

2022-23



Family + Student Handbook

Prescott Elementary School
10410 NE Prescott St.
Portland, OR 97220

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A Message from Principal Watson!

Welcome to Prescott Elementary School - Home of the Panthers! I am ecstatic to be the instructional leader of such an incredible campus and community!

The Family + Student Handbook provides a great deal of important information regarding our programs and services; as well as our policies and procedures for the upcoming school year!

As we prepare for in-person instruction for the 2022-23 school year, this handbook will also serve as a resource for students and families. Please take the time to read the handbook.

The relationship between home and school and community is vital to our students, as it fosters a greater sense of belonging and well-being for our children and their learning process.

If there is a question, you and your parents or guardians may refer to this handbook, to the district calendar, and may also contact your child's teacher, the school counselor, the front office or principal.

In other words - we're here to serve you and your family as best we can! Here's to an exciting year!

In Service to Our Children,

Nichole Watson

Principal, Prescott Elementary



2022-2023 CALENDAR – Elementary Student

July - 2022

| M | T | W | TH | F |
|----|----|----|----|----|
| | | | | 01 |
| 04 | 05 | 06 | 07 | 08 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

August - 2022

| M | T | W | TH | F |
|----|----|----|----|----|
| 01 | 02 | 03 | 04 | 05 |
| 08 | 09 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

September – 2022

| M | T | W | TH | F |
|------|-----|----|----|----|
| | | | 01 | 02 |
| 05H | 06+ | 07 | 08 | 09 |
| 12K | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26PD | 27 | 28 | 29 | 30 |

October – 2022

| M | T | W | TH | F |
|------|----|----|----|-----|
| 03 | 04 | 05 | 06 | 07 |
| 10 | 11 | 12 | 13 | 14i |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31PD | | | | |

November - 2022

| M | T | W | TH | F |
|-------|-----|-----|-----|-----|
| | 01 | 02 | 03 | 04G |
| 07 | 08 | 09 | 10 | 11H |
| 14 | 15 | 16 | 17 | 18P |
| 21PD# | 22C | 23C | 24H | 25⊗ |
| 28 | 29 | 30 | | |

December – 2022

| M | T | W | TH | F |
|----|----|----|----|----|
| | | | 01 | 02 |
| 05 | 06 | 07 | 08 | 09 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

January - 2023

| M | T | W | TH | F |
|----|------|----|----|----|
| 02 | 03P | 04 | 05 | 06 |
| 09 | 10 | 11 | 12 | 13 |
| 16 | 17PD | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

February - 2023

| M | T | W | TH | F |
|-----|----|----|----|------|
| | | 01 | 02 | 03 |
| 06 | 07 | 08 | 09 | 10 |
| 13 | 14 | 15 | 16 | 17PD |
| 20H | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

March - 2023

| M | T | W | TH | F |
|----|----|-----|-----|------|
| | | 01 | 02 | 03G |
| 06 | 07 | 08C | 09C | 10PD |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

April - 2023

| M | T | W | TH | F |
|------|----|----|----|----|
| 03 | 04 | 05 | 06 | 07 |
| 10 | 11 | 12 | 13 | 14 |
| 17PD | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

May - 2023

| M | T | W | TH | F |
|-----|----|----|----|------|
| 01 | 02 | 03 | 04 | 05 |
| 08 | 09 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26PD |
| 29H | 30 | 31 | | |

June - 2023

| M | T | W | TH | F |
|----|----|----|----|----|
| | | | 01 | 02 |
| 05 | 06 | 07 | 08 | 09 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| Key Symbol | Explanation | Key Symbol | Explanation |
|------------|------------------------------------|------------|---|
| + | First Day for grades 1-5 | i | Statewide In Service Days – No Students |
| K | First Day for Kindergarten | H | Holiday – No School |
| PD | Professional Dev Day – No Students | P | Planning Day – No Students |
| G | Grading Day – No Students | ⊗ | Non Contract Day – No Students |
| C | Conference Days – No Students | R | Progress Report – No Students |
| # | Evening Conferences | 16 | Last day for Students |

PRESCOTT MAIN OFFICE

| | | | |
|----------------|---------|------------------|----------------------------|
| Chelsea Lopez | She Her | Latina | Registrar & Family Liaison |
| Liz Garcia | She Her | Latina | Principal Secretary |
| Nichole Watson | She Her | African American | Principal |
| Ana Rojas | She Her | Latina | School Nurse |
| Amy Espinor | She Her | White | District Nurse |

