

Parkrose Middle School



Parent/Student Handbook 2016-2017

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

B.B. King

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

Parkrose School District

Equity and Restorative Justice Statement

2016-17

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

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

Our school district is in the process of implementing district wide professional development and training for all staff in Restorative Justice practices that include classroom talking circles and phone calls home to parents so that the community and the school district can work together as a team for the sake of our children and their continued education in the Parkrose School District.

Remember our district vision: All students read and think at high levels, graduating college and career ready. Restorative Justice and Equity help us reach our dream for ALL kids.

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 Sara Kirby

Dave Carter Erick Flores

Ed Grassel

Superintendent: Dr. Karen Gray

Parkrose School District Administration Office

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Portland, OR 97220

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ADMISSION 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 are documented daily upon arrival. Accumulation of tardies will result in phone calls home to offer support and community service during lunch time.

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 8:10 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 3:10 P.M. and be off of the school grounds by 3:20 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 3:20 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

<p>Code of Conduct</p>

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 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.

Gum Policy

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

Parkrose Middle School Behavior Expectations

Behavior	1 st time	2 nd time	3 rd time	4 th 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

10	Alternative Discipline Plan (developed by School Intervention Team)
9	1 Day Out-of School Suspension- Restorative Justice Re-entry
8	½ Day Out-of School Suspension- Restorative Justice Re-entry
7	2 Days In-School Suspension- Restorative Justice Reflection Process
6	1 Day In-School Suspension- Restorative Justice Reflection Process
5	½ Day In-School Suspension- referral to SAT (Student AssistanceTeam)- RJ Reflection Process
4	3 Detentions or Restorative Justice Menu
3	Restorative Justice Menu
2	2 Detentions
1	1 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
- Active Activity
- Literacy Time
- Independent Study Time
- Re-teach ROCK expectation
- Community Service
- 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 and the Spring 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 or shown 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 no 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 midribs/chests and bra straps 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.
- 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.
- 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]

Parkrose School District staff with the guidance and advice legal council *The Hungerford Law Firm, Attorneys at Law*, prepared this document.

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*

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

Parkrose School District 3

Code: **JGD**

Adopted: 10/23/95

Reviewed: 9.28.15

Suspension**

The Board authorizes student suspension for one or more of the following reasons:

- 1) Willful violation of Board policies, administrative regulations or school rules;
- 2) Willful conduct which materially and substantially disrupts the rights of others to an education;
- 3) Willful conduct which endangers the student, other students or staff members;
- 4) Willful conduct which damages or injures district property.

Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the *Student/Parent Handbook* made available by the district.

Each suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during nonschool hours as an alternative to suspension.

In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed.

Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

Suspensions may be appealed to the Board.

Parkrose School District 3

Code: **JG**

Adopted: 3.10.14

Revised: 9.28.15

Student Discipline**

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

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

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

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

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

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

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

- Nonaccidental conduct causing serious physical harm to a student or employee;

- When a school administrator determines, based on the administrator’s observation or upon a report from an employee, the student’s conduct poses a threat to the health or safety of students or employees; or
 - When the suspension or expulsion is required by law.
- When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student’s academic instruction.

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



Code: **IGAEB**

Adopted: 10/8/90

Revised: 3.7.16

Drug, Alcohol and Tobacco Prevention, Health Education**

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

After consulting with parents, teachers, school administrators, local community agencies and persons from the drug, alcohol or health service community who are knowledgeable of the latest research information, the Board will adopt a written plan for a drug, alcohol and tobacco prevention and intervention program.

Drug Prevention Program

The district’s drug, alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research and Oregon’s Health Education Academic Content Standards.

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

The district will include information regarding the district's intervention and referral procedures, including those for drug-related medical emergencies in student/parent and staff handbooks as referenced by JFCG/JFCH/JFCI-AR(1).

Intervention is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of prohibited drug, alcohol and/or tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district-sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the principal or his/her designated representative.

Students possessing, using and/or selling unlawful drugs, including drug paraphernalia, alcohol and tobacco on district property, in district vehicles, at district-sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion. 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 or placement, manifestation determination and an interim alternative educational setting. Students may also be referred to law enforcement officials.

In general, drug-related medical emergencies will be handled like a serious accident or illness. Immediate notification of the community emergency care unit is required. Trained staff members will assist the student in any way possible. Parents shall be contacted immediately. A staff member shall be designated to accompany the student to the hospital or emergency medical facility. Procedures to be taken, including those for students participating in district-sponsored activities off district grounds, shall be included in the district's comprehensive first aid/emergency plan.

