

Parkrose School District



Elementary Student- Parent Handbook

**Grades K – 5th
2013 – 2014**

2013-2014
PARKROSE SCHOOL BOARD MEMBERS

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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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition 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

At least two alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. ***The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs Options may include:

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Non-District Alternative Education Programs include:

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

Non-District Alternative Education Programs include:

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by basis.);
3. When an expulsion is being considered;*
4. When a student is expelled;*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

[* The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.]

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 Business & Operations 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.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent 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 B infraction of law and is punishable by a court imposed fine up to \$100.

The district will notify the parent in writing that, in accordance with 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 B infraction;
3. A citation may be issued by the district in the amount of a \$100 fine;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, 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.

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 of not more than \$1,000.

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 **must leave 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.

Absences and Excuses

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 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.

BULLYING/HARRASSMENT

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as

a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented.

It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student and may be based on, but not limited to, the protected class of the person.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district equipment to violate this policy.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting

Administrators will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the Administrator. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the Administrator may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the Administrator who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

BULLYING/HARRASSMENT COMPLAINT PROCEDURES

Administrator(s) have responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

1. Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and

incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the Administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

2. The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

3. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent. If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

CELL PHONES

In general cell phones are not to be used at school. 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 kept in the student's pack backs at all times. They may only be used in case of an emergency before or after school. 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 is out of the backpack during school hours it may be confiscated and turned into the office to be picked up by a parent.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the principal 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 chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, 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

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 assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, including but not limited to:

- **** 1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
- ** 2. Any possession or use of tobacco, alcohol or unlawful drugs;
- *** 3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
- *** 4. Use of threats, intimidation, harassment or coercion against any fellow student or district employee;
- *** 5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a teacher's authority; including persistent failure to comply with the including persistent failure to comply with the lawful directions of teachers or school officials;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Persistent failure to comply with rules under the lawful directions of staff or district officials.

- * Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school as defined above. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

- ** In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.

- *** In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

CONFERENCES

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

October 24th and 25th are our conference dates this fall.

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 call 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, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

DISCIPLINE and DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

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.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials.

Detention

A student may be detained outside of school hours [for not more than two hours] on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct.

When a disabled student is suspended more than once or for more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's multidisciplinary team meeting addressing the infraction and its relationship to the disability.

During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the

multidisciplinary team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner, as would other students.

If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. Such recommendations shall be forthcoming no later than [ten] days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances the district may obtain a court order to change the student's placement

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. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within 5 days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

General student grooming are responsibilities of the individuals and their parents under the following guidelines:

- Dress shall be clean, modest and in keeping with health and safety practices. When student's personal cleanliness is of such issue as to cause the student discomfort, or to cause other students discomfort, the arrangement will be made for a student to obtain clean clothing. Parents will be notified by phone AND by mail that this has occurred.

- Students who wear clothing which is determined to be unclean, immodest, ragged or a hazard to safety shall be requested to take reasonable measures to correct the situation. Parents will be notified of actions taken.
- Walking shorts are permitted. Shorts must be at least as long as the tips of the fingers when the arms are at the sides. A similar skirt length is expected.
- Hats are not worn in school except on special hat days, or outside on the playground during recess.
- Articles of clothing worn with the intent of identifying gang support or membership interfere with both the teaching/learning process and the climate of the school. The following will be prohibited on school property and at school sponsored events:
 - ⇒ Gang associated behavior
 - ⇒ Bandanas worn on the head or extending from a pocket
 - ⇒ Articles of clothing or personal items which include racially, religiously or sexually offensive markings, symbols or writing
 - ⇒ The flying of colors (dressing in a single color and style associated with gang membership)

DRILLS – FIRE, EARTHQUAKE AND EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students grades K-8 shall be conducted for at least 30 minutes each school month.

- At least one fire drill will be conducted each month for grades K-12.
- At least two drills on earthquakes for students K-8 will be conducted each year.
- Lock In/Lock Out Drills - a drill to simulate a situation where a potentially dangerous person or dangerous situation is inside the building (Lock In), or if there is a dangerous situation outside of the building in the local community (Lock Out)

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

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.

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.

FUND RAISING

Student organizations, classes and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

HEALTH SERVICES

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 effect 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 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 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 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 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:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.
- Upon written request from health care providers, the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts enhance protection of children against vaccine-preventable diseases, and promote efforts by parents and schools to comply with school mandated immunization requirements.
- In any situation where a parent or guardian specifically requests that their child's immunization record should not be released to a health care provider, a written statement to this effect must be submitted to the school district administrator.

