

# Stueised 02016



2016 - 2017



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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All students have a right to feel safe and included at school so that they can thrive academically and socially. No discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation will occur in any educational program, activity, or employment.

This handbook is also available at your school in the following languages: Spanish, Russian, Vietnamese, Chinese, and Somali. For more help with interpretation or translation of languages, please call 503.916.3427.

The full texts of policies and administrative directives are in the Portland Public Schools Policies and Regulations book and online.

## **Roles and Responsibilities**

Portland Public Schools' students are expected to be safe, respectful, and responsible. Students are expected to act in a way that allows teachers to teach and students to learn.

### **STUDENTS**

#### **As a student, you have a right to:**

Talk with your teachers, counselor, and other school staff about any concerns.

Receive fair discipline without discrimination.

Report any incidents of bullying, harassment, abuse, and verbal or physical threats.

Access your own records, within appropriate guidelines.

Receive discipline information in a language you can understand.

#### **As a student you have a responsibility to:**

Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.

Do your best.

Respect the rights, feelings, and property of other students, parents/guardians, school personnel, visitors, guests, and school neighbors.

Behave properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with teaching and learning.

Follow classroom, school, and District rules.

Report violations of rules.

## PARENTS/GUARDIANS

### **Your parent/guardian has a right to:**

- Receive regular official reports of your academic progress and attendance.
- Make recommendations and give input about educational planning.
- Participate in conferences with teachers and/or the principal.
- Receive explanations from teachers about your grades.
- Access all your school records, within appropriate guidelines.
- Obtain further clarification on student rights, responsibilities, and discipline.
- Receive discipline information in a language she/he can understand.

### **Your parent/guardian has a responsibility to:**

- Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline problems.
- Provide supervision for your health, physical and emotional well-being.
- Ensure your attendance is prompt and regular while also providing the school with explanations for your absences or tardiness.
- Attend parent/guardian conferences.
- Help enforce student compliance with school rules.
- Provide appropriate supervision for you before and after school.
- Review and discuss student rights, responsibilities, and discipline with you.
- Support the school self-discipline and conflict resolution programs.



## Buses

School bus transportation is a privilege, which students keep by being safe, respectful, and responsible.

If a student rides a school bus to and from school, he or she must follow the posted bus rules. Misbehavior on the bus and at bus stops will be dealt with by a school administrator. A student may lose the bus-riding privilege by repeated misbehavior or a serious violation of a bus rule.

The State of Oregon has rules for students riding school buses. These rules are posted in all school buses.

### **BE SAFE**

No fighting, wrestling, or rough behavior.

No firearms, weapons, or hazardous materials.

Only recognized guide or assist animals allowed on the bus.

Stay seated while bus is in motion.

Cross in front or at driver designated location when exiting.

Keep hands, arms, and head inside the bus at all times.

### **BE RESPECTFUL**

Students are under the authority of the driver.

The driver may assign seats as needed.

Use only soft voices (no loud or vulgar language).

Ask driver permission before opening or closing windows.

Keep the bus clean and undamaged.

No eating or drinking.

Be courteous to the driver, peers, and passersby.

### **BE RESPONSIBLE**

Use the emergency door only in an emergency.

Be at your stop at least five (5) minutes prior to bus arrival.

Bus rules also apply to bus stops.

Students need written permission for an alternate stop.



**Clubs,  
Student  
Participation**

A club is a group of students that meets at a regular time, shares a common interest, or wants to provide a service. The club must be supervised by an adult who is approved by the principal and be open to any student.

Transportation for students participating in a club that meets before or after school is the responsibility of the parent/guardian.

Students are encouraged to participate in school activities and services that promote a positive atmosphere within the school. They are also invited to discuss school issues with teachers and the principal and take part in making decisions and solving problems.

Many schools have after-school sports programs. Sports club activity is not endorsed or sponsored by Portland Public Schools. Participation in any activity of a sports club that occurs outside the school day or off school premises is the sole responsibility of the student, family, and club sponsor and is not the responsibility of Portland Public Schools.

**Community  
Respect,  
Responsibility**

When walking to or from school or waiting for a bus, students must respect the rights and property of other people. They should not throw paper or garbage on the ground. Students must not cause damage to any property.

**Complaint  
Procedures –  
Student and  
Parent or  
Guardian**

If a problem happens outside the classroom, students and parents/guardians may talk to the teacher, the counselor, or the principal. If a problem relates to the classroom, the student or parent/guardian is encouraged to talk to the teacher first. If these steps do not solve the problem, they may ask for a conference with the principal. If this conference does not solve the problem, the principal will recommend additional steps the parent/guardian may take to resolve the situation.

