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## PARKROSE SCHOOL DISTRICT BOARD OF DIRECTORS

District Administration  
10636 NE Prescott  
Portland, Oregon 97220  
Phone: 408-2100 FAX: 408-2140  
[www.parkrose.k12.or.us](http://www.parkrose.k12.or.us)

### School Board

Katie Larsell                      James Woods  
Guy Crawford                      Ed Grassel                      Alesia Reese  
**Superintendent**                      Dr. Karen Fischer Gray

Board Meeting notices will be posted on the community bulletin board at PHS.

## MISSION STATEMENT

The mission of the Parkrose School District is to develop globally responsible citizens by providing a personalized education in a multicultural context utilizing international business and community partnerships and a strong, empowered staff.

## NON-DISCRIMINATORY STATEMENT

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

Kathy Keim Robinson has been designated to coordinate compliance with these legal requirements and may be contacted at the District Office at 503-408-2107 for additional information and/or compliance issues

## PARKROSE HIGH SCHOOL ADMINISTRATION

Principal	Roy Reynolds	408-2661
Assistant Principal	Kathy Scott	408-2641
Assistant Principal	Helen Ying	408-2656
Assistant Principal	Michelle Markle	
	ACTIVITIES AND ATHLETICS	
Activity Director	Mike Verhulst	408-2636
Athletic Director	Sanjay Bedi	408-2603

## PRINCIPAL'S MESSAGE

Parkrose High School strives to provide an environment that is safe, secure, and inclusionary, a curriculum that is meaningful and applicable to real life and ample opportunities for students to grow socially, emotionally, and intellectually. If students, staff, parents, and community patrons work together, the high school experience will be highly valuable and most rewarding. To facilitate this goal, certain information, expectations, and guidelines are necessary. This handbook includes information helpful for students to achieve success at Parkrose High School. It is critical that each student and their parents/guardians read and understand the information, expectations, and guidelines presented in this handbook. Behavior expectations and guidelines are written in accordance with Parkrose School Board Policy and Oregon Administrative Rules.

We encourage students to take the fullest possible advantage of the academic, athletic, and activities programs. Students who are involved with various programs of the school tend to be more successful. We need all of our students to participate in the care of the school, to demonstrate respect for their fellow students and staff, and to assist in the building of the finest high school in the nation.

## PARKROSE HIGH SCHOOL ALMA MATER

Where Mt. Hood's mighty shadow  
Meets the Columbia's plain,  
There stands our Alma Mater  
Where fond memories reign.  
Of dreams and old traditions,  
Hopes and high ambitions,  
Our friendships we shall cherish,  
As years go drifting by,  
Hail to our Alma Mater,  
Parkrose High!  
We're the Broncos, we're the Broncos  
fight for Parkrose High.  
On to victory, on to victory.  
You can hear us cry...  
Rah, Rah, Rah.  
Make a touchdown, roll the scoreboard,  
clear up to the sky.  
Fight, fight, unto the end  
for Parkrose High

**MASCOT: BRONCO**  
**SCHOOL COLORS:**  
**BLACK, WHITE, & KELLY GREEN**

**A.T.T.I.T.U.D.E**

**A – Always making the best of each day**  
**T – Taking pride in yourself and abilities**  
**T – Treating others with kindness and respect**  
**I – Isolating your negative thoughts**  
**T – Treating every new challenge as an opportunity to be great**  
**U – Utilizing your talents daily**  
**D – Do it, do it right, do it right now**  
**E – Express love and understanding to self and others daily**

## AS A PARKROSE HIGH SCHOOL STUDENT, YOU ARE EXPECTED TO:

- Master the Parkrose principles of: “Be Respectful, Be Responsible and Be Safe.”
- Understand and follow school rules and expectations.
- Attend school regularly and on time.
- Respect the rights, property, and safety of others.
- Take pride in the care and appearance of yourself, your school, and your campus.
- Develop a personal code of truthfulness, trustworthiness, and kindness.
- Cooperate and actively listen to others.
- Work to achieve the highest level within your ability.
- Conduct yourself in a way that brings pride to our school.
- Recognize and praise fellow students who have experienced success.
- Be willing to help others in need.
- Be actively involved in your school.
- Set goals for your future and lay plans to help you meet your goals.
- Do your personal best.
- Have fun and enjoy Parkrose High School.

## GENERAL INFORMATION

Activities/Clubs	Mike Verhulst	408-2636	
Address Changes	Laura Farrell	408-2689	
Athletics	Sanjay Bedi	408-2603	
Attendance	Laura Farrell	408-2689	
Blaze	Nerissa Ediza	408-2618	
Bookkeeper	Jan Clemmer	408-2693	
Bronco Newsletter	Main Office	408-2600	
Cafeteria/Food Service	Jema Atwood	408-2696	
Checking Out	Attendance Office	408-2689	
Clark Skills Center	Tracy Grant	408-2637	
College Testing & Career	Meg Kilmer	408-2681	
Counselors			Academy for
9 <sup>th</sup> grade Last Name			10,11,12
A-G	Tracy Grant	408-2637	I.T./P.A.C.E.
H-O	Lynn Harr	408-2711	Business/
			Honors
P-Z	Dan Beeghly	408-2657	A & C/Env.
			Science
Custodial Issues	Hank Frecke	408-2722	
Discipline Issues			Academy for
9 <sup>th</sup> grade Last Name			10,11,12
A-L	Kathy Scott	408-2641	I.T./Arts &
			Culture
M-Z	Helen Ying	408-2656	Business/Env
			. Science
Discipline Secretary	Carol Flood	408-2650	
Drama	Ms. Zena	408-2621	
Driver's Education	DriverEducation Center.com	297-4813	
English as Second Language	Michele Gibson	408-2680	
Facility Use	TBA	408-2697	
Federal Lunch Program	Holly Gillette	408-2622	
Foreign Exchange	Lynn Harr	408-2711	
Graduation	Jan Clemmer	408-2693	
HS/MS Parent Group	Gail Volk	705-3057	
ID Cards	Sarah Woodburn	408-2663	
Library	Stephanie Thomas	408-2648	
Lost & Found	Campus Security	408-2724	
Multnomah Cty Health Clinic		503-988- 3392	
Night School (Twilight School)	Kathy Scott	408-2641	
Nurse-School	TBA	408-2682	
Out-of-District Requests	Roy Reynolds	408-2661	

Outdoor School	Jan Clemmer	408-2693
PACE	Evan McFadden	408-2623
Police	Officer Tallman	408-2626
Portland Parks & Recreation	Trevor Todd	408-2640
Registrar	Cyndy Maples	408-2686
Special Education Student	Michelle Markle	
Assistance/Gateway Project	Bob Grovenburg	408-2692
Swimming Pool	Shane Dye	408-2699
Transcripts	Cyndy Maples	408-2686
Yearbook	Mike Ryan	408-2608

## **ADMISSION** (Board Policy JEC/JECA/JECAA/JECB)

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission. Students and their parents need to provide proof of residency, which consists of a copy of a utility bill at their Parkrose address and a copy of their driver's license. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

## **ALTERNATIVE EDUCATION PROGRAMS**

(Board Policy IGBHA/IGBHB/IGBHC)

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; 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; 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 State Department of Education. Home schooling shall not be used as an alternative education program placement. The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

### **In-District Alternative Education Programs**

- a) Evening classes
- b) Tutorial instruction;
- c) Small group instruction;
- d) Professional technical programs;
- e) Work experience;
- f) Instructional activities provided by other accredited institutions;
- g) Community service;
- h) Independent study;
- i) Others as approved by the district.
- j) Parents may request additional in-district alternative education programs by submitting written requests to the principal.
- k) Non-District Alternative Education Programs 1. Other school(s)/program(s); 2. Community college 3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program. If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

## **ALTERNATIVE EDUCATION NOTIFICATION**

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

- a) When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.).
- b) 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.)
- c) When an expulsion is being considered.
- d) When a student is expelled.
- e) When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.
- f) Failure to maintain enrollment in eight credit courses a year leading toward graduation requirements.