PRESCOTT CLASSROOM TEACHERS

| | | | |
|------------------|----------|------------------|----------------------|
| Abbey Brown | She Her | White | Kindergarten |
| Amber Wu | She Her | Asian American | First Grade |
| Chrishana Tucker | She Her | African American | First Grade |
| DeeDee McElhaney | She Her | White | Kindergarten |
| Dori Isakson | She They | White | Fifth Grade |
| Eric Marsh | He Him | White | Fourth Grade |
| Hannah Wiesner | She Her | White | Long-Term Substitute |
| Jessica Chan | She Her | Asian American | Fourth Grade |
| Julie Ugarte | She Her | White | Fifth Grade |
| Lisset O'Neill | She Her | Latina | Preschool |
| Olga Gibson | She Her | African American | Second Grade |
| Renee Leury | She Her | White | Third Grade |
| Ruth Song | She Her | White | Third Grade |
| Wenna Jacobson | She Her | White | Second Grade |

PRESCOTT SUPPORT STAFF

| | | | |
|----------------------|---------|------------------|------------------------------------|
| Aleesha Lowe | She Her | White | Neurodiverse Educational Assistant |
| Andre Reasno | He Him | African American | Elevate Oregon Mentor |
| Darren (DJ) Kennedy | He Him | African American | Self Enhancement, Inc. Coordinator |
| Donna Grobey | She Her | White | Preschool Aide |
| Elizabeth Rose Ulmer | She Her | Latina | Preschool Aide |
| Jaime Archuleta | She Her | White | Neurodiverse Educational Assistant |

| | | | |
|----------------|-----------|----------|------------------------------------|
| Marydale Jones | She Her | Filipina | Neurodiverse Educational Assistant |
| Pamela Wendel | They Then | White | Title I Educational Assistant |
| Shannon Seery | She Her | White | Title I Educational Assistant |
| Trish Wenzel | She Her | White | Neurodiverse Educational Assistant |

PRESCOTT INTERVENTIONISTS

| | | | |
|----------------------|---------|------------------|--|
| Jamaal Goodlow | He Him | African American | Neurodiverse & Behavior Management Specialist |
| Jasmine Shojinaga | She Her | White | Speech Pathologist & Communications Specialist |
| Jennifer Niese | She Her | White | School Psychologist |
| Jessica Stewart Keys | She Her | Biracial | Equity & Inclusion Coach |
| Jody Eppolito | She Her | White | Neurodiverse & Learning Support Specialist |
| Kim Radocy | She Her | White | Title I & Literacy Teacher |
| Megan Davis | She Her | White | School Counselor |
| Molly Ennis | She Her | White | English Language Development |
| Wendy Ormison | She Her | White | English Language Development |

PRESCOTT ENRICHMENT TEAM

| | | | |
|--------------------|-----------|------------------|------------------------|
| Aurelian Boudreaux | They Them | African American | Music Department |
| Heather Abney | She Her | White | Library & Media Center |
| Omar Leary | He Him | African American | Physical Education |

PRESCOTT INTERNS + STUDENT TEACHERS

| | | | |
|---------------|----------|--------|-------------------------------------|
| Mak Seaton | She They | White | Student Speech Language Pathologist |
| Helene Deiner | She Her | White | Student Speech Language Pathologist |
| Gabby Rosales | She Her | Latina | School Counselor Intern |
| | | | |

PRESCOTT NUTRITION TEAM

| | | | |
|------------------|---------|-------|-------------------|
| Joshua Danielson | He Him | White | Kitchen Manager |
| Jema Atwood | She Her | White | Kitchen Assistant |
| Krystyna Dayton | She Her | White | Kitchen Cashier |

PRESCOTT FACILITIES

| | | | |
|-----------------|---------|------------------|-------------------|
| Vincent Coulter | He Him | African American | Head Custodian |
| April Stiefel | She Her | White | Evening Custodian |
| Noah Caudle | He Him | | Custodian |

PRESCOTT AFTER SCHOOL PROGRAMS

| | | | |
|---------------------|---------|------------------|------------------------|
| Mikayla Melson | She Her | African American | SEI SUN Site Manager |
| Darren (DJ) Kennedy | He Him | African American | SEI SUN Assistant |
| Melanie Speight | She Her | White | Champions Site Manager |
| Mercedes _____ | She Her | Latina | Champions Teacher |

What We Value

“Education is our passport to the future,
for tomorrow belongs to the people who
prepare for it today.” -Malcolm X

PRESCOTT



PANTHERS

HANDBOOK OVERVIEW AND PURPOSE

The purpose of this handbook is to briefly review schoolwide expectations and procedures that support a safe and caring learning environment. Please take time to briefly discuss pertinent aspects of the provided handbook with your child(ren). We appreciate our parent partnerships so much, and look forward to a wonderful year together! The full Parkrose Elementary Parent/Student Handbook with all district policies can be found [HERE](#).

