



# Parkrose

School District

*Every child reads and thinks critically and graduates ready for college and career.*



2019  

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2020

Parkrose Elementary  
Student & Parent Handbook



**2019-2020**  
**PARKROSE SCHOOL BOARD MEMBERS**

Sara Kirby  
Sonja McKenzie  
Mary Lu Baetkey  
Ashley Brassea  
Erick Flores

**Superintendent, Michael Lopes Serrao**

Parkrose School District 3  
10636 N.E. Prescott  
Portland, Oregon 97220  
(503) 408-2142

***Our Mission:***

*Our mission is to close the achievement gap by preparing all students for college readiness and success in a global society.*

***Our Vision:***

*Every child reads, thinks critically and graduates college and career ready*

**NONDISCRIMINATION**

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

Full policies and complaint forms can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us)

Persons having questions about civil rights, equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services at [julie\\_sams@parkrose.k12.or.us](mailto:julie_sams@parkrose.k12.or.us) or 503-408-2118.

## **DIRECTORY OF SCHOOLS AND ADMINISTRATION OFFICES**

### **Administration Office**

10636 N.E. Prescott  
Portland, OR 97220-2699  
503-408-2100

Michael Lopes Serrao, Superintendent  
Sharie Lewis, Director of Business and Operations  
Mary Bradbury-Jones, Director of Human Resources  
Julie Sams, Director of Student Services  
Christine Blouke, Director of Technology, Student Info and Assessment

### **Parkrose High School**

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97220-1499  
503-408-2600

### **Parkrose Middle School**

Annette Sweeney, Principal  
11800 N.E. Shaver  
97220-1498  
503-408-2900

### **Prescott Elementary School**

Sam Maranto, Principal  
10410 N.E. Prescott  
97220-3498  
503-408-2150

### **Russell Elementary School**

Samantha Ragaisis, Principal  
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97230-1699  
503-408-2750

### **Sacramento Elementary School**

Megan Filiault, Principal  
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503-408-2800

### **Shaver Elementary School**

Laura Goodman, Principal  
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## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

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

## **ADMISSION**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district **may** deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district **shall** deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative educational services will be provided to resident students expelled for violation of applicable state or federal weapons law.

## **ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

Examples of alternative education program options could include: Evening classes; Tutorial instruction; Small group instruction; Professional technical programs; Work experience; Instructional activities provided by other institutions accredited; Community services; Independent study; Credit recovery; and Others as approved by the district.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic content standards of the district and the state. Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent prior to November 1 for programs to be implemented the following school year.

## **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;
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. Notification shall include:

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

(Board Policy IGBHA 5.26.09, IGBHB 2.06 IGBHB-AR 9.23.02, IGBHC 9.23.02)

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Director of Facilities 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.

## **ASSESSMENT PROGRAM**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirement of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.



Students may opt out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

## **ATTENDANCE**

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

Any person 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 infraction of law and is punishable by a court imposed fine, as provided by ORS 339.095

The district will notify the parent in writing that, in accordance with law, the superintendent or the designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
  - a. An evaluation to determine if the student should have an individualized education program (IEP), if the students does not have one; or
  - b. A review of the student's current IEP
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4. Above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent. The district will make every attempt to communicate with the parent in the manner that is understandable.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may under ORS 163.577 (1) (c), 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. Failing to supervise a child is a class A violation, 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.

## **ABSENCES AND EXCUSES**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;

5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

A student who leaves school during the day **must bring a note from his/her parent**. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or office staff. The school nurse or office staff will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

### **TRUANCY**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

### **BICYCLES**

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to bicycles.

## **BULLYING/HAZING/HARASSMENT/INTIMIDATION**

### **HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING, CYBERBULLYING, TEEN DATING VIOLENCE, OR DOMESTIC VIOLENCE**

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

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include 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 assaulting or menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment, or coercion against a district employee or another student.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties 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 jurisdiction of the district.

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

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or 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; or 3.) Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

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

"Teen dating violence" means:

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

2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse between family and/or household members, as those terms are described in ORS 107.705.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.

“Menacing” includes any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Reporting - The principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the principal 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 vehicle used for district-provided transportation shall immediately report the incident to the principal. Failure of an employee to report any act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence to the principal 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 they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report concerns to the principal. A report made by a student or volunteer 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.

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

The person who makes the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made the report may request that the superintendent review the actions taken in the initial investigation, in accordance with the administrative regulation.

