

Parkrose Middle School



Parent/Student Handbook 2015-2016

Ms. Annette Sweeney, Principal
Ms. Erin Voelker, Assistant Principal
11800 NE Shaver Street
Portland, OR 97220

Parkrose Middle School	503-408-2900
Attendance	503-408-2905
Counselor	503-408-2911
District Office	503-408-2100
Transportation	503-408-2129

"The beautiful thing about learning is that nobody can take it away from you."

Notices

Parkrose School District **does not discriminate** on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Director of Student Services:

Please contact *Director of Student Services* for additional information and/or compliance issues.
503-408-2118

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Please go to the district website, www.parkrose.k12.or.us, to review all policies.

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

Table of Contents

Notices.....	2
District Mission Statement.....	4
Admissions Information:	
Admission.....	5
Attendance Information:	
Attendance.....	5
Absences and Excuses.....	6
Unexcused Absences.....	6
Truancy.....	6
Tardies.....	6
Leaving School during the Day.....	7
Make Up Work When Absent.....	7
Daily Entry and Exit Times.....	7
Meal Program Information:	
Breakfast/Lunch Program.....	7
Bus Information:	
Academic Bus.....	8
Bus Rules.....	8
Behavioral Expectation Information:	
Code of Conduct.....	8
Code of Conduct Outside School.....	9
Bullying.....	9
Discipline Due Process.....	10
Electronic Devices.....	10
Gang Behavior Policy.....	11
Gum Policy.....	11
Harassment Policy.....	12
Use of Electronic Devices or “Cyberbullying”.....	12
Inappropriate Language.....	13
Inline Skates/Bicycles/Skateboards.....	13
Physically Aggressive Behavior.....	13
Positive Behavior Supports.....	13
Disciplinary Information:	
Parkrose’s School Wide Expectations.....	14
Possible Disciplinary Actions.....	14
Parkrose Middle School Discipline Ladder.....	15
Level One Behaviors.....	16
Level Two Behaviors.....	16
In-School Suspension.....	17
Suspension/Expulsion.....	18
Out of District Students.....	18
Discipline of Disabled Students.....	18
Participation and Discipline.....	18
Police Involvement.....	18
Possession of Controlled Substances.....	19
Search and Seizure.....	19
Squirt Guns/Water Balloons.....	20
Weapons.....	20
General Information:	
Assemblies.....	20
Clubs and Organizations.....	20
Complaints.....	20
Computer Use.....	21
Conferences.....	21
Daily Bulletins.....	22
Dances/Social Events.....	22
Distribution of Materials.....	22
Dogs.....	22
Dress Code.....	23
Drills.....	23
Fees.....	24
Field Trips and Permission Slips.....	24
Fundraisers/Exchanging money/Selling or trading items at school.....	24
Gifts and Celebrations.....	24
Guidance and Counseling.....	24
Homeless Students.....	24
Insurance.....	25
Library.....	25
Lockers.....	25
Mascot and Colors.....	25
Medical Policies.....	25
Emergency Medical Treatment.....	26
Immunization.....	26
Physical Examinations.....	26
Communicable Diseases.....	26
Infection/Disease Instruction.....	27
Off Campus Passes.....	27
Personal Property/Lost and Found.....	27
Restrooms.....	27
Rights and Responsibilities.....	27
Social Security Number.....	28
Student Participation.....	28
Visitors.....	28
Parent Information.....	29-40
Current School Board Policies.....	41-62

Parkrose School District
Mission Statement

The Parkrose School Community provides a premiere education that unlocks the potential in each student.

We believe.....

- A student's success is the responsibility of all members of the community.
- Respect for the individual and strong relationships is essential.
- In setting high expectations for each student to achieve personal and academic success.
- We must meet students' diverse individual needs, and provide a variety of pathways to success.
- Taking measured risks is an essential part of our growth as a learning community.
- Accountability in all aspects of education is crucial.
- The health of our community, state and nation depends upon the success of each student.

We will be successful when.....

- Each student graduates having completed a K-12 education with the knowledge and skills they need to adapt to their future. *"Knowing how to learn."*
- Each student's education is driven by an individual learning plan that assures high achievement and is based on student needs and aspirations.
- Each student is provided with a wide range of learning opportunities, in and out of the classroom – preparing them for college, work and citizenship.
- Each student's educational experience is integrated with the community and its resources. Parkrose schools, families and community work together for each student's success.

Parkrose School District Board of Directors

Mary Lu Baetkey

James Trujillo

Dave Carter

Erick Flores

Ed Grassel

Superintendent: Dr. Karen Gray

Parkrose School District Administration Office

10636 NE Prescott

Portland, OR 97220

(503) 408-2100

FAX: (503) 408-2140

ADMISSION'S INFORMATION

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 counseling 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 not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

Board Code: JEC, JECA, JECAA, JECB, JECB-AR

ATTENDANCE INFORMATION

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.

The district will notify the parent in writing. The written notice will include the following:

- The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
- Failure to send a student to school is a class C violation;
- A citation may be issued by the district in the amount of a \$150 fine;
- 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.

ORS 339.925

Absences and Excuses

Absence from school or a class will only be excused under the following circumstances:

- Illness of the student.
- Illness of an immediate family member when the student's presence is required at home.
- Emergency situations that require the student's absence.
- Field trips and school-approved activities.
- Medical and dental appointment. Confirmation of appointments may be required
- Other reasons including vacations if deemed appropriate by the school administration when satisfactory arrangements have been made in advance.

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 disability or for personal, religious, or ethnic considerations.

Please call the attendance secretary 503.408.2701, the morning of your child's absence.

Unexcused Absences

When students miss classes for any reason, they miss curriculum and instructional opportunities that are difficult to duplicate outside of the classroom. Unexcused absences add to this time away from class. These absences include but are not limited to, the following:

- Truancy (skipping all or any portion of the school day)
- Missed bus or ride
- Babysitting
- Car problems
- Oversleeping
- Shopping, non-medical appointments
- Going to another campus without permission

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 ineligibility to participate in athletics or other activities and/or loss of driving privileges.

Tardies

Attendance is a priority at Parkrose Middle School.

Morning Tardies will result in reserved seating during lunch. If a student fails to show up for reserved seating they will receive a major referral.

Punctuality is an important trait to develop, as it is necessary in the world of work. Tardiness in school is disruptive to the classroom environment and interferes with the learning process of the tardy student and his/her classmates. During a trimester period the following procedures will be implemented for students with tardy problems:

- 1st Tardy – Warning
- 2nd Tardy – Consequence
- 3rd Tardy – Detention – Parent Contact
- 4th Tardy – Major Referral - Level 1

Leaving School During the Day

Parkrose Middle School is a closed campus. If a student needs to leave during the school day they must bring a note from his/her parent or legal guardian. If a student becomes ill during the day, he or she should notify the teacher and report to the main office or the school nurse (when available). Office personnel or the nurse will decide whether the student should be sent home and will notify parents.

Make Up Work When Absent

A student who has been absent for any reason is encouraged to make up specific assignments and/or to complete additional work assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for collection of homework assignments for a student who will be absent three or more 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 the sole criterion for the reduction of grades. A student who is absent from school for more than one half of the day for any reason will not be allowed to participate in school-related activities on that day or evening.

Daily Entry and Exit Times

Students will be admitted to the building each day at 7:45 A.M. Unless they have an athletic practice, authorized school event or are working with a teacher in their room, all students will be expected to leave the building promptly at 2:35 P.M. and be off of the school grounds by 2:45 P.M. We do not have supervisory staff at those times, so students need to leave the campus. Students need to attend to their needs before 2:45 P.M. After that time, they will not be allowed into the building to use the phone or the bathroom, go to a teacher's room, etc.