**Dress and  
Grooming**

Students and their parents/guardians are responsible for the student's cleanliness, clothing, and neat appearance. Students should wear clothing that is clean and appropriate for the weather and follows the rules of the school. Clothing must not:

- interfere with the learning process;
- be too revealing;
- be related to alcohol, tobacco, or other drugs;
- be vulgar or insulting, or promote behavior that would violate school rules;
- threaten health or safety of others;
- be demeaning to a particular person or group; or

indicate gang membership or activity.

Such clothing is prohibited at school or at school-sponsored events.

Students may be directed to change dress or grooming if it interferes with the learning process or school climate.

Individual schools may also have specific dress codes. Schools must establish an exception to the dress code for sincerely held religious beliefs.

## **Drugs and Alcohol**

Students must not use, possess, or sell/transfer alcohol or drugs, or anything that looks like a drug in the schools, on the school grounds, at school activities, or during school hours. Students whose behavior indicates they are under the influence of drugs or alcohol will be disciplined.

## **Fees and Fines**

There are no fees for the basic required educational program. There may, however, be fees for optional field trips and athletics. Families with serious financial limitations should contact the school to make confidential arrangements.

Fines will be charged for damaged or lost books or school equipment. School records and grades may be withheld until payment is received.

## **Food Safety**

The State of Oregon has strict rules regarding the use and preparation of food in public places such as schools. Classroom treats may only be commercially prepared. Foods must be wrapped in individual portions and cannot be shared between students. Students may not share food from their lunches that they bring from home.

## **Freedom of Expression and Assembly**

Within state and Federal law, District policy, and school guidelines, students have freedom of expression and assembly under the First Amendment.

## **Harassment, Bullying, Hazing, Sexual Harassment**

All students have the right to feel safe and included at school so they can thrive academically and socially regardless of race, color, gender, religion, disability, national origin, marital status, sexual orientation, gender identity, or other perceived differences. Harassing, bullying, hazing, threatening, or physically harming a student or staff member or a person's property is prohibited. Sexual harassment is any unwelcome sexual behavior, including words or actions, and is prohibited. Students should report any harassment to school staff.



**Prohibited Items**

Students may not have dangerous or prohibited items at school, on school property, or at school activities including:

- dangerous or deadly weapons, knives, or anything else that could injure a person or property;
- anything that looks like a weapon, including toys;
- explosives, including fireworks, ammunition, bullets;
- harmful gases;
- poisons;
- alcohol, tobacco, including e-cigarettes or other nicotine delivery devices, and other illegal drugs;
- anything used to transport, sell, or use illegal drugs including paraphernalia, matches, and lighters;
- stolen property;
- clothing showing gang membership or activity;
- anything that is racially, religiously, or sexually offensive; anything else prohibited by school rules.

Prohibited items will be removed and held by school staff and shall only be released to the student's parent. Illegal items will be destroyed or held for Portland Police. Stolen items will be returned to the owner or to the police.

**Searches – Locker Checks and Student Searches**

The school may search a student if the school has a reasonable suspicion that a prohibited or dangerous item will be found. Backpacks, purses, lockers, and assigned storage areas may also be searched. Lockers, desks, and other places where students keep things are the property of, and are under the control of, the school and may be checked at any time for dangerous or prohibited items. Only items needed by a student for schoolwork and school activities can be stored in these places.

**Student Information**

The school keeps records on each student. These are records of student academic progress, student behavior, and other pertinent information relating to the student. These records are confidential.

Student records provide information for people such as school personnel and parents/guardians.

Parents/guardians have rights regarding student records, including the right to view these records, and request an amendment of the records. They may always take questions to the principal.

### **Military Recruiters**

The No Child Left Behind Act of 2001 requires school districts to provide the names, address, and phone numbers of juniors and seniors to military recruiters and colleges or universities upon request.

For more information regarding student information and your ability to “opt out” of releasing certain student records, talk to office staff at your school.

## **Testing, Evaluation**

### **Testing**

All students in grades 3 through 8, plus tenth graders, are tested each spring in reading and math. The tests come from the Oregon Department of Education and are used in every school in the state. Writing, math problem solving, and science are also tested, but only in some of the grades. A variety of testing options is available so that all students, including those with disabilities, can be tested at their appropriate level. Parents/guardians with questions about the testing program should contact the principal for more information.

