to encourage the full individual development of each student. Regular attendance is necessary if the school is to successfully reach this goal.

Students may not attend any district school or be on the school premises when they have been suspended for disciplinary reasons.

MOTOR VEHICLES

Certain regulations are necessary to control the use of motor vehicles because of insufficient parking, dangerous traffic patterns, and the large number of pedestrians around schools.

The principal of each individual school is authorized to establish regulations governing the use of motor vehicles by students. These regulations shall be reasonable and widely circulated. Permission to drive a motor vehicle onto school premises may not be revoked so long as the driver obeys school regulations and local and state traffic laws.

STUDENT RECORDS

The reasons for keeping student records are to help the individual student succeed in school and to supply such information about students as may be required by law. Student records are all records related to students maintained by any school, including the name and address of the student and his parents.

Student behavioral records are student records which include psychological tests, personality evaluation, records of conversations and any written transcript of incidents relating specifically to student behavior.

Student progress records are student records which include transcripts of grades and courses taken, records of attendance, tests relating specifically to achievement or measurement of ability, and records of health.

All student records shall be kept confidential. Student records may be opened for inspection only in accordance with the law and such other rules and regulations as duly adopted by the school board. (ORS 336.185, ORS 336.195.)

The Superintendent, in accordance with School Board policy, has established regulations which provide that all student records maintained by any elementaty or secondary school in the district are available for inspection by the student's parent or legal guardian requesting to see such individual records; however, student behavioral records are released only in the presence of an individual qualified to explain or interpret the records.

Release of student behavior records for use in any proceedings, civil or criminal, in any court of this state, will be made only with the consent of the student or juvenile to whom such records relate, if the student is 21 years of age or over, or if the person is a minor, with the consent of his parent or legal guardian. Release shall be made only in the presence of an individual qualified to explain or interpret the records.

The Superintendent or his designated representative may be required to produce student behavioral records in response to a subpoena or other valid legal process. Release shall be made only in the presence of an individual qualified to explain or interpret the records.

A student's progress records shall be available to the student, to the teaching staff, to the student's parents or legal guardians, and upon request, to other agencies having a demonstrated educational interest in the student.

Any other release of student recores shall be made only in accordance with state law and school board rules.

SEARCH AND SEIZURE

The school district seeks to create a climate in the schools which assures the safety and welfare of all. Therefore, situations many arise when certain acts of search and seizure myst be carried out by school officials.

Students may be assured that the rights of the individual shall always be balanced with the needs of the school. In a search and seizure situation the search of a student's person must be limited to a time when there is clear probable cause to believe that the student is secreting evidence of an illegal act or a school violation. Any search of a student's person shall be conducted in the privacy of a school office except in an emergency where delay might endanger others.

Illegal items (firearms, dangerour weapons, illegal drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the safety or security of the possessor or others may be seized by school officials. Items which may be used to substantially disrupt or materially interfere with the educational process may be temporarily removed from the student's possession.

USE OF LOCKERS AND DESKS

Equipment, such as lockers and desks belongs to the school district. Students are allowed to use this equipment as a convenience. The school may insist that such equipment be properly cared for and not used for the storage of illegal items.

At the time of locker or desk assignments, students will be informed of the conditions governing their use. A general inspection of lockers or desks may be conducted by school officials on a regular basis. Items belonging to the school may be seized and returned to the proper authorities. General inspections of lockers or desks shall be announced in advance.

The student shall be given the opportunity to be present when a search of personal possessions is conducted, providing the student is in attendance and if there is no reason to believe that his presence would endanger his health and safety.

Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of himself or others. Students shall not secrete evidence of an illegal act or school violation.

USE OF TOBACCO

The question of who should be a lawful user of tobacco in schools is a controversial one. Oregon law is silent on who may use tobacco. Oregon law does state, however, that a person who sells tobacco to an individual under the age of eighteen is in fact endangering the welfare of a minor.

Wide differences of opinion are held by students, school officials, parents, smokers, and nonsmokers about the use of tobacco in schools. Concerns are expressed in terms ofscientific evidence which shows that the use of tobacco is a health hazard. Further, most public schools are not designed to accommodate large numbers of smokers.

Health, safety, and educational concerns, then, are some of the factors which must be considered in developing a school tobacco policy. Further, the rights of nonsmokers must be weighed against the rights of the lawful user of tobacco. The matter of the responsibility of avoiding litter and maintaining clean smoking areas must also be considered.