CONTAGIOUS DISEASES:

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox 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)

Students found to have contracted head lice will be subject to the following procedures:

1. Suggested school measures for head lice control, as provided in "Health Services for the School Community" issued through the Oregon Department of Education will be followed;
2. Periodic student head lice checks are not recommended. Screening recommendations are as follows:
 - a. Criteria for screening an individual for lice are: persistent itching or scratching, known exposure to sibling or other close contact with head lice (e.g., seat mate in classroom, locker partners, overnight sleep activities, scouts, etc), self (student or parent) referral;
 - b. Three non-related cases of head lice in a classroom within 10 consecutive school

days requires that all children in the classroom be screened by the following school day;
c. If there is infestation among three percent of the entire student population within 10 consecutive school days, there should be a screening of all students in the school within one week. Multiple cases from a single household count as one case for purposes of calculating the percent of students infested.

3. As provided by OAR 333-019-0015, students found to have contracted head lice will be immediately excluded from school at the discretion of the local school or health district. The presence of nits (lice eggs) only is not considered excludable;

4. Treatment information, district policy requirements and re-admittance provisions will be provided to the parent. Parents will be advised to:

a. b. c.

Use a lice-killing agent which their health-care provider, school nurse or local health authority recommends on all family members who demonstrate symptoms of infestation; Follow the personal and household cleaning instructions provided by the district, health-care provider or local health authority, as appropriate;

Remove all nits after treatment.

5. Following treatment the student will be readmitted to school;

6. Parents must either accompany their student to school for re-admittance or provide a signed statement that treatment has been initiated;

7. The student will be subject to screening by designated personnel to determine the treatment's effectiveness. The student will be readmitted to school or denied admittance, as appropriate. The absence of nits is not required for re-admittance. In the event the student is not readmitted to school because of the continued presence of live lice, parents will be notified;

8. Students readmitted will be subject to follow-up screening by designated personnel;

9. In the event additional assistance and/or information is needed regarding the treatment of the student, other family members, close contacts and the home environment (bedding, linens, grooming equipment, etc.), parents should contact their local health department;

10. Students with chronic head lice may be referred for follow-up to the school's nurse or local health department, as appropriate;

11. Parents who identify head lice on their students at home are to complete treatment prior to the readmission of their student, as required above. Parents are also encouraged to notify the school of their student's condition so that appropriate preventative measures may be implemented at school.

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 complimentary 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, reading and writing practice.

Kinder : 10 minutes

1st Grade: 15 minutes

2nd Grade: 20 minutes

3rd Grade: 30 minutes
4th Grade: 40 minutes
5th Grade: 50 minutes

HOMELESS STUDENTS

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.

IMMUNIZATION

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 the exclusion. A hearing will be afforded upon request.

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.

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 twice a year, at the middle and the end of the school year.

Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch, School Breakfast and Milk Programs and offers free and reduced-price meals based on a student's financial need. Information regarding these programs will be distributed the first day of school. Additional information can be obtained in the school office. All elementary students have breakfast provided free of charge in Parkrose Schools.

Lunch \$2.00 Milk \$.50

Reduced Lunch

(Must qualify through completing Free/Reduced Application)

Lunch \$.40

Parents may choose to pay for their student's lunches using Meal Time Online: <https://www.mymealtime.com/signin.aspx> This program provides the opportunity for you to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet. Each deposit must be a minimum of \$25.00 and you will be charged a transaction fee of 4.9%.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent to the office.

The request must include, for prescription medication, the physician's written instructions, name of medication, dosage, time interval and method of administration.

The medication must be in its original container and the container label must clearly show the student's and physician's name and instructions.

Over-the-counter medication must be accompanied by the parent's and physician's written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the [principal]. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the school nurse as necessary. Self administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.

District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

NONDISCRIMINATION

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in

educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

DISCRIMINATION COMPLAINTS/GRIEVANCES

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the building principal or supervisor, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the building principal or supervisor is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chairman.

Formal Procedure

Step I: A written complaint must be filed with the building principal or supervisor within five school days of receipt of the response to the informal complaint. The building principal shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.

Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complainant within 10 school days.

Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;

- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older. Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

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 making 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 parent club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the school office;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parents and other visitors are encouraged to visit the school. 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". The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. If a parent wants to observe their child's classroom, please contact the teacher prior to the day of the desired visitation.

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.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Our schools provide age-appropriate placements that are designed to meet the individual needs of students.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

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.

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.

SEARCHES AND QUESTIONING

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or district policy. Illegal items (weapons,

alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the district which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

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. We meet on the first and third Monday at 3:30 pm at Prescott.

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 special education director.

STUDENT/PARENT COMPLAINTS

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the superintendent within ten calendar days following the conference with the superintendent or designee and appear before the Board, in accordance with Board policy.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact Marian Young, Human Resources Director and District Compliance Officer.

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.

Students with Harassment Complaints

A complaint regarding harassment by a member of the staff to a student or by a student to another student should be filed with the principal or superintendent. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student.

The principal or superintendent will investigate the complaint and respond to the complainant by scheduling a conference within five days whereby a written response shall be issued. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

STEP 1. When a formal complaint is filed, a conference will be held with the complainant within five school days. A written response will be given to the complainant within ten school days following the conference.

STEP 2. If the complainant is not satisfied with the decision of the [principal] he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten school days.

STEP 3. If the complainant is not satisfied with the decision of the superintendent he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the superintendent's decision.

The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.

STEP 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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.

Education records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records

All requested student education records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution other than an institution of post-secondary education, private agency or youth care center shall be transferred no later than ten days after the receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within ten days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Provision For Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

Provision For Hearing to Challenge Content of Education Records

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the

Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours 8:10 am - 3:15 pm 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 gifted students in grades K-12, including TAG students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test 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.

Appeals

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

Informal Process:

1. The parent(s) will contact the classroom teacher to request reconsideration;
2. The teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the classroom teacher;
3. The principal, teacher and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;

5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

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.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information. A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

TRANSPORTATION OF STUDENTS

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct.

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.

I. Safety Instructions

A. Each September and January 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 which 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. Each September and January the transportation supervisor will direct all bus drivers to conduct a safety review with all other students.

1. The drivers shall review safe bus riding procedures.
2. The drivers shall review use of emergency exits.

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

II. Code of Conduct

A. Each year the district will include the following transportation rules in the student/parent handbook or issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood. The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
- *3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- *4. Not fight, wrestle or scuffle;
- *5. Not stand up and/or move from seats while the bus is in motion;
- *6. Not extend hands, head, feet or objects from windows or doors;
- *7. Not possess matches or other incendiaries and concussion devices;
- *8. Use emergency exits only as directed by the driver;
- *9. Not damage school property or the personal property of others;
- *10. Not threaten or physically harm the driver or other riders;
- *11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- *12. Not make disrespectful or obscene statements;
- *13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;

19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);

**20. Answer to coaches, teachers, chaperones who are responsible to maintain order on trips.

* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

** Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

III. Violations

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.

The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning*: At the time the principal receives the referral notice, they will contact parent/guardian within 24 hours to inform them of the concern. The driver verbally restates behavior expectations and issues a warning citation*. It is also expected that the school explicitly teach and reinforce rules of the bus.

2. Second Citation*: Principal contacts parent/guardian regarding concern. Principal, driver/transportation supervisor will assign student a seat and re-teach expected behaviors for the bus.

3. Third Citation* of the year: The student is suspended from the bus until a conference, arranged by the Principal, has been held with the student, the parent/guardian, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. The meeting will determine the extent of the bus suspension. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: 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 transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

5. In all instances, the appeal process may be used if the student and/or parent desires.

* All citations must be signed by the parents, [the transportation supervisor], the bus driver and the principal before the student will be allowed to ride the bus again.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district [requires] that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

ASSURANCE OF NON-DISCRIMINATION

- **Parkrose School District** does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.
The superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the Parkrose School District office for additional information and/or compliance issues.
- Parents and students must acknowledge receipt of the **Student Code of Conduct** and the consequences to students who violate district disciplinary policies. Parents objecting to the release of **directory information** on their student should notify the district office within (15) days of receipt of the student handbook.
- Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable. **(PSD Policy JOB)**

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 in order to volunteer, chaperone an event, or participate in during school activities. The background check forms can be found in our elementary school offices. The application costs \$3.50 to process and takes 24 to 36 hours for approval. Once approved your application is valid for one calendar year.