

Centennial School District  
Student Rights and Responsibility Handbook  
2018-19

# RIGHTS AND RESPONSIBILITIES

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### *Our Mission: Collaborating in Community – Cultivating Equity – Inspiring Excellence*

***Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.***

*Centennial School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.*

The following individuals have been designated to coordinate compliance with these legal requirements and may be contacted at the District Office, 18135 SE Brooklyn St, Portland, OR 97236, 503-760-7990, for additional information and/or compliance issues:

- James Owens.....Assistant Superintendent/Director of Human Resources  
[james\\_owens@csd28j.org](mailto:james_owens@csd28j.org) District contact for Title VI, Title VII, Title IX
- Greg Lecuyer.....Director of Business and Operations  
[greg\\_lecuyer@csd28j.org](mailto:greg_lecuyer@csd28j.org) District contact for Title II, ADA
- Denise Wright.....Director of Student Services  
[denise\\_wright@csd28j.org](mailto:denise_wright@csd28j.org) District contact for Section 504

# RIGHTS AND RESPONSIBILITIES

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## Message for Parents

*The Centennial School District is committed to offering students a safe and productive learning environment and will provide the necessary support and guidance for each student to succeed. The Student's Rights and Responsibility handbook is prepared and presented to you so that you are aware of your student's responsibilities, rights, and the expectations of students within the district.*

*The handbook includes general district information, rules and procedures and outlines expectations for student conduct. It is not intended to either expand or limit Board policy, administrative regulation or any negotiated agreements. Information contained in this student handbook is subject to change without notice. However, the school district will make every effort to communicate significant changes to students and parents in a timely manner.*

*Each school has the authority to adopt additional rules and guidelines pertinent to that school. Additional rules and guidelines will be communicated directly to you from your child's school.*

*It is important for students to respect the rights of their fellow students while taking responsibility to make our schools the best possible places to study and learn. We want our students to have pride in their school, their education, and to respect each other. We appreciate your support in helping all students recognize and fulfill this responsibility.*

*We in Centennial School District take our responsibility of providing our students with a high-quality education seriously and look forward to working with you to ensure success for your student(s).*

*Dr. Paul Coakley  
Superintendent of Schools*

### ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. State law requires students to be age 6 on or before September 1 to enter first grade and be age 5 on or before September 1 to enter Kindergarten. Students admitted to any grade must show evidence of completing the prior school years.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative educational services will be provided as appropriate to a resident student denied regular school admission.

### ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12 are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students 5 years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the superintendent or designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within 3 days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### ABSENCES & EXCUSES

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. A phone call from the parent or guardian, may, at the principal's discretion, be accepted in lieu of a written excuse. Absence from school or class will be excused under the following circumstances (based on Oregon law):

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

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

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

A student who has been absent for any reason is expected to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days.

### RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-in/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.

### **TRUANCY**

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

### **ALTERNATE EDUCATION PROGRAMS**

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

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

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

### **ALTERNATIVE EDUCATION NOTIFICATION**

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

1. When the student has not been successful despite individual intervention due to attendance, behavior or learning style needs.
2. When an expulsion is being considered or the student is already expelled for reasons other than a weapons policy violation.

### **ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include goals, criteria for enrollment, proposed budget, staffing, location and assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by an evaluation committee and recommendations will be submitted to the superintendent or designee by January 15. Final decisions will be made by February 15. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

### **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office for additional information.

### **PRIVATE PLACEMENTS**

When parents choose the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. The district will not pay for privately obtained services unless required by state or federal law. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before obtaining private placement or services.

Parents of any regular education, 504, or IDEA student who choose a private placement must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district, and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in denial of any subsequent reimbursement request.

### **PLACEMENT/ENROLLMENT OF HOMELESS STUDENTS**

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

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Lori Palmiter, 503-762-3632, the district's liaison for homeless students.

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Transfer information is available on the district website. Contact a building administrator for additional information.



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

### STUDENT CODE OF CONDUCT

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault\*;
2. Hazing, harassment\*, intimidation\*, bullying or menacing\*; cyber bullying\*; \*Teen Dating Violence/Domestic Violence
3. Coercion\*;
4. Violent behavior or threats of violence or harm\*;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\*;
7. Vandalism/Malicious Mischief/Theft;
8. Sexual harassment;
9. Use, possession, sale or distribution of tobacco products and inhalant delivery systems\*\*, alcohol or drugs\*\*
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority; including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\*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; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

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 decision regarding driving privileges under established due process procedures for suspensions and expulsions.

