

Perrydale School District

Student - Parent Handbook 2023-2024



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I . Preface

Perrydale School District was established by pioneer settlers in the 1800’s. As with many pioneers, this group was a very independent and self-reliant group. They believed in community, hard work, honesty and education. These were important ways to make the most of their lives.

The District continues to honor these traditional values and is dedicated to “Excellence in Education” as we move into the 21st Century. We pride ourselves as a School of Excellence and continue to work hard to improve the educational opportunities for each and every student who enters Perrydale School.

There have been many changes in education since the opening of this school. The purpose of this handbook is to acquaint you with the way we operate here at Perrydale School. This handbook will better acquaint you with the policies and procedures adopted by the Perrydale School Board, including those necessary to meet State and Federal education requirements. Our ultimate aim is to ensure that we provide the high quality of education that each student deserves.

All information contained in this student handbook is subject to revision or elimination, as local, Federal and State regulations change. No information in the handbook shall be viewed as a guarantee or offer.

Perrydale School District is an equal opportunity entity. The 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 IV, VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504, of the Rehabilitation Act of 1973, as amended; and the American Disabilities Act.

The Superintendent has been designated to coordinate compliance with all legal requirements and may be contacted at the District Office for additional information and/or compliance issues.

Mr. Dan Dugan
Superintendent
(503) 835-3184 or (503) 835-7575

Please sign, date and return the Sign-Off Sheet to your classroom teacher within the week.

II . School Mission Statement

At Perrydale School District, our mission is to empower lifelong learners and inspire excellence in a supportive educational environment. Our school community is committed to fostering the intellectual, social, emotional, and personal growth of each student, preparing them for success in all aspects of their lives.

Our mission is guided by the following core principles:

Academic Excellence: We strive for academic excellence by providing a rigorous and comprehensive curriculum that challenges and engages students at all grade levels. We foster a love for learning, critical thinking skills, and a thirst for knowledge that extends beyond the classroom.

Personal Growth: We believe in the holistic development of every student. We provide a nurturing and safe environment that encourages personal growth, self-expression, and the development of character, integrity, and resilience. We promote empathy, and respect, fostering a sense of belonging and acceptance among our diverse student body.

Collaboration and Innovation: We recognize the importance of collaboration and innovation in preparing students for the future. We foster a culture of collaboration among students, teachers, staff, parents, and the wider community. We embrace technological advancements, promoting digital literacy and providing innovative learning opportunities that cultivate creativity, problem-solving, and adaptability.

Community Engagement: We believe in the power of community engagement to enhance the educational experience. We actively involve parents, families, and community members in supporting our students' learning journey. We cultivate strong partnerships with local organizations, businesses, and institutions to provide enriching opportunities and resources for our students.

Global Citizenship: We prepare our students to be responsible and compassionate global citizens. We promote cultural awareness, global understanding, and an appreciation for diversity. We encourage students to become active contributors to their communities, fostering a sense of social responsibility and stewardship.

Perrydale aims to instill in our students a love for learning, a strong sense of self-worth, and the skills and knowledge needed to thrive in an interconnected and rapidly changing

world. Together, we empower our students to reach their full potential, pursue their dreams, and make a positive difference in the world.

School Pledge

We have the right to be safe in this school

We have a right to be treated with kindness in this school

We have a right to do our best work in this school

III. School Board Members

Brian Kohlmeyer- Position #1

Trina Comerford- Position #2

Katie Fast- Position #3 / Board Vice Chair

Jenny Cribbs- Position #4

Amber Burns- Position #5 / Board Chair

Perrydale Administrative and District Office Staff

Dan Dugan, Superintendent

Christy Ford, K-8 Principal

Erin Henery, Special Programs Director

Cindy Cruickshank, Business Manager / Deputy Clerk

Missy Locke, District Secretary

Margaret White, District Secretary

Vanessa Burbank, Executive Secretary

Troy Lieuallen, Maintenance Supervisor

Perrydale Staff

Dj Arthur, Instructional Assistant

Mindy Arthur, Kindergarten Teacher

Tiffany Bell, Instructional Assistant

Tami Bookey, Instructional Assistant / Special Education

Jerry Compton, Technology

Jared Cornwell, Custodial and Maintenance

Morgan Crawford, HS English / Yearbook / Leadership

Wyatt Cruickshank, Instructional Assistant

Dean Deters, Grade 4

Denise Dickey, Assistant Cook

Savannah Enz, Grade 2

Stacy Fillible, Instructional Assistant

Brock Ferguson, HS Science

Brad Ford, Grade 7

Kaitlyn Gallagher, Instructional Assistant / Special Education

Francis Gallagher, Instructional Assistant / Special Education

Alex Graber, Grade 6

Katherine Gregory, Instructional Assistant

Chris Gubrud, K-12 PE/Health/Athletic Director

Makenna Hanson-Johnson, HS Ag Science/FFA/Shop

Kaylin Hutchison, Special Education Teacher

Gretchen Johnson, Preschool Teacher

Emma Jimenez, Grade 5

Shauna Lambert, Instructional Assistant / Special Education

Tami Lambert, Instructional Assistant / Special Education
Janette Lewis, Instructional Assistant / Special Education
Cheyenne Locke, HS Math
Kiatia Mack, Instructional Assistant / Special Education
Brittney Matthews, Grade 3
Misty Matthews, K-12 Music / Fine Arts
Emmy Montufar, HS Ag Science, FFA, Shop
Tracy Pe'a, Reading Specialist
Chandler Pipitone, Grade 1
Carrie Propes, Instructional Assistant / Special Education
Tabitha Richards, HS Social Studies / Speech
Anne Riley, Librarian
Jaime Rodriguez, Custodial and Maintenance
April Schorr, Student Success Coordinator
Ellie Solem, Grade 8
Christy Starr, Food Service Manager
Hannah White, School Based Mental Health Therapist
Julia Wilson, Math Specialist
Jill Wood, Autism Specialist

IV. School Board Policies

Welcome to Perrydale School! At Perrydale, we are committed to creating a safe and conducive learning environment for all our students. To ensure the smooth functioning of our school community, we have established a set of policies that govern various aspects of school life. These policies cover areas such as academic expectations, code of conduct, health and safety, technology usage, and more.

Our academic policies outline the grading system, attendance requirements, homework guidelines, and exam procedures. We believe in fostering a culture of academic excellence and providing students with the necessary support to thrive in their studies.

Our code of conduct sets clear behavioral expectations for all students. We promote respect, kindness, and responsible citizenship within our school community. This policy outlines guidelines for respectful behavior, anti-bullying measures, dress code standards, and the use of electronic devices.

At Perrydale, the health and safety of our students is of utmost importance. Our policies include procedures for emergency situations, health services availability, medication administration guidelines, and playground safety protocols. We strive to create a nurturing and secure environment for all students.

We recognize the importance of technology in education. Our technology policies outline the acceptable use of school-provided devices, internet usage guidelines, data privacy measures, and responsible online behavior. We aim to equip students with the necessary skills to be responsible digital citizens.

These policies, along with others, have been designed to support a positive and productive learning environment at Perrydale School. It is important for all students, parents, and staff to familiarize themselves with these policies to ensure a harmonious and successful educational journey for everyone.

Please refer to the specific sections in our student handbook or contact our school administration if you have any questions or need further clarification on any of our school policies.

We look forward to working together to create an enriching and rewarding experience for all Perrydale students.

See: [School Board Policies- Digital Link](#) (can also be found on district website)

V. ACADEMIC PROGRAMS

STANDARDS BASED CURRICULUM

Instruction at Perrydale School District is based on content standards for each subject. The Essential Learning Skills and Oregon State Standards adopted by the State Board are included in the program. Course content is covered in syllabi at the secondary level and in course standards at the elementary school.

HOMEWORK

Homework may be 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 complementary to the classroom process and is essential to the learning process. Parents are encouraged to monitor homework completion and skill practice at home. Students can also attend study tables often provided during lunch time to supplement time spent at home.

FLAG SALUTE Policy INDB

Students shall be given the opportunity to participate in the Flag Salute during the first period of each school day.

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. Parent notification is required prior to the field trip.

In the event the field trip conflicts with attendance for other classes, the student must be in good standing to earn the right to miss class. Any exceptions need to be approved by the administration after consultation with classroom teacher(s) and the staff member responsible for the field trip.

FEATURE FILMS/VIDEOS Policy IIABB

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG, PG-13 or unrated may be authorized for classroom use. G films may be shown without administrative approval and parental notification is always advised.

Feature films/videos with a PG, PG-13, and unrated must have prior parental consent as well as prior administrative approval.

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

All requests for administrative approval are to be submitted to the building principal at least 5 days prior to the proposed showing.

The following information should be included:

1. Title and brief description
2. Purpose for the showing
3. Match with course objectives
4. Proposed date of showing
5. When and how parents will be notified, or if necessary grant consent
6. Audience rating

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades and absences shall be issued to parents three to four times a year. Parents and students can expect reports in the mail within one week of Assessment Day (grade day) as marked with an A on the School Calendar. Secured high school and middle school progress reports are available electronically as a feature of our grading program.

Typically, high school and middle school teachers update grades once per week or at the completion of units. Usernames and passwords are handed out to high school and middle school parents and students. Please let the office know if you do not have internet access

and need a hard copy of the high school/middle school progress reports or need assistance accessing the new system.