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

- a) The student's action;
- b) A list of alternative education programs for the student;
- c) The program recommendation based upon the student's learning styles and needs;
- d) Procedures for enrolling the student in the recommended program.

The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

## **ASBESTOS**

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

## **ASSEMBLIES**

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

1. Program Assembly: Program assemblies are assemblies with formal presentations or are part of the curriculum, i.e. drug and alcohol presentation. All students will be expected to attend program assemblies. All staff will be expected to attend assemblies and supervise students. Students will be expected to be courteous and attentive during program assemblies.
2. Pep Assembly: Pep assemblies are structured to encourage school spirit and to support athletic teams and other teams entering competitions. All staff are expected to attend pep assemblies and supervise students or to be assigned a specific duty outside the assembly. Student attendance at pep assemblies is mandatory. Students will be expected to behave courteously, but certainly with greater participation and involvement.

## **ATTENDANCE** (Board Policy JEA)

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent 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 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 in the amount of a \$150.00;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

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

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

**Parents/Guardians are to CALL THE ATTENDANCE LINE AT 503-408-2689 ON THE DAY OF THE ABSENCE. IF THE CALL WAS NOT MADE, A STUDENT MUST BRING A NOTE THE DAY THEY HAVE RETURNED.** It must be signed by the parent and describe the reason for the absence. Absence from school or class will be excused under the following circumstances: (Missing your ride or over-sleeping are not considered excused absences).

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 are required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

### **Checking Out**

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

In order for a student to check out from school, the student's parent/guardian must telephone the Attendance Office or send written notification to the school prior to checkout of the student. Upon checkout, the student will be given an off-campus pass.

A Student who leaves the campus without following the correct checkout procedure (e.g., a student who leaves the campus without obtaining an off-campus pass) will be considered unauthorized off campus and will be given the appropriate consequences.

Parents should contact the attendance 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. **ATHLETES AND PARTICIPANTS IN ACTIVITIES ARE NOT PERMITTED TO PARTICIPATE IN SCHEDULED ATHLETIC CONTESTS OR ACTIVITIES IF THEY HAVE AN ABSENCE DURING THE DAY PRIOR TO COMPETITION. All exceptions must be approved and in writing from the Athletic Director or Assistant Principal.** (Refer to the Guidelines for Athletics and Activities)

### **Exemption From Compulsory Attendance**

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

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;

3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available. Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the [second week] of each semester. Parents will be notified of the need to reapply for an exemption no later than the [second week] of each semester or return the student to school until a high school [diploma] or GED is earned or until the student reaches age 18.

#### **Tardies**

Students are expected to be in class on time. Any student entering class within the first 10 minutes but after the bell will be given a tardy. Those who are tardy will be subject to the following consequences each semester:

1 <sup>st</sup> thru 3 <sup>rd</sup> Tardies	Detention assigned by teacher
4 <sup>th</sup> Tardy	Referral and after school detention assigned by administrator
Additional Tardies-	Referral with appropriate consequences by administrator

#### **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, Saturday school, suspension, expulsion, ineligibility to participate in or attend athletics or other activities and/or loss of driving privileges. Any student truant from school will be permitted to make up missed work at the discretion of the teacher.

### **AWARDS AND HONORS**

Academic All Star Program(MESD)	Athletic Awards
Academic Scholarships	Attendance Recognition
Certificate of Initial Mastery	Distinguished Scholars Diploma Program
Community and Service Awards	Fall & Spring Honor Roll Assemblies
Department Awards	National Honor Society
Service Scholarships	

### **CERTIFICATES OF INITIAL MASTERY(CIM)**

#### **(Board Policy IKGA)**

Students who meet grade 10 state standards will be awarded a Certificate of Initial Mastery emblem on their diploma.

### **CLOSED CAMPUS**

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

### **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the **school nurse at 503-408-2682** so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

### **COMMUNICATION**

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

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

### **COMPUTER USE** (Board Policy IIGBA)

Parkrose School District has made an extensive investment in computers, computer networks (RoseNet) 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 using the RoseNet or other computer equipment, students and parents must sign an agreement to follow the "RoseNet Acceptable Use Policy." In accordance with the RoseNet Acceptable Use Policy, students are expected to act in a responsible, ethical, and legal manner. Any tampering with, vandalizing, or misuse of computer equipment, programs or network operations 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.

## CONFERENCES

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

## CORRESPONDENCE COURSES

A student in grades 9-12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the principal prior to enrolling in such courses. Contact a counselor for correspondence course details.

## COUNSELING

### **Academic Counseling & Advising**

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

### **Personal Counseling**

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

## CREDIT BY EXAMINATION

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

## CREDITS Board policy IKF

All students are required to earn 26 units of credit required for graduation. We expect all freshmen and sophomores to be enrolled in eight (8) classes a semester and making progress toward their graduation requirements. To be enrolled as a student at PHS you must be enrolled in a minimum of five (5) classes a semester. If you wish to participate in athletics or activities, you must be enrolled in five (5) classes a semester) Board Policy defined units as follows:

One unit of credit is granted for the following: .5 unit of credit is granted for the following:

\*\*At 36 weeks for a class on A/B schedule      At 18 weeks for a class on A/B schedule

\*\*For an equivalent of 130 clock hours      For an equivalent of 65 clock hours

- **Correspondence Courses**-A student in grades 9-12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the principal prior to enrolling in such courses. Contact a counselor for correspondence course details. Tuition and all costs are the sole responsibility of the student, parent or guardian.
- **Credit Recovery /Community Colleges or Portland Public School Evening Program** – Get a form from your counselor. Make an appointment with your counselor to assure that you have signed up for the correct course. Your counselor must sign your application.
- **Independent Study Credit** – Get a form from your counselor. These requests need to be authorized by the Principal prior to starting with a certified instructor at PHS.
- **Nova Net**- Is an on-line credit recovery course offered here at PHS. See Tracy Grant, counselor, to enroll. Credit is issued only if you have previously failed the course. Credit will not be issued if you have not failed the course previously.
- **Residential Program Credit** – Credit will be issued at the discretion of the Principal. A transcript must be received before consideration.
- **Summer Program Credit** - – Community College or Portland Public Summer School requests need to be authorized by the Principal prior to taking the course.
- **Work/Volunteer Experience Credit** – Complete the form with your counselor. These requests need to be authorized by the Principal. A student may only earn 1.00 work experience credit per their high school career.
- No eighth grade credits will be transferred to a high school transcript unless the course is taken at PHS.

