



# Parkrose High School

## 2015-2016 Student Handbook

*We believe through high expectations and quality instruction we will prepare all students to think critically, apply their knowledge and be college ready.*

This is OUR School

# Parkrose School District, No. 3

## District Administration Office

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10636 NE Prescott      97220-2699      503-408-2100

## Parkrose High School

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12003 NE Shaver      97220-1499      503-408-2600

## Parkrose Middle School

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11800 NE Shaver      97220-1498      503-408-2700

## Prescott Elementary School

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10410 NE Prescott      97220-3498      503-408-2150

## Russell Elementary School

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2700 NE 127th Avenue      97230-1699      503-408-2750

## Sacramento Elementary School

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11400 NE Sacramento      97220-1899      503-408-2800

## Shaver Elementary School

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3701 NE 131st Place      97230-2868      503-408-2850

**School Board Members**

Ed Grassel      Mary Lu Baetky      James Trujillo      David Carter      Erick Flores

**District Administrative Staff**

Dr. Karen Fischer Gray	Superintendent	District Office	408-2114
Mary King	Human Resources Manager	District Office	408-2112
Michael Lopes	Director of School Improvement	District Office	408-2124
Kathy Keim-Robinson	Director of Student Services	District Office	408-2107
Sharie Lewis	Director of Business Services	District Office	408-2103
Tom Dufresne	Supervisor of Maintenance and Operations	District Office	408-2131
Salvatore Maranto	Principal	Prescott	408-2153
Heather Bailey	Principal	Russell	408-2752
Karen Justice	Principal	Sacramento	408-2802
Laura Goodman	Principal	Shaver	408-2852
Annette Sweeney	Principal	Middle School	408-2902
Erin Voelker	Assistant Principal	Middle School	408-2903

**PHS Administrative Staff**

Molly Ouche	Principal	High School	408-2687
David Richardson	Assistant Principal	High School	408-2641
Andre Goodlow	Assistant Principal	High School	408-2656
Antoinette Harrison	Dean of Students	High School	408-2603

**PHS Athletics and Activities**

David Richardson	Athletic Director	High School	408-2641
Mike Verhulst	Activities Director	High School	408-2636

## PHS Staff Contact List

Activities/Clubs	Mike Verhulst	408-2636
Address Changes	Laura Farrell	408-2689
Athletics	Dave Richardson	408-2641
Attendance	Laura Farrell	408-2689
Bookkeeper	Nicole Brought	408-2693
Bronco Blaze (Newspaper)	Nerissa Ediza	408-2618
Bronco Newsletter	Main Office	408-2600
Cafeteria/Food Service	Jema Atwood	408-2696
Checking Out	Laura Farrell	408-2689
Counselors:		
A-K, ACE, PACE, 504	Tracy Grant	408-2637
L-Z	Lynn Cole	408-2711
Custodial	John McIntyre	408-2722
Curriculum	Andre Goodlow	408-2656
Discipline Secretary	Carol Flood	408-2650
Drama	Tom Cavanaugh	408-2621
English as Second Language	Sarah McIntyre	408-2681
Facilities	Amy Fylan	408-2697
Federal Lunch Program	Ellen Christensen	408-2122
Foreign Exchange	Lynn Cole	408-2711
Graduation	Nicole Maynard	408-2687
HS/MS Parent Group	Robin Reed	810-8734
ID Cards	Bev Read	408-2686
Library	Ann Stinson	408-2648
Lost & Found	Campus Security	408-2724
Multnomah County Health Clinic		988-3392
Night School	Andre Goodlow	408-2656
Out-of-District Requests	Susan Fox	408-2100
PACE	Karmin Williams	408-2709
POLICE	Officer Mills	408-2626
Portland Parks & Recreation	Travis Richardson	408-2640
Registrar	Bev Read	408-2686
Senior All Night Party	Mary Dong	267-7424
Special Education	James Charles	408-2982
Student Assistance/Gateway	Sonny Snyder	408-2692
Swimming Pool	Michele Straub	408-2699
Transcripts	Bev Read	408-2686
Yearbook	Tracy Grant	408-2637

# Parkrose High School Information

## Mission Statement

### Theory of Action

If the accepted and taught curriculum is aligned to common learning targets and guaranteed for all students, and

If our instructional practices support the development of reading, writing, and critical thinking skills to achieve high levels of learning, and

If every lesson provides opportunities for feedback and continuous checks for understanding prior to moving on, and

If learning environments are supportive and inclusive of all students regardless of background,

Then every student will graduate college and career ready, on time, and without the need for remedial coursework.

## Nondiscrimination Statement

It is the policy of the Parkrose Board of Education and Parkrose School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in the educational programs, activities or employment. Parkrose School District provides equal access to the Boy Scouts and other designated youth groups. Persons having questions about equal opportunity and nondiscrimination (Title II, Title IX and Section 504) should contact the Director of Student Services at Parkrose District Office, 10636 NE Prescott, Portland, OR 97220. Phone 503.408.2118 or by email: [kathy\\_keimrob@parkrose.k12.or.us](mailto:kathy_keimrob@parkrose.k12.or.us)

## P.R.I.D.E.

SCHOOL WIDE POWER STANDARDS:

Perseverance – Nothing in the classroom is too hard; some things take more perseverance.

Responsibility – Own all of your work, actions and reactions; take responsibility.

Integrity – Have the courage to do the right thing.

Diversity – Everyone learns differently; we respect that.

Excellence – Exceed where you are today; strive to do more than you think is possible.

## PHS High School Alma Mater and Fight Song

Where Mt. Hood's mighty shadow  
Meets the Columbia's plain,  
There stands our Alma Mater  
Where fond memories reign.  
Of dreams and old traditions,  
Hopes and high ambitions,  
Our friendships we shall cherish,  
As years go drifting by,  
Hail to our Alma Mater,  
Parkrose High!

We're the Broncos, we're the Broncos  
Fight for Parkrose High.  
On to victory, on to victory,  
You can hear us cry...  
Rah, Rah, Rah.  
Make a touchdown, roll the scoreboard  
Clear up to the sky.  
Fight, fight, unto the end  
For Parkrose High.

## **Conference Affiliation**

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Northwest Oregon Conference with schools comprised of comparable enrollments and activity programs.

Conference schools include:

Hillsboro High School  
La Salle High School  
Liberty High School  
Milwaukie High School  
Parkrose High School  
Rex Putnam High School  
Sandy High School  
St. Helens High School  
Wilsonville High School

The high school participates in the following OSAA recognized activities: football, soccer, volleyball, cross country, wrestling, basketball, track, baseball, softball, tennis, golf, swimming, water polo, rally, dance, band, choir and student council. (Board Policy IGD)

## **PHS Office Hours**

The Parkrose High School main office is open between the hours of 7:30 am and 3:30 pm during the school year, weekdays. The receptionist may be reached at 503-408-2600.



# **Policies and General 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. Students and their parents need to provide proof of residency, which consists of a copy of a utility bill at their Parkrose address and a copy of their driver's license. 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, for up to one year, 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 Policy JEC/JECA/JECAA/JECB)

## Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be discussed as an option for students who have shown a history of making little to no progress in the regular programs. Such programs consist of instruction combined with vocational opportunities and/or counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. (Board Policy IGBHA/IGBHB/IGBHC)

**In-District Alternative Education Programs:** Evening classes, Parkrose Alternative Center for Education (PACE), others as approved by the district. Parents may request additional in-district alternative education by submitting written requests to the principal.