If a student receives a grade report of less than average in any class or subject, parents or staff may request a conference. Parents are encouraged to contact the teacher regarding progress at any time.

ON-LINE CLASSES

A student in grades 9-12 may earn a maximum of five units of credit on-line with prior approval of the principal. These credits may be applied toward state or local graduation requirements. On-line classes must be approved for credit prior to enrollment. If you plan to play sports in college, NCAA has special rules around on-line classes. For more information about online courses, please see administration. Online classes may be used for credit recovery or offering as courses not offered in person (ex. Foreign Language)

ACADEMIC GRADING SYSTEM (6th – 12th grade)

The grade for each subject will be determined by the student's progress towards meeting or exceeding the academic content or common core standards at the student's current grade level as well as meeting class requirements set by the teacher. Perrydale has a PLUS/MINUS grading system for reporting student grades. The +/- system will allow for a more precise grading system and will provide a more reliable indication of student performance. In addition, the system will provide students a better opportunity to improve their grades.

Grade Scale:

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The grade a student earns in a class will be determined by combining two scores--70% based on academic work and 30% based on personal management skills (refer to the class syllabus to see what is specifically considered academic and personal management for each class).

Students have the opportunity to retake tests if they earn a D or F, but must do so within a 2-week time frame. Test retakes can be scheduled during advisory time, a study table, or a Friday Study. A student's overall score for the test will be an average of the two scores the student receives for both the original test and the retake. Students should take advantage of test corrections to recover some points when this option is available. Semester finals may be an exception to the rule.

PROGRAM EXEMPTIONS Policy IGBHD

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.

GRADE REDUCTION/CREDIT DENIAL Policy IKAD

Punctual and regular attendance is essential to the academic success of students. District staff will report student's attendance, especially in those classes requiring class participation as part of their personal management grade. Personal management skills will be reported on the same schedule as the academic grade and will include information on homework completion, punctuality, meeting deadlines, participation and classroom behavior.

At the beginning of this school year or course of study, teachers will inform students and parents how personal management skills are related to the instructional goals of the subject or course.

Regular attendance is required for students to meet the high standards set by the Perrydale School District. Completion of assigned work is an important prerequisite for success. In addition, regular attendance is a critical factor in student performance. Students who are absent from school 14 or more days during a semester and fail to meet the standard may be subject to grade reduction or credit denial for failing to meet the minimum standard. The semester standard converts to 7 absences quarterly, which triggers a warning to student and parents regarding excessive absences. The superintendent may waive the credit denial consequence on a case-by-case basis when it is determined that the absences are reasonable. If the absence is excused the teacher may grant an extended deadline so the work can be completed. An incomplete (I) would be awarded at the end of a quarter or semester. The student has a maximum of 2 weeks to clear the incomplete. A grade will be awarded at the end of the 2-week period, unless directed by state rule/law.

Due process will be provided to any student whose grade is reduced or credit denied.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS Policy IKE

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, if such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities based on parental input.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

VI. ACTIVITIES and PROGRAMS

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.

CLUBS AND ORGANIZATIONS

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 stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

SCHEDULING

The scheduling of all events should be concluded as early in the school year as possible. A monthly calendar including those items of community interest is compiled and duplicated for the benefit of our school patrons. Organizations and classes may plan parties, dances, meetings, and other activities, all of which must be approved by the advisor of the class or organization and the administration or a designated representative.

EXTRA-CURRICULAR/CO-CURRICULAR PROGRAMS

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.

Extra-curricular and co-curricular activities, including athletics, are strictly governed, as participation in these programs is a privilege rather than a right.

We have teams in, football, volleyball, basketball, baseball, softball, and track, depending on sufficient participation and funds. Sports co-ops are available in some of the sports Perrydale does not offer, such as boys' and girls' soccer. It is our intention to maintain programs built upon the theory that active participation and competition are important parts of our society and our way of life.

We believe that an extra-curricular/co-curricular program involves the spectators as well the participants. Perrydale expects all those involved to model excellent sportsmanship. This includes the entire Perrydale School Community.

PARTIES, DANCES, MEETINGS, and OTHER ACTIVITIES SPONSORED BY THE DISTRICT

The following is a guideline for both students and faculty:

- Check the school calendar for open dates or conflicts to schedule a tentative date for that event with the principal.
- The activity request form can be picked up in the main office.
- All activity request forms are to be turned into the office fully completed at least 7 days before the event.
- Dances and other major activities will be chaperoned by the faculty advisors and by one set of parents or guardians who have students in the sponsoring organization. No relatives or friends of the family will be accepted in place of the parents or guardians as chaperones.
- Faculty advisors will provide guidance in organizing the event and make arrangements for clean up after the event. In case a thorough clean up is not completed, a minimum of \$75 cleaning fee will be assessed.
- Doors are to be locked one hour after dances begin and no one is allowed to enter the activity after that time.
- **STUDENTS OR GUESTS ATTENDING ACTIVITIES, INCLUDING ATHLETIC CONTESTS, DANCES OR OTHER EVENTS MAY NOT LEAVE THE BUILDING AND RETURN UNLESS PERMISSION HAS BEEN GRANTED BY THE ADVISOR IN CHARGE OF THE EVENT.**
- Grade school and middle school students are not to attend high school dances, parties, or similar events that are planned for and put on by the high school students unless permission has been obtained by the administration.
- Advisors must make the final arrangements with DJ's, bands, performers, etc. Any contract or legal arrangements must be signed by both the organization advisor and the administration, with the organization and the advisor being held responsible for the terms of the contract.
- Students and guests are expected to conduct themselves according to Perrydale conduct code and follow the school dress code.
- In the event that an activity requires a student to miss class time to participate, the student must fill out a prearranged absence form at least 24 hours prior to the event and turn it into the administration before they will be allowed to participate. If the student is not performing up to standard in this/her class, the teacher can deny participation until the work is completed.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

The purpose of Perrydale School is to provide its students with an education, which allows them to be productive, educated, and successful members of society. This includes a variety of experiences, including participation in extra-curricular/co-curricular activities.

While participation in these activities is a valuable educational experience, the basic goal is to provide our students with a solid classroom education. Since these activities are over and above the basic program, they are a privilege and, therefore, subject to the following:

A. Activities considered as extra-curricular or co-curricular include, but are not limited to:

1. Athletic game participation
2. Snack bar (during and outside school hours)
3. Athletic spectator bus trips
4. Cheerleading
5. Dances/Prom
6. Assemblies and/or guest speakers.
7. Senior Trip or Skip Day, all-night parties
8. Equestrian events
9. FFA events
10. Reward Trips
11. Leadership events
12. Some Field Trips

B. Classroom - Academic Achievement. A list of students who are earning a D grade or lower will be compiled each Tuesday afternoon. Students whose names are submitted for the first time for failing a class will be put on a one-week probationary period. A student who is receiving failing grades for two or more weeks in the same class will be declared ineligible for extra-curricular/co-curricular activities until the next Wednesday's Opportunity for Improvement (OFI) list is issued and the student is no longer on the list because she/he is receiving passing grades in the particular class. While on the list, the high school and middle school students will be asked to attend the Study Table at lunchtime. Failure to show up could result in disciplinary action by the coach or advisor of the activity.

C. Extra-curricular/co-curricular supervisors have the right to establish additional regulations and requirements, with administrative approval.

D. A student with a disability who is eligible under the IDEA or Section 504 who is receiving failing grades shall not be denied access to athletic/co-curricular activities until it has been determined by the appropriate staff within the District that the student's

academic failure is not a result of an inappropriate placement or the District's failure to provide appropriate support services.

EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT

Participation in any extra-curricular/co-curricular program is a privilege and as such, participants assume certain obligations and responsibilities beyond those of other students. Inappropriate actions both inside and outside of school may lead to loss of eligibility.

In an effort to insure student health and safety and to promote a higher standard of behavior for Perrydale student athletes and other co-curricular participants, the following will be strictly administered:

- No Perrydale student participating in extra-curricular/co-curricular activities shall possess or use alcohol, tobacco, or any controlled substance at any time, on or off school property.
- No Perrydale student participating in extra-curricular/co-curricular activities shall attend a party where alcohol, tobacco or controlled substances are present and used illegally.
- No Perrydale student participating in extra-curricular/co-curricular activities shall conduct themselves in a manner that may discredit themselves, their team, their club, or their school.

Expectations of extra-curricular/co-curricular participants:

- A. All participants in OSAA-sanctioned activities must meet eligibility requirements of Perrydale High School and the Oregon School Activities Association (OSAA).
- B. Prior to any participation (practice or game) in a sport, the athlete must file a certification of physical examination, parental consent and verification of insurance coverage.
- C. All participants in extra-curricular/co-curricular activities are to be student body cardholders.
- D. Dress must conform to the school dress and grooming code and meet the head coach's approval.
- E. Extra-curricular/co-curricular participants will represent Perrydale School in a positive manner.
- F. Extra-curricular/co-curricular participants are required to ride the bus to and from away contests, if provided, except in special circumstances approved prior to the event by the school administration or a designated staff member/coach. The school administrator, staff member, or coach may only release the athlete to his/her guardians following the event. Emergency situations may be an exception.
- G. Students must attend all classes during the day of the event, game, etc. Failure to do so will result in suspension from the game, event, etc. A pre-arranged absence that meets the excused criteria may serve as a basis for a special request to deviate from this requirement only when there are unavoidable

circumstances involved. The decision will be made by the administration on a case-by-case basis. The administrator's decision will be final. Parents must contact the administration as early as possible for possible consideration.