The board policy in District 4J is as follows: Elementary or junior high school students shall not smoke on school premises or at any school sponsored activity. High school students are allowed to smoke outside the school building in areas designated by the principal. No student is permitted to smoke inside any District 4J school building.

SERIOUS MIDCONDUCT

Students shall comply with the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers and school officials. The types of conduct which shall make a student liable for discipline, suspension, or expulsion include the following:

DISRUPTION OF SCHOOL. Any conduct that substantially disrupts school activity, or is likely to, is forbidden. Willful disobedience or open defiance of a teacher's authority are sufficient cause for disciplinary action.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY. A student shall not cause damage to school property or steal or attempt to steal school property.

DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY. A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds, or during a school activity, function, or event off the school grounds.

THREATS OR ASSUALT ON ANOTHER PERSON. A student shall not intentionally do bodily injury to any person, or threaten to harm another person.

COERCION. A student shall not use threats or force to obtain money or other property or force someone to do something against his or her will.

WEAPONS AND DANGEROUS INSTRUMENTS. A student shall not knowlingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds during and immediately before or immediately after school hours, on the school grounds at any school activity, function, or event.

NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant or any kind on the school grounds or off the school grounds at a school activity, function or event. Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation.

STATE LAWS. A student shall not violate state laws while involved in school activities.

PHYSICAL DISCIPLINE

School administrators and teachers are like parents in that they differ widely in their approach to student discipline and especially physical discipline. However, research indicates that physical discipline is rarely effective as a permanent solution to behavioral or other student problems.

District 4J school board policy prohibits the use of physical discipline. However, a teacher or administrator is authorized to use reasonable physical force upon a student when, and to the extent that, the teacher or administrator reasonably believes it necessary to maintain order in the class-room and school (ORS 161.205.) When so employed, physical restraint shall not be considered a form of physical discipline.

It should be pointed out that while physical discipline is prohibited as a method of dealing with behavioral problems, the district does make use of a number of other approaches. These include a guidance and counseling program, provisions for suspension and expulsion, and cooperation with a number of juvenile oriented local agencies.

SCHOOL DISCIPLINARY PROCEDURES

All students in the Eugene Public Schools deserve reasonable safeguards in the consideration of all matters affecting their school life. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured to each student.

Special problems confront school administrators and teachers in their efforts to conduct educational programs which are free from the kinds of distracting behavior which rob other students of their opportunity to learn. School officials occasionally may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time.

Teachers and school administrators need some discretionary powers in invoking disciplinary actions and procedures in order to maintain a climate conducive to learning and to protect individuals and property. School disciplinary actions are civil, not criminal, matters.

Fair and equal treatment for all students is essential. Students must be protected from arbitrary and unreasonable decisions. All decisions affecting students must be based on careful and reasoned investigations of the facts and must be consistent in the application of rules and regulations. All students must be apprised of the school rules and procedures by which schools are governed and the processes by which discipline may be applied.

DEFINITIONS OF DISCIPLINARY PROCEDURES

SUMMARY DISCIPLINE PROCEDURES. Discipline for a minor infraction may be handled without going through all the steps of formal procedure.

OUT-OF-SCHOOL SUSPENSION. An out-of-school suspension is made by the principal or his designee and is defined as one of the following:

- . A temporary exclusion from school for a period not to exceed seven school days.
- . Exclusion in cases being investigated pending explusion.
- . In special circumstances a suspension may be continued until some specific action occurs such as a physical or mental examination or incarceration by court action.
- During the period between investigation and recommended explusion by the administration and the time when the board of directors has taken official action.

IN-SCHOOL SUSPENSION. In-school suspension is defined as suspension from class attendance of a student who is resisting control or authority in a disruptive manner. In-school suspension is not to exceed one day during which, if permitted by the principal, the student may choose to perform work.

EXPLUSION. Explusion is defined as release of a student from school attendance for no longer than the current term or semester.

SUSPENSION PROCEDURES In School District 4J suspension procedures shall include the following:

- The student is informed of the charge, including the specific acts supporting the charge, and that he or she is to be suspended.
- and informally contest the charge. If the school official then determines the student should be suspended, the student shall be so informed and the student's parents or guardians are notified by telephone, whenever possible, of the suspension and the reasons for the action. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity, and the nature of the misconduct that caused the suspension.