**Non-District Alternative Education Programs:** 1. Other school(s)/program(s); 2. Community college; 3. Others as approved by the district. Placing students in an alternative school costs the district money. That amount varies depending on which program is being considered. The student's placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program. If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

### ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be given semiannually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the 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-case basis.);
3. When a student's parent or emancipated student applies for exemption from attendance on a semiannual basis;
4. When an expulsion is being considered for reasons other than a weapons policy violation;
5. When a student is expelled for reasons other than a weapons policy violation.

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

## Asbestos

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

## Assemblies

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

1. Program Assembly: Program assemblies are assemblies with formal presentations or are part of the curriculum, i.e. drug and alcohol presentation. All students will be expected to attend program assemblies. All staff will be expected to attend assemblies and supervise students. Students will be expected to be courteous and attentive during program assemblies.

2. Pep Assembly: Pep assemblies are structured to encourage school spirit and to support athletic teams and other teams entering competitions. All staff are expected to attend pep assemblies and supervise students or to be assigned a specific duty outside the assembly. Student attendance at pep assemblies is mandatory. Students will be expected to behave courteously, but certainly with greater participation and involvement.

## Athletics

**FALL SPORTS:** Football, Boys/Girls Soccer, Cross Country, Volleyball, Boys/Girls Water Polo, Cheerleading

**WINTER SPORTS:** Boys/Girls Basketball, Wrestling, Boys/Girls Swimming, Dance

**SPRING SPORTS:** Boys/Girls Tennis, Boys/Girls Golf, Baseball, Softball, Track & Field

## Attendance

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$160 as provided by ORS 339.925. (Board Policy JEA)

### **Parkrose High School Attendance Procedure:**

You are expected to be in every class, every day unless you have an approved excuse.

- The following are the only reasons absences will be excused:
  - Illness of student
  - Illness of family member when the student's presence at home is necessary
  - Emergency situations that require the student's absence
  - Field trips and school-related activities
  - Medical or dental appointments

- In order to have an absence excused, a parent/guardian must call the Main Office or send a note with the student upon his/her return.
- If you are tardy to class, you will receive a 30-minute after-school detention. You have two days to serve your detention. If you do not serve your detention, you will automatically have one day + your previously assigned detention in In-School Suspension.
- If you are absent from school, please check in at the Main Office to receive your Attendance Form. Keep this form and show it to every teacher throughout the day.
- An unexcused absence results in a 60-minute after-school detention. You have 2 days to serve your detention. If you do not serve your detention, you will automatically have one day + your previously assigned detention in In-School Suspension.
- You may earn detentions for up to 3 infractions in any given day. If you have 4 tardies/ unexcused absences in one day, you will automatically have ISS the following day.

Compulsory attendance citations may be issued by the superintendent or designee as a means to enforce the compulsory attendance law. All such citations shall be issued according to the following procedures:

#### 1) Superintendent or Designee

The superintendent or designee will:

1. Review the compulsory attendance noncompliance notice and pertinent student attendance records;
2. If citation appears warranted, prior to issuing the citation, provide written notification to the parent or guardian. The notice will be written in the language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:
  - a. The student is required to attend school regularly;
  - b. Failure to send the student to school and to maintain the student in regular attendance is a Class C violation;
  - c. A citation of up to \$160 for violation of compulsory attendance laws may be issued by the superintendent or designee;
  - d. The parent or guardian and student are required to attend a conference with the superintendent or designee. The date, time and place of conference will be specified;
  - e. Failure to attend the conference or failure to send the student to school following the conference may result in the issuance of a citation.

#### 2) Conference

The superintendent or designee will conduct a conference with the parent or guardian and student. The superintendent or designee will:

- a. Review Oregon's compulsory attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a plan for student attendance improvement (contract, etc.);
- d. Refer the parent or guardian and student to other agencies as necessary
- e. Discuss the potential consequences for continued compulsory attendance noncompliance, including the potential for the issuance of a citation and the consequences for violation of the Board's student conduct and truancy policies.

#### 3) Citation

Compulsory attendance noncompliance citations may be issued by the superintendent or designee. The superintendent or designee shall:

- a. Determine that the parent or guardian has continued to fail to enroll his/her student in school or maintain the student in regular attendance following a conference or has refused to attend the conference as required;
- b. Contact the clerk of the court for the county and determine which court will hear the case and when;
- c. Ensure official representing the district will be available to present evidence of the violation at the time and date specified;

- d. Determine whether the local court's interpretation of ORS 339.925 requires the student be named as defendant. Complete form accordingly;
- e. Complete Uniform Compulsory Attendance Citation and Complaint form.

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 18 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended.

#### **Absences and Excuses** (Board Policy JED)

Parents/Guardians are to **CALL THE ATTENDANCE LINE AT 503-408-2689**, or bring a note excusing the absence within **24** hours of students return to school. The note must be signed by the parent and describe the reason for the absence. Absence from school or class will only be excused under the following circumstances:

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

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

A student who has an excused absence from class is to be permitted to make up assignments missed. The student is expected to make arrangements with the teacher the first day back in class for the work missed due to absence.

#### **Checking Out**

**STUDENTS MUST CHECK OUT AT THE ATTENDANCE OFFICE BEFORE LEAVING CAMPUS.** The attendance clerk will keep your excuse from your parent or guardian. You are to check back in if you return on the same day. Your parent or guardian may also call and excuse you over the attendance line at 503-408-2689. A student who becomes ill during the school day should, with the teacher's permission, report to the main office. The school nurse/office staff will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

In order for a student to check out from school, the student's parent/guardian must telephone the Attendance Office or send written notification to the school prior to checkout of the student. A Student who leaves the campus without following the correct checkout procedure will be considered unauthorized off campus and will be given the appropriate consequences. Parents should contact the attendance office (408-2689) to arrange for the collection of homework assignments for a student who will be absent several days.

Attendance and Make-up Work policies will be explicitly delivered via course syllabi at the beginning of the school year or semester for each class/teacher.

#### **ATHLETES AND PARTICIPANTS IN ACTIVITIES SHALL ADHERE TO THE GUIDELINES FOR ATHLETICS AND ACTIVITIES**

#### **Exemption from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative ed program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated. Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information. Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available. Exemptions will be granted for a limited time only, must be renewed on an annual basis.

## Awards and Honors

Academic All Star Program (MESD)	Academic Scholarships
Athletic Awards	Attendance Recognition
Community and Service Awards	Department Awards
Distinguished Scholars Diploma Program	National Honor Society
Service Scholarships	

## Bullying/Harassment

### **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence – Student (Board Policy JFCF)**

The Board, in its commitment to providing a positive and productive learning environment may consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented.

#### Definitions

“District” includes district facilities, district premises and non-district 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 inter-district and intra-district 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, and familial status, source of income or disability.

“Teen dating violence” means:

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

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

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

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

### Reporting

Administrators will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the Administrator. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the Administrator may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in

the initial investigation, in accordance with district complaint procedures. The district shall incorporate into existing training programs for student's information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying. The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12. The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

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

#### **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Complaint Procedures– Student (Board Policy JFCF-AR)**

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

- Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the Administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office for up to two years.