This full policy and complaint forms can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us).

(Board Policy JFCF 5.28.19)

## **CELL PHONES**

In general cell phones are not to be used in the classroom. Our goal is to lessen the disruptions during our school day. We understand that some parents choose to allow their students to carry cell phones for emergency use. In addition, our students are learning to use their phones as tools for learning, and there are possibilities that teachers ask students to use their phones for a project, but this won't be typical. Otherwise, all cell phones must be kept in the student's pack

backs when in class. There are telephones in all of the classrooms if a student needs to make a call during the school day. The teacher will determine if the phone call needs to be made. If the cell phone is out of the backpack during school hours in the classroom, it may be confiscated and turned into the office to be picked up by a parent.

## **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&AR, 3.16.15)

## **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/principal] so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parents with questions should contact the school office.

## **CONDUCT**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

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

## **STUDENT CODE OF CONDUCT**

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

The following forms or displays of student misconduct, including but not limited to, shall be subject to discipline, suspension or expulsion as per Oregon Revised Statute (ORS) 339.250:

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

The district recognizes that under the Unsafe School Choice Option of the Every Student Succeeds Act of 2015 (ESSA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

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

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

(Board Policy JFC, 10.23.17)

## **DISCIPLINE**

### **EQUITY and RESTORATIVE JUSTICE**

The Parkrose School District is a richly diverse school district in Portland, Oregon. We strive to meet the educational needs of all students. We also know that our data has consistently and clearly demonstrated that our students in poverty and students of color attend school less time, fail more classes and are excluded from school for discipline more often than their counterparts who are not students of color. For this reason, the Parkrose School District has developed and implemented Equity Policies that include policies regarding the use of our Equity Lens, hiring policies and eliminating racial disparities in discipline and exclusion for students of color. A well-researched effective framework for this work is Restorative Justice. Restorative Justice seeks to bring offended parties together in a spirit of conflict resolution and peace. State laws regarding student conduct still apply and consequences given when appropriate but the number one practice we will be employing is Restorative in nature and not punishing. Punishment produces angry, frustrated people and that is not an effective tool for our students. Logical consequences can be effective when delivered mindfully.

**DISCIPLINE** in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. The major objectives of the district discipline program are to teach the following fundamental concepts for living:

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

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

Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules. A student whose conduct or condition is seriously detrimental to the school's best interests may be **suspended**. Students may be **expelled** for any of the following circumstances:

- a. When a student's conduct poses a threat to the health or safety of students or employees;
- b. When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
- c. When required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole. The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law. When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

(Board Policy JG 9.26.16)

### **DUE PROCESS FOR DISCIPLINE**

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.

### **EXPULSION POLICY**

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

(Board Policy JGE 9.28.15)

The district will provide appropriate expulsion notification including hearing procedures, student and parent rights and alternative education provisions as required by law.

### **SUSPENSION NOTIFICATION**

Each suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during non-school hours as an alternative to suspension. In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed. Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

(Board Policy JGD 9.28.15)

## **STUDENTS WITH DISABILITY**

### **DISCIPLINE OF DISABLED STUDENTS**

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

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



During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner, as would other students.

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

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

## **CONFERENCES**

Regular conferences are scheduled annually in the fall and spring 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**

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

## **DISTRIBUTION OF MATERIAL**

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by

the superintendent within 5 days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **CODE OF DRESS**

The district's dress code is established to promote school participation, prevent disruption and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

The school will assist students by providing school-appropriate clothing or supports to the best of their ability. General student grooming are responsibilities of the individuals and their parents under the following guidelines:

- Dress shall be clean, modest and in keeping with health and safety practices. When student's personal cleanliness is of such issue as to cause the student discomfort, or to cause other students discomfort, the arrangement will be made for a student to obtain clean clothing. Parents will be notified by phone AND by mail that this has occurred.
- Students who wear clothing which is determined to be unclean, immodest, ragged or a hazard to safety shall be requested to take reasonable measures to correct the situation. Parents will be notified of actions taken.
- Articles of clothing worn with the intent of identifying gang support or membership interfere with both the teaching/learning process and the climate of the school. The following will be prohibited on school property and at school sponsored events:
  - ⇒ Gang associated behavior
  - ⇒ Bandanas worn on the head or extending from a pocket
  - ⇒ Articles of clothing or personal items which include racially, religiously or sexually offensive markings, symbols or writing
  - ⇒ The flying of colors (dressing in a single color and style associated with gang membership)
- Shorts are permitted. Shorts must be at least as long as the tips of the fingers when the arms are at the sides. A similar skirt length is expected.
- Hats are not worn in school except on special hat days, or outside during breaks

## **DRILLS - FIRE AND EARTHQUAKE EMERGENCY DRILLS**

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

- At least one fire drill will be conducted each month for grades K-12 which include routes and methods of exiting the school building
- At least two drills on earthquakes for students K-12 will be conducted each year.