NON-DISCRIMINATION (AC 12.13.21)

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

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

Persons having questions about civil rights, equal opportunity, and non-discrimination should contact:

Julie Sams
Director of Student Services
julie_sams@parkrose.k12.or.us
503-408-2118

INCIDENTS OF BIAS & SYMBOLS OF HATE

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

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

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

ACADEMICS

At Prescott Elementary School, we are committed to building academic excellence within a family environment. By working together as a community, all students can become lifelong learners who not only succeed academically, but thrive! The state of Oregon adopted the [Common Core State Standards](#), which are rigorous standards that prepare our students for high school graduation, career readiness and beyond. Scholars will receive report cards and progress reports that showcase their academic development.

- **Religion and Schools (IGAC & AR 10.22.18)**
 - Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief or nonreligious belief.
 - [Guidance for Holidays](#): The policy of the district reflects a commitment to the principles of religious neutrality and the accommodation of diversity, promoting respect and understanding of different beliefs and customs. To include religious music, symbols, art or writings in school programs, displays, performances, classroom activities and/or celebrations, the teacher must demonstrate an educational purpose consistent with the stated objectives of the curriculum. Therefore, reflective preview by teacher and administrator of the content of such activities is necessary and appropriate. In considering any material, artistic, social and cultural aspects relevant to the purpose for including the material should be taken into account.
- **Equal Educational Opportunity (JB 12.13.21)**
 - Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location.

ARRIVAL

The school day begins at 8:00am. Scholars should arrive on campus around 7:50am, as this is when adult supervision will begin at Prescott. Preschool through 2nd grade students will enter at the West Entrance (nearest 102nd street). 3rd through 5th grade students will enter through the Cafeteria Entrance (on Prescott Street). Bus riders will exit the bus on 105th street and walk to their respective entrances. Preschool through 2nd grade students will be escorted by an adult. Scholars that arrive after 8:00am, should enter through the Main Entrance. All students will have access to breakfast until 9:00am.

- **Early pick-ups** - Please use the Main Entrance (ring the doorbell) to inform the Front Office of a scholar that needs to be picked up early. Please be mindful that early pick-ups are extremely challenging for our Front Office staff.
- **Late Arrivals** - Scholars that arrive after 8:00am should enter through the Main Entrance. They will get a Tardy Slip from the Front Office before being sent to class. All students will have access to breakfast until 9:00am.

ATTENDANCE

Attendance is an essential part of every scholar's success; and not just at school. Developing a value around “showing up” is a skill that will benefit our students well beyond elementary school. Please partner with us by making sure that your scholar(s) are at school, on time, everyday!

And we know that life happens! Here’s what you should know when it does:

- **Absent Students** - Please notify the scholar’s classroom teachers about any prearranged absences. We understand that unexpected absences are necessary. In these events, you can send a note with the scholar when they return to school.
 - Absence from school or class will be excused under the following circumstances:
 - Illness of the student;
 - Illness of an immediate family member when the student's presence at home is necessary;
 - Emergency situations that require the student's absence;
 - Field trips and school-approved activities;
 - Medical or dental appointments. Confirmation of appointments may be required;
 - Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence

ATTENDANCE (JEA & AR 2.24.20)

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

WALKING HOME + BICYCLES + SCOOTERS + SKATEBOARDS

Scholars may ride their bicycles, scooters or skateboards to and from campus; however, we strongly encourage families to develop a safe route to/from school and spend considerable time practicing the route with their children. All students who use alternative transportation (including walking students) are required to complete a [Student Traveling Home Alone form](#).

BIRTHDAY & CLASS PARTIES

We welcome store bought goodies for birthday parties. We kindly ask that families purchase enough goodies for all classmates to join in on the celebratory fun. Please coordinate specific birthday expectations with your classroom teacher.

BUS SAFETY

Scholars are required to follow all Parkrose School District rules and expectations in regards to bus transportation. Bus transportation may also be used in the event of a school field trip. Classroom teachers will send home permission slips and transportation plans for every outing.

[Bus Registration Form](#)

Please visit the Bus Transportation policy in the [2022-2023 Parkrose School District Parent/Guardian-Student Handbook](#).

CHAMPIONS

Discover Champions is a childcare program offered at Prescott Elementary. The cost for childcare services is determined by the Champions staff. All parents interested in registering for care, should visit: [Discover Champions at Prescott!](#)

COVID PROTOCOLS & HEALTH SERVICES

Please maintain a current contact phone number on file in case of emergency. Please ensure a message can be left on voicemail if necessary.