### **Evaluation**

The District has a “child find” obligation to identify, locate, and evaluate all resident children who are in need of special education and related services, or accommodations in general education classes. Parents may request that the District evaluate their child to determine eligibility for special education services, Section 504 Plan, Talented and Gifted, and/or English Language Learner/English as a Second Language programs. The District will either agree to conduct the evaluation or refuse to conduct the evaluation and provide the parent with notice of its refusal.

## **Threats**

When a student threatens violence or harm, the administrator may consider and implement any of the following options:

- a. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage school property.
- b. Placing the student in a setting where the behaviors will receive immediate attention, including, but not limited to, the office of the school principal, vice principal, assistant principal, counselor or a school psychologist licensed by the Teacher Standards and Practices Commission or the office of any licensed mental health professional.
- c. Requiring that a school obtain an evaluation of a student by a

licensed mental health professional before allowing the student to return to the classroom setting. A student who is removed from the classroom setting for an evaluation may not be removed for more than 10 school days unless the administrator is able to show good cause that an evaluation could not be completed in that time period. The administrator should contact Student Services for assistance in this process. Student Services will maintain contracts with licensed mental health professionals to perform mental health evaluations.

The administrator must promptly, but no later than 24 hours of the incident, notify the parent or legal guardian about student's behavior and the school's response.

The district will allocate the funds necessary to carry out the provisions of this administrative directive.

### **Tobacco**

Students and adults are not permitted to use, possess, sell, or transfer tobacco or tobacco/nicotine related products or paraphernalia in school buildings, on school property, in vehicles used for school transportation and school-related work, and at all school-related activities.

### **Weapons**

Weapons are prohibited in or near our schools. Students cannot have or use firearms or knives or anything that looks or is used like a weapon at school. Words and actions that threaten or could frighten other people are not allowed – even in play or with friends.

Federal and state laws say that students who bring firearms to school must be expelled for one calendar year.

# *Discipline*

## AND PROCEDURES

School personnel and parents/guardians share the responsibility for encouraging students' appropriate behavior. School personnel are expected to use a continuum of positive behavioral interventions, strategies, and supports to teach, encourage and reinforce appropriate behaviors conducive to a learning environment.

School personnel are expected to intervene early and start the discipline process at the lowest possible level reasonably calculated to change the student's behavior and minimize loss of instructional time. Additionally, District staff shall consider all available alternatives, focusing first on family and school-based resources when teaching school expectations and responding to misbehavior. District staff investigating student misconduct will not discriminate against students on the basis of race, color, national origin, gender, religion, disability, sexual orientation, gender identity, or other protected classes as defined in Non-Discrimination Policy 1.80.020-P.

Certain kinds of behavior are not allowed at school or at school activities.

District behavior expectations apply to students whenever they are:

- present in any school or on property of the school district;
- at any school-sponsored activity, regardless of its location, including traveling to and from within a reasonable period of time;
- traveling to and from school as defined in this document in the "Before and After School" section;
- involved in conduct (regardless of whether or not they are off campus or at a non-school sponsored program) that has a direct connection to a school's safety and/or welfare; or
- participants in District athletic programs, when rules are in force during the entire season in which the student is participating—seven (7) days a week, 24 hours a day, at any location.

Examples of misbehaviors:

- keeping other students from learning,
- using profane or abusive language,
- using or having tobacco, alcohol, other drugs, or tobacco/drug paraphernalia,
- fighting of any kind,
- bringing weapons or anything that looks like a weapon to school,
- stealing or damaging property,
- threatening, harassing, or bullying students or staff,
- wearing clothing showing gang membership or activity, or
- refusing to follow directions.

**Discipline Levels      Summary of Disciplinary Consequences and Interventions**



When an out-of-school suspension is imposed the school is required to 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 so that the disruption of the student's academic instruction is minimized.

In accordance with 4.30.020-AD, Student Discipline Procedures:

**The use of expulsion is limited to:**

Conduct that poses a threat to the health and safety of students or school employees; or  
When other strategies to change student conduct have been ineffective; or,  
In conformance with district policies and regulations and State law.