MEAL PROGRAM INFORMATION

Breakfast/Lunch Program

Parkrose Middle School offers a free breakfast and lunch program for all students. The middle school will be under the new Community Enterprise Program (CEP). All students will be provided a free breakfast and lunch during the school day. At mealtime, each student must present a student body card, or student ID number to receive their free meal. All extra items on the a la carte menu are available for purchase if desired.

BUS INFORMATION

Academic Bus

To support an enriched academic program, we offer an after-school bus that leaves our campus at 3:45 P.M. Monday, Tuesday, Thursday and Friday. Students are able to stay after school to work with their teachers, complete schoolwork. A pass must be issued by the supervising staff member to ride the academic bus.

Bus Rules

It is a privilege, **not a right** to ride a Parkrose School District bus. Students must observe the following rules while riding School Buses.

- Students being transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Students shall use the emergency door only in the case of an emergency.
- Students shall be on time for the bus both in the morning and afternoon.
- Students shall not bring animals, firearms, weapons, skateboards or other potentially hazardous material or items on the bus.
- Students will remain seated while the bus is in motion.
- The bus driver may assign students to a seat.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the driver.
- Students shall not extend their hands, arms, or heads through the bus windows.
- Students shall have written permission to leave the bus other than at home or school.
- Students shall converse in normal tones, loud or vulgar language is prohibited.
- Students shall not open or close windows without permission of the driver.
- Students shall keep the bus clean and must refrain from damaging it.
- Students shall be courteous to the driver, to fellow students, and passengers.
- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
- Students shall respect all private property rights while waiting for school bus transportation. Students who refuse to promptly obey the directions of the driver may forfeit their privilege to ride Parkrose School District transportation. Students shall respect all private property rights while waiting for school bus transportation.

Consequences include but are not limited to:

First Referral- 1-3 day suspension

Second Referral- 3-5 day suspension

Third Referral- Loss of bus riding privileges for up to a year

BEHAVIORAL EXPECTATION INFORMATION

Code of Conduct

The staff at Parkrose Middle School work hard to maintain a safe, appropriate environment for student learning. Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. Students are expected to follow school rules.

Our School is a safe community for students of all races, ethnic backgrounds, males and females, and students with disabilities. **Any behavior that challenges or threatens the safety of our school will not be tolerated.** Students and staff treat each other with mutual respect in this building.

Code of Conduct Outside of School

All of the standards, if violated outside of school district property and/or outside of the school day, may be grounds for the same level of discipline as listed above when the outside-of-school behavior creates a material and substantial disruption to the operation of the school or when school authorities have a reasonable anticipation of such disruption.

Bullying

Bullying among children is aggressive behavior that is intentional and that involves an imbalance of power or strength. Bullying can take many forms, such as: hitting and/or punching, teasing, name calling, or intimidation through gestures or social exclusion. Bullying is usually repeated over time.

Possible signs that your student is being bullied are:

1. Torn, damaged, or missing pieces from clothing, books, or other belongings
2. Unexplained cuts, bruises, and scratches
3. Suddenly loses interest in school work or is doing poorly in school
4. Sad or moody when returning from school
5. Seems afraid to go to school, walk to and from school, ride the bus or participate in school activities

Effects of Bullying

Bullying can have serious consequences. Children and youth who are bullied are more likely than others to:

- Be depressed
- Have low self-esteem
- Be absent from school
- Have suicidal thoughts

Reporting Bullying

If you suspect that your students is being bullied:

1. Talk with your child. Tell them that you are concerned and would like to help them.
2. Talk with the staff at your child's school. Call or set up an appointment to talk to your child's teacher or counselor.

If you are certain that your child is being bullied:

- Focus on your child. Be supportive and gather information about the bullying. Encourage them to immediately report the problem to the school or come in with them and discuss the problem with the school.
- Do not encourage physical retaliation. Hitting another student is not likely to end the problem and may get your student suspended or expelled.
- Contact your child's teacher and/or principal. Give the factual information about your child's experience.
- Expect the bullying to stop. Talk regularly with your child and with the school staff. If the bullying persists, contact the school authorities again.
- Help your child become more resilient to bullying to others. Encourage your child seek the support of school staff in solving conflicts at school.
- Keep the communication lines open.

Discipline Due Process

Student expectations are based on Oregon Revised Statute **339.250**, which means state public school pupils shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teachers' authority. The district school board may authorize the discipline, suspension, or expulsion of any refractory pupil.

Discipline, is a learning process by which students learn such fundamental concepts for living as:

- Understanding and respect for individual rights, dignity, and safety;
- Understanding and respect for the law, district policies, procedures, rules and regulations;
- Understanding and respect for public and private property rights.

Board Code: JG (page 63)

Since the behavioral problems of students vary in kind as well as severity, the procedures employed to attain these learnings are varied. The action taken must be determined by the professional

judgment of the administrator. In taking disciplinary action, school officials will consider students' individual and collective rights and safety and will accord students their right to fair consideration. 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 decision of staff and administration.

The following procedures are appropriate to responsible disciplinary action and are consistent with the essential components of due process:

- Students are given notice of the general nature of punishable infractions and their consequences at the beginning of each year through issuing the Student Handbook. Teachers teach the expectations in the handbook and may additionally give a School Knowledge Test. Rules will be reviewed periodically during the school year.
- When an alleged violation occurs, the students will be informed of the infraction(s) and the evidence, and will be given an opportunity to present his/her view of the occurrence.
- If facts indicate, additional information will be collected.
- The student's view will be considered.
- The student and parents will be informed of the decision made.
- When serious discipline is contemplated or when a student is suspended, parents will be contacted.
- An informal conference will normally be sufficient in determining a suitable and subsequent course of action. A follow-up conference with the student, as well as his/her parent/guardian, may be required prior to re-admittance to school.

When a student and/or his/her parent/guardian feel that district policy has been violated, they should seek resolution of the situation through the following steps, initiating contact at the level where the concern begins:

- Make an appointment to see the teacher/counselor, as appropriate.
- Make an appointment to see the Assistant Principal.
- Appeal the decision to the Principal.
- Request a formal hearing with the Superintendent.
- Request a formal hearing before the Board of Education.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors, and administrators, detentions, suspensions, expulsion and removal to an alternative educational program. Disciplinary measures are applied depending on the nature of the offense. In addition when a student commits drug, alcohol, and/or tobacco-related offenses or any other illegal act, he/she may also be referred to law enforcement officials.

Electronic Devices

Students are encouraged not to bring cell phones, pagers or I-Pods to school. These personal items are not to be used during school hours. Before entering the building, all personal electronic devices are to be turned off and put away. During the school day these items must be kept in your school locker. **The school or district assumes no responsibility or liability for these items should they be brought to school. Staff time will not be spent to investigate their theft or loss.**

We believe there is no reason for a student to use a cell phone during the school day. The office is available for emergency phone calls.

Failure to abide by this rule will result in the item being confiscated. The items will then be returned to the parent/guardian.

Students are not allowed to have Laser Pens at school. These will be confiscated.

Board Policy: JFCL

Gang Behavior Policy

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.

All items and or actions associated with "gangs" as identified by school administrators in conjunction with local law enforcement agencies are prohibited from being on the Parkrose Middle School Campus.

These items and actions include, but are not limited to:

- Apparel that identifies a student as being part of a gang, including the sagging of pants, colors, insignia, and gang graffiti.
- Hand signing, using terminology identifying gang behavior.
- Specific gang symbols such as do-rags, bandanas, caps with secret or nicknames on them, stocking caps/hats.
- School supplies marked with gang or cult graffiti.
- Chains of any kind (i.e. wallet chains), spike jewelry and other metal paraphernalia.
- Publications, periodicals and attire that promote gangs, cults, hate groups and similar associations.

