



Parkrose K-5

Parent/Guardian-Student Handbook

2022-2023

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PARKROSE SCHOOL BOARD MEMBERS

Elizabeth Durant, Chair
Brenda Rivas
Joshua Singleton, Vice Chair
Eva-Jeanette Rawlins
Sonja McKenzie

Superintendent, Michael Lopes Serrao

Parkrose School District 3
10636 N.E. Prescott
Portland, Oregon 97220
(503) 408-2142

Our Mission:

Our mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

Our Vision:

Every child reads, thinks critically and graduates college and career ready

NONDISCRIMINATION

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates. (AC 12.13.21)

Full policies and complaint forms can be requested from your school, the district office or accessed online at www.parkrose.k12.or.us

Persons having questions about civil rights, equal opportunity, and nondiscrimination should contact Julie Sams, Director of Student Services at julie_sams@parkrose.k12.or.us or 503-408-2118.

DIRECTORY OF SCHOOLS AND ADMINISTRATION OFFICES

Administration Office

10636 N.E. Prescott
Portland, OR 97220-2699
503-408-2100

Michael Lopes Serrao, Superintendent
Andre Goodlow, Director of Teaching & Learning
Christine Blouke, Director of Technology, Student Info, and Assessment
Julie Sams, Director of Student Services
Mary Bradbury-Jones, Director of Human Resources
Sharie Lewis, Director of Business and Operations

Parkrose High School

Molly Ouche, Principal
12003 N.E. Shaver
97220-1499
503-408-2600

Parkrose Middle School

Annette Sweeney, Principal
11800 N.E. Shaver
97220-1498
503-408-2900

Prescott Elementary School

Nichole Watson, Principal
10410 N.E. Prescott
97220-3498
503-408-2150

Russell Elementary School

Samantha Ragaisis, Principal
2700 N.E. 127th
97230-1699
503-408-2750

Sacramento Elementary School

Sarah Lamb-Christensen, Principal
11400 N.E. Sacramento
97220-1899
503-408-2800

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PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or negotiated agreement. All students are responsible for complying with Board Policy. Parkrose School District Board Policy is available online at <https://www.parkrose.k12.or.us/policies/>.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Parkrose School District is an equal opportunity educator and employer.

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition (only when applicable) and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district **may** deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district **shall** deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative educational services will be provided to resident students expelled for violation of applicable state or federal weapons law.

ALTERNATIVE EDUCATION PROGRAMS

Families with students who qualify for Alternative Education in instances of disciplinary action or attendance will be notified of their options by certified mail. Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent, see IGBHB-AR. (IGBHC 9.23.02, IGBHA 12.13.21)

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Director of Facilities serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirement of the Oregon Administrative Rules. Assessments

shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education. Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend public full-time school the entire school term unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. (JEA & AR 2.24.20)

Any person who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C infraction of law and is punishable by a court-imposed fine, as provided by ORS 339.095

The district will notify the parent in writing that, in accordance with the law, the superintendent or the designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
 - a. An evaluation to determine if the student should have an individualized education program (IEP), if the students do not have one; or
 - b. A review of the student's current IEP
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4. Above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent. The district will make every attempt to communicate with the parent in a manner that is understandable.

Additionally, a parent or guardian, or another person lawfully charged with the care or custody of a student under 15 years of age, may under ORS 163.577 (1) (c), may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Failing to supervise a child is a class A violation, Violations as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

ABSENCES AND EXCUSES

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious, or ethnic considerations.

A student who leaves school during the day **must bring a note from his/her parent**. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or office staff. The school nurse or office staff will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

TRUANCY

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and/or ineligibility to participate in athletics or other activities.

BICYCLES

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no responsibility or liability for loss or damage to bicycles.

CELL PHONES

In general cell phones are not to be used in the classroom. Our goal is to lessen the disruptions during our school day. We understand that some parents choose to allow their students to carry cell phones for emergency use. In addition, our students are learning to use their phones as tools for learning, and there are possibilities that teachers ask students to use their phones for a project, but this won't be typical. Otherwise, all cell phones must be turned off and kept in the student's backpack when in class. There are telephones in all of the classrooms if a student needs to make a call during the school day. The teacher will determine if the phone call needs to be made. If the cell phone or other personal technology device is out of the backpack during school hours in the classroom, it may be confiscated and turned into the office to be picked up by a parent.

COMPUTER/TECHNOLOGY USE

Staff and Students must follow District policy related to technology use and electronic communication systems Policy and AR's or they may be subject to disciplinary action. Parkrose School District staff and students use technology and internet-based tools (e.g., Google Apps for Education, Online Curriculum, online multimedia, etc.) in their classrooms on a regular basis to meet the district's standards and prepare students for their future. The district's electronic

communication system will be used to provide statewide, national and global communications opportunities for staff and students and for the advancement and promotion of teaching and learning.

These technologies improve student communication and collaboration skills, and extend learning beyond the classroom walls while building digital citizenship skills. Student & staff access to technology will require responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance the education of our students and to educate them in responsible and appropriate use. It is important that students and parents/guardians recognize that information posted on the Internet is public and permanent and needs to be appropriate.

Failure to abide by district policy and administrative regulations governing use of the district's electronic communications system may result in the suspension and/or revocation of system access. See Policy IIBGA - Electronic Communications System and IIBGA - AR for additional details. Student violations may result in discipline up to and including expulsion. Staff violations may result in discipline up to and including dismissal. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

Upon review of this handbook you understand that use of any district technology (computer, network, Internet, resources, etc.) will be monitored. You understand if you violate this agreement, the district's policies and procedures, and this handbook, you may not be able to use technology or may experience other appropriate consequences. You acknowledge that any communications while using district technology (i.e., Google Apps) is neither private nor confidential. (IIBGA & AR 12.13.21)

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the main office or school nurse so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chickenpox, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis. Parents with questions should contact the school office.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights — including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student's education records.

6. Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. (JF/JFA 3.10.14)

STUDENT CODE OF CONDUCT

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner during the school day and during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

The following forms or displays of student misconduct, including but not limited to, shall be subject to discipline, suspension or expulsion as per Oregon Revised Statute (ORS) 339.250:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/Teen Dating Violence/Domestic Violence – Student and accompanying administrative regulation;
3. Coercion;
4. Threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief or theft as prohibited by Board policies ECAB - Vandalism, Malicious Mischief or Theft and JFCB - Care of District Property by Students, or willful damage or destruction of private or district property on district premises or at district-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Possession, distribution or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery System;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

The district recognizes that under the Unsafe School Choice Option of the Every Student Succeeds Act (ESSA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

1. Assault;
2. Manufacture or delivery of a controlled substance;
3. Sexual crimes using force, threatened use of force or against incapacitated persons;
4. Arson;

5. Robbery;
6. Hate/Bias crimes;
7. Coercion; or
8. Kidnapping.

The district will record and report these infractions to the Oregon Department of Education, as required.