For a student who is in **fifth grade or lower**, the use of out-of-school suspension or of expulsion is limited. A disciplinary action at Level 3 or higher for a student in the fifth grade or lower must

## Summary of Behavior Expectations and Consequences

Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min — max
<b>ATTENDANCE &amp; PUNCTUALITY</b>			
<b>Class Cutting/ Leaving Without Permission</b>	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Loitering</b>	Remaining around the school building without permission and staff supervision for purposes other than an educational assignment.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Off Limits</b>	Entering a location in a building or any school property which has been restricted from student use or entering a location which has been restricted from student use during certain times of the day.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Tardiness</b>	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1 — 1 2 — 3
<b>Trespassing</b>	Entering any school property or into school facilities without proper authority; during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Truancy</b>	Failure to report to school without permission or excuse.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>PROTECTION OF PROPERTY</b>			
<b>Arson</b>	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep	3 — 4 5
<b>Bomb Threat</b>	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	3 — 4 4
<b>Burglary</b>	Unauthorized entry into a School District building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3 — 4 5
<b>Deliberate Misuse of Property</b>	The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>False Fire Alarm</b>	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3 — 4 4

<b>Possession Of Stolen Property</b>	Having in one's possession or under one's control property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to another.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Theft, Minor</b>	Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses or keys.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Theft, Major</b>	Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Property Damage, Minor</b>	Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the School District.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Property Damage, Major</b>	Includes situations that will cost the School District to repair or replace the damage, or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING</b>			
<b>Threat causing fear of harm</b>	Physical, verbal, written or electronic action which immediately creates a fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.	<b>PreK-5<sup>th</sup> grade</b> Minor/First Serious/Rep	2 — 3 3 — 5
		If staff	3 — 5
		<b>6<sup>th</sup> grade &amp; up</b> Minor/First Serious/Rep	2 — 4 5
		If Staff	5-day min. suspension

**Physical  
attack/harm**

<b>Extortion</b>	Forcing other persons to act against their will, such as the demand for money.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Fighting</b>	Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury (i.e., mutual combat).	Minor/First Serious/Rep	1 — 4 2 — 4
<b>Firecrackers or Explosives</b>	Using or possessing any firecrackers, fireworks, bullets, ammunition, or explosive materials or device.	Minor/First Serious/Rep If Weapon	2 — 3 3 — 5 6
<b>Harassment or Bullying, other</b>	Disturbing consistently, by pestering or tormenting; abusive words. Harassment, nonsexual, (physical, verbal, or psychological). Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. Intimidation or abusive behavior toward a student based on disability.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Harassment or Bullying on the Basis of Disability</b>	Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4

<b>Harassment on the Basis of Religion</b>	Intimidation or abusive behavior toward a student based on religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Hazing</b>	Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any student group, organization, or class.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Intimidation</b>	Forcing or discouraging an action by creating fear; extortion. (Also see Extortion)	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Reckless Vehicle Use</b>	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2 — 3 3 — 4
<b>Robbery</b>	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	2 — 3 3 — 4
<b>Discipline for any weapon violation regardless of type, must be done in consultation with the District School Climate &amp; Discipline Department</b>			

<b>Weapon, Dangerous</b>	Any weapon, device, instrument, material or substance which <u>under the circumstances in which it is used, attempted to be used, or threatened to be used,</u> is readily capable of causing death or serious physical injury.	Any Occurrence	6
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\* In order for an incident to qualify as a “finding” there must be a hearing conducted by an administrator or Hearings Officer and a letter





**Expulsion Procedures**

Expulsion means a student cannot attend school or school activities in any Portland Public School for up to a full calendar year. PK-5 students may not be expelled unless the circumstances meet the standards in State law.

Firearm and some weapon violations require expulsions for a full calendar year.

Prior to a student being expelled, a hearing is held with parents/guardians, the student, and a hearing officer. The hearing officer decides if a student will be expelled, and if so, for how long.

When needed, interpretation services must be provided for students and/or parents/guardians.

An expelled student must not be on any Portland Public School property nor at any school-sponsored activities.

A student or parent/guardian may ask for a review of any expulsion or delayed expulsion decision.

**Discipline of Students with Disabilities**

All students are subject to disciplinary procedures to promote positive changes in their behavior and to protect others.

For students with an IEP, a formal Section 504 plan or who have been identified for a special education referral, additional procedures may need to be followed to determine whether the student may be excluded for disciplinary reasons.

Special procedures exist for students with an IEP, a formal Section 504 plan or those who have been identified for a special education referral who are suspended for more than ten (10) days in any school year.

In cases where the disciplinary action includes a suspension or expulsion, the school administrator must notify parents/guardians/surrogates in the same manner as non-disabled students. The Special Educat





School Climate and Discipline

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educator and employer.

Revised 08/2016