If the student's behavior violates these actions the parent/guardian will be notified and the principal will take appropriate corrective and disciplinary action.

Board Code: JFCEA-AR

The building administration reserves the right to add or subtract excluded items from this policy when advised by local law agencies. Students will be notified of these changes through periodic announcements and through the printed daily bulletin.

Students at Parkrose Middle School are not allowed to chew gum on school property.

Harassment Policy

Harassment of students by a member of the staff to a student, by a student to another student or by a student to a district staff member will not be tolerated in the district. Harassment by Board members, parents, vendors and others in the district is prohibited. This policy is in effect while students are on district grounds, district property or on property within the jurisdiction of the district; while on district-owned and/or district operated buses, vehicles or chartered buses; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status, age or color.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above may include, but is not limited to, the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements.

Harassment

Harassment on the basis of race, color, sex, national origin, disability, parental or marital status, or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set out above may include, but is not limited to, the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories or activities directed at the student.

Harassment is a violation of board policy and regulations and may be a violation of criminal or other laws. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. **Board Code: JFC/GBN**

Use of Electronic Devices or "Cyberbullying"

"Cyberbullying" is the use of any electronic communication device to convey a message (text or image or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, which disrupts or prevents a safe and positive educational or working environment.

Any form of harassment using electronic devices, commonly known as "cyberbullying" by staff, students or third parties is prohibited and will not be tolerated in the district. Staff and students will refrain from using personal communication devices or district property to harass or stalk another.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion. "Cyberbullying" that takes place off campus may result in a school related consequence if the harassment causes a substantial disruption to the school day or is deemed a true threat to student safety.

It shall be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative regulations regarding this policy.

The district will promptly and reasonably investigate allegations of harassment. Any student who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to the building administrator or the superintendent/assistant superintendent if the building administrator is the subject of the complaint. This policy as well as a complaint procedure will be distributed to all students in the student handbook.

Inappropriate Language

As part of a positive school environment, students are expected to use language that is appropriate for school. This means that language will not include swearing of any kind and is free of any racial, ethnic, sexual, or gender slurs or language that demeans a disability.

Inline Skates/Bicycles/Skateboards

Students are not allowed to ride bicycles, skate, or skateboard on school grounds or in the school building. In-line skates must be removed and replaced with street shoes when the student comes on to campus. Skates and skateboards must remain in the student's locker until the end of each day.

Security is the responsibility of the student and the school or district assumes no responsibility or liability for loss or damage to these items.

While bicycles are excellent transportation, they are not to be ridden on the sidewalks or through crowds of students while buses are loading and unloading.

Physically Aggressive Behavior

Students are expected to maintain a safe, appropriate school environment. The practice of hitting, kicking, or physically harming students is prohibited on any school campus, school bus, bus stop, or in route to or from school. This includes the practice of "play fighting" or engaging in mutual aggressive behavior, saying that you and a friend are "just playing".

Positive Behavior Intervention Supports

The Parkrose Middle School staff and community believe that one way to promote academic excellence is to provide a safe and positive climate. Parkrose Middle School has created a school-wide system that teaches and reinforces appropriate behaviors that support a successful, productive school community by recognizing and rewarding positive behaviors. The principles of our Positive Behavior Intervention Support (PBIS) system are evident in our motto "Chargers ROCK". We believe that all students can be successful using the below principles here at Parkrose Middle School.

Chargers: **Responsible**
 Organized
 Cooperative
 Kind

DISCIPLINARY INFORMATION

Parkrose's School Wide Behavior Expectations

Many teachers have rules in their classrooms that are different from other teacher's rules. The Parkrose Middle School teachers have decided that they want some rules that are consistent in all classrooms. Below is a chart that lists those rules and the consequences.

Behavior	1st time	2nd time	3rd time	4th time
Tardy to class	Warning	Consequence	Detention/call home	Major Referral Level 1
Dress Code violation	Warning	Consequence	Detention/call home	Major Referral Level 1
Gum	Warning	Consequence	Detention/call home	Major Referral Level 1
Hallway behavior	Warning	Consequence	Detention/call home	Major Referral Level 1
Cell Phone/Electronic Device	Warning	Consequence	Detention/call home	Major Referral Level 1

Possible Disciplinary Actions

Students who exhibit inappropriate behavior are accountable to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school administrators. Disciplinary actions are taken with the aim of correcting behavior patterns. Parents and/or students have an inherent right to express their personal grievances and the school has the responsibility to address those expressed concerns. Students can express their concerns to any available administrator or teacher when appropriate. All "due process steps" will be taken.

WARNING	A warning may be given verbally, written or through the teaching of expectations.
CONFERENCE	A conference will be held with the student, one or more administrators or designee, and may include other appropriate staff members to develop a plan for improving behavior. The plan may include a written behavioral contract.
PARENT INVOLVEMENT	The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent. (Parent refers to Parent/Guardian of the student.)
LOSS OF PRIVILEGES	The school administration may notify the parent of privilege suspension. These privileges may include, but are not limited to, removing the student from the cafeteria, library, and media center, ability to ride the school bus, and attend after school activities.
DETENTION	A student may be detained during school hours or outside of school 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 had an opportunity to be notified and can make arrangements for the student's transportation on the day(s) of the detention. A work assignment around the school may also be included as a part of detention. Failure to serve detention

	may result in suspension.
IN SCHOOL SUSPENSION	A student may be reassigned to a separate supervised environment away from the usual activities within the school. Students assigned ISS are not allowed to participate in school sponsored activities on that day.
SUSPENSION	A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property. An opportunity for the student to present his/her view of the incident will be given. A suspension may not exceed ten consecutive school days. (see below for further explanation)
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 parents 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. The hearing officer determines the length of time a student is expelled.

Parkrose Middle School Discipline Ladder

At the Middle School we have a responsibility to assure that the school is an orderly, pleasant place in which everyone's right to an education is respected. To protect your right to learn and take part in activities rules and consequences have been established. Students have the best opportunity for physical and emotional growth in an atmosphere free of intimidation and disruptive behavior. Courtesy to others and respect for expectations are expected of all students.

Guidelines for student behavior:

Teachers, parents, and administrators expect all students to follow the procedures outlined in this document regarding student behavior. When students disrupt classrooms and interfere with the learning environment, the process described will be followed. This information is *only a guideline and does not describe all behaviors*. The Discipline Ladder is a tool that will be used to determine consequences for Level One behavior. The ladder shows what specific consequence will occur when a student receives a citation for violating a Level One School rule. In the case of severe violation of the rules, the disciplinary action may extend above these guidelines. **Board Code: JG-AR**

Students are subject to discipline for conduct while traveling to and from school, at school sponsored activities, while in approved off-campus programs, during regular school hours when such conduct has a direct effect on the discipline or general welfare of the school.

Parkrose Middle School Discipline Ladder

Level	Action
9	Alternative Discipline Plan (developed by Student Assistance Team)
8	1 Day Out-of School Suspension
7	½ Day Out-of School Suspension
6	2 Days In-School Suspension **Referral to Student Assistance Team**

5	1 Day In-School Suspension
4	½ Day In-School Suspension **Referral to School Psychologist**
3	½ Day In-School Suspension
2	2 Days Detention
1	1 Day Detention

Students may be placed on the Discipline Ladder as a result of a **level one** referral. The Discipline Ladder allows students to move in two directions. The student will move up one step on the ladder with each citation. It is also possible for a student to be removed from the ladder by going one month or 30 days without an incident. Administrators will use their discretion when dealing with discipline issues.