When to Keep Your Child Home

Students displaying cold-like symptoms (cough, sneezing, sore throat, nasal congestion) are asked to remain at home until symptoms have improved. Children who have a fever or are vomiting and/or have diarrhea must stay home from school until they are fever or diarrhea free (without the assistance of medication) for 24 hours.

What to Do When My Child Is Sick

Please contact our office (**not your child's teacher**) if your child is sick and must be absent. As the pandemic is still with us, depending on the symptom, you may be contacted for further information by our district nurses and provide additional directions to support the return to school. Please call the office at (503)-408-2150 to report any absences.

Please contact Ms. Garcia (liz_garcia@parkrose.k12.or.us) or Ms. Chelsea (chelsea_lopez@parkrose.k12.or.us) for more information.

Medications at School

All medications that are required to be taken during the school day must be checked in and administered by the front office staff. This includes over the counter-medication. If a student becomes injured during the school day, the child's teacher will send the child to the office. The office manager will provide student support, and contact. Any time a student is injured or sick and visits the office or health room a parent will be contacted. If a student is exhibiting illness at school, parents/guardians may be asked to pick the student up.

COVID Symptoms and Positive COVID Tests

We follow all health CDC and OHA recommendations in relation to COVID. Parents/Guardians are asked to provide **PROMPT** pickup when a child reports ill on campus. We will continue to have our nurse on campus (1) day a week to support students and families with navigating illness and our health assistant (2) days a week. **If your child tests positive for COVID, they will need to stay home for five days, and then can return to school but must be masked for five days.** As we know, guidance changes, so we will update families if and when it does.

COVID Testing, Health Services, and Vaccinations

Parkrose provides free COVID testing through Campus Clinic for Parkrose students and families. Campus Clinic is located in a mobile unit on the Parkrose High School

Campus during school hours and can provide both rapid and PCR testing. For student vaccinations, well child checks, mental health or medical needs, please visit our Parkrose Student Health Center, run in cooperation with Multnomah County, located at Parkrose High School.

Please DO NOT send students to school when ill. This includes the common cold.

Masks on Campus

Masks are recommended but not required on campus. We honor every family's choice! We will follow the risk levels outlined by the county and the accompanying masking guidelines. If things change, we will update you!

DISMISSAL

The school day ends at 2:00pm. Preschool through 2nd grade students will be dismissed at the West Exit and wait for pick-up under the covered area at the Lower Playground. Scholars who ride the bus will be escorted through the Breezeway behind campus to the school bus on 105th street. Scholars with older siblings will wait to be picked up by the older sibling (or will be escorted by an adult) to wait under the covered area at the Upper Playground.

Scholars who are still on campus after 2:10pm will be in the Front Office. Please ring the doorbell at the Main Entrance for assistance.

Although we understand that life happens, please make every effort to pick students up on time. When you are late, our staff get home late. Let us know how we can support you at any time!

CODE OF DRESS

For the 2022-2023 school year, Prescott Elementary will not require students to wear uniforms. We recognize the impact that the pandemic has had on many of our students and their families. We are continuing to prioritize identity as we learn how to build a truly inclusive community. Scholars are encouraged to represent their identities through their preferred styles of dress. We ask that students avoid clothing that is culturally offensive, distracting or inappropriate. We will continue to strive to model inclusive practices on a campus that celebrates the diversity of our Prescott campus.

DROP-OFF / PICK-UP

Our first priority is the safety of our children; not convenience or timesaving for parents. When dropping off or picking up students:

- Please DO NOT double park
- Please DO NOT park facing the wrong direction
- Please DO NOT park on the wrong side of the street
- Please DO NOT leave vehicles unattended with the motor running

It is everyone's responsibility to observe designated crosswalks, and no-parking zones.

There is no supervision for students who are not picked up by 2:15pm.

MAIN OFFICE

The school hours are 7:30am until 3:00pm. During COVID there are NO visitors allowed to enter the building. If you need assistance, while on campus, visit the Main Entrance and ring the doorbell.

The Prescott Front Office is managed by Liz Garcia, the Principal Secretary.

- Ms. Garcia can be reached via email at liz_garcia@parkrose.k12.or.us
- Ms. Garcia speaks English and Spanish

Our School Registrar and Family Liaison is Chelsa Lopez.

- Ms. Chelsea can be reached via email at chelsea_lopez@parkrose.k12.or.us
- Ms. Chelsea speaks English and Spanish

The school hours are 7:30am until 3:00pm. The Front Office telephone number is 503-408-2150. The office fax number is 503-408-2190. If you need to reach Principal Watson, please contact Ms. Garcia to schedule an appointment. All appointments are required to be virtual at this time.

FOOD + NUTRITION

Breakfast is free for **all** students. It is eaten in the classroom.