The district will provide the opportunity for all students in any district school identified as persistently dangerous or for any victim of a violent criminal offense occurring in or on the grounds of the school the student attends, to the extent feasible, the opportunity to transfer to a safe school within the district.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior. (JFC 12.13.21)

STUDENT CODE OF CONDUCT DISCIPLINARY ACTIONS

Please see Appendix 1 for student disciplinary actions.

DIRECTORY INFORMATION

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures: Student’s name, Student’s address, Student’s telephone listing, Student’s electronic address, Student’s photograph, Date of birth, Major field of study, Participation in officially recognized sports and activities, Weight and height of athletic team members, Dates of attendance, Grade level, Degrees, honors or awards received, Most recent previous school or program attended.

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy. Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies. At no point will a student’s Social Security Number or student identification number be considered directory information. **The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.** (JOA 1.22.18)

DISCIPLINE

EQUITY and RESTORATIVE JUSTICE

The Parkrose School District is a richly diverse school district in Portland, Oregon. We strive to meet the educational needs of all students. We also know that our data has consistently and clearly demonstrated that our students in poverty and students of color attend school less time, fail more classes, and are excluded from school for discipline more often than their counterparts who are not students of color. For this reason, the Parkrose School District has developed and implemented Equity Policies that include policies regarding the use of our Equity Lens, hiring policies, and eliminating

racial disparities in discipline and exclusion for students of color. A well-researched effective framework for this work is Restorative Justice. Restorative Justice seeks to bring offended parties together in a spirit of conflict resolution and peace. State laws regarding student conduct still apply and consequences are given when appropriate but the number one practice we will be employing is Restorative in nature and not punishing. Punishment produces angry, frustrated people and that is not an effective tool for our students. Logical consequences can be effective when delivered mindfully.

STUDENT DISCIPLINE

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, use approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.).

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct (see Appendix 1) or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior. (JG 9.26.16)

DISCIPLINE OF DISABLED STUDENTS

When considering student disciplinary procedures that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA). (JGDA/JGEA & AR 2.28.08)

DUE PROCESS FOR DISCIPLINE

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

SUSPENSION & EXPULSION

SUSPENSION

The Board authorizes student suspension for one or more of the following reasons: 1. Willful violation of Board policies, administrative regulations or school rules; 2. Willful conduct which materially and substantially disrupts the rights of others to an education; 3. Willful conduct which endangers the student, other students or staff members; 4. Willful conduct which damages or injures district property. Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension (see Appendix 1). Each suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during nonschool hours as an alternative to suspension. In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed. Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district. (JGD 9.28.15)

EXPULSION

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. A student may be expelled for any of the following circumstances: 1. When a student's conduct poses a threat to the health or safety of students or employees; 2. When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or 3. When required by law. The use of expulsion for discipline of a student in fifth grade or lower is limited to: 1. Nonaccidental conduct causing serious physical harm to a student or employee; 2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or 3. When the expulsion is required by law. The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion. No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer. (JGE 2.24.20)

APPEALS

Suspensions and Expulsions may be appealed. Please contact the Superintendent's office for more information 503-408-2100.

DROP OFF

The earliest an elementary student may be dropped off at school is 7:50 am.

CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher calls the parent to arrange a mutually convenient time.

COUNSELING

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

DISTRIBUTION OF MATERIAL

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration. Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. See the section below titled "Public Solicitation In District Facilities."

CODE OF DRESS

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. (JFCA 3.13.00)

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides. Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- If there is a report of a safety concern we will discuss with the student and their family.
- Clothing may not depict pornography, nudity or sexual acts.

- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- As a district, we strive to be responsive to the many needs of our students and families. We believe these standards can be subjective and we will work with students and families to ensure a positive learning environment and address issues when they arise, but will treat each occurrence as a time to learn more about each student and how they are included and supported in our school community.

DRILLS - EMERGENCY DRILLS AND INSTRUCTION

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS). All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. Instruction on fires, earthquakes, safety threats and drills for students, shall be conducted for at least 30 minutes each school month.

FIRE EMERGENCIES

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

EARTHQUAKE EMERGENCIES

At least two drills on earthquakes shall be conducted each year. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

SAFETY THREATS

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to HOLD, SECURE, LOCKDOWN, EVACUATE & SHELTER and other appropriate actions to take when there is a threat to safety.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district. Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures. (EBCB 12.14.15)

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal and harmful and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Drug, alcohol and tobacco prevention instruction will be integrated in the district’s health education courses for grades K-12. Students not enrolled in health education shall receive such instruction through other designated courses. At least annually, all high school students, grades 9-12, shall receive instruction about drug and alcohol prevention.

Students possessing, using and/or selling unlawful drugs, including drug paraphernalia, alcohol and tobacco on district property, in district vehicles, at district-sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion.

Alcohol, Tobacco, and Other Drug Use Prevention focuses on equipping students with knowledge and skills to make healthy choices when faced with the pressures of using, misusing and abusing alcohol, tobacco, and other drugs. Students learn about analyzing influences, how to cope in stressful situations, how to set goals, and how to access community resources for assistance.

Parents are encouraged to contact the school counseling office for information on district and community resources available to assist students in need.

SUBSTANCE ABUSE AND MENTAL HEALTH HELP

We also have a partnership with Care Solace, a complimentary and confidential coordination of services to help families find substance use treatment or mental health services. Call 888-515-0595. Support is available 24/7/365 in any language. Or visit caresolace.com/parkrose and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone. (IGAEB 3.7.16)

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on **emergency forms** and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSURE INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Please refer to Parkrose School District's website or sign up for alerts at: <http://www.flashalert.net/news.html?id=68> for information regarding school closures.

EQUITY & INCLUSION

EQUITY, DIVERSITY & INCLUSION POLICY: A ROADMAP FOR CLOSING THE GAP

The vision of the Parkrose School District is for each student to reach high levels of reading and critical thinking; graduating college and career ready and become contributing members of society. Our vision is that our students' successful future is not determined by their race, gender expression, gender identity, sexual orientation, socio-economic status, ethnicity, culture, linguistic difference, religion, immigration status or disability. We believe that every student has the potential to achieve, and it is our responsibility to give each student the access, opportunity and support to meet their highest potential. We believe that equity of opportunity and equity of access to all of our educational programs, services, and resources are critical to the achievement of successful outcomes for all of the children whom we serve which will lead to positive, lasting change.