## Closed Campus

Parkrose High School is a closed campus school. Only Juniors and Seniors may leave campus for lunch. **Sophomores and Freshmen are not allowed to leave school during lunch.** Students may not leave school during the class time, even if they have a free period, without signed parental permission and checking out with the Attendance Office. Any absences resulting from leaving the school campus without permission will be considered an unauthorized, off campus violation. Students leaving the school for medical or other valid appointments must check out (and back in, if returning) through the Attendance Office.

## Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the **school nurse at 503-408-2682** so that other students who have been exposed to the disease can be alerted. A student with certain school restricted 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.

## Communication

**BRONCO NEWS:** The Bronco News is a newsletter sent to the homes of all Parkrose High School students. The newsletter includes articles of interest, honors achieved, announcements of upcoming events, school information and athletic news.

**WORLD WIDE WEB:** The district web site can be found at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us), and has school information, calendars, upcoming events, and pictures of school activities.

## Computer Use

Parkrose School District has made an extensive investment in computers, computer networks both private and public, and support technology for the sole purpose of the advancement and promotion of learning and teaching. The District's system will be used to provide statewide, national, and global communication opportunities for staff and students. Students are invited to participate in using the equipment and the system. Prior to accessing the internet or using any computer equipment, students and parents must sign an agreement to follow the "Acceptable Use Policy (AUP)." In accordance with the Acceptable Use Policy, students are expected to act in a responsible, ethical, and legal manner. Students will not be able to use district computers and complete coursework requiring the use of a computer without having the AUP signed. Any tampering with, vandalizing, or misuse of computer equipment, programs or a network operation is strictly prohibited. Student violations of this policy will result in discipline up to and including expulsion from school. Legal action may be taken against students if a law is broken, and fines, fees, and other charges may also be imposed. See the Parkrose School District Personal Communication Devices and Social Media Policy (JFCEB) for further information on the use of electronic devices while on school property.

(Board Policy IIBGA)



## Conferences

Regular conferences are scheduled annually in the fall (October) and spring (March) to review student progress. Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

## Counseling

### Academic Counseling & Advising

Students are encouraged to talk with a counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### Personal Counseling

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

## Credit by Examination

A student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities. Credit by exam is offered at PSU and other accredited institutions. All tests must be approved by the principal prior to taking the exam. Any organization that wishes to get on the PHS list of accredited institutions must provide proof of accreditation and a syllabus.

## Credits

All students are required to earn 26 units of credit required for graduation. We expect all freshmen and sophomores to be enrolled in seven (7) classes a semester and making progress toward their graduation requirements. To be enrolled as a student at PHS you must be enrolled in a minimum of five (5) classes a semester. If you wish to participate in athletics or activities, you must be enrolled in five (5) classes a semester. Board Policy defined units as follows:

- One unit of credit is granted for the following: At 36 weeks for a class for an equivalent of 130 clock hours
- .5 unit of credit is granted for the following: At 18 weeks for a class for an equivalent of 65 clock hours
- **Correspondence Courses**-A student in grades 9-12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the principal prior to enrolling in such courses. Contact a counselor for correspondence course details. Tuition and all costs are the sole responsibility of the student, parent or guardian.

- **Credit Recovery /Community Colleges or Portland Public School Evening Program** – Get a form from your counselor. Make an appointment with your counselor to assure that you have signed up for the correct course. Your counselor must sign your application.
- **Independent Study Credit** – Get a form from your counselor. These requests need to be authorized by the Principal prior to starting with a certified instructor at PHS.
- **Residential Program Credit** – Credit will be issued at the discretion of the Principal. A transcript must be received before consideration.
- **Work/Volunteer Experience Credit** – Complete the form with your counselor. These requests need to be authorized by the Principal. A student may only earn 1.00 work experience credit over their high school career.

(Board policy IKF/IHGA)

## Dances/Social Events

Sponsoring Clubs and organizations must have eight or more staff chaperones and administration. Chaperones must arrive one-half hour before the dance to receive their assignments. The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Students are expected to dress and act appropriately at all school dances. All PHS rules of conduct apply at school dances and events. No refreshments will be allowed into the dances. **Student body ID cards are necessary to be admitted to school dances.** If a student is on a suspension or expulsion they will not be allowed to attend athletic or activity events at PHS. A student removed from an activity or athletic event may not be permitted to attend future activities or athletic events. Social Events include: Graduation and all school sponsored activities on or off campus.

**In order to attend a dance, students must attend classes the entire day of the dance or the Friday before if the dance is on a weekend.**

Guests from other schools are allowed at the Snowball dance and the Prom only. All guests to the Snowball Dance and the Prom must be pre-approved through the Activities Director. Students are required to complete an official guest form.

- When submitting a guest form for consideration, a copy of the guest's photo ID is required with the guest form.
- Guest forms are due by the Monday before the dance, no later than 3:00 p.m. **ABSOLUTELY NO LATE FORMS WILL BE ACCEPTED.**
- **Both the Parkrose student and their guest are required to have ID when entering the dance. There are NO EXCEPTIONS.**
- No guest allowed over the age of 20.
- Absolutely no middle school guests.
- **Parkrose students with attendance issues (excessive absences, tardies, etc.) may lose their privilege to attend ANY dance.**
- **Any Student with suspension or major disciplinary issue within the last 60 days of school may not attend the dance.**
- **Snowball and Prom hours are 7pm-10pm**
- **Admittance into the school dances will be closed 1.5 hrs. after the doors open. Students showing up past this are not allowed to enter, regardless of event.**
- **There are no refunds on dance tickets (including the Prom).**

**STUDENTS UNDERSTAND THAT ATTENDING DANCES AND SOCIAL EVENTS IS A PRIVILEGE. ALL STUDENTS WHO WOULD LIKE TO PARTICIPATE IN THESE EVENTS ARE SUBJECT TO A REQUIRED BREATHALYZER TEST BEFORE**

**ENTERING DANCES AND ACTIVITIES. THE REQUIRED TESTING IS DESIGNED TO ALLOW A SAFE ENVIRONMENT FOR ALL PARTICIPANTS.**

**Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. The district's disciplinary options include using one or more discipline management techniques including conferences by teachers, counselors, and administrators, detention, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, loss of privileges, honors and awards, and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses or any other criminal act (Board Policy JFCG/JFCH/JFCI), he/she may also be referred to law enforcement officials. Violations of the district's weapons policy (Board Policy JFCJ), as required by law, shall be reported to law enforcement.

**Student Discipline (Board Policy JG)**

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:

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

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

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.

**Student Conduct and Discipline\*\* (Board Policy JFC)**

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 co-curricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.).

Students may be suspended in cases of serious infractions or repeated failure to comply with Board policy, administrative regulation, and school or classroom rules. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law. Restitution may be sought for willful damage to district property. Additionally, a student's driving privileges, or the right to apply for driving privileges, may be suspended for violations of ORS 339.254 and 339.257 as provided by Board policy JHFDA - Suspension of Driving Privileges. A referral to law enforcement may also be made for violations of the law. Parental assistance shall be requested when persistent violations occur.