The district will actively seek funds from outside sources either independently or through coordinated efforts with other districts, community agencies or the education service district for drug-free schools grants.

A planned staff development program that includes current drug, alcohol and tobacco prevention education, an explanation of the district's plan and staff responsibilities within that plan will be developed by the superintendent. The input of staff, parents and the community is encouraged to ensure a staff development program that best meets the needs of district students.

The district will develop a public information plan for students, staff and parents.

The district's Drug, Alcohol and Tobacco Prevention, Health Education policy, related board policies, rules and procedures will be reviewed annually and updated as needed.

Student Searches**

Definitions

1. Reasonable suspicion” is based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses a risk of immediate and serious harm to the student, school officials and/or others at the school. The official’s knowledge may be based upon relevant past experience of the official, observation by the official and/or credible information from another person.
 - ii) “Past experience” may provide the district official with information relevant to the violation as well as information which enables the official to evaluate the credibility of information from another person.
 - iii) “Credible information from another person” may include information which the district official reasonably believes to be true provided by another district employee, a student, a law enforcement or other government official or some other person.

- b) “Reasonable in scope” means that the manner and extent of the search are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and limited to the particular student or students most likely to be involved in the infraction and the area(s) which could contain the item(s) sought, and not excessively intrusive in light of the student’s age, sex, maturity and the nature of the infraction.

- 2) Routine Inspection of District Property Assigned to Students
 - a) Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the principal. Students have no expectation of privacy regarding these items/areas.
 - b) Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
 - c) Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
 - i) Ensure that no item which is prohibited on district premises is present;
 - ii) Ensure maintenance of proper sanitation;
 - iii) Ensure mechanical condition and safety;
 - iv) Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.

- 3) Voluntary Consent
When a district official has the requisite justification to search either a particular district-owned storage area assigned to a student or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the item(s) sought. Before

making a search, the official should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent for his/her personal property, the official may elect to contact the student's parents to obtain consent for the search of personal property.

4) Search Procedures

- a) With the requisite justification, a school official may search an individual student, a district-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings.
- b) All searches of a student or a student's personal property shall be based on the required reasonable suspicion/risk of immediate and serious harm and shall be reasonable in scope. A "strip search," requiring a student to remove clothing down to the student's underwear or including underwear is prohibited by the district.
- c) Searches will generally be conducted by an administrator or by other school personnel only as authorized by the administrator. In certain circumstances an administrator may be assisted by a law enforcement official(s).
- d) The student will generally be permitted to be present during a search of a district-owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required, however.
- e) Search of a student's clothing will be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket or other such outerwear garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
- f) Searches of a student's outer clothing will be conducted by a district official of the same sex as the student.
- g) Where the object of the search may be felt by a "pat down" of clothing or personal property, the district official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
- h) Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student.
- i) Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

5) Other Searches¹

- a) Student vehicles may be parked on district property on the condition that the student and his/her parent(s) allow the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined.

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property will be terminated for the remainder of the school year. Law enforcement officials may be notified.

- b) Metal detectors, including walk-through and hand-held devices, may be used when the Superintendent determines that there is a need for such detectors based upon reasonable information of a history of:
 - i) Weapons or dangerous objects found at school, on district property, at a school function or in the vicinity of the school; or
 - ii) Incidents of violence involving weapons at a school, on district property, at a school function or in the vicinity of the school.

Upon positive detection, a student will be asked to voluntarily remove the metal item. If the student refuses consent, the student will be held (will not be allowed further entrance into the building) and any personal property will be seized and secured while the parent(s) and law enforcement officials are summoned.

- c) Drug-detection dogs may be used when the Superintendent determines that there is a need for use of such dogs based upon reasonable information of a history of:
 - i) Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or
 - ii) Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in district-owned storage areas or in student vehicles parked on district property upon reasonable suspicion to believe that contraband is in the area or vehicle.

Drug-detection dogs will not be used for general or “dragnet” searches.

- d) Body fluid searches of students for the presence of alcohol or drugs are prohibited by the district unless specifically authorized by the Board as part of its athlete drug-testing program.
- e) The district may deploy breathalyzer devices at extracurricular events and activities. Students may be subject to testing procedures as a prerequisite to attending the event/activity. If a student refuses testing, he/she will be detained and parents will be contacted to come and take the student home.