The Board of Education acknowledges that some groups in the Parkrose community are treated inequitably because of individual and systemic biases based on race, gender expression, gender identity, sexual orientation, socio-economic

status, ethnicity, culture, linguistic difference, religion, immigration status or disability. The Board further recognizes that such inequitable treatment leads to limiting educational, social, and career outcomes that do not accurately reflect abilities, experiences and contributions of our students. This inequitable treatment, based on consistent educational data, has led to a persistent, pervasive, institutional and systemic achievement gap between white students and Asian students when compared to other students of color in our school district.* The responsibility for these disparities rests with us, the adults, and not the students.

For the district to meet its vision, we must close the opportunity and achievement gap. Race, gender, socio-economic status, sexual orientation, ethnicity, culture, linguistic difference, religion, immigration status or disability cannot continue to be the predictor of student academic success in our district. In order to close this persistent gap, students, teachers, staff and families need to work together to nurture and support each student's individual determination to reach high levels of academic, social emotional and extra-curricular achievement. Furthermore, the Parkrose School District will work actively to remove any barriers to achievement that prevent students from reaching their fullest potential, specifically, barriers of institutional racism.

The Board of Education will reach out to engage, welcome and empower all of our families, in particular underrepresented families, as essential partners in their students' education, school planning and district decision-making. We believe that families, communities, teachers and community-based organizations have unique and important solutions to improving outcomes for all of our students. Our work will only be successful if we are able to truly partner with the community, engage with respect, authentically listen and have the courage to share decision-making, control and resources.

The Board of Education of the Parkrose School District directs the superintendent to convene, on a monthly basis, an Equity, Diversity & Inclusion Team composed of a broad variety of membership. The superintendent will, in conjunction with the Equity Team, create Administrative Regulations corresponding to this policy that provide actionable steps to reaching the Board's vision of closing the achievement gap. The superintendent will present measurable indicators of success in this endeavor to the school board three times per year. Finally, the superintendent is directed to continue to provide staff training on culturally appropriate responsive educational practices such as restorative justice, culturally responsive teaching practice, AVID (Advancement Via Individual Determination) and Academic Language for All. This policy will be reviewed annually by the District's Equity, Diversity & Inclusion Team, revised as needed and presented to the Board for approval each May. (AA 6.27.17)

EQUITY, DIVERSITY & INCLUSION LENS

Equity is the action that we as the Parkrose School District Community and Partners take to ensure that every student has the opportunity to achieve their dreams. It is the responsibility of all of us to provide each student the access, opportunity and support they need to meet their highest academic and social potential regardless of race, gender, socio-economic status, sexual orientation, gender identity, ethnicity, culture, linguistic difference, religion, immigration status or disability. (AAA 6.26.17)

EQUITY POLICY: EQUAL EDUCATIONAL OPPORTUNITY

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location. To file a complaint please use procedure KL-AR. (JB 12.13.21)

EQUITY POLICY: RECRUITING, HIRING AND RETAINING EMPLOYEES

The Parkrose School District believes that racial, cultural, linguistic, ethnic, and gender diversity is a strength for our community. We value diversity, equity and inclusion as top school district commitments.

Equity ensures that all students have an opportunity to reach their fullest potential. While closing the achievement gap and supporting our district vision: "All students read and think critically at high levels, graduating college and career ready".

We believe that it is our moral obligation to empower the Parkrose Community by accepting, embracing and reflecting our diverse cultures, which includes hiring a work force that is as diverse as the students and families that live in Parkrose. Our District must intentionally commit to recruiting, hiring and promoting a diverse staff.

Finally, we believe that Parkrose School District has the obligation to use its power in order to change society as a whole beginning with the people that live and work in Parkrose. To that end, we will create and implement policies that hold the district accountable for retaining a work force that is as equally diverse as the students it serves.

The Superintendent will create A Hiring For Equity Employment Guide (Administrative Regulation) to accompany this policy in order to implement this policy successfully. Promising Practices will be investigated and implemented, including the development of a "grow your own" program of employment and advancement. The Hiring for Equity Employment Guide will be reviewed annually by July 1st. (GE 6.26.17)

FEES, FINES & CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is asked to provide their own school supplies when possible and may be required to pay certain other fees or deposits, including club dues, security deposits, materials for a class project, personal PE and athletic equipment/apparel or school-owned items, school-owned instrument insurance, instrumental rental and uniform maintenance, student ID cards, fees for damaged or lost library books, school-owned technology equipment, lock or locker deposit, optional field trips, admission to certain extracurricular activities, participation fees of "pay to play" for involvement in activities and voluntary purchases of pictures, publications and graduation items.

All student fees and charges, both optional and required, will be listed and described in an annual notice provided by the school.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and an itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee. (JN 3.13.00)

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FUNDRAISING

Student organizations and/or classes, may occasionally be permitted to conduct fund-raising drives. Fund-raisers in the name of the school or district must be approved by the principal at least ten days before the event/other. All monetary donations shall be recorded in the proper school or district fund. No school or district banking information shall be given out. A check will be requested to be mailed to the district in the name of the school and not to the individual. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. Parent groups operate as a separate institution, principal notification is appreciated. (GBI &AR 9.25.17) See also "Public Solicitation In District Facilities"

HEALTH SERVICES FOR STUDENTS

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To provide for your child's special physical and mental health needs (for example diabetes, seizures or school anxiety) it is **important to promptly tell** the school:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect the immune system.
- When your child needs more than the following described first aid treatment for a health problem occurring at school.

Life-Threatening Allergic Reaction (e.g. to foods and insect stings): Stay with student through the acute episode or the first 30 minutes after exposure to risk event (e.g. a bee sting at school). Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for signs of shock or severe breathing problems.

Asthma Attack: Stay with student through the acute episode. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems.

Diabetic Low Blood Sugar Reaction: Stay with student through the acute episode. Give a simple sugar (e.g. ½ cup juice) for low blood sugar, repeating as necessary. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems, loss of consciousness, or seizures.

Epilepsy or Seizures: Stay with student through seizure. Provide for student's safety by removing nearby hazards and protecting (as possible) from harm. Call 9-1-1 for first seizures, breathing problems, seizures lasting longer than 5 minutes.

HEALTH INFORMATION

- Health Information may be shared with school personnel on a "need to know" basis when information about your child's health is necessary for school personnel to care for and respond to your child's needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- By allowing the release of your child's health information, you will ensure that your child will receive needed emergency health care should the need arise.
- When you do not authorize the release of health information, it may limit the type of care your child is able to receive.

- Parents (and their eligible students) may generally access their own child’s record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student’s rights of privacy.