IMPORTANT: Students planning to eat breakfast are asked to arrive between 7:50-8:00am.

Lunch from Home

Student lunch can be brought from home. Please include healthy food that will sustain student energy and support learning. Students are not permitted to share food with other students at lunch. Please label your child's lunch box with names. It is also helpful for children to have independence opening and storing the items brought from home for lunch. We are not able to heat food, or store lunches from home in a refrigerator on campus.

School Lunch

Lunch is free for **all** students in the Parkrose School District in the 2022-2023 school year. If your children experience any food allergies, please let our staff know. We provide a “nut free” table in the cafeteria for students if needed. We recognize that every family has different dietary needs. Menus with ingredients listed are available on our website so that you can determine if and when your child eats school lunch, and talk with your child about how to approach lunchtime choices so they know how to advocate for their needs!

Student Water Bottles in the Classroom

We encourage students to bring a water bottle from home to allow for water breaks in the classroom. Kids and adults learn and function best when fully hydrated. Students can fill water bottles in the classroom sinks. Our water quality is approved by the City of Portland, and is safe for student drinking. Teachers will remind students to bring water bottles home for routine cleaning. Water bottles will not be cleaned in the classrooms.

PARENT + GUARDIAN CONCERNS

It is our goal to build authentic relationships with all of our parents and guardians. We recognize that there are times when concerns arise or clarification is needed. The first point of contact is your students’ teacher to discuss the concern and/or seek clarification. If the concern is not resolved, the next step would be to contact Principal Watson. Please reach out to Ms. Garcia to schedule an appointment. All appointments are required to be virtual at this time.

Telephone Numbers and Voicemail Inboxes

Please ensure you maintain a working phone number in the main office and with your child’s teacher. This is crucial for safety and health concerns. We also request that parents/guardians ensure the inbox on cell phones is able to receive a message. Staff must be able to alert parents/guardians via a message if needed.

This is VERY important for student safety.

When Can I Talk or Meet with My Child’s Teacher?

Staff are available to meet with parents/guardians before school from 7:30-7:45 and after school from 2:15-3:30. Teachers are more than willing to arrange time to meet virtually (or in-person if possible) to discuss concerns. However, all staff have meetings and work tasks to work around before and after the school hours, thus we ask when possible for 48 hours to arrange these meetings.

PARENT + TEACHER CONFERENCES

Parent/Teacher Conferences are brief conversations between parent/guardian and your scholar's classroom teacher. Prescott Elementary will host Parent/Teacher Conferences in the fall (November 22, 2022 - November 23, 2022) and in the spring (March 08, 2023 - March 09, 2023). **Conferences will be hosted virtually this year.**

If you have an immediate concern with your scholar's academic progress, please contact your classroom teacher.

REMIND & FLASH ALERT

To communicate with families, Prescott Elementary uses the REMIND mobile system and Flash Alert. All families should have both the REMIND App and Flash Alert!

To download the REMIND App, visit: [Get Remind App](#) from your mobile device. Visit the [Parkrose School District](#) for tutorials on how to access the REMIND App.

To sign up for Parkrose School District Flash Alert messages, visit: www.flashalert.net

RESTORATIVE JUSTICE + RESTORATIVE DISCIPLINE

Restorative Justice is an alternative response to discipline that centers relationships, mediation and agreement, rather than exclusionary disciplinary practices. Prescott Elementary is committed to a school climate that is inclusive of every scholar. And we believe that Inclusive communities are created (and sustained) when every participating member commits to a posture of healing when harm and conflict occurs. Restorative Justice at Prescott is both a guide and a lens.

Prescott embraces a Restorative Discipline framework that states: "Restorative Discipline is a schoolwide approach to building school climate and addressing student behavior that fosters **belonging** over school exclusion, **social engagement** over control and **meaningful accountability** over punishment" -Dr. Marilyn Amour.

CARING SCHOOL COMMUNITY

Prescott Elementary is excited to implement a new Social and Emotional Learning curriculum called [Caring School Community](#)! Parkrose School District has been working hard to find a research-based approach that truly fits the needs of our amazing Prescott kiddos. You will learn more about the Caring School Community curriculum as the year progresses.

Our goal is to help students become caring, responsible members of their school communities and grow into self-aware, independent, humane and skilled members of our greater society.