\*\*In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, including nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

\*\*\*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 firearm to school. The superintendent may modify the expulsion

## Student Conduct

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 years' imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined by 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. Firearm is defined by 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 or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination or parts either designed or intended for use in converting any device into a 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 the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

## STUDENT COMPUTER USE

Students may be permitted to use the district's electronic communications 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 district's mission or goals.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography, or, with respect to the use of the computers by students; harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and chat rooms.
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online, is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

Students, who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Students are not permitted to store or install any programs on school computers without explicit permission from the system administrators. Students are not permitted to download any programs using school computers.

## DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

### **VIDEO RECORDING EQUIPMENT USED IN SCHOOLS**

Some schools have video recording equipment in use in hallways, cafeterias, commons, gymnasiums and classrooms. Video equipment is used to monitor student behavior. Students whose behavior is observed on video recordings as being in violation of district rules of conduct shall be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline.

### **DISCIPLINE AND 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.

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. Violation of the district's weapons policy, as required by law, may be reported to law enforcement.

### **DETENTION**

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure may be substituted. Detainment may include, but is not limited to, after school/lunch detention, Saturday school or community service. Supervision of students who are detained after school must be provided or arranged for by the teacher or administrator who detains them.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

For a drug or weapon violation, or if the student with a disability has inflicted serious bodily injury upon another person at school, a student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **RESTRAINT AND SECLUSION**

The use of physical restraint and/or seclusion is only permitted as: (1) part of a student behavior support plan when other less restrictive interventions would not be effective, and the student's behavior poses a threat of imminent, serious bodily injury to the student or others; (2) in an emergency by school administration, teacher or other school employee, or volunteer as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to themselves or others.

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Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. (OAR 581-021-0061 and OAR 581-021-0062). Oregon law prohibits corporal punishment, which is defined as “any act which willfully inflicts or willfully causes the infliction of physical pain on a student.” (OAR 581-21-060)

Any student being restrained or secluded within the district whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Parents will be notified by the end of the day on which the incident occurred if their student has been restrained or secluded as described above. Parents will be provided written documentation of the incident within 24 hours. The district conducts an annual report of the previous school year’s use of physical restraint and seclusion. It is available at [www.csd28j.org](http://www.csd28j.org).

### SUSPENSION

Suspension temporarily removes from a student the privilege of attending school or school activities. A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require the student to attend school during non-school hours as an alternative to suspension, provided the parent has been notified and the student has had sufficient time to cancel other commitments.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While suspended, 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. School work missed by a student while on suspension may be made up without penalty when the student returns to school.

### EXPULSION

Expulsion removes an individual from the school beyond 10 consecutive days. 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, in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year. An expulsion from school for a period of not less than one year is required for any student who is determined to have brought a firearm to a school under the jurisdiction of the district. Expulsion may be modified by the superintendent on a case-by-case basis.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. Individual notification of alternative placement shall be hand delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

### SEARCHES AND QUESTIONING

District officials may search the student and his/her personal property when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Items which 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.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Students have no expectation of privacy regarding these items/areas. Items belonging to the district which

## Student Conduct

are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

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

Parents are advised that in suspected child abuse cases, 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.

## GANGS

No secret society of any kind, including a fraternity, sorority, or gang will be permitted at school. The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. All items associated with gangs, as identified by school administrators in conjunction with local law enforcement agencies, are prohibited from being on Centennial school campus. These items include: apparel that identifies a student as being part of a gang, gang symbols such as do-rags, bandanas and caps with street or nicknames on them, school supplies marked with gang or cult graffiti, chains of any kind (i.e.: wallet chains), spike jewelry and other metal paraphernalia.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA

Students may possess personal communication devices, such as pagers or cellular phones on school property. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. This includes cell phones or other digital audio devices such as, but not limited to, iPods, iPads, etc.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative. Social media Web sites are Web sites such as, but not limited to, Facebook, Twitter, Snapchat, etc.

Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media web sites when the student is not engaged in district activities and not using district equipment.

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parent/guardian.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data or otherwise (commonly called texting, sexting, emailing, etc) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution or lifetime inclusion on sexual offender registries.

### **ANIMALS IN THE SCHOOL**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the Superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

### **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.

### **DISTRIBUTION OF MATERIALS**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law. Material posted on any district web site must follow district guidelines (policy IIBGB) and must be approved by the building principal and/or webmaster prior to publication.

All non-school-sponsored materials that students want to distribute on district property or at district activities must comply with district standards and guidelines for distribution. Students may not distribute materials which:

- Are defamatory or libelous;
- Threaten or intimidate any individual or group;
- Are obscene as to minors;
- Contain vulgar and offensive language;
- Advocate breaking school rules or district rules, or advocate unlawful acts; or
- Reasonably could be anticipated to result in a substantial disruption of or a material interference with school work, school activities, discipline, the educational environment, or the rights of others within the school.