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

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

The district recognizes that under the Unsafe School Choice Option of the No Child Left Behind Act of 2001 (NCLBA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

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

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

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

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

END OF POLICY

#### **Detention**

A student may be detained before school, after school or outside of school hours on one or more days if the student violates the Student Code of Conduct. (A student or parent may request a one day notice to make arrangements for transportation).

#### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

***WHILE UNDER SUSPENSION, A STUDENT MAY NOT ATTEND AFTER SCHOOL ACTIVITIES AND ATHLETIC EVENTS, BE PRESENT ON DISTRICT PROPERTY NOR PARTICIPATE IN ACTIVITIES DIRECTED OR SPONSORED BY THE DISTRICT.***

#### **In-School Suspension**

A student may be placed in in-school suspension during school hours for violation of the school code of conduct.

#### **Extended Day School**

A student may be assigned extended day school for an attendance or behavior violation. An attempt will be made to contact the parent/guardian by mail or phone. Failure to serve extended day school will result in further discipline or interventions: ISS/ OSS (In/Out of School Suspension), Restorative Intervention, community service, mediation and loss of privilege to attend or participate in extra- curricular activities, i.e. sports, games, plays, dances, etc. for the remainder of the semester or as designated by the administrator.

#### **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. While under expulsion, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

On occasion, the Hearings Officer may decide not to expel a student. These students may then return to school on expulsion probation. This means that they will be required to have a re-entry meeting with the Principal, or a designee, to review the conditions of the probation. The length of probation will be determined by the Hearings Officer or by the initial length of the expulsion. If a student returns to school on probation, they will have a loss of four (4) weeks of after school privileges while they are re-acclimating to school. The loss of privileges means that a student cannot participate in or attend after school activities (athletic games, clubs, dances, etc.). The student must leave campus within 15 minutes of the end of school unless prior arrangements are made to work with a teacher or serve an after school consequence.

## Discipline of Disabled Students

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive school days for violations of the Student Code of Conduct. 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 a manner consistent with other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior that is a consequence of the disability. If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to 10 consecutive school days or 10 cumulative school days, to provide a general planning and "cooling off" period. At the end of the 10 day period the student shall be allowed to stay put in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement. For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

(Board Policy JGDA/JGEA)

## Discipline – Student Rights and Responsibilities

### Student Rights and Responsibilities

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

Among these student rights and responsibilities are the following:

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

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

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

(Board Policy JF/JFA)

## Distinguished Scholar Diploma

Students who complete the courses listed in this section will receive a Distinguished Scholar Diploma. Non-core credits will be taken as electives specified by each graduating class' requirements. Students must not receive any grade below a value of 3 points, i.e. an unweighted grade of "B" or a weighted grade of "C" in order to qualify for a Distinguished Scholar Diploma. Students will complete the following courses:

<b>English</b>	Honors I, Honors II, AP Language & Composition, and AP Literature & Composition
<b>Social Studies</b>	AP US History and AP Gov/Politics
<b>Mathematics</b>	Four years of Math beginning with Algebra I or Geometry
<b>Science</b>	Four years of Science to include Physical Science, Biology, Chemistry, Physics, Honors Biology or AP Biology, Anatomy/Physiology
<b>Foreign Language</b>	3 years of a single foreign language

## Distribution of Material

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students are required to submit such publications to Jared Freeman, Principal, for approval. All approved flyers, posters, and advertising will be stamped with an authorization stamp. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials not under the editorial control of the district must be submitted to administration 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. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law.

## Dress and Grooming

This code was developed with student, parent and staff input. In order to create a positive learning environment, students need to comply with the following dress code. The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by an administrator and may be denied the opportunity to participate if those standards are not met. Responsibility for

dress and grooming rests primarily with students and their parents or guardians. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

- Disruption or interference with the classroom learning environment;
- Threat to the health and/or safety of the student concerned or of other students.
- Harassment and Intimidation

**The following are prohibited on school property and at school functions:**

1. **Articles of clothing, which promote gang affiliation, are NOT appropriate.**
2. **Bandanas or hoods are NOT allowed.**
3. **Chains, wallet chains, or spiked accessories are NOT allowed.**
4. **Articles of clothing or personal items racially, sexually or religiously offensive are NOT allowed.**
5. **Any identifiers with racist groups.**
6. **Sagging is NOT allowed (pants riding below the hips/waist).**
7. **NO undergarments or midriffs should be showing.**
8. **Shorts/Skirts/Dresses are acceptable as long as the hem is NO shorter than your fingertips.**
9. **Tube/halter/strapless tops/dresses or tops that show excessive cleavage are NOT appropriate.**
10. **Teachers and coaches may impose more stringent dress requirements to accommodate special needs of classes.**
11. **Clothing with obscene, profane, alcohol, tobacco, illicit drugs and/or violence related references are NOT allowed.**
12. **Sunglasses**

(Board Policy JFCA)

## **Drug, Alcohol and Tobacco Prevention Program**

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia, including matches, lighters, etc. 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, as appropriate, in accordance with the Student Code of Conduct. Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. Parkrose High School will be working with Portland police regarding all Drug and Alcohol violations. Students found in possession will be suspended or expelled and required to participate in an after-school treatment program. 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. **Students understand that attending dances and social events is a privilege. All students who would like to participate in these events are subject to a required breathalyzer test before entering dances and activities. The required testing is designed to allow a safe environment for all participants.**

(Board Policy IGAEB)



## Electronic Devices

Technology devices (I-Pod, headphones, cell phones, cameras, games, ear plugs, etc.) and devices, which have communication capabilities that are disruptive to the educational process, are not allowed in classrooms. **All such devices are to be turned off and put away during class time.** Teachers have the discretion to allow students to use devices within their classrooms. Devices are not allowed to disrupt instructional time. Failure to comply will result in confiscation of the device and disciplinary action. The school is not responsible for loss or theft of any phone or electronic device. These items are the student's responsibilities.

(Board Policy JFCEB)

## Emergency Drills

At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes will be conducted each year for students in grades K-12. At least one intruder drill 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.

(Board Policy EBCD)

## Emergency Medical Treatment

**THE SCHOOL MUST HAVE A WAY TO REACH YOU IN AN EMERGENCY.** Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contacts.

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. **Parents are to update this information as often as necessary, by calling Laura Farrell at 503-408-2689.**

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

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

## Emergency School 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. Please check our web site at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us), television and radio stations.

TV Stations: KATU (2); KOIN (6); KGW (8); KPTV (12); and KEI (56-Spanish)

AM Stations: KXL 750; KEWS 620; and KEX 1190

FM Stations: KKCW (103.3); KKJZ (106.7); KUPL (98.7); and KINK (101.9)

## Equity Policy

**Educational Beliefs and Mission of the Parkrose School District**

The compelling interest and mission of the Parkrose School District is for each student to reach high levels of reading and thinking and to graduate high school prepared for success in college and/or career. Each student has the potential to achieve this mission.

In pursuit of this mission the Parkrose School District Board of Education will value the contribution of all members of our diverse community of students, staff, parents, and community members to our mission and goals. We believe that equity of opportunity and equity of access to our educational programs, services, and resources are critical to the achievement of successful outcomes for all those whom we serve, and for those who serve our school system.