Level One Behaviors include but are not limited to:

- | | |
|--------------------------------------|---|
| Tardiness | Defiance of Authority |
| Disorderly/Disruptive Conduct | Violation of School Rules |
| Skipping/Truancy | Inappropriate Dress |
| Profanity | Computer Misuse |
| Cheating/Plagiarism | Consequence not Completed |
| Forgery/Lying | Inappropriate Display of Affection |

Level Two Behavior

The following are Level Two behaviors and may result in a maximum consequence of expulsion. In these situations school officials may need to notify and or involve law enforcement. When student conduct results in damage to personal, private, or public property, restitution may be required. **Board Code: JG-AR**

Level Two Behaviors include but are not limited to:

- | | |
|------------------------------------|---------------------------|
| Tobacco Possession/Use | Alcohol or Drugs |
| Theft | Vandalism |
| Recklessly Endangering | Intimidation |
| Harassment | Sexual Harassment |
| Threat of Violence | Fighting |
| Assault | Explosive Devices |
| Arson | Weapons* |
| Fire Arms | Threat of Violence |
| Chronic Level One Behaviors | |

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. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

*Weapons shall include but not be limited to firearms, knives, Leatherman Tool, metal knuckles, straight razors, noxious, irritating or poisonous gasses, poisons, drugs, explosives, and other destructive devices.

Board Code: JG-AR

In-School Suspension (ISS)

IN-SCHOOL SUSPENSION (ISS)- temporarily removes a student from the privilege of attending his or her classes and participating in school-wide activities. The length of time in in-school suspension shall be determined by the administrator in accordance with the seriousness of the act and previous behavior of the student. Each in-school suspension will include a specification of the reasons for receiving ISS, length of time in ISS, and due process rights. During a student's time in ISS there will be adult supervision, work provided from the student's classes, time to work on school work and community service time. Should a student be placed in ISS during their lunch period, a lunch will be provided to them. A student will be allowed to make up schoolwork, within a reasonable set time, including examinations without academic penalty. Please see below for a sample schedule of a day in ISS, as well as the behavior expectations for students in ISS.

Possible In-School Suspension Activities

- Community Service
- Review Expectations/Copy Daily Agenda/Set Daily Goal
- Independent Study Time
- Active Activity
- Literacy Time
- Independent Study Time
- Re-teach ROCK expectation
- Community Service
- Independent Study Time
- Reflection on Daily Goal

In-School Suspension Expectations

RESPONSIBLE:

- Follow staff directions
- Use appropriate language

ORGANIZED:

- Bring school materials and a book to ISS

COOPERATIVE:

- Be respectful with staff and other students
- Remain quiet

KIND:

- Keep hands, feet and objects to self

Suspension/Expulsion

SUSPENSION- temporarily removes a student from the privilege of attending school or school activities. The length of the suspension shall be determined by the administrator in accordance with the seriousness of the act and previous behavior of the student. Each suspension will include a specification of the reasons for the suspension, length of the suspension, a plan for readmission, due process rights, and an opportunity to appeal the decision.

Schoolwork missed by the student while suspended may be made up upon the student's return to school. A student will be allowed to make up schoolwork, within a reasonable set time, including examinations without academic penalty.

EXPULSION- permanently removes a student from the school for the duration of the academic semester/term or longer. The district will provide appropriate expulsion notification, including expulsion hearing procedures, student and parent rights of due process, and alternative education provisions as required by law. Reinstatement to school is contingent upon specific School Board recommendations and stipulations. All expulsions are permanently recorded on a student's transcript.

Students who are suspended or expelled are also excluded from participating in any and all school related activities and from being on district properties.

Out of District Students

Out of district students are considered guest students. If he/she has chronic behavior problems, the transfer agreement may be revoked.

Discipline of Disabled Students

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, 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 IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP 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 IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior that is determined to be a manifestation of the disability.

A student may be removed from the current educational placement to an interim alternative setting for up to 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Participation and Discipline

If a student is suspended from school on an activity day, you may not participate in the event that day, including athletic events and evening band concerts. If you receive a referral resulting in a suspension within two weeks of a school wide activity, you may not be allowed to participate in that activity.

Police Involvement

School officials have the option and responsibility to notify police authorities, in cases of major violations, and may press charges. If the police authorities are notified, an attempt will be made to

contact parent(s). Any action taken by police authorities will be in addition to action taken by the school.

Should law enforcement officials find it necessary to question students during the school day or during periods of extra curricular activities, the principal or designee will be present when possible. An effort will be made to notify the parents of the situation. Parents are advised that in suspected child abuse cases, the Services to Children and Families (SCF) and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Possession of Controlled Substances

(Drugs, alcohol, mind altering chemicals, and tobacco)

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any narcotic, drug, alcoholic beverage, tobacco**, or intoxicant of any kind on school property or at school-sponsored activities. Students shall not possess drug or tobacco paraphernalia of any kind, including matches, lighters, etc. Students shall not wear drug or tobacco related jewelry or clothing or write messages related to controlled substances on personal belongings or clothing. This prohibition applies 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 up to and including expulsion and referral to law enforcement officials.

Board Code:JFCG/JFCH/JFCI

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**.

Parkrose Middle School works with the police to keep our school safe and drug free. One available resource is random "snoop dog" sweeps. 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.

***In accordance with Oregon law, any person under the age of 18 possessing tobacco products is subject to a fine of 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 not exceeding \$600. 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 1000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both.*

Search and Seizure

District officials may search a 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 policies. Illegal items (ex. weapons, alcohol, tobacco, unlawful drugs, etc.) or possessions determined to be a threat to the safety or the district officials may seize security of others. Items that may be used to disrupt or interfere with the educational process may be removed from a student's possession and forfeited in accordance with the law. A general search of district facilities and properties including, but not limited to, lockers or desks

may occur given any reasonable suspicion, at any time. Items belonging to the district or that are in violation of district policy may be seized. Students may be notified (and present, if possible) that searches of district property have occurred and what, if any, items have been seized as appropriate.

Board Code: JFG

Squirt guns/Water balloons

The use of squirt guns, water balloons, or any similar device is prohibited on the school's campus. Such items will be confiscated, and the student may receive a consequence such as detention. Confiscated items may be returned to a parent; however, they may be held until the end of the school year. The use of items that closely resemble real weapons will result in more serious consequences, including suspension and/or expulsion.

Weapons

No student will knowingly possess, handle, carry, or transmit any knife (including a pocket knife), razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet and BB guns), ammunition, parts of any weapon, or any other object that is used as or can reasonably be considered a weapon or dangerous instrument. These items are prohibited on any school grounds, vehicles, or property on school grounds, or vehicles or property on which a school activity occurs before, during, or after regular school hours. Students will be expelled for up to one year for any of the above infractions. It must be emphasized that any item used in a dangerous manner can be considered a threat to a safe environment. Cap guns, water guns, handmade wooden weapons, or physical simulations of guns or shooting actions will be considered as weapons.

Board Code: JFCJ (see page 60)

GENERAL INFORMATION

Assemblies

Assemblies provide special opportunities to learn and share school experiences. Students attending assemblies are to behave in a courteous manner and follow the directions of their teachers. Poor manners and/or behavior will result in removal from the assembly and possible disciplinary action.

Clubs and Organizations

Student clubs and performing groups such as the band, choir, dance, drama and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

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 teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 10 calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may

appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Computer Use

Students may be permitted to use the district's electronic communications system to conduct business related to instructional needs or to conduct research related to education consistent with the district's mission or goals.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-mail system.

Students who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Conferences

Regular Conferences are scheduled annually in the fall to review student progress. Families may request additional meetings anytime during the year.

A staff member may also request a conference

- 1) If the student is not maintaining proficient 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.