## DANCES/SOCIAL EVENTS

Sponsoring Clubs and organizations must have eight or more staff chaperones and administration. Chaperones must arrive one-half hour before the dance to receive their assignments. The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Students are expected to dress and act appropriately at all school dances. All PHS rules of conduct apply at school dances and events. No refreshments will be allowed into the dances. Student body ID cards are necessary to be admitted to school dances. If a student is on a suspension or expulsion they will not be allowed to attend athletic or activity events at PHS. A student removed from an activity or athletic event may not be permitted to attend future activities or athletic events. All guests to the Snowball Dance and the Prom must be pre-approved through the Activities Director. There is a form to be completed. Guests must leave their identification at the door. They may pick it up when they leave. Guests from other schools are allowed at the Snowball dance and the Prom only. There are NO EXCEPTIONS. **No guest allowed over the age of 20. Absolutely no middle school guests.**

## DICE AND GAMBLING

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

## **DISCIPLINE/DUE PROCESS**

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

### **Detention**

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

### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student. **WHILE UNDER SUSPENSION, A STUDENT MAY NOT ATTEND AFTER SCHOOL ACTIVITIES AND ATHLETIC EVENTS, BE PRESENT ON DISTRICT PROPERTY NOR PARTICIPATE IN ACTIVITIES DIRECTED OR SPONSORED BY THE DISTRICT.** Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

### **In-School Suspension**

A student may be placed in in-school suspension during school hours for violation of the school code of conduct. An attempt will be made to contact the parent/guardian.

### **Extended Day School (Wednesday or Saturday)**

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

### **Expulsion**

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

## **DISCIPLINE OF DISABLED STUDENTS**

(Board Policy JGDA/JGEA)

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive school days for violations of the Student Code of Conduct. When a disabled student is suspended more than 10 consecutive school days or for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability. The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner, as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior that is a consequence of the disability. If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to 10 consecutive school days or 10 cumulative school days, to provide a general planning and "cooling off" period. At the end of the 10 day period the student shall be allowed to stay put in his/her current school placement unless the district has obtained a hearing officer or court order to change the student's placement.

## **DISTINGUISHED SCHOLAR DIPLOMA**

A Distinguished Scholar Diploma is granted to students who have completed the following:

Honors English I, II, AP Lit, AP Language  
Four years of Math through Pre-Calculus or Calculus  
Three years of a Foreign Language or 2 years of 1 and 1 year of another  
Science-2 years required and 2 years Advanced Science  
The student may have received no grade below a "B."  
Honors Global Studies I, Honors Gov/Econ  
AP US History, AP Gov/Politics  
All other PHS graduation requirements

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students are required to submit such publications to Roy Reynolds, Principal, for approval. All approved flyers, posters, and advertising will be

stamped with an authorization stamp. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials not under the editorial control of the district must be submitted to administration for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **DRESS AND GROOMING** (Board Policy JFCA)

This code was developed with student, parent and staff input. In order to create a positive learning environment, students need to comply with the following dress code. The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by an administrator and may be denied the opportunity to participate if those standards are not met. Board Policy JFCA states: Responsibility for dress and grooming rests primarily with students and their parents or guardians. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

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

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

1. **Articles of clothing, which promote gang affiliation, are not appropriate, including a glove or gloves.**
2. **Articles of clothing containing advertisements or references to drugs, alcohol, sex, or tobacco.**
3. **Bandanas or hoods are not allowed.**
4. **Chains, wallet chains, or spiked accessories are not allowed.**
5. **Articles of clothing or personal items that are racially, sexually or religiously offensive.**
6. **Any identifiers with racist groups.**
7. **Sagging is not allowed (pants riding below the hips-waist).**
8. **No undergarments showing, or midriff showing.**
9. **Half-shirts are not appropriate.**
10. **Shorts and skirts are acceptable as long as the hem is of appropriate length.**
11. **Tube tops, halter-tops, strapless tops/dresses, tops which show excessive cleavage are not appropriate attire.**
12. **Teachers / coaches may impose more stringent dress requirements to accommodate special needs of classes.**
13. **Clothing with obscene, profane, alcohol, tobacco, illicit drugs and/or violence related references are prohibited.**
14. **No sunglasses.**

\*Public display of affection is not acceptable on school campus.

### **DRILLS - FIRE, EARTHQUAKE AND OTHER**

#### **EMERGENCY DRILLS** (Board Policy EBCD)

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

### **DRIVER'S EDUCATION**

Parkrose School District has contracted with Oregon Driver Education Center Inc. for Drivers Ed services. For details, please call 503-297-4813, or visit their website at [www.DriverEducationCenter.com](http://www.DriverEducationCenter.com).

### **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM** (Board Policy IGAEB)

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia, including matches, lighters, etc. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action up to and including expulsion and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. Parkrose High School will be working with Portland police regarding all Drug and Alcohol violations. Students found in possession will be suspended, expelled and required to participate in an after-school treatment program. The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use. The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

### **ELECTRONIC DEVICES** (Board Policy JFCEB)

MP3, CD players, headphones, pagers, telephones and all electronic devices which have communication capabilities that are disruptive to the educational process, are not allowed. All such devices are to be turned off, not used on campus, or visible during school hours. The school is not responsible for loss or theft. Failure to comply will result in confiscation of the device and disciplinary action.

### **EMERGENCY MEDICAL TREATMENT**

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

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

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Please check our web site at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us), television and radio stations.

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

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

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

### **EXTRACURRICULAR ACTIVITIES** (Board Policy IGD)

All students, regardless of their ability levels are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the Activity and Athletic Directors for additional information. While under suspension or expulsion, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Please refer to the Guidelines for Athletics and Activities. All Parkrose High School rules of conduct apply at school dances, athletic events or any other school-sponsored event. Students who commit acts of violence or vandalism during games, dances or special events are subject to the appropriate consequences for those behaviors. Students are responsible for returning their uniforms. They will be charged for unreturned uniforms at replacement cost. In order for a student to participate in a practice, contest or activity, he/she must attend school the entire day of, or the Friday before, if the practice, contest or activity is on a Saturday or Sunday. Any exception (including excused absences) must be approved through the Athletic/Activity Director and/or Assistant Principal (a note from the Doctor, Dentist, etc. needs to be provided to the Athletic Office upon return to school).

In addition, Parkrose High School students must maintain a 2.0 average each semester to be eligible to compete in athletics and activities. If a student falls below a 2.0 he or she will be required to participate in a program designed to help the student. A student must be participating in this program to be eligible. Athletes qualify for the following Meal Per Diem on travel days only.

Travel Days shall be determined by the Athletic Director and Coach, prior to the event.

\$5 breakfast      \$7 lunch      \$8 dinner

## **OSAA ELIGIBILITY REQUIREMENTS FOR ACTIVITIES & ATHLETICS**

The following OSAA policy applies to all Parkrose High School students who participate in any activity/athletic event outside the regular school day or preempts time regularly scheduled for the school day including trips, contests, workshops, performances, exhibitions, and adjudications where the student is sponsored by or represents Parkrose High School and Parkrose School District. An eligible student is one who is enrolled in school, attending regularly, and passing in subjects equivalent to at least (5) credits of course work per semester (2.50 credits of block classes.) Each student must have been during the immediately preceding semester enrolled in school, attended regularly; and passed subjects equivalent to at least (5) credits of course work (2.50 credits of block classes). All student athletes must have a current physical (every 24 months) before they participate in athletics. If you are interested in scheduling a physical with the Multnomah Health Clinic located at PHS: please call 503-988-3392. Please refer to the Guidelines for Athletics and Activities, found at the end of the Handbook for further information.