The Board recognizes that certain groups in our society are treated inequitably because of individual and systemic biases related to race, religion, culture, ethnicity, gender, sexual orientation, disability and socio economic status. The Board further recognizes that such inequitable treatment leads to educational, social, and career outcomes that do not accurately reflect abilities, experiences and contributions of our students, employees, parents and community partners. This can limit students' future success and prevent them from making a full contribution to society. This inequitable treatment has led to a clear achievement gap between groups of Parkrose students.

For the district to meet its compelling interest, the achievement gap must close. Race, gender, sexual orientation, ethnicity, culture and socio economic status should not be the predictor of student achievement and success. To close this achievement gap, students and teachers must work together to support and grow a student's individual determination to reach these high levels of reading and thinking; encouraging students to use their time, effort, passion and intellect in pursuit of an education that will fulfill their potential. Further, the Parkrose school district will work to remove any barriers to achievement that prevent students from reaching their fullest potential.

The Parkrose School District Board of Education hereby directs the Superintendent to create the Parkrose School District Equity and Data Team to develop Administrative Rules that carry out this policy. In addition, the Board directs the Superintendent to design measures and indicators of successful achievement of this policy and to report to the Board on an annual basis regarding its progress by May of each school year. The newly created "Equity Self-Assessment Tool" (Cradle to Career Initiative, 2013) and district-collected historical and current educational data will form the basis of our baseline data and will be collected by January 2014. The Parkrose School District Equity and Data Team will be composed of a broad base of membership including the following: Superintendent, administration, staff, parents and community partners. They will begin meeting in the 2013-2014 school year.

(Board Policy AA)

## **Expanded Options Program**

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 15<sup>th</sup>, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wished to take an eligible course through this program, a student must notify the district no later than May 15<sup>th</sup> of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

## **Extracurricular Activities**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the [Activity](#) and [Athletic Directors](#) for additional information. While under suspension or expulsion, a student may not attend after school activities and



4.	Materials for class projects
5.	Field trips considered optional to the District's regular school program
6.	Admission fees for certain extracurricular activities
7.	Voluntary purchase of pictures, publications, class rings, graduation announcements, etc.

(Board Policy JN)

## Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. 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.

All Field trips by district students shall be planned as integral parts of regular class work. These trips require prior approval by an Assistant Principal. Once placed on an approved list, these trips shall be considered continually approved unless removed. Board Policy IICA. All students in a given class or activity shall accompany the group on a field trip. Budgeted district funds may be used to pay any admission charges or other costs involved in providing the field trip experience for the students. Teachers may recommend that students attend plays, concerts, art displays, movies, lectures, etc., on an optional basis, but shall not count attendance for such experiences for grading purposes unless an on-campus alternative is made available.

## Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance.

(Board Policy INDB)

## Foreign Exchange Students

The school may enroll a maximum of four students from other nations from those exchange programs officially recognized by the Board. Placement must be requested by May 15<sup>th</sup> of the preceding year you want exchange students to attend. Contact Lynn Cole at 503-408-2711. The host family must reside in the Parkrose School District and working with an exchange program approved by Parkrose High School. We will accept four students each year. Students come from the following programs on a rotation basis: AFS, EF, and CHI. Foreign exchange students may be awarded an honorary diploma upon completion of prescribed course of study.

(Board Policy JECBA)

## Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be turned into Shannon Nguyen and approved by the principal at least 10 days before the event. **DO NOT COMMIT TO A FUNDRAISING EVENT WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL.** All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and district procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body and club treasurers serve as the student representatives in administration of student activity funds.

(Board Policy IGDG/IGDF)

## Gambling

Gambling games are not allowed on campus and are considered disruptive to the learning environment.

## Gangs

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement causes a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements. A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics; to discuss with staff and district officials the negative consequences of gang involvement; and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement. No student on district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, tattoos, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any communication, either verbal or non-verbal (gestures, tagging, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

(Board Policy JFCEA)

## Grade Definitions

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failed
I	Incomplete – Course is 75% completed
N	NO Grade – This is granted by administration ONLY
NP	No Pass
P	Pass

## Grade Point Average and Class Ranking

### ADVANCED PLACEMENT AND WEIGHTED GRADES

Parkrose High School students taking Advanced Placement (A.P.) classes earn weighted grades when calculating their grade point average (GPA). Non-A.P. class grades are weighted for GPA using the following points:

A=4    B=3    C=2    D=1    F=0

A.P. classes are weighted for GPA using the following point system:

A=5    B=4    C=3    D=1    F=0

The weighted grades are not reflected on the report card itself. However, it is reflected on the transcript under weighted grades. Students taking AP classes have the opportunity to earn a GPA higher than 4.0.

### **Class ranking** (Board Policy IKC)

The class rank is weighted at Parkrose High School.

### **Valedictorian and Salutatorian**

The district's valedictorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation or school rule.

#### ***Valedictorian***

Valedictorian status is determined by the student who earns the highest GPA in their graduating class. The student(s) with the highest GPA will be ranked number one in the class and will have earned the honor to be valedictorian. Valedictorian names are given to the Oregonian in January based on GPA. Students shall have abided by the Student Code of Conduct. The Administration shall have the final decision. Valedictorian speeches shall be reviewed and approved in advance by the principal. The principal will determine the appropriateness of the speech and how many valedictorians will speak at graduation. If there are several valedictorians, a speech competition may be held.

#### ***Salutatorian***

Salutatorian status is determined by students who maintain Second ranking status to the Valedictorian. This ranking is determined by their weighted GPA throughout all 8 semesters of their career. If a student fails a class second semester of their senior year, they will not maintain their Salutatorian status and will not receive recognition or speak at graduation. Students shall have abided by the Student Code of Conduct. The Administration shall have the final decision. All speeches shall be reviewed and approved in advance by the principal, who shall determine the appropriateness of the speech.

## **Grade Reduction/Credit Denial**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

Grade reduction or credit denial determinations include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course.
2. Parents and students will be informed.
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reason.
4. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a) Religious reasons
  - b) A student's disability as determined by the district's policy

(Board Policy IKAD)

## Graduation Exercises

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the district's graduation exercises. Valedictorian speeches shall be reviewed and approved in advance by the building principal or designee. The principal will determine the criteria for the speech and how many valedictorians will speak at graduation. A student must maintain a 4.0 GPA throughout all eight (8) semesters of their high school career. Students shall have abided by the Student Code of Conduct. Valedictorian names are given to the Oregonian in January based on GPA. If a student fails a class on their last senior final, they will not maintain their Valedictorian status and not receive the medallion or speak at graduation. In order for a senior to perform at graduation or baccalaureate, they must be on line with their credits to graduate their senior year. Students must audition to perform. Auditions are held in the spring. The building principal reserves the right to determine if performances meet the standards of the event. All graduation practices are mandatory. Any Student with suspension or major disciplinary issue within the last 60 days of school may not participate in graduation and end of year activities.

## Graduation Requirements

In order to graduate from high school in the Parkrose School District, a student must complete a total of 26 credits (including all course requirements), meet the Oregon Essential Skills requirement by either passing OAKS or completing passing work samples, and complete their Senior Capstone successfully. For a more detailed look at all of these requirements, please consult the Curriculum Guide for 2013-2014.