- H. The head coach or advisor in charge shall notify the school administration and the involved participant's parents of any player suspension from athletic competition because of inappropriate actions.
- I. Extra-curricular/co-curricular participants are responsible for equipment checked out to them.
- J. Individual coaches/advisors have the right to establish additional regulations and requirements for their programs. Such information shall be given to the extra-curricular/co-curricular participants in writing, discussed with them and shall become part of the policy for that program.
- K. Extra-curricular/co-curricular activity offenses are divided into two categories - major and minor.

Any suspension may begin when the coach/advisor or the administrator has been notified of the violation.

Unless an emergency exists, the extra-curricular/co-curricular participant shall be notified before the council meets. The extra-curricular/co-curricular activity participant is encouraged to attend this meeting to provide necessary information.

Major and minor offenses are detailed below and will result in consequences as follows.

Minor offenses will include the following:

1. Poor sportsmanship displayed during the event.
2. Missing school excessively.
3. Belittling another school's players or facilities.
4. Arguing with the coach.
5. Misbehavior before, during, or after an activity.

Consequences for minor offenses may include suspension or removal from all OSAA-sanctioned game or co-curricular events.

Major offenses include the following:

1. Drinking/possession of alcohol.
2. Drug use/possession.
3. Arrest and conviction for violating drug or liquor laws.
4. Violation of other criminal laws.
5. Possession, sale, or use of tobacco in any form.
6. Attending a party where the above offenses occur and who fail to leave immediately once that fact becomes known.

Major offenses will be handled on the following basis, with the student having the right to appeal, and parents being notified of the violation.

1st Offense:

An athlete/co-curricular participant who is reasonably suspected of possessing or using alcohol, tobacco or any controlled substance, or suspected of attending a party where the above substances are present and who fail to leave immediately once that fact became known, shall be notified of the violation and will be required to serve either:

1. A suspension from an OSAA sanctioned athletic event, equestrian event, or other extra-curricular/co-curricular activity for the remainder of the sport season or six weeks, whichever is longer, or
2. A suspension for two full calendar weeks and, with parent support and involvement, attend district approved alcohol and drug assessment and counseling at the family's expense.* Results of assessments and counseling shall be reported to the District.
3. An athlete/co-curricular participant may be allowed to practice during the suspension.

**The two-week suspension must include a minimum of one missed athletic, equestrian contest, extra-curricular/co-curricular activity.*

When an extra-curricular/co-curricular activity participant with a drug or alcohol related offense re-joins a team he/she could be subject to periodic drug testing for the remainder of the school year at the family's expense.

2nd Offense:

An extra-curricular/co-curricular participant who, for the second time in his/her high school years, violates the policy statement above, he/she shall be suspended from extra-curricular/co-curricular participation for the remainder of the school year, or six months, whichever is longer. Also the participant, with parent support and involvement, must complete a district approved alcohol and drug assessment and counseling at the family's expense to gain reinstatement at the conclusion of the suspension. Results of assessments and counseling shall be reported to the District.

3rd Offense:

An athlete/co-curricular participant who, for the third time in his/her high school years, violates the policy statement above shall be suspended from extra-curricular/co-curricular activities for the remainder of his/her high school career. The extra-curricular/co-curricular participant may apply for reinstatement to extra-curricular/co-curricular activities after one calendar year if they do the following:

- Complete an alcohol/drug assessment to determine the seriousness of the problem.
- Participate in extensive district approved family/individual counseling.
- Submit to periodic drug/alcohol tests with results reported to the District. (at family's expense)

-
- Commit no other violations

Other Violations

Any action by an extra-curricular/co-curricular participant representing Perrydale School, which brings discredit upon the individual, their team, or their school may be subject to the sanctions described above. Infractions include but are not limited to those outlined in the Perrydale Student Handbook (assaultive behavior, bullying, fighting, harassment, property offenses, weapons, etc.).

Appeals

Students sanctioned or otherwise disciplined under the above code of conduct may appeal their sanction to the appeals committee.

- An appeal must be made in writing to the superintendent within two school days after the initial penalty is handed down.
- The Appeals Committee will meet within two school days of receiving a request for hearing.
- The Appeals Committee is to consist of the VP/Athletic Director, a head coach or advisor from a different sport or group or a teacher and another administrator. At the conclusion of the hearing a decision will be made and presented to the participant and parents within 24 hours based upon information presented during the hearing.

OSAA ELIGIBILITY REQUIREMENTS

Oregon School Activities Association requires that athletes be passing at least five subjects in the semester preceding the sport and during the season itself. Each coach for their sport may set other rules. (See Also "Perrydale Academic Requirements for Participation")

Academic eligibility will be determined on a quarterly basis. At Perrydale, a student who receives an "F" for a quarter will remain ineligible for the first two weeks of the following quarter. Students who receive an "F" for a final nine-weeks grade in one or more classes during the fourth quarter may be ineligible for the two weeks of contests the following school year.

PHYSICAL EXAMINATIONS

Students must have a physical examination performed by a physician/nurse practitioner prior to practice and competition in athletics. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Records of the examination must be submitted to the district and will be kept on file and reviewed by the athletic department yearly.

A complete and thorough physical examination will be required every two years based on best practice for safety. Students shall not participate without a record of passing a physical examination on file with the district. Forms are available from the office.

VII. ADMISSION / REGISTRATION / ATTENDANCE

Students and their parents should contact the office for admission requirements.

ADMISSION OF NONRESIDENT STUDENTS Policy JECB-AR (1)

The district may enroll nonresident students as follows:

1. By written consent of the affected school boards. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;
2. By written consent from the school board. The student becomes a “resident pupil” of the attending school district thereby allowing the attending district to receive State School Fund moneys;
3. By unilaterally admitting with tuition nonresident student whereby neither district is eligible for State School Fund monies;
4. If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board will deny regular school admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Admission by Consent of Both the Affected Boards or Consent for Admissions of a Tuition Paying Student

Annually by June 1, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

The Board reserves the right to accept/reject nonresident students based upon availability of space, resources, personnel, or appropriate programs.

The Board may not consider nor ask questions from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The Board may ask for the student's name, contact information, date of birth, grade level and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process.

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide written explanation to the student.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given. The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

Consent by the Nonresident District Board for which the Student has applied for Admission (Open Enrollment).

FEES 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:

Club dues;

Security deposits;

Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;

Personal physical education and athletic equipment and apparel;

Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;

Student accident insurance and insurance on school-owned instruments;

Instrument rental and maintenance;

Fees for damaged library books and school-owned equipment;

Lock or locker deposits;

Possible field trip fees;

Admission fees for certain extracurricular activities;

Planners

College tuition and college textbook fees

Parents can make special arrangements with the office for payment of delinquent fees. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such waiver may be made to the district administration.

FOREIGN EXCHANGE STUDENTS Policy JECB-AR

The school may enroll a maximum of 4 students from those exchange programs officially recognized by the Board. Exceptions require approval of the Board.

Admission of exchange students will be made only at the beginning of a semester or year. All arrangements for admission for the fall semester must be concluded prior to August 31. All placement arrangements for admission to the second semester must be completed by Winter Break.

Foreign exchange students admitted to school under an F-1 visa statute will be required to pay tuition as required by law. The rate will be based on the State School Fund rate for student funding. Exchange students attending school under a J-1 visa will be granted tuition waivers.

Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study for the student.

INSURANCE

The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

The supervising duty teacher must be notified immediately when an injury takes place. In the case of a back, neck or head injury the report must be made regardless of the perceived severity.

Before participating in school-sponsored athletics, students and parents must have proof of insurance.

ATTENDANCE POLICY JEA/JEA-AR

Perrydale students are required to attend school during regular school hours according to the current school calendar. Hours of attendance are 7:45am – ~~3:30pm~~ 3:15 pm

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will report violations of the state compulsory attendance law. Truancy or excessive unexcused absences will be monitored and dealt with quickly due to the fact that attendance is essential during these important years. Each day is a valuable part of a fast moving developmental process that every student is going through.

Daily school attendance is essential for a student to work and develop to his/her potential. At Perrydale, we expect students to attend on a daily basis. Excellent attendance is one of the key skills students learn while in school. With a four day week, it is important for appointments and other non-school business to be scheduled on Fridays whenever possible. Students should set a goal to attend every school day to insure success.

Parents are held responsible for their child(ren) attending school. Any parent who fails to send a student to school within three (3) days of notification by the district that the 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 per 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 or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

Written notification will be provided in the Parents native language, if necessary.

ABSENCES AND EXCUSES Policy JED

Perrydale School monitors attendance carefully with both safety and academic interests in mind.

Parents are asked to call the school office between 7:15 and 8:15am to inform the office of your child's absence. You may also email in your attendance notification to pdattendance@perrydale.k12.or.us

If we get no call and the student is not in class, a call will go home to ensure the safety of each child. Please call and let us know of absences by 8:15

When returning to school after an absence, a student must bring a note signed by the parent, designating days and times absent. The note needs to also describe the reason for the absence.

Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Medical or dental appointments. Confirmation of appointments may be required;
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence. See administrator when special circumstances arise but anticipate the school to hold to the standard identified in 1-5 above.

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 been absent for any reason shall make up required assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism affects student performance, but will not be used as a sole criterion for the reduction of grades.

A student who is absent from school shall not be allowed to participate in school-related activities on that day or evening, unless it is an excused, pre-arranged absence. Deviation from this policy may be allowed based on a written request to the principal and coach.

ATTENDANCE PROCEDURES

Method of reporting daily attendance:

- Teachers will take attendance at the beginning of the period.
- Attendance will be recorded and checked in the office at the beginning of the first period.
- *Reminder! Parents need to call the office whenever a student is going to be absent. A call to the office needs to be made between 7:15 and 8:15am to (503)835-7575. This will increase student safety and minimize truancy. Students arriving late or leaving early must present a note from their parent or guardian to the office. Students who become ill at school must be cleared to leave campus by the office, at which time the parent or the listed emergency contact will release the student to leave campus and go home. A log is kept in the office to record student check out and check in.*

B) Excused absences

1. A written excuse or phone call from a parent or guardian is needed to verify absences. The excuse must state the student's first and last name, date of absence and reason for absence.
2. The written excuse must be turned into the office. The student will be issued an absence admit form stating that the absence is either excused or unexcused.
3. In the event an absence is later questioned, the excuse will be filed and used as a reference to determine whether the absence was excused or unexcused.

C) Excused absences will include:

1. Days when a student is ill.
2. Serious family illness.
3. Medical which cannot be scheduled Fridays or after school.
4. Authorized religious holidays.
5. Approved pre-arranged absences if the absence meets the requirements for an excused absence.

6. Other absences approved by the superintendent on a case-by-case basis.

D) School related absences

1. Athletics, field trips, outdoor school, performances, competitions, club and class responsibilities, conferences etc., are considered school-related absences provided they have been arranged in advance by proper completion of the prearranged absence form.
2. If class work is not satisfactory, students may be denied the opportunity to participate in a school related activity.
3. To participate in school activities, a student must be in attendance the full school day of the competition, performance, concert, or sports activity.
4. Suspensions from school are considered school-generated absences and are thus excused.
5. Any deviations from items 2 and 3 need administrative approval.

E) Unexcused absences include:

1. Those not falling in the excused category.
2. Approved pre-arranged absences if the absences do not meet the requirements for an excused absence. Pre-arranged absences show a high level of responsibility when accompanied by completion of all work missed.
 1. Skipping school.
 2. Failure to bring a proper excuse.
 3. Baby-sitting younger brothers or sisters.
 4. Appointments that could be taken care of on Friday or after school.

F) Tardies

DEFINITION: If a student is not in the classroom when the bell rings, he/she is tardy. A tardy may only be excused by a note from a staff member. If a student is 10 or more minutes late to class it will be considered an unexcused absence.

- | | |
|------------|--------------------------------------------------------------------------------------------------------------------------|
| 1st Tardy | Verbal notification in class. |
| 2nd Tardy | Verbal notification in class. |
| 3rd Tardy | Notification home. 15 min service duty. |
| 4th Tardy | Notification home. 30 min service duty. Notify student that continued tardies will result in an administrative referral. |
| 5+ Tardies | Teacher will send a disciplinary referral to the Principal. Friday-school will be assigned, for each additional tardy. |

Teachers may implement their own classroom policy in addition to the above.

- High School- More than 10 minutes late = a skip/unexcused absence. Unexcused absences must be made up the following school day, by staying after school (double the time of being late). Some exceptions may be made for special circumstances. Lunch detentions can be used to make up time.

EXEMPTION FROM COMPULSORY ATTENDANCE Policy JEA

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 must be renewed each semester 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.

LEAVING SCHOOL

Perrydale operates under a "closed campus" system, which means that students are expected to remain on the school property for the entire school day. There are exceptions to this requirement and the provisions listed below are meant to clarify situations when students will or will not be excused during the day. All students must sign out in the office before leaving campus. Returning or late students must sign in as well as the following students:

- A) Students who become ill or injured during the day will be excused to go home if they receive permission from their parent or guardian.
- B) Students may leave the grounds to participate in school sponsored functions such as field trips, athletic events, etc., provided such participation is under direct control or authority of a competent supervisor or staff member.
- C) Students may leave the grounds to obtain medical or dental granted by the office. If a student has an appointment with a doctor, etc., he/she must bring an excuse with him/her from the parent before signing out. Without this prior excuse, the student will be unexcused. Parents who are taking their children out of school must come to the office before the student will be excused.

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- D) Students may leave the grounds for family emergencies after a request is received from a parent, and approved by the administration.
 - E) It is the school's policy that, because of distance, it is unsafe to drive to town during the lunch hour. Any student who lives within walking distance must be pre-approved by the administration to leave campus for lunch. Leaving campus is generally not approved.
 - F) Any student who leaves the campus for a non-sponsored school activity must sign out in the office after receiving their parent's permission to leave.
 - G) Students not complying with this attendance policy may be referred to the Truancy Officer, the Principal, and the Discipline committee.

PREARRANGED ABSENCES

- A) The student's parent must first request the principal to grant approval for each prearranged absence. This approval must be requested in writing prior to the absence, or it will be unexcused. Absences that meet the requirements for an excused absence will be granted pre-arranged excused. Absences that fail to meet the criteria for an excused absence will be granted pre-arranged unexcused. In addition, a student must fill out a prearranged absence form by having each teacher sign it and turn it into the office. Pre-arranged absences serve to avoid truancy issues.
- B) If students are going to miss class due to a school event, the staff responsible for the event will send a list of students attending the activity to the teachers at least 1 day prior to the event. Students must follow eligibility rules for school sponsored activities and the teachers always have the final say as to whether the student may attend, depending on their standing in the class.
- C) In case of EMERGENCY where time does not allow for the regular prearranged process, permission may be granted by the Superintendent/Principal via telephone.
- D) 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.

RELEASE OF STUDENTS FROM SCHOOL

Once a student arrives on school campus, he/she shall not be released from school other than regular dismissal hours, except with an administrator's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. For safety reasons, students are not to leave campus once they arrive in the morning. This includes any time before school begins.

VIII. Behavior

STUDENT CODE OF CONDUCT

Students are expected to adhere to Perrydale's code of conduct during the regular school day and at any school-related activity including but not limited to activities, sporting events, and school functions, regardless of time or location and while being transported in district-provided transportation.

Behavior at functions such as holiday programs, concerts, etc., should reflect the mood of the performance. Students should expect to arrive on time and remain for the entire program. Rules for field trips will vary depending on the nature of the trips, the destination, and the ages of the students. Rules will be explained to the students at the beginning of the trip and compliance is expected. Violations will be brought to the attention of the student by the activity supervisor and will also be reported to the administrator. Continued violations will bring further disciplinary action.

Students will be subject to discipline including a correction opportunity, Friday School, suspension, expulsion and/or referral to law enforcement officials for the following, but not limited to:

1. Theft;
2. Disruption of the district environment;
3. Damage or destruction of district property;
4. Damage or destruction of private property on district premises or during district activities;
5. Assault, intimidation, targeted lists, threats of harm against self or others;
- *6. Bringing, possessing, concealing or using a weapon on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a volunteer organization approved by the State Board of Education under ORS 339.430;
7. Substance abuse or any possession or use of tobacco, alcohol, unlawful drugs or paraphernalia;
8. Violations of district transportation rules;
9. Plagiarism and/or cheating; **(and may lead to a reduced score, or a score of zero)**
10. Leaving school grounds or school-sponsored events without permission;
11. Use of profanity or obscene language. Directing profanity, vulgar language or obscene gestures toward others;
12. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other school employees.
13. Open defiance of a teacher's authority. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;
14. Committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
15. Name-calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence;

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16. Inappropriate physical or sexual contact disruptive to other students or school environment;
Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another person;
 17. Bullying, hazing; menacing, harassment, or coercion against others. Menacing means by word or conduct the student intentionally attempts to place a staff member, student or other person in fear of imminent serious physical injury; see policy JFCF.
 18. Persistent failure to comply with rules under the lawful directions of staff or district officials;
 19. Possession of laser pens is prohibited. In the event a safety concern or special circumstance exists, a request for approval by the principal for special temporary use may be considered.
 20. Teacher discretion will be used for cell phone use in the classroom. Cell phones must have the ringer turned OFF and put away unless otherwise allowed by the teacher.
 21. 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 up 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.

* Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
Firearms are defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler, silencer, or ammunition.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

In accordance with Oregon Law, any person under the age of 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine of 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 in 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.

ZERO TOLERANCE - Perrydale School District has a Zero Tolerance for:

1. Weapons on the premises including “look alike”, pepper spray, mace, knives and anything used with the intent to harm or cause discomfort to another person.
2. Drugs, alcohol, chew, cigarettes, and drug paraphernalia.
3. Physical violence.
4. Vandalism/Theft/Harassment/Bullying
5. Unsafe driving on or near school property.