EMERGENCY INFORMATION

The school must have a way to reach you in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

SCHOOL NURSES

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school’s rules about having passes to go to the nurse. The hours of the school’s nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The nurse will get necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special physical and mental health needs at school. The nurse may use this information to train school staff how to help your child at school. In order to obtain this information, the nurse may:

- Talk with parents, students, school staff, health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

You may call the school if you would like to meet with the nurse.

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills).

HEALTH AND DENTAL SCREENINGS

Oregon Law says that vision and hearing screenings shall be done to help find children’s health problems. The nurse oversees these screenings. The usual screening schedule is:

- Dental:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7
- Hearing:** Grades Pre-Kindergarten, Kindergarten, and 1
- Vision:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for hearing and vision are all sent home to parents. Dental screening results are only sent home if a student needs dental care.

MEDICATION ADMINISTRATION AT SCHOOL

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to them self prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school. (JHCD/JHCDA & AR 5.9.22)

The school's nurse provides consultation about medication administration that must occur at school. Remember **to ask your medical provider if your child's medication can be given outside school hours**. This is safer for your child and easier for you. Only medication that is necessary to be given during the school day will be kept at school. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school).
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. Medication that is needed all year must be picked up at the end of each school year. All medication not picked up by the end of the year will be destroyed.

IMMUNIZATIONS AND OREGON LAW REQUIREMENTS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

The parent of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, within the previous 12 months, received a dental screening. The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or

3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

CONTAGIOUS DISEASES

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chickenpox or hepatitis A.
- Do not send your child to school with a rash or fever.

In order to prevent the spread of communicable diseases, the nurse or School Health Assistant (SHA) may conduct screenings from time-to-time.

PEDICULOSIS (HEAD LICE)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school. (JHCCF & AR 3.17)

PARKROSE STUDENT HEALTH CENTER

Located at Parkrose High School, it's like having a regular doctor's office at school. They serve all K-12 Multnomah County students (ages 5 to 18) with or without insurance, and there are no out-of-pocket costs for services. In-person, phone and video appointments available. Call 503-988-3392 to schedule.

HEALTH SERVICES: BEFORE AND AFTER SCHOOL PROGRAMS

If your child is enrolled in a "before or after school program" and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. See district policy for medication administration. Consult with the program director regarding specific health and safety needs for your child in these programs.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest.

Whatever the task, the experience is intended to be complementary to the classroom process.

Student homework is intended for students to practice skills they're learning in class. The following guidelines provide an allotted time for practice. This could include arithmetic practice and reading.

ELEMENTARY GUIDELINES

Kinder: 10 minutes

1st Grade: 15 minutes

2nd Grade: 20 minutes

3rd Grade: 30 minutes

4th Grade: 40 minutes

5th Grade: 50 minutes

HOMELESS OR UNSTABLE HOUSING SUPPORTS FOR STUDENTS ~ MCKINNEY-VENTO TITLE X PROGRAM

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. (JECBD & AR 4.24.17)

Please check out our website for more information on Title X: <https://www.parkrose.k12.or.us/index.php?id=240>

INFECTION CONTROL/HIV, HBV* AND AIDS

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV, and/or other infectious diseases.

INFECTION/DISEASE INSTRUCTION

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

HIV, HBV, AIDS - STUDENTS

As a general rule, a student infected with HIV or HBV, six years or older and who does not present special risks to others in an educational setting (e.g., an ongoing history of biting others) is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as all students with AIDS, are required to notify the superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

*HIV - Human Immunodeficiency Virus, AIDS - Acquired Immune Deficiency Syndrome

HBV - Hepatitis B Virus

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. (Business Office 8.12.22)

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of several times a year. Loss or suspected theft of personal or district property should be reported to the school office.

MEAL PROGRAMS

For the 2022-2023 school year breakfast and lunch are available to all Parkrose students at no charge. We qualify as a Community Eligibility Provision district.

MEDIA ACCESS TO STUDENTS

The Board of Education recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Administrative Approval is required before media may gain access to students. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly. (JOD 3.13.00)

PARENTAL RIGHTS

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being; in determining district and student needs for educational services; and in program development and district operations. To assist the district in this effort, and in accordance with the Every Student Succeeds Act of 2015 (ESSA), the district affirms the right of parents, upon request, to inspect: 1) A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items" as defined by ESSA; 2) Any instructional material used by the district as part of the educational curriculum for the student; 3) Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows. Requests may be directed to the school office by phone or in person.

A parent may request that his/her student be excused from participation in any of the following covered activities: 1) The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others; 2) Any district or third party survey; 3) The administration of nonemergency, invasive physical examinations or screenings. All such requests must be: 1) Directed to the principal in writing; 2) Received by the district no later than 10 working days following receipt of notification by the district of its intent to administer or distribute such items. (KAB &AR 10.23.17)

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to make the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The school newsletter published monthly, "Back to School" nights in the fall and family night events provide opportunities for learning more about the district;
3. Become a district volunteer.
4. Participate in district parent organizations, their activities are varied. Join the building's site council, with its emphasis on instructional improvement.

VISITORS

Because of COVID-19 we have really limited classroom visitors. The principal will approve requests to visit, as appropriate. If a parent wants to observe their child's classroom, please inform the teacher you will be making a request to the principal. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, **all visitors must report to the office upon entering school property.** Visitors will need to sign in and be asked to wear a "Visitor's Badge". Students will not be permitted to bring visitors to school without prior approval of the principal.

VOLUNTEERS

Volunteering in our schools is a great benefit to our students and our community. In the best interest of student safety, the Parkrose School District requires all volunteers to complete a background check, Sexual Misconduct Verification Background Check (SB155), read the Abuse and Sexual Conduct Information & provide proof of COVID-19 vaccination* in order to volunteer, chaperone an event or field trip, or participate in school activities. The background check forms can be found at the district office located at 10636 NE Prescott Street or by calling 503-408-2100. The application process takes 24 to 48 hours for approval and the district will cover the cost. Once approved your application is valid for two calendar years. (IICC 2.24.20)

*Exceptions can be made, please contact the principal.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

PERMISSIONS/AUTHORIZATIONS

- Under federal law and school policy, the school district may release the following information without prior parental consent: Student name, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, major field of study, dates of attendance, and the most recent school attended. If you do not want this information released, please contact your school to submit a written request. This request must be completed each year.
- Student photographs are commonly used in yearbooks, newsletters, websites, and other school-related publications. If you do not want your student's photograph used or released for these purposes or for news media, please contact your school to submit a written request annually.