### **PHYSICAL EXAMINATIONS** (Board Policy JFCB)

Every student athlete must have a physical examination performed by a physician prior to practice and competition in athletics. Athletic physicals are valid for 24 months. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season. Students shall not participate without a record of passing a physical examination on file with the

## **ATHLETICS**

**FALL SPORTS** Football, Mens/Womens Soccer, Cross Country, Womens Volleyball, Mens/Womens Waterpolo

**WINTER SPORTS** Mens/Womens Basketball, Wrestling, Swimming, Dance

**SPRING SPORTS** Mens/Womens Tennis, Mens/Womens Golf, Mens Baseball, Womens Softball, Track & Field, Cheerleading

## CLUBS AND ORGANIZATIONS

All clubs and organizations must be approved by the ASB and follow district financial policies. Student clubs and performing groups such as the band, choir, rally, dance and athletic teams may establish rules of conduct - and consequences for misconduct - that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. (IA) indicates that the group is currently inactive.

Amnesty International (IA)	MEChA
Aspire	National Honor Society
Black Student Union	Newspaper
Bowling Club	P3 (Philanthropy)
C.B.O.P. Club	P.E.T. (IA)
Earth Club	Rose Festival Court
Friends First (IA)	Russian Club (IA)
Free Thinkers Club (IA)	Snowriders Club
German Club	Spanish Club
Hockey Sack Club (IA)	Student Government
Key Club (IA)	Thespians Troop
Lacrosse Club	Yearbook

### FEES (Board Policy JN)

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
3. Personal physical education and athletic equipment and apparel;
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
5. Student accident insurance and insurance on school-owned instruments;
6. Instrument rental and uniform maintenance;
7. Student identification cards;
8. Fees for damaged library books and school-owned equipment;
9. Lock or locker deposits;
10. Field trips considered optional to the district's regular school program;
11. Admission fees for certain extracurricular activities;  
Participation fees or "pay to play" for involvement in activities.

## ATHLETIC FEES

\$180.00-person maximum per year  
\$250.00-High School family maximum per year

If you qualify for the <i>Free</i> Federal Lunch Plan:	\$30.00 per sport	60.00 person maximum per
	\$130.00 High School family maximum per year	
If you qualify for the <i>Reduced</i> Federal Lunch Plan	\$60.00 per sport	\$120.00- person maximum per year
	\$190.00-High School family maximum per year	

Fees must be paid during the first week of the season or practice will be denied. If a hardship exists contact the Bookkeeper.

## CLASS FEES

Art	\$15.00 for each semester for paper, paints, supplies, etc.
Ceramics	\$15.00 for each semester for clay, paints, repair of wheels, etc.
Sculpture	\$15.00 for each semester for materials and supplies
TV/Video	\$15.00 for each semester for video tapes, equipment, equipment repairs, etc.
Choir	\$15.00 for each semester for music, music folders, dry cleaning robes, transportation, etc.
Guitar	\$15.00 for each semester for individual music books, instruments, repairs etc.
Band	\$15.00 for each semester for music, instruments, instrument repair, etc.
P. E. Uniform	\$25.00 (\$15.00 for shirt and \$10.00 for shorts)
Play Production	\$20.00 per production
Piano/Keyboard	\$15.00 for each semester for individual music books,

	instruments, repairs etc.
Science Lab Fees	\$15.00 for each semester for science supplies
Tech Theater	\$15.00 for each semester
Computer Lab Fees	\$15.00 for each semester for use of computers, printers, paper, ink cartridges, & repairs

### **OTHER ELECTIVE PURCHASES**

Yearbook	\$45.00 before November 1, 2006 and \$50.00 after November 1, 2007
Student Activity Card	\$30.00 (\$3.00 instead of \$5.00 for activities, dances, etc. sponsored by ASB, free home game admissions ( <b>excludes OSAA Championship events</b> ). All proceeds go to sponsor student activities.
Model UN	\$125.00

### **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.

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

### **FLAG SALUTE** (Board Policy INDB)

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

### **FOREIGN EXCHANGE STUDENTS** (Board Policy JECBA)

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

### **FUND RAISING** (Board Policy IGDG/IGDF)

**Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be turned into Kelly Jones and approved by the principal at least 10 days before the event. Do not commit to a fundraising event without prior approval from the principal. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and district procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The principal is responsible for administering student activity funds. The student body and club treasurers serve as the student representatives in administration of student activity funds.**

### **GANGS** (Board Policy JFCEA)

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

### **GRADE DEFINITIONS**

A Excellent	I Incomplete-Course is 75% completed
B Above Average	(A major test or a few assignments are not completed.)
C Average	N No Grade – This is granted by administrative approval only
D Below Average	NP No PASS
F Failed	

### **GRADE POINT AVERAGE AND CLASS RANKING**

#### **ADVANCED PLACEMENT AND WEIGHTED GRADES**

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

A=4    B=3    C=2    D=1    F=0

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

A=5    B=4    C=3    D=1    F=0

The weighted grades are not reflected on the report card itself. However, it is reflected on the transcript under weighted grades.

Students earning the Distinguished Scholar Diploma will be ranked ahead of other graduates. Students taking AP classes have the opportunity to earn a GPA higher than 4.0. The student(s) with earned the highest honor to be valedictorian. The student with the 2<sup>nd</sup> highest GPA will be salutatorian.

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

The class rank is weighted at Parkrose High School. Students in the Distinguished Scholar Program are ranked before all other students. The district's valedictorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation or school rule.

### **Salutatorian**

Salutatorian status is determined by students who maintain Second ranking status to the Valedictorian. This ranking is determined by their GPA throughout all 8 semesters of their career. Salutatorian names are given to the Oregonian in January based on GPA. If a student fails a class on their senior final, they will not maintain their Salutatorian status and will not receive recognition or speak at graduation. All speeches shall be reviewed and approved in advance by the building principal, who shall determine the appropriateness of the speech.

### **Valedictorian**

Valedictorian status is determined by students who maintain a perfect 4.0 grade point average throughout their entire high school career. This is straight A's in every subject. A student must maintain a 4.0 GPA throughout all eight (8) semesters of their high school career. Valedictorian names are given to the Oregonian in January based on GPA. If a student fails a class on their last senior final, they will not maintain their Valedictorian status and not receive the medallion or speak at graduation. Valedictorian speeches shall be reviewed and approved in advance by the building principal. The principal will determine the appropriateness of the speech and how many valedictorians will speak at graduation. If there are several Valedictorians, a speech competition may be held.

## **GRADE REDUCTION/CREDIT DENIAL**

(Board Policy IKAD)

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

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

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

## **GRADUATION EXERCISES**

Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the district's graduation exercises. Valedictorian speeches shall be reviewed and approved in advance by the building principal or designee. The principal will determine the criteria for the speech and how many valedictorians will speak at graduation. A student must maintain a 4.0 GPA throughout all eight (8) semesters of their high school career. Valedictorian names are given to the Oregonian in March based on GPA. If a student fails a class on their last senior final, they will not maintain their Valedictorian status and not receive the medallion or speak at graduation. In order for a senior to perform at graduation or baccalaureate, they must be on line with their credits to graduate their senior year. Students must audition to perform. Auditions are held in the Spring. The building principal reserves the right to determine if performances meet the standards of the event.

## **GRADUATION REQUIREMENTS**

In order to graduate from high school in the district, a student must successfully complete 26 units of credit. The state of Oregon requires all students to complete a certain series of courses.