Daily Bulletins

Each morning the daily bulletin will be read to students. The daily bulletin includes notices of coming events and activities, event expectations, early dismissal, or school closures due to holidays or scheduled conferences.

Dances/Social Events

The rules of good conduct and dress code shall be observed for school dances and social events. These activities are for Parkrose Middle School Students only. A student attending a dance or social event may not leave before the end of the activity unless released to his or her own adult family members. Anyone leaving before the official end of the activity will not be readmitted.

Students who receive a referral on the day of a dance or social event will not be permitted to participate.

At the end of the eighth grade year, Parkrose Middle School holds a Celebration event recognizing academic and social growth. The Ceremony is for all current 8th grade students. This is a time for students to join classmates in reviewing the last three years and participate in a special celebration recognizing the milestone reached. **Students who are suspended or expelled at the time of the ceremony will not be allowed to participate in this program.**

Distribution of Materials

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

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 three 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.

Dogs

Dogs will not be allowed on school grounds. **Board Policy KGB**

Dress Code

School is a students' place of work. At Parkrose Middle School we ask that students dress in a manner that is safe, clean and modest. Any dress that disrupts the learning environment will not be allowed. Our dress code promotes student choice while discouraging inappropriate/disruptive attire. The following dress code will be enforced here at Parkrose Middle School.

- Shoes must be worn at all times. Slippers are not allowed.
- Wallet chains of any kind, spiked jewelry or accessories will not be allowed. Such items are considered possible weapons.
- All clothing must be worn so that undergarments are not visible. Bare midriffs/chests, bra straps, shoulders and backs are to be covered.
- Pajamas, swimsuits, strapless or spaghetti strap tops are among items that are not allowed.
- Dresses, skirts, shorts must be at mid-thigh length or longer. If questionable, appropriateness will be determined by a designated staff member.
- Jeans that are ripped must follow the same mid-thigh length or longer rule. This includes jeans in which there is a legging underneath the ripped area.
- Leggings must be covered with a skirt or dress that is at mid-thigh length or higher.
- No head-gear of any kind will be allowed in the halls and in the classroom. The one exception is head apparel that is a part of a student's customary religious attire.
- Coats and book bags/purses are to be left in the student's locker and not worn in school. School related supplies may be brought to class. All other items must be left in the student's locker or at home. This is for security and space issues in the classroom. Sweaters and sweatshirts are acceptable.
- Clothing with pictures, symbols, writing or images that depict alcohol, tobacco, drugs, obscenities, vulgarity, racism, sexism/sex, put downs, gang related or disruptive activities or can otherwise be construed as inappropriate in a middle school setting must be left at home.
- Pants must be worn securely so that undergarments are not visible.
- There can be no writing on personal belongings or skin that can be construed as relating to or as being a symbol promoting drugs, alcohol, tobacco or gangs.
- Sunglasses and other non-prescription glasses may not be worn in school.

Students whose dress does not conform to these expectations will be asked by a staff member to make modifications that may include changing a specific article of clothing, turning a shirt inside-out, and other strategies that will help to maintain an appropriate learning environment. Students may be asked to call a family member and request a change of clothes be brought to school.

Drills

Fire, Earthquake and other Emergency Drills

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12. 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.

Fees

Some of the events and educational opportunities may cost extra money for participation. Failure to pay fees, return school equipment, books, uniforms, etc., may result in the loss of student privileges

and/or participation in school events. If you have circumstances that prevent payment, please talk with a teacher, counselor, assistant principal, or principal.

PE Uniform	\$15.00	Shorts	\$7.50	Top	\$7.50
Locker	\$5.00				
Planner	\$6.00				
Ipad insurance	\$15.00				
Ipad case	\$10.00				

Field Trips and Permission Slips

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. If your child has a school field trip scheduled, he/she **must** have a signed field trip permission slip to be able to participate. **Phone calls are not acceptable.** We must have the signed document from the parent of legal guardian giving field trip permission.

Fundraisers/Exchanging money/Selling or trading items at school

Students are not allowed to bring private items or foods to school for the purpose of selling or trading to other students or staff. This includes commercial items for private fundraisers (e.g. scouts, sports groups, etc.) or personal items to be sold or traded from one person to another (e.g. CD’s, toys, sports cards, etc.). Parkrose Middle School will not assume any liability for violations of this rule.

Gifts and Celebrations

While we understand the desire to celebrate/recognize your students on birthdays and special occasions, please do not send gifts to school. Items such as balloons and flowers will not be delivered to the classroom due to the disruption of the learning environment. These items would need to be kept in the office and taken out after school. These items are also not allowed on the bus.

Guidance and Counseling

The Parkrose Middle School Counseling Office provides educational guidance and assistance to all students. Our school counselor is available to discuss school-related problems with students during the day. To schedule an appointment, students need to fill out the counselor request form in the Counseling Office before or after school, on passing time, or at lunch.

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. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Sonny Snyder, the district's liaison for homeless students at 503-408-2692.

Insurance

At the beginning of the school year, the district will make a low cost student accident insurance program available to students and parents. If coverage is desired, parents are responsible for paying premiums and 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.**

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance.

Library

The library is open during the school day. Students are encouraged to use the wide variety of resources, including books, periodicals, audiovisual materials, computers, and educational games.

Lockers

Students will be assigned an individual locker. There will be a five-dollar fee required for the use of the locker. Students will be able to pay the fee and receive a locker during the registration in August. Students who lose their lock would need to pay an additional deposit to receive another lock. For security and liability issues **only school issued locks will be allowed on the lockers.** Students who pay the deposit will be issued a locker and be able to use the lockers until they leave the middle school.

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

Mascot and Colors

The Parkrose Middle School mascot is a Charger. Our school colors are Green and White with Black trim.

Medical Policies

Medication includes any prescription or over-the-counter medication, but is not limited to: vitamins and food supplements, eye, ear and nose drops, inhalants, medicated ointments or lotions, aspirins, cough drops, and antacids." A student who must take a prescription and/or over-the-counter medication during the school day must bring the medicine and a signed parental request to administer the medication to the office. For all prescription and over-the-counter medication, the written request must include:

- Student's Name
- Physician's written instructions

- Name of medication
- Dosage
- Time interval and method of administration

Prescription medication must be in the original prescription bottle with the label clearly showing the student's name, physician's name and instructions. Over-the-counter medication must be in the original container, accompanied by the parent and physician's written instructions. If a parent wants a student to carry an inhaler, an administrator must approve a request. The inhaler must be registered in the office with a signed, parental request and a prescription from the physician.

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 submitted by parents to the school. If the student is too ill to remain in school, the student will be released to the student's parents or to a 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. **Please help keep all contact phone numbers, and those with permission to act on your behalf, current. Call 503-408-2900 with all updates.**

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement declaring 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 exclusion. A hearing will be granted upon request.

Students born in certain countries outside of the United States are required to present documentation of initial screening for communicable tuberculosis before initial entry into any Oregon school at any grade, K-12.

Physical Examinations

Students must have a physical examination performed by a physician prior to practice and competition in athletics. A student needs only one physical for three years of middle school. The examination is the responsibility of the parent and student and is to be paid for by the parent. Record of the examination must be submitted to the Parkrose Middle School office and will be kept on file and reviewed by the athletic director prior to the start of any sport season. Students shall not participate without record of passing a physical examination on file with the school.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/principal] so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**)

below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. 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.

Infection/Disease Instruction

An age appropriate plan of instruction about infections and diseases including AIDS, HIV, and Hepatitis B 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.

Off Campus Passes

Parkrose Middle School is a closed campus. Students may not leave the campus during the school day without an off-campus pass; passes can only be issued with the written request of a parent or guardian. Students are to bring the notes to the attendance secretary **before school** to secure off campus passes.