The curriculum and our teachers will foster that by:

- Building caring relationships
- Explicitly teaching social and emotional skills
- Creating calm, orderly learning environments through effective classroom management
- Helping students develop self-discipline through a teaching-and-learning approach to discipline

SAFE CAMPUS

Prescott Elementary is working diligently with PBOTs Safe Routes to School and District personnel to continue ensuring safety on campus grounds. As our school is uniquely designed, students and families are encouraged to be extremely cautious during arrival and dismissal everyday. Gates surrounding the school are locked during the instructional day for the safety of all our students and staff. We recognize that sometimes there are events that take place near campus that impact students during the school day. We will practice safety drills (fire, earthquake etc) to provide students the opportunity to learn the expectation during our emergency procedures.

Fire Emergencies

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

Earthquake Emergencies

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

Safety Threats

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

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made

toward a school in the district. Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

EMERGENCY DRILLS AND INSTRUCTION (EBCB 12.14.15)

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

VIDEO SURVEILLANCE (ECAC 3.13.00 & EEACCA)

The Board authorizes the use of video cameras on district property and district transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. These full policies can be requested from your school, the district office or accessed online at www.parkrose.k12.or.us

SUN SCHOOL

SUN (Schools Uniting Neighborhoods) at Prescott Elementary is provided in partnership with [Multnomah County Department of Human Services](#), the City of Portland Parks & Recreation and our lead agency, [Self Enhancement, inc.](#) SUN School provides after school care for our students from 2:00pm to 4:00pm, Monday through Friday.

Mikayla Melson, SUN Site Manager
mikayla_melson@parkrose.k12.or.us
mikaylam@selfenhancement.org

TRAUMA INFORMED CARE

We will make every effort to maintain a safe and inclusive environment for all students at Prescott Elementary. We recognize that many of our students experience life events that impact them mentally and emotionally. Our goal, as a campus, is to

create an environment that has the capacity to care for every scholar and their emotional well-being. Trauma Informed Care is an approach that acknowledges the complete picture of a scholar's experiences; both past-and-present. It is through this approach that educators can serve as caregivers who provide effective and culturally responsive instruction in partnership with wrap-around supports.

Here is an article that explains [Trauma Informed Care](#) from an educational lens.

VISITORS & VOLUNTEERS

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".

Visiting the Campus

COVID has complicated so many things in the last two years, we know! In order to keep everyone safe and comply with all state and county COVID guidelines, outlined below are different visitor scenarios and the needs around them so that we can all figure out how to navigate our time together during the continued pandemic conditions.

Visitor on campus for less than 15 minutes

Need to drop something off? Check in with the office quickly? All visitors must check-in/out of our building. Masks are **highly encouraged** in our office area due to the location of our health room.

Volunteers or Extended Visitors on Campus

Want to volunteer at Prescott? There are many ways that volunteers can be involved! All volunteers must have a completed background check on file with the district office. Masks are recommended but not required.

If you would like to establish a volunteer schedule to support Prescott, please reach out to your classroom teacher or call our main office at (503) 408-2150 to discuss next steps.

VOLUNTEERS (ICC 2.24.20)

Volunteering in our schools is a great benefit to our students and our community. In the best interest of student safety, the Parkrose School District requires all volunteers to complete a background check, Sexual Misconduct Verification Background Check (SB155), read the Abuse and Sexual Conduct Information & provide proof of COVID-19 vaccination* in order to volunteer, chaperone an event or field

trip, or participate in school activities. The background check forms can be found at the district office located at 10636 NE Prescott Street or by calling 503-408-2100. The application process takes 24 to 48 hours for approval and the district will cover the cost. Once approved your application is valid for two calendar years. (IICC 2.24.20)

*Exceptions can be made, please contact the principal.

ANIMALS IN DISTRICT FACILITIES (ING & AR 4.24.17)

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

Prescott Elementary School

10410 NE Prescott Street
Portland, OR 97220

Principal Watson's Monthly Newsletters:

<https://www.smore.com/u/nicholewatson>

Like us on Facebook

[@PrescottPanthers](#)

Follow us on Instagram

[@Prescott_School](#)

Follow us on Twitter

[@Prescott_School](#)

Contact Us:

503-408-2150 (Main) | 503-408-2190 (Fax)

Website:

www.prescottelementary.com

<http://pr.parkrose.k12.or.us/>

Parent Groups:

Prescott Family and Community Association (PFCA)

prescottelementarypfca@gmail.com

Padres Unidos de Prescott:

Co-Chair Chelsea Lopez

chelsea_lopez@parkrose.k12.or.us

EQUITY, DIVERSITY & INCLUSION POLICY: A ROADMAP FOR CLOSING THE GAP (AA 6.27.17)

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

The Board of Education acknowledges that some groups in the Parkrose community are treated inequitably because of individual and systemic biases based on race, gender expression, gender identity, sexual orientation, socio-economic status, ethnicity, culture, linguistic difference, religion, immigration status or disability. The Board further recognizes that such inequitable treatment leads to limiting educational, social, and career outcomes that do not accurately reflect abilities, experiences and contributions of our students. This inequitable treatment, based on consistent educational data, has led to a persistent, pervasive, institutional and systemic achievement gap between white students and Asian students when compared to other students of color in our school district. * The responsibility for these disparities rests with us, the adults, and not the students.