Our Zero Tolerance Policy complies with Oregon Revised Statutes - ORS 339.240 and will be reviewed yearly and revised as needed. Violations will result in serious consequences, which may include referral to the police authorities, and suspension or expulsion from school.

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may file a request with the Oregon

Department of Transportation to suspend the driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of the policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041

Bullying Definition

Bullying refers to the repetitive and intentional act of using physical, verbal, or psychological aggression to intimidate, dominate, or harm someone perceived as weaker or vulnerable. It involves a power imbalance, where the individual or group engaging in bullying behavior asserts their power or control over the target, often with the intention of causing distress, fear, or humiliation. It can take different forms, including physical aggression, verbal abuse, social exclusion, spreading rumors or lies, cyberbullying, and other forms of harassment. Bullying can have severe emotional, psychological, and sometimes even physical consequences for the person being targeted.

STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

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

General Rules:

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

In addition to the Discipline Program, the following general rules will be followed:

School Grounds

Use sidewalks when traveling between buildings. Parking lots are closed at lunch and between classes without permission.

Gym

No throwing or kicking anything in the gym, except during designated periods.

Food will be allowed only in designated areas.

Causing harm to another student will not be allowed.

All garbage must be placed in the proper container.

Only approved gym equipment may be used.

After school games, students are required to stay in the building and at the game site.

Prohibited behavior in the gym:

- Use of street shoes on the gym floor.
- Use of any balls other than standard school balls without permission.
- Kicking balls.
- Climbing on equipment.
- Running or jumping off stage.

Hallways

- Walk cautiously on the right side of the hallway.
- Maintain quiet inside voices while in the hallway.
- Avoid shouting or engaging in any form of pushing or shoving.
- Consume food only in designated areas.
- Obtain permission when leaving your regular class during school hours

Playground

Prohibited behavior:

- Fighting, horse play/pretend fighting
- Skateboarding/ skating anywhere on school grounds.
- Playing tackle football.
- Playing with hard balls.
- Running on concrete when wet or icy.
- Hanging on the basketball rims
- Throwing rocks

Please remember:

- Play areas may be used only when supervision by an adult is provided.
- Shoes must be worn.

LOCKERS

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.

Students in grades 6-12 shall be assigned lockers/locks by the staff. Students shall have free use of the lockers subject to the provisions listed below:

- Lockers shall be kept reasonably clean during the school year and shall be thoroughly cleaned by the student at the end of the year.
- The cost of damage to a locker caused by a student's misuse shall be assessed to the student.
- Lockers are subject to inspection by staff or other authorized persons at any time announced or not.
- Lockers must be locked at all times
- No stickers, pictures, or unauthorized taped items may be placed on the outside of a student's locker.

Bicycle Use – Wear a Helmet.
It's the Law!!!

Each student who rides a bicycle to school must park it in the bicycle racks immediately upon arrival at school. Students are to leave bicycles alone during the school day. For protection, the bicycle should be locked. The school cannot assume responsibility for stolen bicycles or their parts.

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 counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges 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.

BEHAVIOR/DISCIPLINE PROGRAM ENCOMPASSING SOCIAL AND EMOTIONAL LEARNING

Though the district takes a hard line approach in mainstreaming discipline and school safety through high behavioral expectations of students, the district also recognizes that involving the student in correcting behavior is the ideal way to create and support lasting

change. The district utilizes a behavior program that develops key social and emotional competencies in the classroom, at home, and in the real world.

At Perrydale, we focus on positive peer relationships with the following themes:

- Being my best self
- Valuing each other
- Communicating with each other
- Learning from each other
- Supporting our community

Our strategies promote the restorative practice of supporting safety, well-being, and success of all students by developing, building, and maintaining healthy relationships. The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and building relationships. Restorative practices are underpinned by a set of values, these include: Empowerment, Honesty, Respect, Engagement, Voluntarism, Healing, Restoration, Personal Accountability, Collaboration, and Problem-solving.

The 5 R's of Restorative Practices:

- Relationships
- Respect
- Responsibility
- Repair
- Reintegration

Restorative practice replaces the previous “service duty” process with Correction Opportunities. Questions that change school discipline and climate:

- What happened? How did it happen?
- What were you thinking at the time? What part did you play in it?
- Who has been affected, and in what way?
- What is needed in order to make it right?
- What can you do to repair the harm?

Each Correction Opportunity is copied and recorded. In the case of ongoing or serious behavior issues, Correction Opportunities may need to be signed by a parent or guardian.

There may be times when students will be required to work with staff during or after the school day to fulfill the steps of restorative practices. Additionally, Friday School work may be earned as a culmination code of conduct infractions, or larger infractions of the student code of conduct.

If you fail to attend one of these sessions, additional time may be added to that which was previously assigned. Continued failure to fulfill Friday School obligations may result in suspension.

SUSPENSION Policy JGD

A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present his/her view of the 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 re-admission and an opportunity to appeal the decision. A suspension may not exceed ten consecutive school days.

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.

EXPULSION Policy JGE

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.

An expulsion shall not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. The expulsion, however, may not extend beyond the second term or semester unless as otherwise required by federal law.

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 FOR STUDENTS WITH DISABILITIES Policy JGDA/JGEA-AR

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

When a disabled student is suspended more than ten consecutive days or for more than ten cumulative school days during a school year, or is being expelled, the student's

parents will be notified 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 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. The District may not expel a disabled student or terminate educational services for any behavior, which is a consequence of the disability.

If the IEP Team concludes that the student's behavior is related to his/her disability & poses imminent danger to others and the parent refuses to agree to a change of placement, the District may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten-day period the student shall be allowed to remain in his/her current school placement unless the District has obtained a hearings officer or court order to change the student's placement.

SEARCHES Policy JFG-AR

District officials may search the student, his/her personal property and property assigned by the district for the student's use. Searches may be done 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 a violation of the law, Board Policy, administrative regulations, the Code of Conduct or other school rules.

Searches will not be excessively intrusive in the light of the age, sex, maturity of the student and nature of the infraction. The District prohibits strip searches. District officials may also search when they have reasonable information that emergency or dangerous circumstances exist.

Students and parents are hereby notified that district-owned storage areas assigned to students, including but not limited to lockers, desks, shelf space, parking lots and the vehicles parked therein and contents are subject to routine inspection without prior notice for the following reasons:

1. Ensure that no item which is prohibited on district premises is present (dogs may be used in searches to help insure the safety and security of our student body);
2. Ensure maintenance of proper sanitation;
3. Ensure mechanical condition and safety;
4. Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.
5. Reclaim suspected stolen property

Items that may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. Items found which are evidence of a violation of law, policy, regulation, the Code of

Conduct or other school rule may be seized and turned over to law enforcement officials or returned to its rightful owner as appropriate.

A search may be conducted of an individual student or the personal property of a student. Personal property of a student includes, but is not limited to wallets, purses, lunch boxes/sacks, bookbags, backpacks or other containers used to carry belongings. Any item removed from the student as a result of the above procedures, which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

All personal possessions of a student, including student vehicles and District owned property used by the student may be searched. Personal possessions may be brought to school and student vehicles may be parked on district property on the condition that the student and his/her parent(s) allows the property or the vehicle and its contents, upon reasonable suspicion, to be examined. Additionally, student vehicles or personal property on another school district's property at activities under the jurisdiction of the District, including interscholastic activities sponsored by the Oregon School Activities Association (OSAA) or other such voluntary organizations approved by the State Board of Education, shall also be subject to such conditions.

If a student or parent(s) refuses to allow access to personal property including a vehicle when requested under the circumstances described above, the student's privilege of bringing the personal property or the vehicle onto district property will be terminated for the remainder of the school year. A refusal will subject the student to discipline up to and including expulsion and law enforcement officials will be notified.

Metal detectors, including walk-through and hand-held devices, may be used when the superintendent determines that there is a need for such detectors based upon reasonable information gathered.

Drug-detection dogs may be used when the superintendent determines that there is a need for use of such dogs based upon reasonable information of a history of:

1. Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or
2. Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

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

The District may perform random searches during the year to ensure the safety of students.

The district prohibits body fluid searches of students for the presence of alcohol or drugs unless specifically authorized by the Board as part of its athlete drug-testing program or other contract agreement such as readmission following an expulsion or suspension.

QUESTIONING Policy KN-AR

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 but it will be at the discretion of the presiding law enforcement officer.

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.

DISPLAYS OF AFFECTION

Decency dictates that we restrict expressions of affection at school, during school activities and on the bus.

A meeting of Perrydale students and staff was conducted to help define and clarify “decency”. This committee deemed the following appropriate student behaviors:

1. Displays of appropriate affection should happen only outside of classroom time.
2. Holding hands is acceptable at the middle school and high school level.
3. Touching, while walking down the hall and /or sitting together is approved as long as hands are visible and in appropriate places of the body. No spooning, heads in laps or sitting on one another. Other inappropriate contact is also prohibited.
4. Appropriate, brief hugs are approved.
5. Kissing is prohibited.

DRESS AND GROOMING Policy JFCA

The Perrydale School 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 the principal and may be denied the opportunity to participate if those standards are not met.

The main purpose of our school is to serve as an educational institution where students present themselves in a manner that promotes a positive, productive school environment, personal pride, and academic success. If you have any questions about the dress and grooming standards, please talk with one of the school administrators.