Personal Property/Lost and Found

Students are responsible to take care of and secure their personal belongings. Students should not bring items to school not related to their classroom activities. The school and district are **not responsible for items being lost or stolen.**

Throughout the year we accumulate many items in our lost and found. Students and parents are welcome to check the lost and found periodically. Small items such as jewelry and keys are kept in the office. Check with the office staff if you are missing these items. We encourage you to label your students clothing on the inside with their name. This helps us return items immediately. Items remaining in the lost and found at winter break and the end of the year will be donated to our clothes closet or charity. Items will be displayed at some evening events when families are likely to be present.

Restrooms

Restrooms are located around the building and are intended for appropriate use. Students are asked to leave the restroom immediately after use and return to class.

Rights and Responsibilities

Students have these rights and responsibilities:

- Civil rights, including the right to equal educational opportunity and freedom from discrimination;
 - The responsibility to accept all students;
- 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;
- The right to due process of law with the respect to suspension, expulsion, and any decision made, which the student believes injured his/her rights;
 - The responsibility to follow these processes;
- The right to free inquiry and expression;
 - The responsibility to observe reasonable rules regarding these rights;

- The right to privacy, which includes privacy in respect to the student's educational records,
 - The responsibility to respect the privacy of others;
- The right to a free, and appropriate public education;
 - The responsibility to not disrupt the orderly operation of the educational process, nor responsibility to respect the privacy of others;
- The right to know the behavior standards expected,
 - The responsibility to know the consequences of misbehavior.

Parkrose Middle School students have the opportunity to demonstrate social skills and responsibility. One of the ways the staff has arranged these opportunities is to offer school wide activities appropriate for each grade level. However, as these activities are not part of the required program, they are considered privileges. Only students who have demonstrated responsible behavior may attend these social events. **Board Code: JFJA (see page 56)**

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.

Student Participation

Students need to have all fees and fines paid, have no overdue library books, have returned all out of season athletic uniforms and equipment, have paid all lunch charges and owe no detention time. If students have not taken care of these they may be assigned to an in-school study hall for the duration of the activity.

Before the end of the year activities, students will also be expected to return band instruments and textbooks. If students have lost any school materials, they will be assessed a replacement fee. This must be paid before the event. In addition, students must have lunch accounts paid to date. Students must have fulfilled their responsibilities before attending the end of the year activities. A specific deadline date and time will be announced before each set of activities.

Students who do not want to participate are not required to attend any school activities. Students who wish to leave school are required to bring a note from their parents to obtain an early release from campus. Students who do not wish to leave campus can attend a special study hall that is monitored during the activity.

Visitors

In an effort to maximize the safety of our students, visitors to campus ***must*** check in at the Main Office to receive a visitor's pass. There are no visitor's passes allowed for guests at dances. Student visitors from other schools will not be permitted at school. Anyone without a visitors pass will be questioned by staff and asked to report to the office.

Parent Information

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

Asbestos has been used extensively in building materials because of its properties to insulate, sound absorption, and fire retarding capabilities. Most buildings before 1970 contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos can become hazardous when damaged, or deterioration from age occurs. If fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools, to be inspected to identify any asbestos containing building materials (ACBMs). Suspected ACBMs were located, sampled (or assumed), and rated according to condition and potential hazard. Every three years, Parkrose School District has conducted a re-inspection to determine whether the condition of the known or assumed ACBMs has changed in the management of those materials. In October of 2001 a re-inspection was conducted and all materials listed in the District management plan for ACBMs (or assumed to be asbestos-containing materials) were found to be in good condition.

The law requires an asbestos management plan to be in place by July 1989. Parkrose School District has been in compliance with a developed and continually updated plan. The plan's components has a notification on management plan availability, status of activities, education and training of its employees about asbestos and how to deal with it, notifies short-term or temporary workers on the locations of ACBMs, posts warning labels in routine maintenance areas where known, or suspect ACBMs might be located, follows established

plans and procedures to minimize any disturbance of asbestos, and surveys every six months to make sure areas remain in good condition.

It is the intention of Parkrose School District to comply with all federal and state regulations controlling asbestos and take appropriate steps to insure a healthy and safe environment for all to learn and work in. A copy of the asbestos management plan is available at the school district administrative office or the administrative office of the school during normal business hours. Tom Dufresne is the designated asbestos coordinator. All inquiries regarding the asbestos plan should be directed towards him at 503-408-2131.

Emergency School Closing 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.

We need your help in reminding your student where they should go if you are not home or what to do in case of a late start or early dismissal. You should have a back up plan that your student is aware of in case of an emergency dismissal. To help us reach you in emergencies, **PLEASE BE SURE THE SCHOOL HAS CURRENT EMERGENCY INFORMATION AND CORRECT PHONE NUMBERS** at all times.

Due to the possibility of inclement weather, please listen to the radio, or check www.parkrose.k12.or.us when the weather is bad, please do not send your student to school unless you know the school is open. If the weather is bad, the staff will have a hard time getting to the building.

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.

Rights of Custodial and Non-Custodial Parents

Student records

A non-custodial parent has the right to inspect and review a child's school records, unless a court order to the contrary exists. The District will respond only to a written request for records, and has 45 days to do so. The District will advise the custodial parent of the request.

Visitation of student / release of student

In general, the custodial parent controls who has physical access to the child. Therefore, the non-custodial parent does not have the right to remove the child unless the custodial parent so approves in writing, or the non-custodial parent produces a court order or decree that specifically provides for such a right.

Neither parent has a right to disrupt the educational process or threaten school officials. Parents not on school grounds for a proper purpose, or not conducting themselves appropriately will be warned that the school will take action under criminal trespass laws. After warning (given in writing if possible), police will be contacted.

Consultation with staff

The non-custodial parent has the same rights as the custodial parent to consult with school staff, absent a court order to the contrary. This includes the right to participate in parent-teacher conferences. However, the teachers will decide whether to hold separate conferences with the two parents or only one conference with both parents invited.

Name of child

The school should maintain records in the child's legal name, as recorded on the child's birth certificate or any subsequent legal document. However, the principal will consider allowing the child to be called by whatever name he/she wants.

Residency of student

The student must submit a power of attorney from the resident individual with whom he/she resides if neither of his/her parents resides in the District. Power of attorney must transfer all parental rights (other than permitting marriage), and must be granted for other than the sole or primary purpose of attending school in the District. A power of attorney must be renewed every six months under State law. [NOTE; this does not apply to inter-district transfers or to homeless youth]

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 middle school office by the principal. Permanent records shall include:

- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of entry into school;
- Name of school previously attended;
- Course of study and marks received;
- Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
- Credits earned;
- Attendance;
- Date of withdrawal from school;
- Social security number;
- 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.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after 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 10 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.

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, and Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

Other Parental Information

The attached notice is one of several that all parents of students attending our school will receive regarding requirements of the federal *No Child Left Behind Act (NCLB)*. The notice informs you of

your right to request the qualifications of your child's teachers. According to *NCLB*, you will be reminded of your right to request this information each school year. If you request this information, you will also be told about the qualifications of any paraprofessional who may be helping your child learn certain skills.

You are being given this notice because *NCLB* established a new definition of "highly qualified" for teachers of core academic subjects, which include English, reading/language arts, math, science, foreign language, social studies, art, music, and drama. All teachers of core academic subjects must have met the new federal requirement by the end of the 2005-2006 school year.

Our state has always been a leader in setting high standards for the licensing of teachers and our school district works hard to bring qualified, fully licensed teachers into our classrooms. *NCLB* gives you the "right to know" about the qualifications of your child's teachers and our school district has changed its requirements to meet the new federal definition.