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. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map or diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students.

## **DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION**

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. 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 or Staff in violation of the district's policies will be subject to disciplinary action and referral to law enforcement officials, as appropriate. Staff may be required to submit to immediate testing by trained medical personnel.

(GBCBA, 5.28.19)

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need. Employee Assistance Program options available on the District website or by contacting the District Benefits Department.

(IGAEB, 3.7.16)

## **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS - PROHIBITED**

The Board establishes a school and working environment that is free of smoke, aerosols and vapors containing inhalants. The use, distribution or sale of tobacco products or inhalant delivery systems by staff and/or all others on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Staff and/or all others authorized to use any private vehicle to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care. The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by persons under 21 years of age on or off district grounds or at district-sponsored activities. This full policy can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us).

(Board Policy GBK/KGC 5.29.18)

## **EMERGENCY MEDICAL TREATMENT**

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

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

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

## **EMERGENCY SCHOOL CLOSURE INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Please refer to Parkrose School District's website or [flashalert.net](http://flashalert.net) for information regarding school closures.

## FEES, FINES & CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own school supplies and may be required to pay certain other fees or deposits, including: Club dues, security deposits, materials for a class project, personal PE and athletic equipment/apparel or school-owned items, school-owned instrument insurance, instrumental rental and uniform maintenance, student ID cards, fees for damaged or lost library books/school-owned equipment, lock or locker deposit, optional field trips, admission to certain extracurricular activities, participation fees of "pay to play" for involvement in activities and voluntary purchases of pictures, publications and graduation items.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee.

(Board Policy JN, 3/13/00)

## FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

## FUND RAISING

Student organizations, classes and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten days before the event. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

## HEALTH SERVICES

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

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

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that effect the immune system.
- When your child needs more than the following described first aid treatment for a health problem occurring at school.

Life Threatening Allergic Reaction (e.g. to foods and insect stings): Stay with student through the acute episode or the first 30 minutes after exposure to risk event (e.g. a bee sting at school). Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for signs of shock or severe breathing problems.

Asthma Attack: Stay with student through the acute episode. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems.

Diabetic Low Blood Sugar Reaction: Stay with student through the acute episode. Give a simple sugar (e.g. ½ cup juice) for low blood sugar, repeating as necessary. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems, loss of consciousness, or seizures.

Epilepsy or Seizures: Stay with student through seizure. Provide for student's safety by removing nearby hazards and protecting (as possible) from harm. Call 9-1-1 for first seizures, breathing problems, seizures lasting longer than 5 minutes.

### **HEALTH INFORMATION**

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

### **EMERGENCY INFORMATION**

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

### **SCHOOL NURSES**

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

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

- Talk with parents, students, school staff, health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

You may call the school if you would like to meet with the nurse.

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills).

### **HEALTH AND DENTAL SCREENINGS**

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

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

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

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

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

### **MEDICATION ADMINISTRATION AT SCHOOL**

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

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

### **IMMUNIZATIONS AND OREGON LAW**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

The parent of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, within the previous 12 months received a dental screening. The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or
3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

### **CONTAGIOUS DISEASES**

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or hepatitis A.
- Do not send your child to school with a rash or fever.

In order to prevent the spread of communicable diseases, the nurse or School Health Assistant (SHA) may conduct screenings from time-to-time.

### **PEDICULOSIS (HEAD LICE)**

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.

### **HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest.

Whatever the task, the experience is intended to be complimentary to the classroom process.

Student homework is intended for students to practice skills they're learning in class. The following guidelines provide an allotted time for practice. This could include arithmetic practice and reading.