- Students occasionally have the opportunity to participate in school field trips and health screenings. We will send out detailed information about these events when they arise. If you do not want your student to automatically have permission for these events, please contact your school to submit a written request.
- All students have access to use a district-provided Google account. This account is used for access to our curricular programs as well as gmail and the Google suite of tools.
- HIGH SCHOOL STUDENTS ONLY - Federal law requires school districts to provide, upon request, the names, addresses and phone numbers of high school juniors and seniors to military recruiters, colleges and universities. If you do not want the school district to provide information about your student to either the military or colleges and universities, you have the opportunity to “opt-out.” Please contact your School Office.

(Registration form Rev 23, March 2018)

PERSONAL ELECTRONIC DEVICES & SOCIAL MEDIA

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities or violate Board policies, administrative regulations, school or classroom rules, state and federal law. The taking, disseminating, transferring, or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

As used in this policy, a “personal electronic device (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action and device confiscation. (JFCEB 8.25.14 &AR 8.2.22)

PROHIBITED

Students whose behavior is found to be in violation of the following district policies will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Full policies and complaint forms can be requested from your school, the district office or accessed online at www.parkrose.k12.or.us.

CHILD ABUSE (SUSPECTED ABUSE OF A CHILD REPORTING REQUIREMENTS)

All district employees will be required to participate in annual on-line training in the prevention and identification of abuse of a child and the obligations of reporting.

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse, or any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. See GBNAB/JHFE-AR(1) & GBNAB/JHFE-AR(2) for more information. (GBNAB/JHFE 12.13.21)

CHILD ABUSE (SUSPECTED SEXUAL CONDUCT WITH STUDENTS AND REPORTING REQUIREMENTS)

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment.

Any district employee who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

Designated licensed administrator: Julie Sams, Director of Student Services, 503-408-2118, julie_sams@parkrose.k12.or.us.

Designated alternate licensed administrator: Mary Bradbury-Jones, Director of Human Resources, 503-408-2112, mary_bradburyjones@parkrose.k12.or.us.

(GBNAA/JHFF & AR 12.13.21)

DISCRIMINATION

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual’s perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans’ status of any other persons with whom the individual associates.

Persons having questions about civil rights, equal opportunity, and nondiscrimination should contact Julie Sams, Director of Student Services at julie_sams@parkrose.k12.or.us or 503-408-2118. (AC 12.13.21)

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING, CYBERBULLYING, TEEN DATING VIOLENCE, OR DOMESTIC VIOLENCE

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment. Students whose behavior is found to be in violation of this district

policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Violators may also be referred to law enforcement officials. Retaliation against any person who is a victim, or otherwise participates in an investigation or inquiry is strictly prohibited. Please instruct your children to report any of the above mentioned incidents to their classroom teacher, counselor or Principal. (JFCF 12.13.21)

INCIDENTS OF BIAS & SYMBOLS OF HATE

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, nooses, swastika, other symbols of neo-Nazi ideology, the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools. (ACB 12.13.21)

PUBLIC CONDUCT ON DISTRICT PROPERTY ~ TRESPASS CITATION

No person on district property or grounds, including parking lots, will:

1. Injure or threaten to injure another;
2. Damage the property of another or of the district;
3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
4. Violate parking regulations;
5. Drive a vehicle in an unsafe manner;
6. Impede, delay or otherwise interfere with the orderly conduct of the district’s educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
7. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
8. Bring, possess, conceal or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
9. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
10. Use, distribute or sell tobacco products or inhalant delivery systems;
11. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A “gang” is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
12. Willfully violate Board policies, administrative regulations or school rules designed to maintain public order on district property.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be issued a trespass citation and/or ejected from the premises and/or referred to law enforcement officials. (KGB 9.28.15)

SEXUAL HARASSMENT

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes

officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Incidents involving students contact: Julie Sams, Director of Student Services, 503-408-2118, julie_sams@parkrose.k12.or.us.

Incidents involving adults contact: Mary Bradbury-Jones, Director of Human Resources, 503-408-2112, mary_bradburyjones@parkrose.k12.or.us.

(GBN/JBA & AR 11.23.20)

THREATS OF VIOLENCE

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district. Students found in violation of this policy shall be subject to discipline up to and including expulsion. (JFCM 2.22.21)

USE OF TOBACCO PRODUCTS, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS

Student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school. (JFCG/JFCH/JFCI 12.11.17)

Possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or drugs is also prohibited by any individual on or near district property or grounds, see policy KGC.

WEAPONS IN SCHOOLS - FIREARMS PROHIBITED - NO CONCEALED CARRY

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm, except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does not apply to the possession of firearms on grounds of the schools controlled by the Board. Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy. Any community member violating or threatening to violate the above rules, as determined by the district, may be issued a trespass citation, ejected from the premises and referred to law enforcement officials. (KGBB 12.13.21)

Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by state and federal law, "weapon" includes:

1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device;
4. A “destructive device” includes but is not limited to any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and community members.

Replicas of weapons (including "toy" or cap guns), fireworks and pocket knives are also prohibited by Board policy. Students are not permitted to imitate or perform the act of shooting, firing, or discharging an explosive device. Whether intended "in jest" or for entertainment purposes, such actions adversely impact student mental health and jeopardize community safety. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has been in possession of a firearm or destructive device, as defined by this policy, shall immediately report such violation to an administrator or designee or law enforcement. Any district employee who has reasonable cause to believe that a person, while in a school, is or has been in possession of a firearm or destructive device more than 120 days previously, may report to law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report. The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Students determined to have brought, possessed, concealed or used a firearm, as defined in policy, in violation of this policy or state law shall be expelled from school for a period of not less than one year. All other violations of the policy will result in discipline and may include expulsion and/or referral to law enforcement, as appropriate. (JFCJ 1.24.22)

Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons. Employees in violation of this policy will be subject to discipline up to and including dismissal. A referral to law enforcement may be made. (GBJ 5.29.01)

PROMOTION, RETENTION, AND PLACEMENT OF STUDENTS

Research overwhelmingly supports the position that students do not benefit from grade retention. While there is some research that would support student retention in certain cases, the majority of research leads one to believe that it is a rare situation or student that would benefit from this type of action. Research also supports the fact that the single best indicator of a student at risk is that the student is behind in age-appropriate grade level placement. (IKE 3.13.00)

PUBLIC/PARENT/STUDENT COMPLAINTS

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor within five working days of the employee's response. Next, if the issue remains unresolved within 10 working days of the written response from the administrator/supervisor, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. If the complainant is dissatisfied with the superintendent or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision.