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

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

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

This policy will be reviewed annually by the District's Equity, Diversity & Inclusion Team, revised as needed and presented to the Board for approval each May.

EQUITY, DIVERSITY & INCLUSION LENS (AAA 6.26.17)

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

EQUITY POLICY: RECRUITING, HIRING AND RETAINING EMPLOYEES (GE 6.26.17)

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

Equity ensures that all students have an opportunity to reach their fullest potential. While closing the achievement gap and supporting our district vision: “All students read and think critically at high levels, graduating college and career ready”. We believe that it is our moral obligation to empower the Parkrose Community by accepting, embracing and reflecting our diverse cultures, which includes hiring a workforce that is as diverse as the students and families that live in Parkrose. Our District must intentionally commit to recruiting, hiring and promoting a diverse staff.

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

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

DISCIPLINE PROCEDURES FOR DISTRICT-APPROVED STUDENT TRANSPORTATION (EEACC-AR 8.1.22)

Access document: [Here](#)

SEXUAL HARASSMENT (GBN/JBA & AR 11.23.20)

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

Incidents involving students contact:

Julie Sams

Director of Student Services

julie_sams@parkrose.k12.or.us

503-408-2118

Incidents involving adults contact:

Mary Bradbury-Jones

Director of Human Resources

mary_bradburyjones@parkrose.k12.or.us

503-408-2112

SUSPECTED SEXUAL CONDUCT WITH STUDENTS AND REPORTING REQUIREMENTS (GBNAA/JHFF & AR 12.13.21)

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

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

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

Designated licensed administrator:

Julie Sams

Director of Student Services

julie_sams@parkrose.k12.or.us

503-408-2118

Designated alternate licensed administrator:

Mary Bradbury-Jones

Director of Human Resources

mary_bradburyjones@parkrose.k12.or.us

503-408-2112

SUSPECTED ABUSE OF A CHILD REPORTING REQUIREMENTS (GBNAB/JHFE 12.13.21)

All district employees will be required to participate in annual on-line training in the

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

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION (IGAEB 3.7.16)

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

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

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

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

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

Substance Abuse And Mental Health Help

We also have a partnership with Care Solace, a complimentary and confidential coordination of services to help families find substance use treatment or mental health services. Call 888-515-0595. Support is available 24/7/365 in any language. Or

visit caresolace.com/parkrose and either search on your own OR click “Book Appointment” for assistance by video chat, email, or phone.

ALTERNATIVE EDUCATION PROGRAMS (IGBHC 9.23.02, IGBHA 12.13.21)

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

USE OF TECHNOLOGY (IIBGA & AR 12.13.21)

Staff and Students must follow District policy related to technology use and electronic communication systems Policy and AR’s or they may be subject to disciplinary action.

Parkrose School District staff and students use technology and internet-based tools (e.g., Google Apps for Education, Online Curriculum, online multimedia, etc.) in their classrooms on a regular basis to meet the district’s standards and prepare students for their future. The district’s electronic communication system will be used to provide statewide, national and global communications opportunities for staff and students and for the advancement and promotion of teaching and learning.

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

Failure to abide by district policy and administrative regulations governing use of the district’s electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including expulsion. Staff violations may result in discipline up to and including dismissal. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

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

HOMELESS OR UNSTABLE HOUSING SUPPORTS FOR STUDENTS ~ MCKINNEY-VENTO TITLE X PROGRAM (JECBD & AR 4.24.17)

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

Please check out our website for more information on Title X:

<https://www.parkrose.k12.or.us/index.php?id=240>

STUDENT RIGHTS AND RESPONSIBILITIES (JF/JFA 3.10.14)

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

Among these student rights and responsibilities are the following:

1. Civil rights — including the rights to equal educational opportunity and freedom from
2. discrimination; the responsibility not to discriminate against others;
3. 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;
4. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
5. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;

6. The right to privacy, which includes privacy with respect to the student's education records.
7. Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

STUDENT CONDUCT (JFC 12.13.21)

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

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others. The following forms or displays of student misconduct, including but not limited to, shall be subject to discipline, suspension or expulsion as per Oregon Revised Statute (ORS) 339.250:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/Teen Dating Violence/Domestic Violence – Student and accompanying administrative regulation;
3. Coercion;
4. Threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief or theft as prohibited by Board policies ECAB - Vandalism, Malicious Mischief or Theft and JFCB - Care of District Property by Students, or willful damage or destruction of private or district property on district premises or at district-sponsored activities;

8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Possession, distribution or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery System;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

1. Assault;
2. Manufacture or delivery of a controlled substance;
3. Sexual crimes using force, threatened use of force or against incapacitated persons;
4. Arson;
5. Robbery;
6. Hate/Bias crimes;
7. Coercion; or
8. Kidnapping.