Currently, our records indicate the following percentage of our teachers of core academic subjects meet the new definition for being "highly qualified":

100% Percentage of teachers highly qualified per *NCLB*

I am confident in the ability of our faculty to provide the highest level of instruction for all students as we work toward implementing and attaining new federal and state requirements. As always, I appreciate and encourage your continued involvement at school and support of your child's education.

***Model Notification of Rights under FERPA
for Elementary and Secondary Schools***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, D.C. 20202-8520

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information
Parkrose Middle School**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Parkrose School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Parkrose School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Parkrose School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Parkrose School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15, 2010. Parkrose School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parkrose School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parkrose School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Parkrose School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parkrose School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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 or develops a health condition need that requires specialized care at school.

BEFORE AND AFTER SCHOOL PROGRAMS

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

CONTAGIOUS CONDITIONS:

To decrease the spread of contagious conditions in schools:

- Inform the school office staff and the school nurse if your child has a contagious disease such as chicken pox or pertussis (whooping cough)
- Do not send your child to school with a rash, fever, diarrhea or vomiting, and keep home 24 hours after symptoms subside
- To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.

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.

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students with live lice may be excluded from school or be allowed to remain for the rest of the school day. Students with nits alone may remain at school. Lice treatment information will be sent home with those who have either nits or lice. Please review your school district policy for clarification. All students may return to school after treatment has begun, and may be rechecked for live lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

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. Additionally, this information may be needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- 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.
- 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.

HEALTH SCREENINGS

Parents are now required to submit a certification of vision screening within 120 days of enrolling when their student is 7 years of age or younger and beginning in a public school. 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: By referral to school nurse

Hearing: Grades Kindergarten, and 1

Vision: Grades Kindergarten, 1, 3, 5, and 7

In addition to the vision screening, screenings for color deficiency and vision alignment concerns are available. Contact your school nurse for these screenings.

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 dental, hearing and vision are all sent home to parents.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or non-medical 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 parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to verify immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

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, school staff trained in first aid can help children who become sick or injured at school.

The nurse will need information (for example, a health history, medical diagnosis and treatment) to assist students with special medical 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,
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Look at health records
- Assess a body area (examples: listen to the heart, feel the skin, look in the ears)

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills). You may call the school if you would like to meet with the nurse.

SCHOOL HEALTH ASSISTANTS:

In addition to the School Nurse, some schools have a School Health Assistant (SHA) on site to assist students. The MESD SHA is not a nurse, but works under the direction of the nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide delegated health care.

MEDICATION ADMINISTRATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. **Only medication that is necessary to be given during the school day will be kept at school.** Discuss with your medical provider about the time(s) of day that the medicine is needed. If possible try to arrange to administer at home. This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school). Any change to the medication will require the parent to update the medication form at the time of the change and provide a current medical prescription from the healthcare provider.
- 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 are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.
- 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. **All medication not picked up by the end of the year will be destroyed.**

Tobacco-Free Environment (Version 1)

It is the school's obligation to protect the health, welfare and safety of students. In light of scientific evidence that the use of tobacco is hazardous to health, and to be consistent with district curriculum and Oregon law, student possession, use, distribution or sale of tobacco in any form on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles or otherwise, while the student is under the jurisdiction of the school is prohibited.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation.

Tobacco use, distribution or sale by staff and all others is also prohibited on district premises in any building, facility, or vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school-sponsored activities.

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by the school. Information about cessation support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of the principal, attendance and completion of such programs, or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

Violation of this policy by nonstudents may result in the individuals removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.

This policy shall be enforced at all times. The superintendent will develop administrative regulations as needed to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 336.222](#)
[ORS 336.227](#)
[ORS 339.240](#)
[ORS 339.250](#)

[ORS 433.835 to- 433.990](#)
[OAR 581-021-0050 to- 0075](#)
[OAR 581-021-0110](#)
[OAR 581-022-0413](#)

[OAR 581-053-0230\(9\)\(s\)](#)
[OAR 581-053-0330\(1\)\(m\)](#)
[OAR 581-053-0430\(12\)](#)
[OAR 581-053-0531\(11\)](#)
[OAR 581-053-0630](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).
R2/24/11 | RS

**Parkrose School District
Equity Policy: Eliminating Disparities in Exclusionary Discipline**

The Parkrose School District believes that the purpose of student discipline is to teach students effective behavior so that they know and understand the rules of society that allow them to reach their fullest potential.

We believe that it is crucial to include students in the discipline process and decision as these actions have crucial consequences for their lives today and in the future.

Parkrose School District believes that in order for its students to receive their maximum educational benefit, they must attend school as much as possible. To this end, we, as a school district, are committed to minimizing the number of exclusions from instruction as a consequence for student behavior.

We as a school district believe that we have a pervasive issue with disparities in the number and frequency of disciplinary exclusions of students from school by race and this policy seeks to change that fact. We believe that there are promising and best practices to reduce exclusionary practice that the school district has begun to implement and further explore.

Promising Practices include, but not limited to:

Culturally Responsive Teaching Practice
Restorative Justice
Trauma Training
HB 2192 "Zero Tolerance" – Alternatives to Zero Tolerance (HB2192)
Treatment for Drug and Alcohol Abuse
School Based Health Centers
Hearings Officer Training
Student Management Specialists

The Superintendent is responsible for the creation of the Administrative Regulations to accompany this policy that provide clear direction for the implementation as well as measurement methodology to ensure the success of this policy.

The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. Regulations shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's system will be used to provide statewide, national and global communications opportunities for staff and students.

The superintendent will establish administrative regulations for the use of the district's system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic communications;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors' access to materials harmful to minors.

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission and will include a complaint procedure for reporting violations.

The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

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

END OF POLICY

Legal Reference(s):

[ORS 30.765](#)
[ORS 133.739](#)
[ORS 163.435](#)
[ORS 164.345](#)
[ORS 164.365](#)
[ORS 167.060](#)
[ORS 167.065](#)
[ORS 167.070](#)

[ORS 167.080](#)
[ORS 167.087](#)
[ORS 167.090](#)
[ORS 167.095](#)
[ORS Chapter 192](#)
[ORS 332.107](#)
[ORS 336.222](#)
[ORS 339.250](#)

[ORS 339.270](#)

[OAR 581-021-0050](#)
[OAR 581-021-0055](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. Sections 254 (h) and (i) (2008); 47 CFR Section 54.520 (2001).
Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2000).
Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26, Appendix H, Department of Justice (2001).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.
Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707; 34 CFR Part 85, Subpart F.
Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).
Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928.
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).
Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).
No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.
Americans with Disabilities Act Amendments Act of 2008.

Nondiscrimination

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation¹, 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.

The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues². The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

END OF POLICY

¹"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

²Districts are reminded that the district is required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

DISCRIMINATION COMPLAINT/GRIEVANCE PROCEDURE

Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

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.

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/ Teen Dating Violence – Student ** (Version 2)

The Board, in its commitment to providing a positive and productive learning environment may consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. 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.

Definitions

“District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed

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

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

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.

END OF POLICY

Legal Reference(s):

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/
Teen Dating Violence – Student ** - JFCF

3-4

[ORS 163.190](#)
[ORS 166.065](#)
[ORS 166.155 to-166.165](#)
[ORS 174.100\(6\)](#)
[ORS 332.072](#)
[ORS 332.107](#)
[ORS 339.240](#)

[ORS 339.250](#)
[ORS 339.254](#)
[ORS 339.260](#)
[ORS 339.351 to-339.364](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)

[OAR 581-021-0055](#)
[OAR 581-022-1140](#)

HB 4077 (2012)
SB 1555 (2012)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

R5/23/12 | RS

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/
Teen Dating Violence – Student ** - JFCF
4-4

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/ Teen Dating Violence Complaint Procedures – Student (Version 2)

Administrator(s)¹ 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:

Step 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.