### **ELEMENTARY GUIDELINES**

Kinder: 10 minutes

1<sup>st</sup> Grade: 15 minutes

2<sup>nd</sup> Grade: 20 minutes

3<sup>rd</sup> Grade: 30 minutes

4<sup>th</sup> Grade: 40 minutes

5<sup>th</sup> Grade: 50 minutes

## **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. Our district liaison number is 503-408-2692 and our homeless advocate is Sonny Snyder.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that they have received information on the benefits of immunization and are electing not to be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

## **INFECTION CONTROL/HIV, HBV\* AND AIDS**

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

## **INFECTION/DISEASE INSTRUCTION**

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

## **HIV, HBV, AIDS - STUDENTS**

As a general rule, a student infected with HIV or HBV, six years or older and who does not present special risks to others in an educational setting (e.g., an ongoing history of biting others) is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as all students with AIDS, are required to notify the superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the



parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

\*HIV - Human Immunodeficiency Virus, AIDS - Acquired Immune Deficiency Syndrome

HBV - Hepatitis B Virus

### **INSURANCE**

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

### **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of twice a year, at the middle and the end of the school year.

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

### **MEAL PROGRAMS**

In the 2019-2020 school year, we will offer breakfast at no charge to students in our Elementary schools and Middle School. Free lunch for all students will only be available at the Middle School, Prescott and Shaver. Russell and Sacramento will be either \$2.75, or free, or reduced with an approved application. Parkrose High School lunch will be either \$3.15, or free, or reduced with an approved application. Please contact the Nutrition Services Department at 503-408-2126 for a free or reduced application.

### **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. (Board Policy JOD 03/13/00)

### **MEDICINE AT SCHOOL**

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

The request must include, for prescription medication, the physician's written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the student's and physician's name and instructions.

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

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

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

## **PARENTAL RIGHTS**

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

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

## **PARENTAL INVOLVEMENT**

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

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The school newsletter published monthly, "Back to School" nights in the fall and parent club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the school office;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parents and other visitors are encouraged to visit the school. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, **all visitors must report to the office upon entering school property.** Visitors will need to sign in and be asked to wear a "Visitor's Badge". The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. If a parent wants to observe their child's classroom, please contact the teacher prior to the day of the desired visitation.

## **PROGRAM EXEMPTIONS**

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

An alternative program or learning activity may be provided.

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

## **PERMISSIONS/AUTHORIZATIONS**

- Under federal law and school policy, the school district may release the following information without prior parental consent: Student name, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, major field of study, dates of attendance, and the most recent school attended. If you do not want this information released, please contact your school to submit a written request. This request must be completed each year.
- Student photographs are commonly used in yearbooks, newsletters, websites, and other school-related publications. If you do not want your student's photograph used or released for these purposes or for news media, please contact your school to submit a written request.
- Students occasionally have the opportunity to participate in school field trips and health screenings. We will send out detailed information about these events when they arise. If you do not want your student to automatically have permission for these events, please contact your school to submit a written request.
- All students have access to use district-provided email. If you do not want your student to have access to district-provided email, please contact your school to submit a written denial.
- HIGH SCHOOL STUDENTS ONLY - Federal law requires school districts to provide, upon request, the names, addresses and phone numbers of high school juniors and seniors to military recruiters, colleges and universities. If you do not want the school district to provide information about your student to either the military or colleges and universities, you have the opportunity to "opt out." Please contact your School Office.
- (Registration form Rev 23, March 2018)

## **PERSONAL ELECTRONIC DEVICES & SOCIAL MEDIA**

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

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

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

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

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

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

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

(Board Policy JFCEB 8.25.14)

## **PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

Research overwhelmingly supports the position that students do not benefit from grade retention. While there is some research that would support student retention in certain cases, the majority of research leads one to believe that it is a rare situation or student that would benefit from this type of action. Research also supports the fact that the single best indicator of a student at risk is that the student is behind in age appropriate grade level placement.

(Board Policy IKE 03/13/00)

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress academic performance and absences shall be issued to parents at least **three** times a year. Report Cards will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

## **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher (s). If you request this information, the district or school will provide you with the following as soon as possible:

- a) If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b) If state licensing requirements have been waived for the teacher on a temporary basis;
- c) The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d) If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the office.

## **STUDENT HEALTH SERVICES**

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

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

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

## **BEFORE AND AFTER SCHOOL PROGRAMS**

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

## **STUDENT SEARCHES**

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

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

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

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

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

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

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

This full policy and Administrative Regulation (AR) with definitions can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us).