The Public Complaint form and further details regarding other complaint procedures are available online under "District Info" at the bottom of the page. (KL & AR 10.28.19)

PUBLIC SOLICITATION IN DISTRICT FACILITIES

Fund raising and solicitation by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal. The administration of surveys, questionnaires and requests for information by non-school-connected organizations are prohibited. Exceptions may be approved by the superintendent. Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials including commercial advertising to students for classroom use, online distribution or to take home shall be submitted to the school administration: <https://www.parkrose.k12.or.us/solicitation-request>. (KI 8.27.18, KJA 3.13.00, KJ & AR 8.27.18)

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

RELIGION AND SCHOOLS

Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief or nonreligious belief. Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty. (IGAC & AR 10.22.18)

Guidance for Holidays: The policy of the district reflects a commitment to the principles of religious neutrality and the accommodation of diversity, promoting respect and understanding of different beliefs and customs. To include religious music, symbols, art or writings in school programs, displays, performances, classroom activities and/or celebrations, the teacher must demonstrate an educational purpose consistent with the stated objectives of the curriculum. Therefore, reflective preview by teacher and administrator of the content of such activities is necessary and appropriate. In

considering any material, artistic, social and cultural aspects relevant to the purpose for including the material should be taken into account. (IGAC-AR(1) 6.30.22)

REPORTS TO STUDENTS AND PARENTS

Written reports of student progress, academic performance and absences shall be issued to parents at least **three** times a year. Report Cards will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities, and other identified criteria.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher (s). If you request this information, the district or school will provide you with the following as soon as possible: A) If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction; B) If state licensing requirements have been waived for the teacher on a temporary basis; C) The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and D) If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the office.

SCHOOL BOARD MEETINGS - OPEN TO THE PUBLIC

In most cases, the school board meets at 6:30pm for a working session the second Monday of each month, as well as a business meeting the fourth Monday of each month. All board meetings are open to the public. You are welcome to attend in-person, virtually or view their recorded meetings online. In-person attendance may be restricted if COVID-19 community level spread is high.

- ★ Location for in-person attendance: Parkrose School District Office located at 10636 NE Prescott Street.
- ★ Virtual information: Click this URL to join: <https://zoom.us/j/94961285856> or join by phone: 1-253-215-8782
Webinar ID: 949-6128-5856
- ★ Video Recordings: <https://www.youtube.com/channel/UCXajhxrPxMclOQ6J00JUzQ>.
- ★ Agendas are posted the Thursday or Friday prior to each meeting and can be found on our webpage at: <https://meetings.boardbook.org/Public/Organization/1541>

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services. (Policy BD/BDA 12.13.21) Please email questions@parkrose.k12.or.us or call 503-408-2114. Zoom closed captioning provided for the hearing-impaired. Other appropriate auxiliary aids and services may be provided upon request and appropriate advance notice.

SERVICE ANIMALS - ANIMALS IN DISTRICT FACILITIES

Only service animals serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. (ING & AR 4.24.17)

STUDENT SEARCHES

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's

person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

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

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials may attempt to notify the student's parent(s) in advance and parents may be present for searches. (JFG & AR 5.26.15)

QUESTIONING

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SITE COUNCIL

Parents, community members and staff meet monthly to assist in program evaluation and improvement. The primary focus of the council is to guide staff development to improve the instructional program.

The overall purpose of shared decision-making is to enhance student achievement through both improvement of the instructional program and delivery of support services. The Board directs the Superintendent to encourage community involvement in shared decision making and to foster the collaborative efforts of District personnel, students, parents, and community members. (IFCA 12.9.02)

Contact your school principal for more information.

SPECIAL PROGRAMS

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the Director of Student Services.

EDUCATION STANDARDS COMPLAINTS

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

STUDENTS WITH DISABILITIES COMPLAINTS

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student birth date and place of birth;
- d. Name of parents;
- e. Date of entry in school;
- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school; and
- l. Such additional information as the district may prescribe.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification

to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. (FERPA)

EDUCATION RECORDS/RECORDS OF STUDENTS WITH DISABILITIES MANAGEMENT

Parents of eligible students have the right to:

1. Inspect and review the student's records; 2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights; 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB – Personally Identifiable Information); 4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and 5. Obtain a copy of the district's education records policy. (IGBAB/JO & AR 10.22.12)

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

TALENTED AND GIFTED PROGRAM

IDENTIFICATION OF TALENTED AND GIFTED STUDENTS

In order to serve academically talented and intellectually gifted students in grades K through 12, the district directs the superintendent to establish a written identification process. This process of identification shall include as a minimum: 1) Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged. 2) Behavioral, learning and/or performance information. 3) A nationally standardized mental ability test for assistance in the identification of intellectually gifted students. 4) A nationally standardized academic achievement test of reading or mathematics or a test of total English Language Arts/Literacy or total mathematics on the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified. If a parent is dissatisfied with the identification process or placement of their student, they may appeal the decision through the accompanying administrative regulation, IGBBA-AR. (IGBBA 10.28.19)

APPEALS

The Board has established an appeal process for a parent to utilize if they are dissatisfied with the identification process and/or placement of their student in the district program for talented and gifted (TAG) students, and wish to request reconsideration. The district's desire and intent is to reach satisfactory solutions during the informal process:

Informal Process: 1) A parent will contact the district's TAG coordinator/teacher to request reconsideration. 2) The TAG coordinator/teacher will confer or meet with the parent, and may include any additional appropriate persons (e.g., principal, counselor, teacher, etc.), within five school days of the request. Information pertinent to the selection or placement will be shared. 3) If an agreement cannot be reached, the parent may initiate the Formal Process.

Formal Process: 1) A parent shall submit a written request for reconsideration of the identification and/or placement to the program supervisor within five working days of the conference identified above. 2) The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher. 3) The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to present additional evidence. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures. 4) A decision will be made by the program supervisor within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent. 5) The decision may be appealed to the Board through procedures found in IGBBC-AR - Complaints Regarding the Talented and Gifted Program. 6) If the parent is still dissatisfied, the parent may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request. (IGBBA-AR 10.28.19)

PROGRAMS AND SERVICES

The district's talented and gifted program and service options will be developed and based on the individual needs of the student. See board policy IGBBC-AR for complaints regarding the Talented and Gifted Program.

TRANSPORTATION OF STUDENTS

PROCEDURES FOR DISTRICT-APPROVED STUDENT TRANSPORTATION

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct. The bus will leave bus stops at designated times. Buses cannot wait for students who are running late. Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services.

The following procedures address:

- (1) Safety instructions;
- (2) Code of conduct;
- (3) Violations;
- (4) Suspension;
- (5) Expulsion;
- (6) Right of appeal;
- (7) Reinstatement;
- (8) Education;
- (9) Special education students.