These standards were revised after a lengthy discussion with a committee of students, staff, board members, and parents.

- Clothing or jewelry that promotes discrimination, harassment, prejudice, sexism, or racism is prohibited.

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- Items with profane or vulgar language are prohibited.
 - Clothing with reference to violence, drugs, alcohol, profanity, or that are sexually explicit, or contain verbiage that has a sexual connotation is prohibited.
 - No gang related clothing, costumes, colors, insignias etc. allowed.
 - Chains or other clothing ornaments/accessories that could be used as a weapon are not allowed.
 - Hats, hoods, or head coverings may not be worn in classrooms during school hours (unless approved for medical reasons or fundraisers) Hats may be worn outside during PE or recess.
 - T-shirts cannot be cut down the side that ends up revealing skin.
 - Tops/dresses must have straps measuring at least one inch.
 - Shorts must have an inseam of at least four inches and must be worn as designed. During PE and athletic activities, students may wear loose-fitting athletic shorts with an inseam of at least three inches and must be worn as designed.
 - Dresses and skirts are to be no shorter than mid-thigh.
 - Fashion holes/tears must be no higher than an equivalent to a four-inch inseam.
 - Pants/shorts/skirts are to be on or above the waist. No visible undergarments or sheer clothing which reveals undergarments is permissible.
 - Clothing such as, or similar to, halter tops, tube tops, backless tops/dresses, and clothing that exposes inappropriate areas, including midriffs and the side of torsos, is prohibited. .
 - No bare feet for safety reasons.

LIBRARY / LAB RULES

Computer Use – District Policy IIBGA

Students may be permitted to use the district's system only to conduct business related to the management or instructional needs of the district or to conduct research related to education, consistent with the mission and goals of the district. Students are to report non- instructional use to the supervising teacher immediately to maximize student learning. All students are required to sign the Acceptable Use Policy which provides a detailed agreement regarding responsible computer use. Students shall not access chat rooms and students shall not download items without staff permission.

- Rooms will be open for use only when staffing is available. No teacher means no student use.
- Students going from a class to the library must have a pass from the classroom teacher starting time and duration of library or computer work period. Once the student is in the library or lab and then leaves, he/she may not return with the same pass. He/she must report back to the classroom for further written permission.
- Students must pay for damages or loss of materials such as magazines and books checked out to them.
- The library and computer lab must be respectfully quiet at all times to provide good work habits.

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- No food or drink allowed in the library or computer lab without instructor's approval.
 - No items may be taken out of the library unless they are checked out to the student.
 - Newspapers are to be read in the library only, and should be returned to the proper place.
 - An infraction of these rules may cause a student to lose his/ her library/lab privileges.

LITTERING

All students are expected to help keep the school grounds neat. This effort should extend to streets around the school. Littering reflects on our training at home and at school and has a negative affect on our reputation. This is your school. Keep it clean and be proud of it!

TELEPHONE USE, CELL PHONE, AND AUDIO DEVICES

Students may use the office phones only for school business or when they have received permission from staff. Students are not permitted to make after-school social plans from school phones.

High school students with cell phones or electronic devices must have them put away unless given permission from the student's teacher. The ability to use a phone during class may vary depending on the teacher or the tasks the students are asked to complete in class. If the device is going to be used for an educational purpose, the student may ask permission to go get the phone out so they can use the phone for educational purposes. Teachers may retrieve phones from students if they do not have permission to use them.

Middle School students may not have cell phones in any classroom, unless they are stored in the caddy provided by the teacher, or the teacher has given permission for a specific use, during a specific time. Cell phones should be left in lockers during class time, but may be used between classes or during breaks, including lunch.

Consequences:

- First reminder: student's cell phone held by the teacher for the remainder of the day
- Further reminders: student's cell phone will be taken to the office and can only be retrieved by a parent or guardian

Elementary students must leave their turned off phones in their backpack from arrival to dismissal time.

Parents please note students may not have phone access during class time. In case of an emergency contact the office.

Students violating these policies will have the electronic device confiscated and the student may claim it in the administrator's office after school on the day of the first offense. The second time an electronic device is confiscated, the parent of the student must come in to claim the device and the student may be subject to disciplinary action. A third offense will result in a loss of privilege of having electronics on campus for the remainder of the year and the student will be subject to disciplinary action. Any subsequent offenses would result in escalating disciplinary action.

TRUANCY Policy JEDA

A student who is absent from school or from any class without permission as verified by an approved pass from the office will be considered truant and will be subject to disciplinary action. Truancy consequences include but are not limited to parent contact, police contact, make up time, Service Duty, Friday School, suspension, expulsion, ineligibility, and/or loss of driving privileges. In addition a record of the truancy and the consequences will be placed in the student's file.

A student who fails to report to class within 10 minutes of the tardy bell will be reported as truant unless the student has a school approved excuse. Consequences for truancy as listed above will be utilized.

Grade reduction or credit denial may result from truancy or repeated poor attendance. Regular attendance is required for students to meet the high standards set by the Perrydale School District. Completion of assigned work is an important prerequisite for success. See Grade Reduction in this handbook for specifics.

Vehicles on Campus

No students are to touch another student or staff's vehicle while parked on district property. The parking lots are off limits without special permission during the school day. This includes during lunch time and between classes. In addition, students are not allowed to go to vehicles during athletic events or activities without special permission. Students who do not adhere to this rule could face disciplinary action.

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

A Driving/Parking Permit is required for all students choosing to drive to school. It must be visible in the car at all times. Permits require a student to sign and abide by a contract. This agreement details safety requirements and driver responsibilities that must be maintained by the student. Contracts/permits are available through the office.

We recognize that student drivers are just beginning to drive and need maximum structure to learn to be safe drivers. Unsafe driving on or near school property is a Zero Tolerance Behavior and will result in severe consequences. Parent contact, loss of driving/parking privileges at school, referral to legal authorities, and discipline up to and including expulsion from school are some of the consequences.

Students are hereby notified that parking on district property is a privilege and not a right. Students are also notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. (See Searches for specifics pertaining to student vehicle searches)

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

IX. Graduation / Promotion

GRADUATION EXERCISES

Students who have not met the requirements for a high school diploma do not have the right to participate in the district's graduation exercises. Appeals for an exception require approval of the principal. Students and staff may plan graduation programs. Student speeches and audiovisual presentations shall be reviewed and approved in advance by the building principal or designee.

GRADUATION DRESS CODE

1. Students are advised to dress nicely for graduation. This means attire more formal than everyday wear. Students should view graduation in the same manner as they would a job interview or a formal family gathering. The district dress code will be enforced during all rehearsals. Students are reminded to dress in a manner which is clean, decent, and appropriate. Dress under gowns should follow these guideline:
 - Dress pants or Docker-type slacks, or nice denim
 - No pants/skirts/dresses with fashion holes or tears
 - Collared shirt with or without a tie
 - Dresses and skirts are at least mid-thigh in length
 - Dress shorts are allowed; athletic shorts are NOT allowed.
 - Footwear is required
 - No strapless, backless or see through garments
2. Nothing may be written on the caps or gowns or no decorations of any kind besides tassels, cords, etc. may be worn without prior approval of administration.
3. Beach balls, silly string, bubbles, squirt guns, and noisemakers are strictly prohibited. All items confiscated will be kept and disposed of at the owner's expense.
4. No items may be placed under chairs during the ceremony without prior consent.

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5. Please note that if a prospective graduate does not wish to abide by the Perrydale Graduation Dress Code, they are welcome to not participate. The graduation ceremony is a privilege, not a requirement or a right.

GRADUATION REQUIREMENTS Policy IKF

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 totaling 24. Perrydale requirements are higher than those adopted by the State of Oregon. Students are expected to complete a full load each semester, allowing for 7 units of credit per regular school year, in addition to advisory periods. Students are required to meet the essential skills for their graduation year, unless directed by state rule/law.

SCHOLARSHIPS AND AWARDS

Several scholarships and awards are available through the school. For information about these scholarships and others feel free to contact Mr. Dugan or Ms. Schorr.

The Haberly Cup is given each year in memory of Robert Haberly, who served as Perrydale's Superintendent from 1938-1939. The award, which is based on scholarship, service, citizenship, and community service, is given to the outstanding senior.

The S. Leslie Stewart Memorial Award is presented each year in memory of Leslie Stewart. Mr. Stewart a longtime resident of the Perrydale area, graduated from Bethel School. In 1943 he served as principal, coach, and teacher until became superintendent of Perrydale in 1959. He continued as superintendent until 1966. Mr. Stewart died in 1970. The award, which is based on service and citizenship, is given to the recipient whom the faculty feels has given freely and willingly to fellow students and school activities.

The Memorial Burr Most Inspirational Athlete Award was established in 1983 by Mr. Bill Burr in memory of his father, William, who was a long time supporter of athletics at Perrydale School. William Burr believed that "it didn't matter how good you were as long as you always gave your best effort". It was his belief that the most inspirational player was the most important player. The winners of the annual award will exemplify these qualities.

The head coaches of the various sports will select the athletes whom they feel have displayed the characteristics deserving of this award.

CRITERIA:

1. The athlete will have participated in at least 2 sports during that year.
2. The athlete can be a Freshman-Senior.
3. The athlete will have displayed good sportsmanship toward his/hers opponents as well as their own teammates.