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

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

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

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the

procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (JFCEB & AR 8.25.14)

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

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

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

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

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

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

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

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING, CYBERBULLYING, TEEN DATING VIOLENCE, OR DOMESTIC VIOLENCE (JFCF 12.13.21)

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment. Students whose behavior is found to be in violation of this district policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Violators may also be referred to law enforcement officials. Retaliation against any person who is a victim, or otherwise participates in an investigation or inquiry is strictly prohibited. Please instruct your children to report any of the above mentioned incidents to their classroom teacher, counselor or Principal.

USE OF TOBACCO PRODUCTS, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS (JFCG/JFCH/JFCI 12.11.17)

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

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

WEAPONS IN SCHOOLS - FIREARMS PROHIBITED (JFCJ 1.24.22, GBJ 5.29.01 & KGBB 12.13.21)

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm, except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does

not apply to the possession of firearms on grounds of the schools controlled by the Board. Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy. Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization. Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons. Employees in violation of this policy will be subject to discipline up to and including dismissal. A referral to law enforcement may be made.

THREATS OF VIOLENCE (JFCM 2.22.21)

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

STUDENT CODE OF CONDUCT DISCIPLINARY ACTIONS

([follow link](#), make a copy and cut out changes/additions for handbooks)

STUDENT SEARCHES (JFG & AR 5.26.15)

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

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

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;

2. The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

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

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

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

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

STUDENT DISCIPLINE (JG 9.26.16)

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

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

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

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

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to

the extent practicable, use approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in co-curricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.).

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

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

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

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

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

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of

consequences designed to correct student misconduct and promote acceptable behavior.

For **Discipline of Disabled Students** see JGDA/JGEA 02.28.08

SUSPENSION & EXPULSION

Suspension

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

Expulsion

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

scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer. (JGE 2.24.20)

Discipline of Disabled Students

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

Appeal

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

MEDICATIONS (JHCD/JHCDA & AR 5.9.22)

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

STUDENT FEES, FINES AND CHARGES (JN 3.13.00)

Breakfast and lunch is free for all students in the Parkrose School District for the 2022-2023 school year.

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

EDUCATION RECORDS/RECORDS OF STUDENTS WITH DISABILITIES MANAGEMENT (IGBAB/JO & AR 10.22.12)

Parents of eligible students have the right to:

1. Inspect and review the student's records; 2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights; 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational

record rules authorize disclosure without consent. (See Board policy JOB – Personally Identifiable Information); 4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and 5. Obtain a copy of the district’s education records policy.

DIRECTORY INFORMATION (JOA 1.22.18)

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

Exclusions

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

MEDIA ACCESS TO STUDENTS (JOD 3.13.00)

The Board of Education recognizes the important role the media serves in reporting information about the district’s programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media

access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Administrative Approval is required before the media may gain access to students. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

PUBLIC CONDUCT ON DISTRICT PROPERTY ~ TRESPASS CITATION (KGB 9.28.15)

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

1. Injure or threaten to injure another;
2. Damage the property of another or of the district;
3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
4. Violate parking regulations;
5. Drive a vehicle in an unsafe manner;
6. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
7. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
8. Bring, possess, conceal or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
9. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
10. Use, distribute or sell tobacco products or inhalant delivery systems;
11. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
12. Willfully violate Board policies, administrative regulations or school rules designed to maintain public order on district property.
13. Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be issued a trespass citation and/or ejected from the premises and/or referred to law enforcement officials.

PUBLIC SOLICITATION IN DISTRICT FACILITIES (KI 8.27.18, KJA 3.13.00, KJ & AR 8.27.18)

Fundraising and solicitation by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal. The administration of surveys, questionnaires and requests for information by non-school-connected organizations are prohibited. Exceptions may be approved by the superintendent. Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials including commercial advertising to students for classroom use, online distribution or to take home shall be submitted to the school administration:

<https://www.parkrose.k12.or.us/solicitation-request>.

PUBLIC COMPLAINTS (KL & AR 10.28.19)

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

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

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

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

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

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect their immune system.
- When your child has a health condition that requires specialized care at school.

The Parkrose Student Health Center

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

FUNDRAISING

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

PARENTAL RIGHTS

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

instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

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

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