(Board Policy JFG&JFG-AR 5.26.15)

### **QUESTIONING**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

### **VIDEO SURVEILLANCE INCLUDING VIDEO CAMERAS ON TRANSPORTATION VEHICLES**

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

(ECAC 3.13.00 & EEACCA-AR 1.24.00)

### **SITE COUNCIL**

Parents, community members and staff meet monthly to assist in program evaluation and improvement. The primary focus of the council is to guide staff development to improve the instructional program.

### **SPECIAL PROGRAMS**

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the Director of Student Services.

### **STUDENT/PARENT COMPLAINTS**

Step One: Discuss the matter with the school employee involved. The employee shall respond within 5 working days.

Step Two: If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor or request a meeting. The administrator/supervisor shall evaluate the complaint and render a decision in writing or in an electronic form to the complainant within 10 working days after receiving the complaint.

Step Three: If Step 2 does not resolve the complaint, within 10 working days of the meeting with the administrator/supervisor, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint, a suggested remedy and the reason why the previous decision did not resolve the complaint (form KL-AR required). The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of his/her findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

Step Four: If the complainant is dissatisfied with the Superintendent's or designee's findings and conclusion; the complainant may appeal the decision to the Board within 10 working days of receiving the superintendent's decision. Once again the appeal must be signed and in written form clearly stating the nature of the complaint, a suggested remedy and the reason why the previous decision did not resolve the complaint (form KL-AR required). The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board.

(Board Policy KL-AR 2.13.18)

## **SEXUAL HARASSMENT**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties.

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

"District" includes: district facilities; district premises and non-district property if the student or staff member 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 jurisdiction of the district; or where the staff member is engaged in district business.

The prohibition also includes off duty conduct which is incompatible with district job responsibilities. This full policy and complaint procedure/form (JBA/GBN-AR) can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us).

(Board Policy JBA/GBN 8.27.18)

## **EDUCATION STANDARDS COMPLAINTS**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

## **STUDENTS WITH DISABILITIES COMPLAINTS**

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

## **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"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.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student birth date and place of birth;
- d. Name of parents;
- e. Date of entry in school;
- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school; and
- l. Such additional information as the district may prescribe.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

## **EDUCATION RECORDS/RECORDS OF STUDENTS WITH DISABILITIES MANAGEMENT**

Rights of Parents and Eligible Students:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.



The district forwards education records requested under OAR 581-021-0255. This full policy can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us).  
(Board Policy IGBAB/JO-AR 10.22.12)

## **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

## **TALENTED AND GIFTED PROGRAM**

### **IDENTIFICATION OF TALENTED AND GIFTED STUDENTS**

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

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

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

### **APPEALS**

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

#### **INFORMAL PROCESS:**

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

#### **FORMAL PROCESS:**

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the classroom teacher;
3. The principal, teacher and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

**PROGRAMS AND SERVICES**

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

**PROGRAMS AND SERVICES COMPLAINTS**

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

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

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

## TRANSPORTATION OF STUDENTS

### PROCEDURES FOR DISTRICT-APPROVED STUDENT TRANSPORTATION

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct. The bus will leave bus stops at designated times. Buses cannot wait for students who are running late. Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district- approved transportation services.

The following procedures address:

- (1) Safety instructions;
- (2) Code of conduct;
- (3) Violations;
- (4) Suspension;
- (5) Expulsion;
- (6) Right of appeal;
- (7) Reinstatement;
- (8) Education;
- (9) Special education students.

#### 1) Safety Instructions

a) **Bus Riders:** Each September/October and January/February the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.

- (1) The drivers shall review the code of conduct which is to be posted.
- (2) The drivers shall review the consequences of a violation as outlined in this procedure.
- (3) The drivers shall conduct unloading, loading and emergency exit evacuation drills.
- (4) The drivers shall review all hazards such as crossing a road and bus stop conduct.

b) **All Students (Evacuation Drill):** Each September/October. Then in January/February the transportation supervisor will direct all bus drivers to conduct a safety review with their regular bus riders.

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

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

#### 2) Code of Conduct

a) See Oregon State Board of Education OAR 581-053-0010 with Parkrose School District additions.

3) **Coaches, teachers and chaperones:** (1) must have a copy of the bus regulations and review them before going on a trip; and (2) must position themselves on the bus as to supervise students at all times.