4. The athlete will have demonstrated attitude, desire, dedication in practice as well as games, and leadership deserving of this prestigious award.

The Robin Stoutt Fine Arts Award is presented in honor of Robin Stoutt, a teacher, principal and superintendent who dedicated 20 years of service to Perrydale School District. The award honors a high school student who has shown dedication, passion and inspiration to the fine arts.

X. Student Support Services

LUNCH & BREAKFAST PROGRAM Policy EFAA-AR

The district participates in the National School Lunch, Breakfast, Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Participation is confidential so differences do not cause any problems. Students who qualify for free or reduced meals will be provided all meals free of charge to the parents.

Parents are requested to pre-pay by the month or longer if possible.

ACADEMIC COUNSELING

Students are encouraged to talk with assigned staff, 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 notify the counselor and work closely with the academic counselor and teachers so that they may take the courses that will best prepare them for further work. The staff can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

HEALTH AND WELLNESS

Personal Counseling/School Based Mental Health (SBMH)

The role of the counselor/School Based Mental Health (SBMH) therapist is to assist students as they make plans to address issues and improve their lives. A counselor/School Based Mental Health (SBMH) therapist is available to assist students with a wide range of personal concerns, including social, school, emotional, family, drug, alcohol dependencies, etc. The counselor/School Based Mental Health (SBMH) therapist may also make available information about community resources.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM Policy IGAEB

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse, and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided

transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action 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 students.

The program may also include 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 or the principal for information on district and community resources available to assist students in need.

SPECIAL PROGRAMS Policy JBAA-AR

The district provides special programs for English Language Learners (ELL) and for those with disabilities or impairments, which affect a student's success at school. A student or parent with questions about these programs should contact the special education director.

ADA and Section 504 Compliance Notice

SECTION 504 SAYS

“no otherwise qualified individual with a disability in the United States.... shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

SECTION 504 ASKS “if the student has a physical or mental impairment that substantially limits a major life activity (such as learning).

THE AMERICANS WITH DISABILITIES ACT REQUIRES

All programs and services to be accessible to persons with disabilities. Receipt of federal financial assistance is no longer a factor. (Refer to IDEA eligibility)

FOR SERVICES OR QUESTIONS CONTACT:

Erin Henery, Compliance Officer at (503)835-7575.
Perrydale School District #21, 7445 Perrydale Rd., Amity, 97101

TALENTED AND GIFTED PROGRAM**Identification of Talented and Gifted Students – Policy IGBBA**

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:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized or state 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 Policy IGBBA-AR

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:

- The parent(s) will contact the district talented and gifted coordinator to request reconsideration;
- The coordinator 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;
- If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

- Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
- 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;
- 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;

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- Parent(s) may be provided an opportunity to present additional evidence;
 - If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
 - 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;
 - The decision may be appealed to the Board;
 - If the parent(s) are still dissatisfied, they have access to 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 Policy IGBBC

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

Programs and Services Complaints

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

- A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint.
- The superintendent will report the recommendation to the Board whose decision will be final.
- The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

X I . Student Safety

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours (7:30-3:30), while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. Students are allowed at school only when directly supervised during instruction or special activities.

Due to a lack of supervisory staff during non-school hours, cooperation is needed from parents to ensure the safety of children. Morning drop off time begins at 7:30, with 3:30 set as the time students are to be picked up at school.

The only exceptions are students who are with a supervisor at school, which may be a teacher or an activity supervisor, such as a coach.

We strongly recommend that parents and students make alternative accommodations for transportation when students attend evening events including but not limited to practices, dances, games, performances, etc.

IMMUNIZATION Policy JHCA/JHCB

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS Policy EBCB

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies. Drills shall consist of at least one earthquake drill per year, two intruder lockdown/evacuation/lockout drills per year, and one fire drill per month during the school year. When prompted, students must follow the direction of staff quickly, quietly and in an orderly manner.

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

TRANSPORTATION OF STUDENTS Policy EEA

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

Transportation to School Activities

A student being transported on district provided transportation meets all safety and insurance regulations. Transportation while on a school sponsored or school supervised activity, with a driver other than the parent, requires parent release forms. This includes riding with a teacher, another parent, etc. Release forms are available in the office, but we strongly encourage riding the school bus as the safest mode of

transportation. Riding with other students presents the least safe alternative, and requires a double release to be signed by parents of both driver and rider.

Transportation Rules

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

- Students being transported are under authority of the bus driver;
- Fighting, wrestling or boisterous activity is prohibited on the bus;
- Students will use the emergency door only in case of emergency;
- Students will be on time for the bus, both morning and evening;
- Students will not bring firearms, weapons or other potentially hazardous material on the bus;
- Students will not bring animals, except approved assistance guide animals on the bus;
- Students will remain seated while bus is in motion;
- Students may be assigned seats by the bus driver;
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
- Students will not extend their hands, arms or heads through bus windows;
- Students must have written permission to leave the bus other than at home or school;
- Students will converse in normal tones; loud or vulgar language is prohibited;
- Students will not open or close windows without permission of the driver,
- Students will keep the bus clean and must refrain from damaging it;
- Students will be courteous to the driver, fellow students and passers-by;
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

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:

Incident - Warning

The driver verbally restates behavior expectations. The driver verbally restates the behavior expectations. The bus driver or administration may assign the student a specific seat.

Second Incident:

The student may lose bus privileges and guardian contact will be made. A conference may be requested.

Additional Incidents:

The student may lose bus privileges for an extended amount of time.

Severe / Repeated Violations:

Any severe or repeated violation may result in the immediate bus suspension of the student for up to a one-year. There will be a hearing at this time, involving the student, the bus driver, the parent and a school administrator.

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 Individual 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.

MEDIA PUBLICATIONS

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 contact the office.

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.

STUDENT HEALTH / MEDICATION

MEDICINE AT SCHOOL Policy JHCD/JHCDA-AR

Strict rules govern the dispensing of medicine to prevent problems. All medicine must be brought to the office in the original container by the parent along with a signed permission form. See the office for further details as needed.

District Administered Medication

All requests for the district to administer medication to a student shall be made by the parent in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

- Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency, of administration and any special instructions. A prescription label meets the

requirement for written instructions from the physician, if the information above is included.

- All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within 5 school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Self-Medication

A request to the district to allow a student to self-medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use. When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

Communicable Diseases

Parents of a child with a communicable or contagious disease are asked to telephone the school nurse or the principal so that other students who have been exposed to the disease can be alerted. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis.

A student with 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. In some cases, a parent's signed statement will suffice for readmission after having passed the contagious stage of a communicable disease. Parents with questions should contact the school office.

Infection Control/HIV, Hepatitis B and AIDS

Although HIV, AIDS and Hepatitis B 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 universally recognized precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as infectious for HIV, AIDS, Hepatitis B and/or other infectious diseases.

Infection/Disease Instruction Policy IGAEA

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

HIV+ and AIDS – Students Policy JHCCA/JHCCB

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 also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

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

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 school nurse.

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

EMERGENCY MEDICAL TREATMENT Policy EBBA

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 Policy EBCD

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as 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.

It may be necessary to close school early because of emergency weather conditions. Please make arrangements with your children about what you want them to do if this happens. Notice would be short so please have a plan for school contact and a place for your child(ren) to go.

INTERNET and TECHNOLOGY USE Policy AUP

Google Apps for Education (GAFE) Permission for Students K-12

We are pleased to offer the students of Perrydale School access to the internet and Google Apps for Education (GAFE). This access to the internet is provided for students to conduct research and access curriculum. Access to the internet is given to students who agree to act in a considerate and responsible manner. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards. In accordance with the contract between the state of Oregon and Google, a permission form must be signed.

While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We do have a filtering system on our network that blocks out many inappropriate sites, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Perrydale School supports and respects each family's right to decide whether or not to grant permission for their students. Families should be warned that some material accessible via the internet may contain items that are illegal, inaccurate or potentially offensive to some people. School staff monitor the student internet use and use of GAFE when students are utilizing school provided equipment during school hours. Parents are responsible for monitoring their child's internet use and use of GAFE at home. Students are responsible for

their own behavior at all times. Violations may result in a loss of access as well as other disciplinary or legal action.

Parent Permission is required. Access is a privilege, not a right. Access entails responsibility. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Additional information is included within the permission form.

X I I . Parent / Guardian / Community Engagement

CONFERENCES

Conferences are scheduled in the fall to review student progress. Parents are requested to attend the conferences.

Students, parents, or teachers may also 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 any party 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, or principal. A parent who wishes to confer with a teacher may call the office for an appointment to arrange a mutually convenient time.

ANNOUNCEMENTS

Each day the office staff will prepare a daily bulletin to be emailed to staff and the daily announcement listserv, which will contain the announcements for that day and a calendar of activities for that week. These announcements will be posted in the office. Faculty members and students who would like announcements placed in the bulletin should submit them to the office prior to 3:00 p.m. the previous day.

VISITORS POLICY KK

Parents and other adult visitors are encouraged to visit our school. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Visitors who visit during the school hours will need prior approval of the administration. Visitors may not attend when testing or other special activities are taking place. Visitations which could be disruptive to the learning environment might also be disallowed or require prior approval.