6) Discipline

- a) Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:
 - i) Seizure of the material
 - (1) Property, the possession of which is a violation of law, Board policy, administrative regulation or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the district as deemed appropriate by the principal;
 - (2) Stolen property will be returned to its rightful owner;
 - (3) Unclaimed property may be disposed of in accordance with Board policy DN - Disposal of District Property.
 - ii) Discipline up to and including expulsion and notification given to law enforcement officials as appropriate or as otherwise required by law or Board policy.

7) Documentation

- a) Administrators shall document all searches.
- b) Documentation shall consist of the following:

- i) Name, age and sex of student;
 - ii) Date, time and location of search;
 - iii) Justification for search and nature of the reasonable suspicion/risk of immediate and serious harm;
 - iv) Description of the object(s) of the search;
 - v) Type/Scope of search (areas/items searched);
 - vi) Results of search, prohibited material(s) found, disposition of the material(s) seized and discipline imposed;
 - vii) Name of the witness to the search;
 - viii) Name of the district official conducting the search;
 - ix) Contacts with law enforcement and name/position of the contact(s).
- c) Documentation will be maintained as a part of the student's education records and retained in accordance with applicable Oregon Administrative Rules governing records' retention.

8) Notice

Notice of the Board's policy and this administrative regulation will be provided to staff, students and their parent(s) annually, through staff and student/parent handbooks.

9) Cooperation with Law Enforcement Officials

- a) Administrators will meet with law enforcement officials annually to review:
 - i) Official contact protocols;
 - ii) Applicable Board policies and administrative regulations;
 - iii) Circumstances in which the district will generally be requesting local law enforcement involvement in student searches and suspected crimes;
 - iv) Handling searches and evidence when involving law enforcement officials.

STUDENT SEARCH FORM

- Name, age and sex of student: _____

- Date, time and location of search: _____

- Basis for search and nature of reasonable suspicion. What factors caused you to have a reasonable suspicion that the search of this student, his/her person or property or property assigned by the district for student use, would turn up evidence of some item that posed a risk of immediate and serious harm to the student, school officials and/or others at the school? Describe.

- Describe areas and items searched: _____

- What did the search yield? Were any prohibited items/materials seized? Were seized items/materials turned over to police? Parents? Other? Why or why not? Explain and include name(s)/position(s) of law enforcement contacts.

- Was discipline imposed? Why or why not? _____

- Name and title/position of the witness to the search: _____

- Name and title/position of district official conducting the search: _____

Signature of Witness

Date

Signature of District Official

Date

Conducting Search

Code: **JFCF**

Adopted: 4/26/10

Revised: 12.14.15

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

The Board, in its commitment to providing a positive and productive learning environment will 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 orientation, 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.

"Domestic violence" means abuse as defined by Oregon Revised Statute (ORS) 107.705 between family and household members, as those terms are described in ORS 107.705.

"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 property equipment to violate this policy.

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

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

Reporting

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

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to 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 and domestic 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 domestic 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.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

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.

Drug, Alcohol and Tobacco Prevention, Health Education**

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

After consulting with parents, teachers, school administrators, local community agencies and persons from the drug, alcohol or health service community who are knowledgeable of the latest research information, the Board will adopt a written plan for a drug, alcohol and tobacco prevention and intervention program.

Drug Prevention Program

The district's drug, alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research and Oregon's Health Education Academic Content Standards.

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

The district will include information regarding the district's intervention and referral procedures, including those for drug-related medical emergencies in student/parent and staff handbooks.

Intervention is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of prohibited drug, alcohol and/or tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district-sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the principal or his/her designated representative.

Students possessing, using and/or selling unlawful drugs, including drug paraphernalia, alcohol and tobacco on district property, in district vehicles, at district-sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion. 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 or placement, manifestation determination and an interim alternative educational setting. Students may also be referred to law enforcement officials.

In general, drug-related medical emergencies will be handled like a serious accident or illness. Immediate notification of the community emergency care unit is required. Trained staff members will assist the

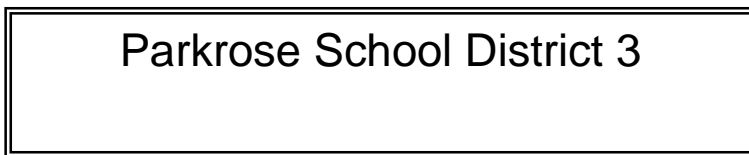
student in any way possible. Parents shall be contacted immediately. A staff member shall be designated to accompany the student to the hospital or emergency medical facility. Procedures to be taken, including those for students participating in district-sponsored activities off district grounds, shall be included in the district's comprehensive first aid/emergency plan.