A student in the regular high school program is required to complete the following courses

Language Arts	4.0 credits	Applied Arts: Fine Arts	1.0 credit
Mathematics	3.0 credit	Future Focus	.50 credit
(min. requirement of Alg.1)			
Social Sciences	3.0	Electives	10.5 credits
Science	2.0 credit	Physical Education	1.0 credit
Global Studies	1.0 credit	Health education	1.0 credit

Note: Classes of 2008 & 2009 require only 2.0 of Mathematics and 11.5 electives.

Total of 26 credit units are required to graduate from Parkrose High School

Mandatory Certificate of Advanced Mastery Requirements

1. Develop an Education Plan and build an Educational Profile.
2. Meet performance standards for extended application through a collection of evidence. The Senior Project consists of a Research paper, a Project and a Senior Board Presentation.
3. Demonstrate career-related knowledge and skills.

4. Participate in Career-Related Learning Experiences as outlined in the Education Plan. Beginning with the Class of 2007, graduates will be ranked by Grade Point Average alone. Students taking A.P. classes have the opportunity to earn a GPA higher than 4.0. The student (s) with the highest GPA will be ranked number one in the class and will have earned the honor to be valedictorian. The student (s) with the 2<sup>nd</sup> highest GPA will be salutatorian.

## **HALL PASSES**

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

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

### **BULLYING/MENACING** (Board Policy JFCF/GBNA)

Parkrose School District and Parkrose High School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties in any form or manner including electronically is strictly prohibited and shall not be tolerated.

## **HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process. All class work cannot be expected to be completed during class time; **therefore, students should plan to spend at least 5 hours per week on homework or study time. This will develop student habits necessary for satisfactory progress.** The staff is responsible for correcting and timely feedback on homework issued. If your student is going to be absent for an extended period of time, please call the attendance office at 503-408-2689 to request homework.

## **ID CARDS**

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

## **IMMUNIZATION** (Board Policy JHCB)

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion day (3<sup>rd</sup> Wednesday in February)
- It is important to keep your child's school immunization record up to date. Check with the office if you need forms.
- Upon written request from health care providers, the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts enhance protection of children against vaccine-preventable diseases, and promote efforts by parents and schools to comply with school mandated immunization requirements.
- In any situation where a parent or guardian specifically requests that their immunization record should not be released to a health care provider, a written statement to this effect must be submitted to the school administrator.

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

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

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

### **Infection/Disease Instruction**

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

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

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

HIV - Human Immunodeficiency Virus      HBV - Hepatitis

AIDS - Acquired Immune Deficiency Syndrome

## **INSURANCE**

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance or (2) shown proof of insurance.

## **LOCKERS**

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

## **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school security office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the discipline Assistant Principal.

## **LUNCH/BREAKFAST PROGRAM**

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

The regular lunch program costs are as follows:

\$1.05 Breakfast	\$ .40 Milk	\$1.95 Lunch
\$ .30 Reduced Breakfast		\$ .40 Reduced Lunch

STUDENTS ARE NOT TO EAT LUNCH IN UNSUPERVISED AREAS OF THE SCHOOL.

## **MEDIA ACCESS TO STUDENTS** (Board Policy JOD)

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

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

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

## **MEDICINE AT SCHOOL** (Board Policy JHCD/JHCDA)

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 and 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.

## **PARENTAL INVOLVEMENT**

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

1. Encourage their student to put a high priority on their education and to commit to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The Bronco newsletter, "Back to School" night in the fall (September 21) and parent/booster club meetings on the second Tuesday of every month at 7:00 pm at the high school provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the main office at 408-2600;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## **POSTERS**

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

## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **REPORTS TO STUDENTS AND PARENTS**

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

## **SEARCHES AND QUESTIONING** (Board Policy JFG)

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe there is evidence of a violation of a law, Board policy, administrative regulations, school rules or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation, school rules or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

### **Questioning**

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

## **SENIOR PROJECT**

The Senior Project is a state requirement for graduation. This includes a senior research paper, project, and senior boards.

## **SENIOR TRIPS**

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

## **SOCIAL SECURITY NUMBER**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

## **SPECIAL PROGRAMS**

The district provides special programs for bilingual students and for those with disabilities that affect a student's success at school. A student or parent with questions about these programs should contact the special education director, Pat Jackson at 503-408-2107.

## **STUDENT/PARENT COMPLAINTS**

### **District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days, following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 15 calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

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

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the principal, Roy Reynolds at 503.408.2661 or Kathy Keim Robinson at 503.408.2107.

### **Education Standards Complaints**

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

After exhausting local procedures or 45 or more days after

filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

### **Students with Disabilities Complaints**

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

## **STUDENTS WITH SEXUAL HARASSMENT COMPLAINTS** (Board Policy GBN)

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is a t any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- Step I Any sexual harassment information (complaints, rumors, etc.), shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.
- The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.
- Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.
- Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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

## **SPECIAL EDUCATION**

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

## **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are

maintained in a minimum one-hour fire-safe place in the high office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;

- 12. Social security number;
  - 13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.
- Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

(Board Policy JF/JFA/JFJA)

Among student rights and responsibilities are the following:

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

## **TRANSFER OF EDUCATION RECORDS**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

## **REQUESTS FOR EDUCATION RECORDS**

The district shall, within 10 days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Provision For Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the parent;
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

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

## **STUDENT OFFICES AND ELECTIONS**

### Associated Student Body (ASB) Officers

President	Tammy Vu	2 <sup>nd</sup> Vice	Truc Tran
Special Events	Andrew Deyoe	3 <sup>rd</sup> Vice	Holly Ho
		Secretary	Vivian Ngo
1 <sup>st</sup> Vice	Kim Tran	Treasurer/Historian	Natasha Rose

### Class Presidents

Senior Class President \_\_\_\_\_  
 Junior Class President \_\_\_\_\_  
 Sophomore Class President \_\_\_\_\_  
 Freshman Class President \_\_\_\_\_

## **Constitution and Bylaws**

We the students and representatives of Parkrose High School whole-heartedly believe in the need for a unified student, staff and administrative body. We, in order to form a safe environment, strive to treat people with respect and be treated with respect. We also recognize the importance of a tobacco, drug, and alcohol free environment in which students; staff and patrons can feel totally safe and comfortable. We all believe and will abide by the lifelong guidelines: trustworthiness, commitment, active listening, and no put-downs. We hope that students and staff will have fun, while following the necessary rules. At the same time, students shall have the opportunity to get the best education that the school community can offer.

Article I: The united student body, staff and community of Parkrose.

Article II: To provide, ensure and enable the best possible education and activities for Parkrose students. Create a safe environment for students, staff and community members.

Article III: The objectives of this organization are to increase school spirit, hold elections, run all student activities, and assist in any event suggested by administration. The principal shall have the right of veto on any student activity.

Article IV: Membership to class councils is opened to all students enrolled at Parkrose High School. Through student body, and class elections, representatives shall be chosen.

Student government will consist of the above officers and Senior Class President and seven Representatives, Junior Class President and seven Representatives, Sophomore class President and six Representatives, Freshmen Class President and six representatives. ASB shall hold meetings once a week. Each council will meet a minimum of twice a month. All councils shall meet together once a month.