1) Safety Instructions

a) Bus Riders: Each September/October and January/February the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.

- (1) The drivers shall review the code of conduct that is to be posted.
- (2) The drivers shall review the consequences of a violation as outlined in this procedure.
- (3) The drivers shall conduct unloading, loading, and emergency exit evacuation drills.
- (4) The drivers shall review all hazards such as crossing a road and bus stop conduct.

b) All Students (Evacuation Drill): Each September/October. Then in January/February, the transportation supervisor will direct all bus drivers to conduct a safety review with their regular bus riders.

- (1) The drivers shall review safe bus riding procedures.

(2) The drivers shall review use of emergency exits.

c) The transportation supervisor will record the dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.

2) **Code of Conduct**

a) See Oregon State Board of Education OAR 581-053-0010 with Parkrose School District additions.

3) Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and review them before going on a trip; and (2) must position themselves on the bus to supervise students at all times.

4) **VIOLATIONS**

- (1) Each year the district will include the following procedures for violations in the student/parent handbook or issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.
- (2) The district will provide interpretation to those students/parents whose primary language is not English upon request.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Incident - Warning: The driver verbally restates behavior expectations.
2. Second – The student will accept an assigned seat.
3. Third - Written Warning: The driver provides a written warning to school administration via a citation referral. The school will then work with the student and/or student’s parents if necessary to resolve the issue.
4. Fourth Incident of the year: The student receives a 1-2 day suspension and will not be able to ride the bus until a parent conference, arranged by the school administration, has been held with the student, the parent, the transportation supervisor and the Principal (by phone or in-person). At this time a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.
5. Fifth Incident: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the school administration, involving the student, the transportation supervisor, the parent and the principal. Parent conference, with 5-10 day bus suspension to be determined by the school administrator and transportation supervisor. If further incidents occur, additional days of bus suspension can take place.
6. In all instances, the appeal process may be used if the student and/or parent desires.

Note: If bus suspension leads to prolonged school absence, alternatives may be provided.

Teacher/Coach/Chaperone Signature

Date

Signature

Date

RULES GOVERNING PUPILS RIDING SCHOOL BUSES AND SCHOOL ACTIVITY VEHICLES

- 1. Pupils being transported are under the authority of the bus driver.**
- 2. Fighting, wrestling, or boisterous activity is prohibited on the bus.**
- 3. Pupils shall use the emergency exit only in case of an emergency.**
- 4. Pupils shall be on time for the bus both morning and evening.**
(i.e. – Be at the bus stop 5 minutes before departure time)
- 5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.**
- 6. Pupils shall not bring animals, except approved assistance guide animals on the bus.**
(i.e. – No house pets, classroom pets, goldfish, reptiles, etc.)
- 7. Pupils shall remain seated while the bus is in motion.**
(i.e. – Once the bus door has opened, pupils may then stand to exit their seats. Do not stand up or change seats.)
- 8. Pupils may be assigned seats by the bus driver. Students will accept seat assignments.**
- 9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.**
(i.e. – They should walk at least 10 feet toward the front of the bus and remain in complete view of the driver.)
- 10. Pupils shall not extend their hands, arms, or body parts through bus windows.**
- 11. Pupils shall have written permission to leave the bus other than at home or school.**
(i.e. – Board or depart the bus only at the pupil's school or designated stop.)
- 12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.**
(i.e. – Disrespectful or obscene statements or gestures are also prohibited.)
- 13. Pupils shall not open or close windows without permission of the driver.**
- 14. Pupils shall keep the bus clean, and must refrain from damaging it. No food, drinks or gum.**
- 15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.**
- 16. Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.**
- 17. Rules Governing Pupils Riding School Buses and School Activity Vehicles must be kept posted in a conspicuous place in all school buses, type 20, and type 21 activity vehicles.**
- 18. Pupils shall obtain written permission from the school to bring large objects, like musical instruments or class projects, which might pose safety risks or barriers to entry and exit from the bus. Transportation Supervisor's consultation and approval is required with 48 hours' notice.**

19. *Possession or use of tobacco, e-cigarettes/vaporizers, alcohol or illegal drugs is prohibited on the bus.*
20. *The use of flash cameras or lighted/flashing cell phones is prohibited while the bus is in motion.*
21. *When waiting for the bus, pupils shall remain in the designated bus stop waiting area. (i.e.- Sidewalk, gravel area, etc.)*
22. *The following items are not allowed on school buses:*
 - *Laser pens;*
 - *Balloons of any kind;*
 - *Skateboards, scooters & rollerblades;*
 - *Aerosol containers (i.e. – hairspray, spray paint, etc.) or nail polish;*
 - *Matches or other incendiaries and combustion devices;*
 - *Loose basketballs, soccer balls, baseballs, tennis balls, helmets or other sports gear (sports equipment must be secured in a backpack or travel bag);*
 - *Outdoor school overnight bags or luggage.*

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action. (EEACC-AR 8.1.22)

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district.

VIDEO SURVEILLANCE INCLUDING VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board authorizes the use of video cameras on district property and district transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. (ECAC 3.13.00 & EEACCA-AR 1.24.00)

APPENDIX 1

STUDENT CODE OF CONDUCT DISCIPLINARY ACTIONS

Behavior Definitions and Response

Behavior	Definition	Examples
Disruption	Behavior that causes an interference with the educational process.	<p>Repeated behaviors that continue after corrections and reminders. Low intensity but inappropriate disruption</p> <ul style="list-style-type: none"> ● loud talking/talking out ● making noises with items ● horseplay/playfighting ● sustained out of seat ● ignoring directions ● wandering while disturbing others <p>Unsafe and/or chronic behavior that causes an interruption in a class or activity.</p> <ul style="list-style-type: none"> ● horseplay/roughhousing ● yelling/screaming/sustained loud talk ● sustained out of seat behavior ● noises
<p>Defiance</p> <p>Noncompliance</p>	Student refuses to follow adult directions or talks back	<p>Non aggressive disregard for expectations & requests.</p> <p>Brief or low-intensity failure to follow direction</p> <ul style="list-style-type: none"> ● refusing to do work ● ignoring ● talking back ● not staying in line after addressed <p>Chronic refusal to follow directions or unsafe in refusal</p> <ul style="list-style-type: none"> ● wandering unsupervised ● running away from staff ● throwing work or materials ● chronic refusal to follow directions ● leaving classroom without permission or procedure
Disrespect	Student delivers socially rude or dismissive message(s)	<p>Low-intensity/non violent, socially rude or dismissive messages to adults or students.</p> <ul style="list-style-type: none"> ● refusing to work with peers ● name calling/put downs/teasing ● lying in non serious matters