- A suspension notice is mailed to the parents or guardians with a copy to the superintendent. This notice must state the time, date, the charge, and the specific acts that support the charge or charges for the suspension. The notice must also outline the procedures to be followed by the student and the student's parents or guardians in order to gain reinstatement.
- After the parents or guardians receive the suspension notice, they will be given a conference with the building principal if they so request.

EXPULSION PROCEDURES.

A student may not be expelled without a hearing unless the student and his or her parents or guardian waive, in writing, the right to a hearing. By waiving the right to a hearing, the student and parents agree to abide by the findings of the superintendent or his designee. Expulsion hearings shall contain provisions for the following:

- The student is notified in writing of the specific charge or charges, when and where the hearing will take place, and his or her right to a representative.
- A notice shall also be sent to the parents or guardians by certified mail and also by regular mail, citing the charge or charges. The notice shall state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and inform them of the accused's right to representation. This written jotice shall be mailed at least seven (7) days prior to the hearing.
- Unless otherwise provided by the district school board, the superintendent of the school district, or his designated representative, shall act as the hearing or review officer and shall maintain control over and conduct the hearing or review. In case of foreign language differences, or other serious communication handicaps, the hearing officer shall provide a translator.
- The student shall be permitted to have a representative present at the hearing to provide advice and representation. The representative may be an attorney, parent, or guardian.
- The student shall be afforded the right to present his or her version as to charges and to make such showing by way of oral testimony, affidavits, or exhibits.
- · The student shall be permitted to hear all evidence presented.
- The hearing officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student. The hearing officer shall submit to the board of directors his findings as to the facts and whether or not the pupil charged is guilty of the conduct alleged, and his decision of disciplinary action, if any, including the duration of any expulsion. The above decision shall be made available in identical form and at the same time to the student and his parents or guardians.

- Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
- The accused may make a record of the hearing. Upon request of the accused, the hearing officer shall make, or cause to be made, a record of the hearing.
- The board of directors shall review the decision of the hearing officer and may affirm, modify, or reverse his decision.

STUDENT'S RIGHT TO HEAR THE ACCUSER

Complaints and accusations made by staff members. Students should hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior in cases where the students so desire.

Complaints and Accusations Make by Students. In recognition of the special jeopardy in which a student witness may be placed, and considering the possible traumatic effects on a student witness of adversary proceedings conducted by attorneys, police officers, or court officials, the complaining student may not be required to face the accused, nor have his or her identity revealed. When it is determined that a complaining student ought not face the accused, a school official may then become the official complainant. However, extreme care must be exercised by school officials to insure that a student is not accused solely on hearsay evidence.

It is recognized that a school official as a public officer shall not be examined as to communications made to him in official confidence, when the public interest would suffer by such disclosures. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.

COMMUNITY RELATIONSHIPS

Community residents have a right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students to and from school, schools will make reasonable efforts to help resolve problems. Schools have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

COOPERATION WITH LAW ENFORCEMENT AGENCIES

The schools, with a dual responsibility, must safeguard the rights of students while cooperating with law enforcement officers in the legitimate pursuit of their duties.

Police officers investigating a case involving an illegal act in which a student may be in some way involved or about which the student may have information shall contact the building principal or his designee before any effort is made to question a student during school hours.

All procedural safeguards prescribed by law must be strictly observed. When the interrogation takes place in school, as elsewhere, the student is entitled to be advised of his rights, which should include the right to counsel and the right to remain silent.

The designated school authority shall make an effort to contact the parent or guardian at the time an officer comes to question or arrest a student unless there is reason to believe that such notification would unduly interfere with the investigation. If the school authority is unable to reach the parent or guardian, the officer should not be delayed further. However, a school official should contact the parent or guardian as soon as possible. An administrator or his designee will always be present when a student is being questioned.

An administrator shall not let a police officer take a student from a school building without a court order, an arrest, or permission of the parent or guardian.

NONSTUDENT LOITERING AND TRESPASS

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

Visitors are permitted on school premises so long as their presence is for constructive, not disruptive, purposes and school officials are aware of their visit. Visitors in the school building during a normal school day are requested to first go to the main office and arrange to conduct their business.

No individual may loiter in or near a school building or on school grounds while not having any reason or relationship involving the custody of or the responsibility for a student or, upon inquiry, not having a specific, legitimate reason for being there. (ORS 166.045.)