Article V: A) Elections shall be held during the month of April for ASB elections. Elections shall be held during the month of May for Class Councils. The applicant shall personally submit their application, or it is null and void. If an applicant is graduating early, although technically a junior, they must run and appear on the ballot as a Senior. B) Applicants may submit their petitions, and appear on the ballot as many times as desired. However, the status of royalty (denoted as princess, queen, prince, or king) may only be awarded three times to any one person in their High School career: once during their first three years (freshmen, sophomore, junior year), an additional once during their senior year, and an additional one for Senior Prom. This excludes Rose Festival.

### Qualifications for ASB Candidates

- 3.0 grade point average
- No suspensions during high school (9<sup>th</sup>-11<sup>th</sup> grade). Issues regarding this stipulation may be discussed with the leadership advisor.
- Must be a junior by grade classification
- Attendance required at election informational meeting
- No more than two unexcused absences during the term of candidacy
- Be involved in one student run activity (excluding student government)
- ASB President must have 1 year previous student government experience.

### Qualifications to remain on ASB

- Maintain a 3.0 Cumulative grade point average
- Receive no failing grades throughout the year
- Attend activities required by the council

### Qualifications for Class Councils & Class Presidents

- 2.5 grade point average
- Attendance required at election information meeting
- No more than two unexcused absences during term of candidacy
- No suspensions during the current year.
- Be involved in one student run activity

### Qualifications to remain on Class Council

- Maintain a 2.5 Cumulative grade point average
- Receive no failing grades throughout the year
- Attend activities required by council.

### Application Package for ASB Candidates

- Two teacher recommendations
- Two student recommendations
- Absence report
- Transcript
- Statement Application (objectives, experience, contributions, purpose)

### Application Package for Class Presidents

- Teacher recommendation
- Statement of Application (see above)
- Student recommendation

**1<sup>st</sup> Vice President** – To run all elections, including, but not limited to, Homecoming, Mr. Bronco, Snowball, Valentines Day, New ASB, New Class Council, and Site Council. It is their responsibility to plan dates, furnish petitions and ballots, organize voting/counting systems. Additionally, it is the duty of the 1<sup>st</sup> Vice President, in the absence of the ASB President, to assume the responsibility of the ASB President's in running meetings etc. Must assist all ASB members when needed. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**2<sup>nd</sup> Vice President** – is the activities coordinator. They are required to disperse, at least, one dance to each council. Is in charge of planning dances, assemblies, and other student activities. They are in charge of dispersing class points. Will be available to assist other councils organize their dances and class competitions. Must assist all ASB members when needed. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**Promotions Director** – It is the duty of the 3<sup>rd</sup> Vice President to publicize every fundraiser, activity, and event sponsored by ASB. This officer must make sure Student Government supplies are always in stock and available. Must assist all ASB members when needed. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**Secretary** – It is the duty of the Secretary to take minutes of all ASB meetings. Documenting unfinished business, reports presented, statements of approval, new business, important dates, and the date of the next meeting. All minutes shall be typed and presented to each ASB member and school Advisor for approval. Must assist all ASB members when needed. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**Treasurer/Historian** – Has control of all ASB funds. Is assigned the task of obtaining ASB purchase forms, as well as signing off all purchase orders. Also, authorizes loans from ASB account to other class councils. Organizes Tireless Teacher Award, voted on monthly, by the student body. Must assist all ASB members when needed. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

It is the duty of the ASB Historian to keep record of the year, in a scrapbook. These include, but are not limited to events, dances, lunchtime activities, after school activities, Homecoming week events, elections, etc. The Historian should attend and take pictures at all events sponsored by ASB. One The Historian should present a scrapbook, to each ASB member and one to the High School Advisor for District record. The Historian will also advise all class councils throughout the year, in answering questions, and assisting in Decision-making. Must assist all ASB members when needed. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

## **Class Officer Responsibilities:**

**Senior Class Council** – Including but not limited to, Graduation, Senior Slide Show, Senior Wills, Senior Awards, fundraisers for Senior all Night Party, assist ASB Treasurer with Tireless Teacher Award, participation in select activities, and one dance.

**President:** Will deliver Graduation speech. Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**Junior Class Council** – Including but not limited to, Prom, participation in select activities, Data Match, Magical Night of Giving Fundraiser, and onedance besides Prom.

**President:** Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**Sophomore Class Council** – Including but not limited to, publicity for PHS Performing Arts, select activities, and one dance. Must fundraise for next years Prom.

**President:** Must attend Leadership Camp and Conferences, as requested by the school Advisor.

**Freshmen Class Council** – Including but not limited to, publicity for PHS Sports, Costume Contest, select activities, and one dance.

**President:** Must attend Leadership Camp and Conferences, as requested by the school Advisor. Class presidents will be selected by the individual councils and class advisors during the summer leadership retreat.

Article VII: Ratification or changes need 2/3 vote of councils.

Article VIII: Changes in the constitution need to be brought up during a council meeting, and voted on by all ASB members. For changes to pass, it must be a 2/3 vote in favor of the change. The Constitution is to be reviewed by ASB and all Class Councils annually.

## **STUDENT SCHEDULES**

- **Forecasting** – Each spring students will forecast classes for the following fall.
- **Schedule Changes** – Students may initiate schedule changes during the first two calendar weeks/ten calendar days of the semester by filling out a request form and returning the form to the main office. All the signatures on the form must be acquired. A change could be made only if the class being dropped is not required for graduation. Students are accountable for continual and regular attendance in the class until they meet with their counselor or receive a new schedule showing a change has been made.
- **Transfers** – Fill out a withdrawal form in the main office. All textbooks, uniforms, and equipment must be returned, all fees must be paid.
- **Withdrawals From Class** – Withdrawal after the first two calendar weeks/ten calendar days of a semester will result in an “F” for not completing the course. This process begins with a form available from the counselors. All the signatures on the form must be acquired. Any student withdrawn from a class due to NON-ATTENDANCE will be issued an “F” on their transcript. A “No Grade” will be issued if they had a passing grade after the first 9 weeks. If these are core classes, they (may) have to make-up the credit at MHCC, Portland Public School’s Evening Program or through Nova Net at their own cost.

## **SUPERVISION OF STUDENTS** (Board Policy JFJA)

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

## **SURVEYS**

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

## **TALENTED AND GIFTED PROGRAM**

Identification of Talented and Gifted Students

In order to serve academically talented and gifted students in grades K-12, including talented and gifted 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 [district talented and gifted coordinator/teacher] to request reconsideration;
2. The [coordinator/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 [program supervisor];
2. The [program supervisor] shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the [TAG coordinator/teacher];
3. [The program supervisor, TAG coordinator/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 (Board Policy IGBB/IGBBA)

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 at the district office. Complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information. A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

## **TEACHER ASSISTANTS**

There is a form that needs to be completed and signed by a parent in order for a student to be a teacher's assistant. The forms are available in the main office. A student may acquire only 1.0 credit in one year as a TA. In general student Teaching Assistants will be assigned to the office areas.

## **TELEPHONES**

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

## **TEXTBOOKS**

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

## **TRAFFIC SAFETY**

No Loitering in parking lots.

## **TRANSPORTATION OF STUDENTS** (Board Policy EEACC)

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

Skateboards and roller blades can only be ridden in designated areas. The school district is not responsible for accidents, injuries or theft that occur on school property while students are engaged in operating skateboards or roller blades.

##### **Transportation Rules**

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

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;

7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their bus privileges.