		<p>Aggressive in nature</p> <ul style="list-style-type: none"> ● continuous disregard for adults ● swearing at adult or peer ● spitting at staff or peer
Fighting	Student is involved in <u>mutual</u> participation in an incident involving physical violence	<p>Forceful actions involving physical contact between two or more students where injury may occur.</p> <ul style="list-style-type: none"> ● pushing/punching/kicking ● hitting with object
Physical Contact/Physical Aggression	Forceful actions involving physical contact by <u>one student</u> aimed at hurting or where injury may occur.	<p>Non serious but inappropriate contact.</p> <ul style="list-style-type: none"> ● shoving (in line) ● throwing non dangerous item ● poking ● grabbing ● posturing (physically threatening to hurt) <p>Serious forceful physical contact where injury may occur.</p> <ul style="list-style-type: none"> ● hitting/punching/kicking/scratching ● hitting with object ● hair pulling/biting ● throwing dangerous item at person ● pushing down to ground/tackling ● choking ● posturing with serious threat/intent to hit
Inappropriate Lang. and gestures/Abusive language or profanity	<p>Student delivers inappropriate verbal messages.</p> <p>Obscene or inappropriate gestures.</p> <p>Inappropriate use of words including profanity, name calling, written notes or pictures.</p> <p>Discriminatory slurs</p>	<p>Low intensity inappropriate language. May be used out of frustration or not directed towards another.</p> <ul style="list-style-type: none"> ● swearing not directed at others ● mild name calling ● brief and mild teasing ● poor sportsmanship ● encouraging others to use inapp. lang ● offensive nonverbal gestures <p>Abusive messages/gestures that are directed towards others.</p> <ul style="list-style-type: none"> ● swearing at another person ● abusive name calling/teasing ● threats or intimidation ● inappropriate notes ● sexual gestures that make contact ● racial slurs ● exposing self

<p>Bullying</p>	<p>Chronically delivering of direct messages to a specific person.</p> <p>A power inequity is a major factor in bullying.</p>	<p>Bullying behavior is repeated and deliberately directed toward specific individual(s)</p> <ul style="list-style-type: none"> ● repeated teasing ● repeated taunting ● repeated threats and intimidation ● repeated written notes ● repeated posturing ● repeatedly laughing at/making fun of ● repeated name calling
<p>Harassment</p>	<p>Disrespectful messages in any format related to gender, ethnicity, sexual orientation, race, religion, disability, or physical features</p>	<p>Name calling or inappropriate language based on inherent features or culture</p>
<p>Property misuse/Property damage/Vandalism</p>	<p>Student participates in activity that results in destruction or disfigurement of property.</p>	<p>Low intensity/property misuse</p> <ul style="list-style-type: none"> ● breaking pencil ● accidental damage due to property misuse ● damage that can be easily removed- (writing on desk with pencil) ● takes item of little or no value <p>Threatening or purposeful damage/damage that occurs due to negligent behavior</p> <ul style="list-style-type: none"> ● graffiti ● purposely breaking or damaging any school or personal property ● horseplay that results in damage
<p>Forgery Plagiarism Theft</p>	<p>Copying another source and calling it your own.</p> <p>Student is involved in being in possession or, having passed on or being responsible for removing someone else's property.</p>	<p>Chronic or serious in nature</p> <ul style="list-style-type: none"> ● copying on a test ● repeatedly copying other sources ● signing parents signature on legal document (referrals, permission slips) ● Deliberately taking or in possession of something that does not belong to student.
<p>Lying/Cheating</p>	<p>Student says something that is untrue or withholds information that should be shared to protect school community.</p>	<ul style="list-style-type: none"> ● knowledge of dangerous items or behavior and not reporting ● denying involvement in serious situations ● false stories about serious situation ● delivers message that is untrue

Technology Violation	Inappropriate use of personal or other technology equipment.	<p>Non serious but inappropriate use of personal electronic devices, computers, ipads and other technology.</p> <ul style="list-style-type: none"> • use of cell phone for non emergency use • refusal to transition from technology <p>Student engages in inappropriate use of technology which is in violation of the Acceptable Use Policy.</p> <ul style="list-style-type: none"> • continued use of ipad during instruction when ipad use is not expected • inappropriate interaction on email or social media • visiting inappropriate sites • any violation of the policy • continued use of cell phone for non emergency use
Inappropriate Location/ Out of bounds area	Student is in an area that is outside of school boundaries.	<p>Chronic and deliberate</p> <ul style="list-style-type: none"> • leaving playground • leaving school grounds
Possession of weapons	Student is in possession of real or look alike weapons that are capable of causing bodily harm.	<p>Any weapon or look alike weapon brought to school. Consequences to be determined based on policy.</p> <ul style="list-style-type: none"> • pepper spray • knives including pocket variety or any sharp object • toy gun • ninja weapons • gun
Gang Affiliation Display	Student uses gestures, dress, and or speech to display affiliation with a gang	<p>Intentional display of colors, numbers, symbols associated with gangs</p> <ul style="list-style-type: none"> • bandana • gestures • clothing

CONSEQUENCE	Description
Conference with Parent/Guardian	Teacher communicates with student's parent/guardian by phone, email, written notes, or person to person about the problem.
Privilege Loss	Incentives given for positive behavior are lost.

Home/School Plan	Parent/Guardian and teacher agree on a consistent approach with the student. The plan should be consistent with PBIS practices, emphasizing teaching and rewarding appropriate behaviors, and consistent consequences for problem behaviors. The home/school plan should be explained to the student by parent/guardian and teacher, as appropriate.
Written Contract	Student, teacher, and possibly parent/guardian formulate a document expressing the student's intention to remediate or stop further occurrences of the problem behavior. Written contract should be positive in tone; it should include incentives but may also include consequences for misbehavior.
Problem Solving conference with Student	Student meeting with administrator, teacher, and/or parent/guardian. This can include direct instruction in expected or desirable behaviors.
Break/ Reflection Time	Student is required to spend a period of time away from the scheduled activity.
Apology Restitution	Student makes amends for his/her negative actions. Takes responsibility to correct the problem created by the behavior. Verbal or written declaration of remorse. Inclusive of positive affirmation to peer or person harmed by student's actions.
Restorative Justice	Completion of a task that compensates for the negative action – reinforces not to revisit the negative behavior, e.g. clean-up, written assignment, do something for another person, meet with harmed person to repair and restore, etc.
Other	An administrative action not listed above <ul style="list-style-type: none"> ● Suspension ● Behavior Support Plan ● Behavior Safety Assessment ● Refer to expulsion hearing ● Follow PSD Policies on sexual harrassment, hazing and weapons.