The district will actively seek funds from outside sources either independently or through coordinated efforts with other districts, community agencies or the education service district for drug-free schools grants.

A planned staff development program that includes current drug, alcohol and tobacco prevention education, an explanation of the district's plan and staff responsibilities within that plan will be developed by the superintendent. The input of staff, parents and the community is encouraged to ensure a staff development program that best meets the needs of district students.

The district will develop a public information plan for students, staff and parents.

The district's Drug, Alcohol and Tobacco Prevention, Health Education policy, related board policies, rules and procedures will be reviewed annually and updated as needed.



Code: **JFC**

Adopted: 10/23/95

Revised: 9.28.15

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.). The district shall

consider the age of the student and the student's past pattern of behavior prior to a suspension or expulsion of the student.

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, except that expulsion may not be used to address truancy; or c) when required by law.

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

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

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

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 or 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 Products, Alcohol, Drugs or Inhalant Delivery System JFCG/KGC/GBK - Prohibited Use,

Possession, Sale or Distribution of Tobacco or Inhalant Delivery System 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;
- 2) Sexual crimes using force, threatened use of force or against incapacitated persons;
- 3) Arson;
- 4) Robbery;
- 5) Hate/Bias crimes;
- 6) Coercion; or
- 7) 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.

Electronic Communications System

Definitions

1. "Technology protection measure," as defined by the Children's Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
 - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. "Harmful to minors," as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act; sexual contact," as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. "Minor," as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. "Inappropriate matter," as defined by the district, means material that is inconsistent with general public education purposes, the district's mission and goals.²
6. "District proprietary information" is defined as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district's business.
7. "District software" is defined as any commercial or staff developed software acquired using district resources.

General District Responsibilities

²As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

The district will:

- 1) Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
- 2) Provide staff training in the appropriate use of the district's system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
- 3) Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized;
- 4) Provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use on the personal electronic device is no longer authorized, to insure verification that information downloaded has been properly removed from the personal electronic device;
- 5) Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system;
- 6) Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
- 7) Provide technology protection measures 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 computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
- 8) Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
- 9) Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms and other forms of direct electronic communication;
- 10) Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;

- 11) Determine which users and sites accessible as part of the district's system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
- 12) Determine which users will be provided access to the district's e-mail system;
- 13) Notify appropriate system users that:
 - a) 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, the school administrators may routinely review user files and communications;
 - b) 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;
 - c) The district may establish a retention schedule for the removal of e-mail;
 - d) E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e) Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f) The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
 - g) Transmission of any materials regarding political campaigns is prohibited.
- 14) Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office;
- 15) Notify users of known copyright infringing activities and deny access to or remove the material.

System Access

1. Access to the district's system is authorized to:

Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

- 2) Students, staff, Board members, volunteers, district contractors and other members of the public may be permitted to use the district's system for personal use, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Additionally, Board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
 - ii) Unauthorized solicitation of funds;
 - iii) Distribution of chain letters;
 - iv) Unauthorized sale or purchase of merchandise and services;
 - v) Collection of signatures;
 - vi) Membership drives;
 - vii) Transmission of any materials regarding political campaigns.
- b) Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c) Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d) Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e) Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
 - i) Harmful to minors;
 - ii) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;

- iii) A product or service not permitted to minors by law;
 - iv) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
 - v) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - vi) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f) Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
 - g) Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
 - h) Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
 - i) Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
 - j) Attempts to use another individual's account name or password or to access restricted information, resources or networks to which the user has not been given access.

2. Guidelines/Etiquette

Appropriate system use etiquette is expected of all users and is explained in district training sessions.

Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL - Public Complaints and accompanying administrative regulation.

Violations/Consequences

- 1) Students
 - a) Students who violate 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.

- b) Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c) Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
- 2) Staff
- a) Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
 - b) Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c) Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
 - d) Violations of ORS 244.040 will be reported to OGEC.
- 3) Others
- a) Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
 - b) Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

- 1) The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district's system.
- 2) Any disputes or problems regarding phone services for home users of the district's system are strictly between the system user and their local phone company and/or long distance service provider.