## Hall Passes

We are required to account for the whereabouts of our students at all times. A hall pass is required when leaving your assigned area or classroom. **Hall passes will not be issued for non-emergency phone calls or purchasing snacks or drinks.**

## Health Services for Students

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

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

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

### BEFORE AND AFTER SCHOOL PROGRAMS

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

### CONTAGIOUS CONDITIONS:

To decrease the spread of contagious conditions in schools:

- Inform the school office staff and the school nurse if your child has a contagious disease such as chicken pox or pertussis (whooping cough)

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

### **EMERGENCY INFORMATION**

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

### **HEAD LICE**

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

### **HEALTH INFORMATION**

- Health information may be shared with school personnel on a “need to know” basis when information about your child’s health is necessary for school personnel to care for and respond to your child’s needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- By allowing release of your child’s health information, you will ensure that your child will receive needed emergency health care should the need arise.
- Parents (and their eligible students) may generally access their own child’s record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student’s rights of privacy.

### **HEALTH SCREENINGS**

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

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

**Hearing:** Grades Pre-Kindergarten, Kindergarten, and 1

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

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

***If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for dental, hearing and vision are all sent home to parents.***

### **IMMUNIZATIONS AND OREGON LAW:**

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child’s school immunization record up-to-date. Check with your school’s office if you need forms.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients.



These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

### **SCHOOL NURSES**

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

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

- Talk with parents, students,
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

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

### **SCHOOL HEALTH ASSISTANTS:**

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

### **MEDICATION ADMINISTRATION AT SCHOOL**

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

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

## **Homework**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process. All class work cannot be expected to be completed during class time; **therefore, students should plan to spend at least 5 hours per week on homework or study time. This will develop student habits necessary for satisfactory progress.** The

staff is responsible for correcting and timely feedback on homework issued. If your student is going to be absent for an extended period of time, please call the attendance office at 503-408-2689 to request homework.

## **ID Cards**

Students must carry their ID card when on campus or at school functions. Students may be required to present these cards any time while at school. Cards are necessary to check out textbooks in the library, at the lunch counter, entrance to dances and games and to pick up yearbooks and transcripts. Students will be required to present their ID cards for admission to school athletics, activities and dances. There is a replacement fee for lost cards.

## **Infection Control/HIV, HBV\* and AIDS**

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Infection/Disease Instruction**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. Students of parents with questions about the district's AIDS, HIV and HBV health education program should contact the district office at 503-408-2100.

### **HIV, HBV, AIDS - Students**

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district. "Special risk" student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others. If the district is informed, the district is prohibited by law from releasing information, unless the infected person or parent gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures. Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health care provider as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs. Individuals with questions regarding these requirements of law or district procedures should contact the superintendent's office at 503-408-2100.

HIV - Human Immunodeficiency Virus      HBV – Hepatitis B Virus  
AIDS - Acquired Immune Deficiency Syndrome

(Board Policy JHCCA/JHCCB/JHCCBA/EBBAB/GBEBA)

## Insurance

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. 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 or (2) shown proof of insurance.

## Lockers

Lockers are provided for P.E. and athletics. 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. The school cannot guarantee the security of locked lockers. Therefore, 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.

## Lost and Found

Any articles found in the school or on district grounds should be turned in to the school security office. Unclaimed articles will be disposed of periodically. Loss or suspected theft of personal or district property should be reported to security or an Administrator.

## Lunch/Breakfast Program

The district participates in the National School Lunch and School Breakfast and offers free and reduced-price meals based on a student's financial need. Additional information and applications can be obtained in the office.

The regular lunch program costs are as follows:

\$1.50 Breakfast	\$.50 Milk	\$2.40 Lunch
Reduced Breakfast is free		\$.40 Reduced Lunch

**STUDENTS ARE TO EAT FOOD IN THE CAFETERIA ONLY.**

## Media Access to Students

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

Parents who do not want their student interviewed or photographed should direct their student accordingly and complete a form available in the main office at 503-408-2600.

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

(Board Policy JOD)

## **Nondiscrimination**

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates. In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board. The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints. Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

### **Discrimination Complaint/ Grievance Procedure** (Board Policy AC-AR)

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

#### **Informal Procedure**

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

#### **Formal Procedure**

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

Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within 5 school days after receipt of the building principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary; make a decision and respond in writing to the complainant within 10 school days.

Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting. If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

(Board Policy AC)

## Parental Involvement

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

1. Encourage their student to put a high priority on their education and to commit to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The Bronco newsletter, "Back to School Carnival" in the fall and parent/booster club meetings at the high school provide opportunities for learning more about the district;
3. Become a district volunteer. For further info contact main office at (503) 408-2600;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## Personal Communication Devices and Social Media

Student possession or use of personal communication devices and social media on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities is generally allowed. Exceptions may be made by the principal. Students may not access social media sites using district equipment, while on district property or at district-sponsored activities **unless** these activities do not interfere with academic access to Technology.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies (either long- or short-rang), portable radios, portable scanning devices, cellular telephones and pagers, other digital audio devices (iPods), personal digital assistants (PDAs), laptop computers and similar devices with wireless capability.

Social media are Web sites and services such as, but not limited to, Facebook, Instagram, Twitter, Kik and Moodle. Students in violation of this policy will be subject to disciplinary action up to and including expulsion\*. The superintendent shall ensure that the Board's policy is communicated to students and parents through building handbooks and other such means. The district will not be liable for information/comments posted by students on social media Web sites when the student is not engaged in district activities and not using district equipment. Students are required to sign an Acceptable Use Policy form each year in order to access the school computers. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

(Board Policy JFCEB)

## Posters

All signs, banners, posters or advertising shall be submitted to the facility coordinator for approval. The principal shall have final approval on all submissions that a student wishes to display. Material displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. See Distribution of Materials.

## Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be

provided. All such requests should be directed to the principal or designee by the parent in writing and include the reason for the request.

## Public Conduct on District Property

**No person on district property will:** (Board Policy KGB)

1. Injure or threaten to injure another;
  2. Damage the property of another or of the district;
  3. Initiate or circulate a report one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
  4. Violate parking regulations;
  5. Drive a vehicle in an unsafe manner;
  6. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
  7. Enter any portion of district premises at any time for purposes other than those that are lawful and authorized by district officials;
  8. Bring, possess, conceal, or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
  9. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
  10. Smoke or use tobacco products;
  11. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. "Gang" is defined: a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
  12. Willfully violate Board policies, administrative regulations or school rules designed to maintain public order on district property.
  13. **Bring an animal into a district building without prior administrator approval** and, where appropriate, only when proof of current rabies vaccination has been provided. Dogs are prohibited on district grounds. Animals serving the disabled are permitted as provided by law.
- Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be issued a trespass citation or ejected from the premises and/or referred to law enforcement officials.

## Reports to Students and Parents

Written reports of student grades and absences shall be issued to parents at least four times a year. Parents will be notified of student benchmark progress as appropriate. Letter grades will be used. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

## Searches and Questioning

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe there is evidence of a violation of a law, Board policy, administrative regulations, school rules or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that

emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation, school rules or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

### **Questioning**

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

(Board Policy JFG)

### **Senior Capstone**

The Senior Capstone is a requirement for graduation. Students must complete all aspects of the project and deliver a presentation on what they have learned from that time. The presentation is required and will be at a time determined by the school.

### **Senior Trips**

The district does not authorize or endorse senior trips or senior skip days taken for any purpose other than a special part of the Board-approved district curriculum. Seniors may not advertise or fundraise for these events on campus. Vendors are not allowed to solicit for these purposes on campus.