At times, friends or relatives visit from out of town. Under certain circumstances a visiting school-age student may attend Perrydale School classes or activities as a guest. These guests may be approved for a one-day visit following the completion of a Student Visitor Request Form. Approval must be obtained at least ONE DAY

before the arrival of the guest. A Perrydale student who brings a guest is responsible for seeing that the visitor complies with all rules and regulations. Visitors not complying with district rules or policies might be asked to leave.

In general, students from other schools may NOT visit Perrydale students on campus during lunch time. Permission must be obtained, in advance, from the office for the safety and general welfare of all.

VOLUNTEERS

Perrydale depends on volunteers and values their contribution. Each person who helps a child learn is someone who makes a difference in that child's life. Schools are safe, nurturing places for students to grow and learn, and the work volunteers do, makes that environment even more rich and meaningful.

All volunteers must have a completed background check on file with the district office. The \$5 fee is due at the time the background check request is made. Parents who think they might volunteer in any way, including field trips, should consider completing a background check at the start of the school year. Background check forms are provided with student registration packets and are also available by contacting the district office. Last minute requests for background checks may not be approved.

Volunteers are encouraged to complete Volunteer Training in order to gain an understanding of the role and expectations volunteers should follow. Training will be held at the start of each school year, and again mid-way through the school year as needed. In order to best support our classroom community, field trips will typically require the volunteer to have completed the volunteer training.

Volunteers are expected to:

- Arrange their volunteer time with the necessary school staff at least 24 hours in advance.
- Arrive on time.
- Sign in and wear a name tag on school grounds at all times
- Show respect for all staff and students.
- Follow directions and suggestions of school staff members.
- Share concerns regarding students with the school staff only.
- Attire should be neat, clean, comfortable and appropriate for the school setting, following the school dress code.

CHAPERONES

Volunteers serving as a chaperone on a field trip are helping to extend the regular curriculum beyond the classroom and school. Chaperones must follow the same guidelines as other volunteers. It should be noted, most field trips require chaperones to attend Volunteer Training.

Transportation is provided for students attending school-sponsored trips. Most of the time, due to space and other considerations, volunteers will need to provide their own transportation. Students of chaperones should plan to ride the bus, with their peers, to the field trip location. In some instances, students of chaperones may ride home with their parents, at the end of the field trip.

Chaperones are expected to:

- Enjoy working with students
- Arrange the volunteer time with the necessary school staff at least 48 hours in advance, or by Wednesday of the week prior to a Monday field trip.
- Arrive at the field trip location on time, which is often prior to students.
- Follow important guidelines and procedures.
- Follow directions and suggestions of school staff members.
- Be enthusiastic
- Take initiative.
- Support learning opportunity provided by the field trip experience.
- Chaperone a small group of students, without distractions.

STUDENT EDUCATION RECORDS District Policy JO/IGBAB-AR

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 school office. 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;

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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 mastery of Essential Skills
 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.

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 ten days after receipt of the request.

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.

X I I I . Complaints / Complaint Process

DISTRICT PERSONNEL COMPLAINTS Policy GBM

A student or parent who has a complaint concerning a classroom/teacher or coach issue should first bring the matter to the appropriate teacher or coach. 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 to the Superintendent for his/her review. The superintendent will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, an appeal to the Board can be filed in care of the superintendent within ten calendar days following the receipt of the decision by the superintendent or designee. The superintendent will provide the complainant with necessary Board appeal procedures and set up a meeting in which the complainant may appear before the Board, in accordance with Board policy. Board decisions are final.

EDUCATION STANDARDS COMPLAINTS Policy LGA-AR (1)

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, any complainant may make a direct appeal to the State Superintendent of Public Instruction.

INSTRUCTIONAL MATERIALS COMPLAINTS Policy KL

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 Letter for Re-evaluation of Instructional Material" may be written.

All "Reconsideration Request Letters" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, composed 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 special education director or the Superintendent.

STUDENTS WITH SEXUAL HARASSMENT COMPLAINTS Policy JBA/GBNAR

Sexual harassment by staff and students is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored; district approved or district-related activity or function.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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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 created 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.
 4. A student and/or parent with a complaint regarding possible discrimination of a student on the basis of gender should contact the Superintendent.

Building administration 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 shall be presented to the principal or superintendent. All such information shall be recorded in writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The administrator receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the complaint or reported incident 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 recorded in writing. The district official conducting the investigation shall notify the student and student's parents in writing of the results when the investigation is concluded. The parties will have the opportunity to submit evidence and a list of witnesses.

The letter, together with any other documentation related to the sexual harassment incident will be forwarded to the superintendent.

Step III If the 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 ten 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's appeal within 10 working days.

Step IV If the complainant is not satisfied with the decision in Step III, he/she may submit a written appeal to the Superintendent and the Board. The appeal must be filed within ten working days after receipt of the Step III decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the written appeal. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, an appeal may be made 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. Direct appeals may be filed with an enforcement agency at any time. An appeal by an employee may be filed with the U.S Department of Labor. Equal Employment Opportunity Commission, or the Oregon Bureau of Labor and Industries. 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.

XIV. MISCELLANEOUS

CASHING CHECKS/ MAKING CHANGE

The District Office keeps only minimal amounts of cash on the premises. We cannot “make change” or cash checks for students. Therefore, it is also advised that students bring only as much money as they will need for special activities.

DISTRIBUTION OF MATERIAL Policy KJA

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students are required to submit such publications to the administration for approval.

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

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

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

FLOWER DELIVERY

Given the importance of classroom instruction time and the need to minimize interruptions, flower delivery to classrooms during the instructional day is not allowed. Deliveries may be accepted at the office. Students may pick them up at the end of the instructional day only.

FUNDRAISING Policy IGDG

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. A fundraising request form must be made to the Superintendent prior to the event. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal/superintendent prior to the activity being initiated.

All fundraising activities at athletic events or involving an athletic team require a coordinated effort by the building administrator and the Athletic Director.

All money raised must be "receipted" and deposited in the district office by the next business day, unless otherwise approved by the superintendent. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be donated at the end of each quarter.

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

office.

PERSONAL PROPERTY

The school cannot assume any responsibility for lost or stolen property belonging to the students. For this reason, students are discouraged from bringing electronic devices or other valuables. Please label all clothing and supplies. The school maintains a lost and found area in the office. Parents are encouraged to contact the school if their child has lost something of value.

POSTERS

The principal must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

SENIOR TRIP REQUIREMENTS

The district recognizes senior trips as an extension of the school experience. Senior trips require approval by the superintendent and the Board.

Rules Governing Senior Trips

1. Preliminary trip plans will be presented to the Superintendent for initial approval **December 1**.
2. Preliminary trip plans will be presented to the Board at the **December** Board meeting for approval.
3. Preliminary trip plan to include itinerary, budget and plan for fundraising, spending list, list of chaperones verified, dates and eligibility requirements. For safety reasons, alcohol/drug infractions, on or off campus, automatically disqualify students from the Senior Trip.
4. No District funds may be used to pay for a Senior Trip and no school time will be lost.
5. Geographic limitation for travel is the Pacific Northwest, defined as Oregon, Washington, Idaho and Northern California.
6. Travel for the Senior Trip is limited to ground travel only. There are to be no student drivers or use of private vehicles.
7. Fundraising must cover all costs including, but not limited to chaperone and transportation costs.
8. There must be 1 chaperone per 7 students and include one female and one male staff required.
9. Final trip plans are due April 1, after a meeting of chaperones, students and parents, to determine final itinerary, costs, fund status, and consequences for violations of responsible behavior has taken place.
10. Classes that opt not to go on a senior trip have the option to take part in a school organized SENIOR SKIP DAY.

Rules Governing Senior Skip Day

1. Classes must inform the Superintendent before October 1 of their decision to opt for a Senior Skip Day rather than a Senior Trip.
2. A preliminary trip plan to include itinerary, budget and plan for fundraising, spending list, list of chaperones verified, dates and eligibility requirements. Must be submitted to the Superintendent prior to **Dec 1st**.
3. Geographic limitation for travel is limited to destinations within a 1-day drive to and from school.
4. Travel for the Senior Skip Day is limited to ground travel only. There are to be no student drivers or use of private vehicles.
5. Fundraising must cover all costs including, but not limited to chaperone and transportation costs.
6. There must be 1 chaperone per 7 students and include one female and one male licensed staff required.
7. Final trip plans are due April 1, after a meeting of chaperones and students, to determine final itinerary, costs, fund status, and consequences for violations of responsible behavior has taken place.

Student/Parent Acknowledgment Form

Parents and students must acknowledge receipt of the Student/Parent Handbook to ensure the district has communicated the expectations and standards of the Perrydale Public School District. An important part of the Handbook is the Student Code of Conduct detailing responsibilities and consequences for students who violate district disciplinary policies.

In addition, please be notified that parents objecting to the release of directory information on their child(ren) should notify the district office within (15) days of receipt of the student handbook.

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

Student Signature: _____ Grade : _____

Student Signature: _____ Grade : _____

Student Signature: _____ Grade : _____

Student Signature: _____ Grade : _____

Student Signature: _____ Grade : _____

Guardian Name: _____

Guardian Signature: _____

Please return to your first period teacher within the week.