#### 4) VIOLATIONS

- (1) Each year the district will include the following procedures for violations in the student/parent handbook or issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.
- (2) The district will provide interpretation to those students/parents whose primary language is not English upon request.

**DISCIPLINARY PROCEDURES FOR VIOLATIONS**

1. First Incident - Warning: The driver verbally restates behavior expectations.
2. Second – Student will accept an assigned seat.
3. Third - Written Warning: The driver provides a written warning to school administration via a citation referral. The school will then work with the student and/or student’s parents if necessary to resolve the issue.
4. Fourth Incident of the year: The student receives a 1-2 day suspension and will not be able to ride the bus until a parent conference, arranged by the school administration, has been held with the student, the parent, the transportation supervisor and the Principal (by phone or in person). At this time a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.
5. Fifth Incident: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the school administration, involving the student, the transportation supervisor, the parent and the principal. Parent conference, with 5-10 day bus suspension to be determined by school administrator and transportation supervisor. If further incidents, additional days of bus suspension can take place.
6. In all instances, the appeal process may be used if the student and/or parent desires.

**Note: If bus suspension leads to prolonged school absence, alternatives may be provided.**

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**Teacher/Coach/Chaperone Signature**

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**Date**

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**Signature**

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**Date**

**RULES GOVERNING PUPILS RIDING SCHOOL BUSES AND SCHOOL ACTIVITY VEHICLES**

- 1. Pupils being transported are under authority of the bus driver.**
- 2. Fighting, wrestling, or boisterous activity is prohibited on the bus.**
- 3. Pupils shall use the emergency exit only in case of emergency.**
- 4. Pupils shall be on time for the bus both morning and evening.**  
(i.e. – Be at the bus stop 5 minutes before departure time)
- 5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.**
- 6. Pupils shall not bring animals, except approved assistance guide animals on the bus.**  
(i.e. – No house pets, classroom pets, goldfish, reptiles, etc.)
- 7. Pupils shall remain seated while bus is in motion.**  
(i.e. – Once the bus door has opened, pupils may then stand to exit their seats. Do not stand up or change seats.)
- 8. Pupils may be assigned seats by the bus driver. *Students will accept seat assignments.***
- 9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.**  
(i.e. – They should walk at least 10 feet toward the front of the bus and remain in complete view of the driver.)
- 10. Pupils shall not extend their hands, arms, or body parts through bus windows.**
- 11. Pupils shall have written permission to leave the bus other than at home or school.**  
(i.e. – Board or depart the bus only at pupil’s school or designated stop.)
- 12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.**  
(i.e. – Disrespectful or obscene statements or gestures are also prohibited.)
- 13. Pupils shall not open or close windows without permission of driver.**
- 14. Pupils shall keep the bus clean, and must refrain from damaging it. *No food, drinks or gum.***
- 15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.**
- 16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.**
- 17. Rules Governing Pupils Riding School Buses and School Activity Vehicles must be kept posted in a conspicuous place in all school buses, type 20, and type 21 activity vehicles. (i.e. – Sidewalk, gravel area, etc.)**
- 18. *Pupils shall obtain written permission from the school to bring large objects, like musical instruments or class projects, which might pose safety risks or barriers to entry and exit from the bus. Transportation Supervisor’s consultation and approval is required with 48 hours’ notice.***

19. *Possession or use of tobacco, e-cigarettes/vaporizers, alcohol or illegal drugs is prohibited on the bus.*
20. *The use of flash cameras or lighted/flashing cell phones is prohibited while the bus is in motion.*
21. *The following items are not allowed on school buses:*
  - *Laser pens;*
  - *Balloons of any kind;*
  - *Skateboards, scooters & rollerblades;*
  - *Aerosol containers (i.e. – hairspray, spray paint, etc.) or nail polish;*
  - *Matches or other incendiaries and combustion devices;*
  - *Loose basketballs, soccer balls, baseballs, tennis balls, helmets or other sports gear (sports equipment must be secured in a backpack or travel bag);*
  - *Outdoor school overnight bags or luggage.*

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

## **VEHICLES ON CAMPUS**

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

## **VOLUNTEERS**

Volunteering in our schools is a great benefit to our students and our community. In the best interest of student safety, the Parkrose School District requires all volunteers to complete a background check in order to volunteer, chaperone an event, or participate in school activities. The background check forms can be found in our secondary school offices. The application costs \$4.25 to process and takes 24 to 48 hours for approval. Once approved your application is valid for two calendar years.