### **Disciplinary Procedures for Violations of Transportation Rules**

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

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

## **TRAVEL SERVICES**

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

## **TUTOR**

Tutor must proctor exams.

## **VISITORS**

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

## **STUDENT CODE OF CONDUCT**

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

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days. In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$75 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999. In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student. A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or

guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions. See Discipline Due Process.

## **GUIDELINES FOR ATHLETICS/ACTIVITIES**

Philosophy: The Inter-Scholastic Athletic & Activities Program is an integral part of the total educational program at Parkrose High School. Participation in athletics & activities offers students a positive opportunity to develop to their full potential as individuals and as part of a team. Students will demonstrate responsibility toward themselves, team, family, school and community. Our program is designed for and contributes to the mental and physical growth of our students. It promotes high standards of conduct, desirable citizenship and favorable social behavior of the participants.

### **Academic Standards:**

- All athletic/activity rules must comply with Oregon School Activities Association The OSAA rules state that all athletes must have been in and passed a minimum of 5 classes the previous semester (excluding incoming Freshmen) and passing 5 classes the current semester (not including advisory or teachers assistant). **If you do not meet this qualification, you are NOT eligible and should not proceed through the steps listed below.**
- 1. If your current GPA is below a 2.0, you will need to schedule a meeting with the Athletic Director, yourself, and your parent or guardian, prior to participation.
- 2. If an athlete receives a “D” or “F” at Warning Notices, Progress grades or at the end of the semester, he or she will be placed on academic probation. The athlete will have 2 weeks to show academic progress, and must be cleared by the Athletic Director.
- 3. All Athletes placed on Academic Probation must demonstrate academic progress by turning in a tracking sheet every 2 weeks to the Athletic office. If the student does not show academic progress, they can be removed from practices and competitions until appropriate academic progress is made.
- 4. Participants must also be making satisfactory progress towards graduation, which will be evaluated at the end of each semester.

### **Attendance Standards:**

- In order for a student to participate in a practice, contest or activity, he/she must attend school the entire day of, or the Friday before, if the practice, contest or activity is on a Saturday or Sunday. Any exception (including excused absences) must be approved through the Athletic/Activity Director and/or Assistant Principal (a note from the Doctor, Dentist, etc. needs to be provided to the Athletic Office upon return to school).
- **Any absence, which not been excused by a parent or legal guardian within a 24- hour period, is considered an UNEXCUSED absence.**
- Athletes will be monitored on a daily basis. If an athlete has an unexcused absence, the day of or prior to a practice or game, they are not eligible to participate.
- If a student is absent all day due to illness, they are not eligible to practice, compete or be present at any sports/activities/events for that day.

### **Behavior Standards:**

- Students who represent Parkrose High School in athletics/activities are expected to adhere to its rules and regulations. Any student whose conduct is judged to reflect a discredit upon himself/herself, the group, or Parkrose High School, whether or not such an activity takes place during or outside regular school hours and seasons, will be subject to disciplinary action by the Coach, Athletic/Activity Director and/or Assistant Principal. The following conduct violations will lead to appropriate disciplinary action:
  1. Team related – insubordination, fighting, unsportsman like conduct and misbehavior while attending a practice, contest or activity.
  2. Community related – defacing property (using eggs, paintballs, etc.), and stealing public or personal property.
  3. Other forms of misconduct will be dealt with according to the circumstances and severity of the incident and the participant can be removed from the team or activities.
- Any participant who is removed from an athletic team or activity for violating any athletic policy will not be entitled to a refund of their fees.
- A student who has been suspended from school is not eligible to participate or be present at any school activities, from the time he/she is suspended until reinstated.
- If a student is ejected from a contest he/she may not participate in the next scheduled contest.
- Any infraction not addressed in the Athletic/Activity Guidelines will adhere to those guidelines established in the Student Handbook.

### **Additional Requirements:**

- Students will need to complete a clearance procedure before being allowed to practice or participate. This includes the following items:
  1. A Physical Exam by a licensed M.D. – before the freshman year, junior year or first time out. These physicals are valid for 2 years.
  2. A Parkrose Medical Emergency Card, including insurance information, needs to be filled out for every sport/activity a student participates in during the school year.
  3. The Participation Fee of \$90 is required for each sport. There are individual & family maximums for the school year and reduced rates for those that qualify for the “Free & Reduced Lunch” program. \*Students can be put on a payment plan but must have their fees paid before the last contest of the season. **Students may not participate in another sport or activity until all previous fees are paid.**
- If a participant quits or is dismissed from a team, they cannot transfer their fee to another sport/activity or get a refund for their fees. Additionally, the student must get clearance from the Athletic Director before trying out for another team.
- If a student is cut from a team due to inability, he/she will have the opportunity of try out for any other sport/activity that is currently being offered. Reasonable time limits will be utilized in determining try out opportunities.
- A participant can request a full refund if they are cut from a team during the try-out period.
- All tobacco, alcohol or drug issues will be dealt with according to the Student Handbook and can result in the loss of participation in all athletics/activities.
- Athletic/Activity transportation will be provided by the school district. Participants must travel both to and from the location of the contest/activity by school provided transportation. Exceptions to this procedure must be cleared by the Athletic/Activity Director. Students may only ride with other students with signed parental consent.
- Students will not be able to participate in a new sport/activity until all uniforms, and equipment from the previous season have been turned in.

## Student Code of Conduct

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

Offense	Occurrences	Minimum	Maximum	
ALCOHOL or DRUGS	First Repeated	Suspension Expulsion	Expulsion Expulsion	Board Policy JFCG/JFCH/JFCI
Using, possessing, selling, distributing or being under the influence of alcohol, drugs, or other intoxicants or any look-a-like substances. Possessing any drug paraphernalia. Violation will result in report to law enforcement, and a Pre-Hearing or Expulsion Hearing.				
ARSON	First Repeated	Suspension Expulsion	Expulsion Expulsion	Board Policy JFC/JGD
Using fire to destroy or attempt to destroy property. The fire marshal will be notified of any incident.				
ASSAULT	First Repeated	Suspension Suspension	Expulsion Expulsion	Board Policy JFC/JGD
Intentionally, knowingly or recklessly causing physical injury to another. Violation will result in report to law enforcement				
AUTO MISUSE	First Repeated	Conference Parent Involvement	Expulsion Expulsion	Board Policy JHFD
Not following rules and regulations concerning vehicles on school premises; illegal parking, failure to register vehicle, reckless driving, etc. Students driving licensed motor vehicles will be required to register the vehicle with the school office and park in the designated areas. Cars parked on school property during school hours are subject to search and seizure of contraband. Violation may result in report to law enforcement.				
BOMB THREATS/ FALSE ALARM	First Repeated	Suspension	Expulsion Expulsion	Board Policy JFC/JGD
Violation will result in report to law enforcement.				
BUS MISCONDUCT	First Repeated	Conference Loss of Privileges	Suspension Expulsion	Board Policy EEACC
Not following regulations/instructions governing riding school buses will forfeit the students' right to district-provided bus transportation or violation of any part of bus regulations while on a school vehicle.				
CLOSED CAMPUS	First Repeated	Conference Parent Involvement	Suspension Suspension	Board Policy JFC/JGD
Leaving school property without approved prearranged permission on file with the attendance office.				
DEFIANCE of AUTHORITY	First Repeated	Detention/Conference Parent Involvement	Suspension Expulsion	Board Policy JFC
Refusal to follow the reasonable requests of any school adult and/or designated authority.				
DISRUPTIVE/ DISORDERLY CONDUCT	First Repeated	Detention/Conference Parent Involvement	Suspension Expulsion	Board Policy JFC/JGD
Language or behavior, which disrupts and/or interferes with the educational environment or process.				
DISRUPTIVE APPEARANCE STUDENT DRESS	First Repeated	Conference/Detention Parent Involvement	Suspension Expulsion	Board Policy JFCA
Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress/grooming if it				

interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others. (Refer to dress code).				
ELECTRONIC DEVICES	First	Detention/Conference	Suspension	Board Policy JFCEB
	Repeated	Parent Involvement	Expulsion	
MP3, CD players, earphones, pagers, telephones, wristwatches, radio, etc., which may have communication capabilities disruptive to the educational process, are not allowed. The school is not responsible for loss or theft. Cell phones to be turned off and not in use or visible during class.				
EXPLOSIVE DEVICES	First	Expulsion	Expulsion	Board Policy JFC/JGE
	Repeated	Expulsion	Expulsion	
The use or threat of use, possession (carrying or concealing), or sale of explosive material or look-a-like devices. Violation will result in referral to law enforcement.				
<b>Offense Occurrences Minimum Maximum</b>				
EXTORTION	First	Parent Involvement	Expulsion	Board Policy JFC/JFG/JGE
	Repeated	Suspension	Expulsion	
Demanding money or something of value (e.g., lunches) from another person. Violation will result in report to law enforcement.				
FIGHTING	First	Suspension	Expulsion	Board Policy JFCM
	Repeated	Suspension	Expulsion	
Having a verbal or physical conflict with another person. Violation may result in referral to law enforcement.				
FIRE STARTING EQUIPMENT	First	Conference	Suspension	Board Policy JFC/JFG
	Repeated	Parent Involvement	Suspension	
Bringing onto Parkrose School District property or possessing any of the following is prohibited: matches, lighters, road flares, fuses, or any other device capable of starting fires. Violation may result in report to law enforcement.				
FORGERY	First	Parent Involvement	Suspension	Board Policy JFC/JFG
	Repeated	Suspension	Expulsion	
Writing or giving false or misleading information to school officials by forging parents, guardian's or any other person's signature on any letter or other school document, cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., as the student's own, and/or any other misrepresentation of the truth.				
GAMBLING/ DICE	First	Conference	Suspension	Board Policy JFC/JFG
	Repeated	Conference	Suspension	
Participating in games of chance for the purpose of exchanging money and/or other things of value.				
<b>C</b>				
GANGS/ SECRET SOCIETY	First	Suspension	Expulsion	Board Policy JFCEA/JGE
	Repeated	Suspension	Expulsion	
Gang/gang-related behavior, possession, distribution, or display of gang/gang-related clothing, symbols, tagging, paraphernalia, literature, posters, graffiti, signs or signals, harassment or intimidation of others, or recruitment for gang membership will be subject to strict disciplinary action and report to law enforcement.				
HARRASSMENT/ HAZING	First	Conference	Expulsion	Board Policy JFCF/GBNA
	Repeated	Parent Involvement	Expulsion	
Persecuting or harassing another with humiliating tasks, words, or actions. Hazing in any form or matter including electronically is prohibited and will not be tolerated.				
HINDERING INVESTIGATIONS	First	Conference/Detention	Suspension	Board Policy JFC
	Repeated	Suspension	Expulsion	
Intentionally withholding information regarding a violation of the Parkrose Code of Conduct. This includes failure to report a threat of violence.				
INTIMIDATION/ MENACING	First	Conference	Expulsion	Board Policy JFC
	Repeated	Suspension	Expulsion	
An intentional, serious threat by word or act, including physical or verbal bullying/threatening, which places another person in fear of imminent physical injury. This includes, but is not limited to, hazing/initiations, words/conduct directed toward another person/intimidation by the use of electronic devices. Violation may result in report to law enforcement.				
LEWDNESS/ PROFANITY	First	Conference	Expulsion	Board Policy JFC/JGD
	Repeated	Suspension	Expulsion	
Indecent exposure and/or the use of obscenity, profanity, whether oral, written or gestured.				
PARTICIPATION IN A DISRUPTION	First	Conference/Suspension	Suspension	Board Policy JFC/JGD
	Repeated	Suspension	Expulsion	
Participating in a disruption or fight by observing, promoting, or contributing through one's presence, words, or actions.				

PLAGIARISM	First	Conference	Suspension	Board Policy JFC/JGD
	Repeated	Suspension	Expulsion	
To take or use(ideas, passages etc.) from another's work, representing them as ones own. Will not receive grade/credit for plagiarized work.				
PUBLIC DISPLAY	First	Conference	Suspension	Board Policy JFC/JG
OF AFFECTION	Repeated	Suspension	Expulsion	
Any public display of affection is not allowed on campus.				
SEXUAL	First	Conference	Expulsion	Board Policy GBN
HARRASSMENT	Repeated	Suspension	Expulsion	
Sexual harassment is prohibited. It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and or physical touching. Subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are included.				
<b>Offense Occurrences Minimum Maximum</b>				
TARDINESS	First	Detention	Conference	Board Policy JFC
	Repeated	Conference/Detention	Suspension	
Arriving late to school or class.				
TECHNOLOGY	First	Conference	Expulsion	Board Policy IIGBA
MISUSE	Repeated	Suspension	Expulsion	
Any misuse of a network/system/program to harass others. Un authorized use of a computer, system/software/ network, damage or abuse or modification of any computer, system/network/software. Compensation for damage will be required.				
THEFT	First	Parent Involvement	Expulsion	Board Policy ECAB/JFC
	Repeated	Suspension	Expulsion	
Taking, giving, or receiving property not belonging to you. Knowingly possessing any stolen property. Compensation will be required. Violation may result in report to law enforcement.				
THREAT of	First	Parent Involvement	Expulsion	Board Policy JFCM
VIOLENCE	Repeated	Suspension	Expulsion	
Communicating intent to commit serious bodily harm to others. Violation may result in report to law enforcement.				
TOBACCO or	First	Conference	Suspension	Board Policy JFCG/JFCH/JFCI
SUBSTITUTES	Repeated	Suspension	Suspension	
The use or possession of tobacco in any form.				
TRESPASSING	First	Suspension	Expulsion	Board Policy JFC/JFG
	Repeated	Expulsion	Expulsion	
Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in school District buildings or on any part of District property or adjacent areas. Violation may result in report to law enforcement.				
TRUANCY	First	Detention	Suspension	Board Policy JFC/JFG
	Repeated	Parent Involvement	Expulsion	
Any absence, which has not been excused by parent or legal guardian and/or appropriate school official within 24 hours, as designated in the student handbook. The privilege of participating/attending extra curricular activities, including dances, may be revoked for attendance violations. May result in suspension of driving privileges and /or report to superintendent or designee. Violation is a punishable by a citation up to \$150.00.				
VANDALISM	First	Conference	Expulsion	Board Policy JFCB/ECAB
	Repeated	Suspension	Expulsion	
Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others. Compensation for damage will be required. Report card will be held until assessed damages are paid. Violation may result in report to law enforcement.				
WEAPONS	Any	Expulsion	Expulsion	Board Policy JFCJ
The possession of or threat to use a dangerous weapon or replica or the use of any object to inflict bodily injury to another. Violation will result in report to law enforcement.				