### **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.

### **Special Education**

Individualized Educational Plans for students with special needs are available. Please contact a counselor or Special Ed. Dept. at 408-2674.

### **Special Programs**

The district provides special programs for bilingual students and for those with disabilities that affect a student's success at school. A student or parent with questions about these programs should contact the students' special education Case manager or the district director, Kathy Keim-Robinson at 503-408-2118.

## **Sports Equipment**

Any sporting equipment brought to school must be kept in lockers or backpacks. Any equipment causing a distraction or disruption will be confiscated. The school is not responsible for loss or theft of sporting equipment. These items are the students' responsibilities.

## **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 high school office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. 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.

## **Student/Parent Complaints**

### **District Personnel 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 15 calendar days, who will then 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.

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building principal at 503.408.2600 or Kathy Keim- Robinson at 503.408.2118.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of



Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

#### **Instructional Materials Complaints**

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.

#### **Students with Disabilities Complaints**

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

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district 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. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal 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. Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator 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. S/he 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. The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including 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.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

(Board Policy GBN)

## Student Officers

ASB Officers:

- ASB President – Parris Le
- ASB Vice President – Hannah McKee
- ASB Treasurer – Olivia Emmons
- Communications Director – Avery Abney
- Community Connections Coordinator – Kylie Storm

Class Presidents:

- Senior Class President – Jada Krening
- Junior Class President – Hannah McKee

## Student Organizations

All clubs and organizations must be approved by the ASB and follow district financial policies. Student clubs and performing groups such as the band, choir, rally, dance and athletic teams may establish rules of conduct - and consequences for misconduct - that are more strict 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.

Black Student Union	Rose Festival Court
FBLA (Future Business Leaders)	Spanish Club
GSA (Gay Straight Alliance)	Student Government

MEChA	Tri-M Music Honor Society
National Honor Society	Yearbook
Newspaper	Asian Youth Society
Key Club	SWAG
Community Service Club	Chess Club
MESA	Ping Pong Club
SUN School Activities	

## Student Rights and Responsibilities

Among student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

(Board Policy JF/JFA/JFJA)

## Student Schedules

- Forecasting – Each spring students will forecast classes for the following fall.
- Schedule Changes – Students may initiate schedule changes during the first two calendar weeks/ten school days of the semester by filling out a request form and returning the form to the main office. All the signatures on the form must be acquired. A change could be made only if the class being dropped is not required for graduation. **Students are accountable for continual and regular attendance in the class until they meet with their counselor or receive a new schedule showing a change has been made.**  
\*Schedule changes will not be made at the start of second semester for year-long classes.  
 \*Yearlong courses must initiate schedule changes within the first 10 school days of the first semester.  
 \*Semester long courses must initiate within first 10 school days of semester.
- Transfers – Fill out a withdrawal form in the main office. All textbooks, uniforms, and equipment must be returned; all fees must be paid.
- Withdrawals From Class – All withdrawals from class after the first 10 days require Administrative approval. Withdrawal after the first ten school days of a semester will result in a “WF” for not completing the course. This process begins with a form available from the counselors. All the signatures on the form must be acquired. Any student withdrawn from a class due to NON-ATTENDANCE may be issued an “F” on their transcript.
- Enrollment Requirements- Each student is required to carry a full program of studies ; however, a student must take five classes on campus to be considered full-time.

## Student Skateboard/Rollerblade/Scooter Use

Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the building administrator for a specific activity. Such devices used while traveling to

or from school will be secured at each school in accordance with the schools policy as published in the student handbook. Use of skateboards/rollerblades/scooters on district property during non-school hours is at the user's risk. Use of skateboards/rollerblades/scooters on district property during non-school hours is prohibited.

(Board Policy JHFCA)

## **Supervision of Students**

Adult supervision is provided to students during regular school hours 7:30 a.m. to 2:45 p.m., while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. Certain portions of the building are under camera surveillance.

(Board Policy JFJA)

## **Surveys**

All student and staff surveys must be approved by the principal prior to being given.

## **Talented and Gifted Program**

In order to serve academically talented and gifted students in grades K-12, including TAG students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

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

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

### **APPEALS**

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

#### **Informal Process:**

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

#### **Formal Process:**

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

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

### **PROGRAMS AND SERVICES**

The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

### **Programs and Services Complaints**

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

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

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

## **Teacher Assistants**

Available only to students grade 10, 11, 12. There is a form that needs to be completed and signed by a parent, teacher and administrator in order for a student to be a teacher's assistant. The forms are available from counselors. A student may acquire only 2.0 credits in total as a TA. In general student Teaching Assistants will be assigned to the office areas.

## **Telephones and Cell Phones**

Students will not be called to the telephone from class or allowed to leave class to make phone calls except in the case of an emergency determined by an administrator. Messages will be delivered to students for emergencies from their parents/guardians only. Cell phones (calls, text messages, photos etc.) are to be turned off/not visible during class time. ***Failure to comply will result in disciplinary action, including confiscation of the device.***

## **Textbooks**

Students will be charged for textbooks not turned in. There will be a replacement charge due before grades will be sent out. Textbooks are checked out through the library. A student must have his or her school ID card to check out a textbook. When finished with a textbook or when checking out of school, students must return their textbooks to the textbook drop at the bottom of the region B stairs. Fines may be assessed for damaged books checked out to students. Do not loan your textbooks to any other student. You are responsible for textbooks checked out in your name.

## Traffic Safety

No loitering in parking lots. Students are to drive safely and cautiously at all times.

## 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 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 & 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 shall preside over the panel. S/he 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, Washington D.C., 20202.

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

## Transportation of Students

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

### Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials;
6. Students will not bring animals, except approved assistance guide animals on bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will converse in normal tones; loud or vulgar language is prohibited;
12. Students will not open or close windows without permission of the driver,
13. Students will keep the bus clean and must refrain from damaging it;
14. Students will be courteous to the driver, fellow students and passers-by;
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their bus privileges.

### Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

(Board Policy EEACC)

## Travel Services

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited. Any district-approved seller of travel must meet the district's criteria for such vendors.

## Visitors

Students will not be permitted to bring guests to school without permission from the Principal, five days prior to the anticipated visit. In general, permission for student guests will be granted only on rare occasions. Relatives, children, and friends are not permitted to attend school due to liability issues. There may be exceptions only authorized by the principal. All visitors (parents, guest speakers, etc.) must check in at the main office and obtain a visitor's pass. Visitors are required to wear the pass so it can be clearly seen.

## Weapons in the Schools

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).

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

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

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

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.



Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities, and accompanying administrative regulation.

Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

(Board Policy JFCJ)



# **Student Code of Conduct**

## Student Code of Conduct

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school and during school-sponsored activities. Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student are to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere. A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, is available to parents and students. Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Additionally, students may be denied participation in extracurricular activities. Titles and/or privileges granted to students may also be revoked. A referral to law enforcement may also be made. -Board Policy JFC- Students are responsible for conducting themselves in a respectful, responsible and safe manner, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

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. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days. In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$75 as provided by ORS 167.400. 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 commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999. In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student. A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions. See Discipline Due Process.