Step 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.

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.

Step 3 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.

¹Required by state law House Bill 2599 (HB 2599). All other bracketed language exceeds the requirements of HB 2599 and is under Board authority ORS 332.107.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office for up to two years.

R5/23/12 | RS

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/
Teen Dating Violence Complaint Procedures – Student - JFCF-AR
2-3

**Hazing/Harassment/Intimidation/Menacing/
Bullying/Cyberbullying/Teen Dating Violence
COMPLAINT FORM**

Name of complainant: _____

Position of complainant: _____

Name of alleged offender: _____

Date(s) and place of offense(s): _____

Description of offense: _____

Name of witnesses (if any): _____

Evidence of offense, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant: _____

Today's date: _____

Continuous Nondiscrimination Notice

It is the policy of the Parkrose Board of Education and Parkrose School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment . Parkrose School District provides equal access to the Boy Scouts and other designated youth groups.

Persons having questions about equal opportunity and nondiscrimination (Title II, Title IX and Section 504) should contact the Director of Student Services at the Parkrose District Office, 10636 NE Prescott, Portland OR, 97220, Phone 503/408-2118 or by e-mail: Kathy_keimrob@parkrose.k12.or.us

Student Rights and Responsibilities**

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

Among these student rights and responsibilities are the following:

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

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Students' rights and responsibilities, including standards of conduct, will be made available to students, their parents and employees through information distributed annually.

END OF POLICY

Legal Reference(s):

[ORS 332.061](#)
[ORS 332.072](#)
[ORS 337.150](#)
[ORS 339.155](#)

[ORS 339.240](#)
[ORS 339.250](#)
[ORS 659.850](#)
[ORS 659.865](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0050 to -0075](#)
[OAR 581-022-1140](#)

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

R1/16/14 | PH

Student Conduct and Discipline (Version 2)**

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

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

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

Students may be suspended in cases of serious infractions or repeated failure to comply with Board policy, administrative regulation, school or classroom rules. 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; or c) when required by law. Restitution may be sought for willful damage to district property. Additionally, a student's driving privileges, or the right to apply for driving privileges, may be suspended for violations of ORS 339.254 and 339.257 as provided by Board policy JHFDA - Suspension of Driving Privileges. A referral to law enforcement may also be made for violations of the law. Parental assistance shall be requested when persistent violations occur.

Students shall be subject to discipline, suspension or expulsion for misconduct including, but not limited to:

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 – 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/Theft as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students, or willful damage or destruction of private 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. Use of tobacco, alcohol or drugs as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
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 No Child Left Behind Act of 2001 (NCLBA), 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.

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

END OF POLICY

Legal Reference(s):

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 659.850](#)

[OAR 581-021-0050 to -0075](#)

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).

Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

No Child Left Behind Act of 2001, 20 U.S.C. § 7912 (2006).

Parkrose Middle School



Parent/Student Signature Packet 2015-2016

Parkrose Middle School
Student Handbook
2015-2016

Parkrose Middle School
Student Handbook
2015-2016

Student:

By signing this document I agree that I have received a copy of the Parkrose Student/Parent Handbook. I understand that it is my responsibility to read and become familiar with the information provided in this handbook.

Name (printed)

Signature

Date

Parent:

By signing this document I agree that I have become familiar with the Parkrose Student/Parent handbook. I understand that it is my responsibility to read, understand and support my child in becoming familiar with this document.

Name (printed)

Signature

Date

Parkrose Middle School
Parent Consent Form
2015-2016

⇒ I have read and understand the electronic device policy and will ensure my child follows this policy.

Child's Name: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

⇒ I have read and understand the dress code policy and will ensure my child follows the policy.

Child's Name: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

⇒ I have signed up for the Parkrose Middle School Remind 101 app so that I may receive important information electronically regarding my child and Parkrose Middle School. *(Optional)*

Child's Name: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parkrose Middle School
Locker Contract
2015-2016

- ✓ I understand, for security and liability issues **only** school issued locks will be allowed on the lockers.

- ✓ I understand, lockers are provided for student use and remain under the jurisdiction of the district even when assigned to an individual student.

- ✓ I understand, a student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker.

- ✓ I understand, lockers may be routinely inspected without prior notice.

By signing below I will comply with and understand the above expectations regarding my locker at Parkrose Middle School

Student Signature

Date

✓

- ✓ **Parkrose School District ~ Technology Acceptable Use Policy**

Annual iPad Use Agreement

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT & PARENT ACKNOWLEDGMENT

STUDENTS:

I have read and will abide by Parkrose Schools' iPad Acceptable Use Agreement. I further understand that should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

PARENTS/GUARDIANS:

I have read and agree to assist my child in understanding and abiding by the iPad Acceptable Use Agreement of Parkrose Schools.

Student Name:

Student Signature:

Date:

Parent Name:

Parent Signature:

Date:

PARKROSE iPad INSURANCE PROGRAM

***I understand there is a \$100 deductible charged for breakage or theft of the device**

PAYMENT SECTION: Please select your payment amount below: Checks made payable to your student's school.

- \$15: My student is at Parkrose Middle School or a Parkrose elementary school
- \$25: My student is at Parkrose High School
- \$15: My student is at Parkrose High School – AND - currently eligible for free or reduced lunch. I give permission to release this information.
- I have already made payments for two other students in my household. I certify the information provided above concerning payments for other children is true and correct. (This information will be verified by district staff.)
- I decline participation in the district insurance program because my child already has a device and will bring the device to school each day. Our family takes responsibility for loss or damage of the device.

Parent Name:

Parent Signature:

Date:

If you are unable to pay the district insurance fee, the school has a limited number of scholarships available. If you feel a scholarship is necessary for your student, please sign below and get approval from your school principal via signature.

- Yes, I would like to apply for an iPad Insurance Scholarship for my child. I understand that my child and I must still follow all rules as outlined within the Parkrose Tech User Agreement. I also understand that if awarded a Scholarship, in case of breakage or loss I will be held liable to pay the \$100 repair fee.

Parent Signature:

Principal Signature:

Date:

Student User Agreement:

As a user of the Parkrose School District computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

Student Signature _____ Date _____

Parent/Guardian Permission:

I understand all students are provided with access to district computer resources. As the parent or legal guardian, I grant permission for the above named student to access the PrMS network, including the internet. (NOTE: *If access is denied, the student will **NOT** be able to use **ANY** district computers – which will affect their ability to complete any technology-related courses.*)

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my student to follow when selecting, sharing or exploring information and media.

Parent/Guardian Signature _____ Date _____

Communication

At Parkrose Middle School we are working hard to effectively communicate with middle school parents and guardians. Our goal is to connect you to as many communication tools as possible so that both you and your student are prepared and equipped with resources before crossing the street to the high school. A few ways you can get connected with Parkrose Middle School are...

1. **Middle School Announcements**

- ✓ Go to www.parkrose.k12.or.us
- ✓ Contact Us
- ✓ Public Mailing Lists
- ✓ Scroll down to MS-announce click
- ✓ Scroll down to subscribing to MS-announce
- ✓ Enter email address and name
- ✓ Pick a password
- ✓ Re-enter password to confirm
- ✓ Subscribe

2. **Middle School Text Message Reminders**

- ✓ Text @parkro to (503) 400-7336
- ✓ You can opt-out of messages at anytime by replying, 'unsubscribe @parkro'

3. **To receive Middle School Text Message Reminders via email**

- ✓ Send an email to nparkro@mail.remind101.com
- ✓ To unsubscribe, reply with 'unsubscribe' in the subject line

4. **Parent Vue-** View your student's academic progress

- ✓ Come into the main office with your ID to receive your Parent View login and password