Information Content/Third Party Supplied Information

- 1) System users and parents of student system users are advised that use of the district's system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
- 2) Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.

- 3) System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the district's system. These individuals and agencies are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.

- 4) The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

Parkrose School District & Children's Internet Protection Act

CIPA defined -- The Children's Internet Protection Act (CIPA), enacted December 21, 2000, requires recipients of federal technology funds (eg. eRate) to comply with certain Internet filtering and policy requirements.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

1. Access by minors to inappropriate matter on the Internet;
2. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
3. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures restricting minors' access to materials harmful to them.

How PSD is meeting CIPA

- 1. Access by minors to inappropriate matter on the Internet;**
We use the MESD's internet filters (2014: squidGuard and PowerDNS)

We expect staff to be monitoring their students.

- 2. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;**
We have a leveled curriculum that all staff present to all students at the beginning of every school year. This curriculum is focused on student safety when online and being a smart user of computers/the internet.

- 3. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;**

Our monitoring internally and by MESD should let us know if anyone is engaging in inappropriate outgoing email. We also should get notified if any of our IPs are targeting/hacking. Then we can use historical and real time tracking to pinpoint the individual/device.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
Staff handbooks reference being aware of not sharing student information and the staff AUP gives guidelines about handling personal student information.

5. Measures restricting minors' access to materials harmful to them.
We use the MESD's internet filters -- squidGuard and PowerDNS

We expect staff to be monitoring their students.

Student Acceptable Use Policy

In compliance with CIPA (Children's Internet Protection Act), students will use school technology resources, including access to the internet, for appropriate, school-related activities. In accordance with School Board policy, students will not access material that is obscene or harmful to minors, participate in inappropriate online behavior such as cyberbullying or hacking, and will learn about safe conduct of personal information on the internet and in social situations online. Further, students will respect district resources by not downloading or uploading unnecessary files, only storing educationally relevant files on district servers and in district Drive accounts, and minimizing printing.

Students are permitted to use school computers, devices and other technological resources for research, education, communication, presentation and other activities appropriate to the district's mission and goals. The district utilizes CIPA compliant filtering and deliberate circumvention of filters and/or security measures on the network or individual computers, including the use of any and all proxy servers, is strictly forbidden.

Email accounts will be provided to students for the purposes of communication, research and material development, presentation and submission. Students of many ages and levels will have access to these accounts. Student conduct in email can be monitored and will be held to the same standards of appropriateness as other student use of school resources.

District technology and administrative staff may access student accounts, email, files, online history, and any other activity on computers and devices at any time. Users need to understand that all network activity, storage, and resources are in the public domain and are not considered private. Students found using school resources for purposes inappropriate to school activities shall be subject to discipline up to and including expulsion and/or revocation of access privileges. Violations of law will be reported to law enforcement officials.

Student User Agreement:

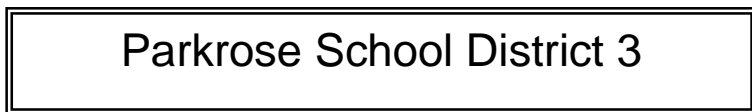
As a user of the Parkrose School District computer network, I hereby agree to comply with the statements and expectations outlined in this document and Board policy and to honor all relevant laws and restrictions.

Student Signature: _____ **Date:** _____

Parent/Guardian Permission:

I understand all students are provided with access to district computer resources. As a parent or legal guardian, I understand that the above named student will access the PSD network, including the internet, in accordance with the statements and expectations outlined in this document and all relevant laws and restrictions.

Parent/Guardian Signature: _____ Date: _____



Code: JFCEB

Adopted: 5/24/10

Revised: 8.25.14

Personal Electronic Devices and Social Media** (Version 1)

(Student may possess a personal electronic device)

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law.³

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

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

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

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade- or age-level possession and/or use restrictions by students on district property and at district-sponsored activities; consequences for violations; a process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary

³The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, 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. "District" includes: district facilities; district premises and nondistrict property if the student or employee 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; or where the employee is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

- 1) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- 2) Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
- 3) The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher,

counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8 1/2" by 11".

The superintendent will establish a process of reporting incidents of sexual harassment.

Sexual Harassment Complaint Procedure

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, 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 II 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 within 10 working days.

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

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board Chair.

Cross Reference Policy AR's: GBN/JBA-AR and AC-AR

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, 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: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____