(Board Policy JFC)

## Student Code of Conduct Disciplinary Actions

The explanations shown below are the disciplinary actions to be taken for each infraction. A minimum to maximum range is listed as well as an action for first occurrences and for repeated occurrences. An administrator may exercise discretion in modifying disciplinary action depending on individual circumstances. In the case of severe violation of rules, or repeated behavior problems, the disciplinary action may extend beyond these guidelines. Students are subject to school rules during the day, while traveling to and from school, at school sponsored activities and while in approved off-campus programs such as competitions, athletic events, field trips, etc. All of the standards of conduct below, 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 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.

OFFENSE	OCCURRENCE	MINIMUM	MAXIMUM	BOARD POLICY
<b>ABUSIVE/INAPPROPRIATE LANGUAGE/PROFANITY</b>	First	Conference	Expulsion	JFC/JGD
	Repeated	Suspension	Expulsion	
Verbal messages that include swearing, name calling or use of words in an inappropriate way.				
<b>ARSON</b>	First	Suspension	Expulsion	JFC/JGD
	Repeated	Expulsion	Expulsion	
Student plans and/or participates in malicious burning of property.				
<b>AUTO MISUSE</b>	First	Conference	Expulsion	JHFD
	Repeated	Parent Involvement	Expulsion	
Not following the rules and regulations concerning vehicles on school premises; illegal parking, failure to register vehicle, reckless driving, etc. Students driving licensed motor vehicles will be required to register the vehicle with the school office and park in the designated areas. Cars parked on school property during school hours are subject to search and seizure of contraband. Violation may result in report to law enforcement.				
<b>BOMB THREATS/FALSE ALARM</b>	First	Suspension	Expulsion	JFC/JGD
	Repeated	Expulsion	Expulsion	
Student delivers a message of possible explosive materials being on campus, near campus and/or pending explosion. Violation will result in report to law enforcement.				
<b>DEFIANCE/DISRESPECT/ NONCOMPLIANCE</b>	First	Detention/Conference	Suspension	JFC
	Repeated	Parent Involvement	Expulsion	
Student engages in brief or low intensity failure to respond to adult requests.				
<b>DISRUPTION (MINOR)</b>	First	Detention/Conference	Suspension	JFC/JGD
	Repeated	Parent Involvement	Expulsion	
Student engages in low-intensity, but inappropriate disruption.				
<b>DISRUPTION (MAJOR)</b>	First	Detention/Conference	Suspension	JFC/JGD
	Repeated	Parent Involvement	Expulsion	
Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. Participating in a disruption or fight by observing, promoting, or contributing through one's presence, words, or actions.				
<b>DRESS CODE VIOLATION</b>	First	Detention/Conference	Suspension	JFCA
	Repeated	Parent Involvement	Expulsion	
Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.				
<b>FIGHTING/PHYSICAL AGGRESSION</b>	First	Suspension	Expulsion	JFCM
	Repeated	Suspension	Expulsion	
Actions involving physical contact (i.e. hitting, hitting with an object, kicking, hair pulling, punching, pushing, scratching, etc.				

OFFENSE	OCCURRENCE	MINIMUM	MAXIMUM	BOARD POLICY
<b>FORGERY/THEFT</b>	First	Parent Involvement	Suspension	JFC/JFG
	Repeated	Suspension	Expulsion	
Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.				
<b>GANG AFFILIATION/ DISPLAY</b>	First	Suspension	Expulsion	JFCEA/JGE
	Repeated	Suspension	Expulsion	
Student uses gesture, dress, graffiti, tagging and/or speech to display affiliation with a gang. Violators will be reported to law enforcement.				
<b>HARRASSMENT/ BULLYING</b>	First	Conference	Expulsion	JFCF/GBNA
	Repeated	Parent Involvement	Expulsion	
Student delivers disrespectful messages (verbal/gesture/electronically) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, or age. Sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. Persecuting or harassing another with humiliating tasks, words, or actions. Hazing in any form or matter including electronically is prohibited and will not be tolerated.				
<b>INAPPROPRIATE DISPLAY OF AFFECTION</b>	First	Conference	Suspension	JFC/JG
	Repeated	Suspension	Expulsion	
Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.				
<b>INAPPROPRIATE LOCATION</b>	First	Conference	Suspension	JFC/JGD
	Repeated	Parent Involvement	Suspension	
Student is in an area that is outside of school boundaries (as defined by school).				
<b>LYING/CHEATING</b>	First	Detention	Suspension	JG/JFC
	Repeated	Expulsion Hearing	Expulsion	
Student delivers a message that is untrue and/or deliberately violates the rules.				
<b>PHYSICAL CONTACT/ AGRESSION</b>	First	Detention	Suspension	JFCM
	Repeated	Suspension	Expulsion	
Student engages in inappropriate physical contact. (Public displays of affection, roughhousing, etc.)				
<b>PLAGIARISM</b>	First	Conference	Suspension	JFC/JGD
	Repeated	Suspension	Expulsion	
To take or use (ideas, passages, etc.) from another's work, representing them as one's own. Will not receive grade/credit for plagiarized work.				
<b>PROPERTY MISUSE (MINOR)</b>	First	Conference	Suspension	JFCB/ECAB
	Repeated	Suspension	Expulsion Hearing	
Student engages in low intensity misuse of property.				
<b>PROPERTY DAMAGE/ VANDALISM (MAJOR)</b>	First	Conference	Expulsion	JFCB/ECAB
	Repeated	Suspension	Expulsion	
Student deliberately impairs the usefulness of property. Damage will be reported to law enforcement.				
<b>SKIP CLASS/TRUANCY</b>	First	Detention	Suspension	JFC/JFG
	Repeated	Parent Involvement	Expulsion	
Student leaves class/school or stays out of class/school without permission.				
<b>TECHNOLOGY VIOLATION</b>	First	Conference	Expulsion	IIGBA
	Repeated	Suspension	Expulsion	
Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera and/or computer.				
<b>USE/POSSESSION OF ALCOHOL</b>	First	Suspension	Expulsion Hearing	JFCG/JGCH/JFCI
	Repeated	Expulsion Hearing	Expulsion	
Student is in possession of or is using alcohol.				

OFFENSE	OCCURRENCE	MINIMUM	MAXIMUM	BOARD POLICY
<b>USE/POSSESSION OF COMBUSTIBLES</b>	First	Conference	Suspension	JFC/JFG
	Repeated	Parent Involvement	Expulsion	
Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and/or lighter fluid).				
<b>USE/POSSESSION OF DRUGS</b>	First	Suspension	Expulsion Hearing	JFCG/JFCH/JFCI
	Repeated	Expulsion Hearing	Expulsion	
Student is in possession of or is using illegal drugs/substances or imitations.				
<b>USE/POSSESSION OF TOBACCO</b>	First	Conference	Suspension	JFCG/JFCH/JFCI
	Repeated	Suspension	Expulsion	
Student is in possession of or is using tobacco or imitations				
<b>USE/POSSESSION OF WEAPONS</b>	First	Expulsion Hearing	Expulsion	JFCJ
	Repeated	Expulsion	Expulsion	
Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.				

----- cut along the line -----

PRINT Student name

ID #

**PARENT AND STUDENT ACKNOWLEDGMENT**

**Please read, sign, and return this page from the handbook to Parkrose High School by September 11, 2015.**

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I/we also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that, should my student violate the Student Code of Conduct, he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Parent name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date