Non-school-sponsored publications shall be distributed only by being placed in marked, central areas, as designated by the principal. Arrangements to distribute non-school-sponsored publications at district activities shall be approved by the principal or his/her designee, who will ensure that the method of distribution does not disrupt the activity or impede the safe flow of traffic at the activity.

### **DRESS CODE**

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

### **VEHICLES ON CAMPUS**

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

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be 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.

## Student Conduct

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

### TRANSPORTATION OF STUDENTS

A student being transported on district provided transportation (home-to-school, field trip, athletic trip or other activity) is required to adhere to all Oregon Department of Education and Centennial School District bus riding rules. While being transported, students are under the authority of the driver. Any student who fails to comply with the bus riding rules or the directions of the driver may be denied transportation and shall be subject to disciplinary action.

### RULES GOVERNING PUPILS RIDING SCHOOL BUSES

(Oregon Department of Education OAR 581-053-0010)

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency exit only in the case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals, on the bus.
7. Pupils shall remain seated while the bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or other body parts through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the bus driver.
14. Pupils shall keep the bus clean and refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses, Type 20, and type 21 activity vehicles.

(Centennial School District Bus Riding Rules – in addition to ODE rules)

1. Eating, drinking, or chewing gum on the bus may be allowed only if students properly dispose of their trash and keep the bus free of litter.
2. No use or possession of tobacco products allowed on the bus.
3. No inflated balloons allowed on the bus.
4. Skateboards or scooters must be fully contained in a backpack or appropriate case to be transported and must not be removed while on the bus.
5. Personal music players may be used with headphones so long as the volume is kept reasonably low.

### DISCIPLINARY PROCEDURE FOR BUS VIOLATIONS

We believe all students should be given the opportunity to correct inappropriate behavior. To that end, we support open communication and progressive discipline procedures. Generally, the progressive disciplinary action listed below will be used with bus referrals. School administrators and/or the Transportation supervisor may make adjustments to the process for extenuating or special circumstances on a case-by-case basis. The following applies to the current school year. At the beginning of each school year students begin with a clean slate.

**First Referral:** Warning, may include review of rules and assigned seating.

**Second Referral:** 2<sup>nd</sup> warning, may include review of rules and assigned seating.

## Student Conduct

**Third Referral:** 1 day bus suspension (includes all buses), may include review of rules and assigned seating upon return from suspension.

**Fourth Referral:** 3 day bus suspension (includes all buses), may include review of rules and assigned seating upon return from suspension.

**Fifth Referral:** 5 day bus suspension (includes all buses), may include review of rules and assigned seating upon return from suspension.

**Sixth Referral:** 10 day bus suspension (includes all buses), may include review of rules and assigned seating upon return from suspension.

**Severe Infraction:** Severe infractions may result in skipping to higher levels of discipline up to and including expulsion from the bus.

### **Parental Notification:**

Elementary Schools – Notification of referrals is made via the school. Middle and High Schools – Notification of referrals is made via the Transportation Department.

### **Video Cameras on School Buses:**

The district takes the health, welfare and safety of students and staff on school district transportation vehicles very seriously. One means that the district monitors student behavior and the performance of employees in the fulfillment of their duties on school buses is through the use of cameras which record both video and sound. Each Centennial vehicle used for transporting students is equipped with multiple recording devices. Students whose behavior is observed on video recordings as being in violation of district rules of conduct shall be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline.



Code: **JFCF**

Adopted: **3/10/10**

Revised/Readopted: **8/14/13; 9/24/14; 1/13/16**

### **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/ Teen Dating Violence/Menacing/Domestic Violence– Student \*\***

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

Hazing, harassment, intimidation, bullying, cyberbullying or menacing by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and similarly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also prohibited. False charges made by students shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment, bullying, cyberbullying or coercion. Students may also be referred to law enforcement officials.

The principal and/or superintendent are responsible for ensuring this policy is implemented.

#### **Definitions**

1. “District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.
2. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation, sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.
4. “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district provided transportation or at any official district bus stop that maybe based on, but not limited to, the protected class status of a person having the effect of:
  - a. Physically harming a student or damaging a student’s property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  - c. Creating a hostile educational environment including interfering with the psychological well being of the student.
5. “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, and familial status, source of income or disability.
6. “Bullying” is defined as unwanted aggressive behavior between people that involves a real or perceived power imbalance and is repeated over time.
7. “Teen Dating Violence” means:
  - a. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
  - b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
8. “Domestic violence” means abuse as defined by Oregon Revised Statute (ORS) 107.705 between family and household members, as those terms are described in ORS 107.705.
9. “Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property/equipment to violate this policy.
10. “Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence or retaliation.
11. “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

### Reporting

The principal<sup>2</sup> will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal or superintendent who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal or superintendent. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the principal or superintendent may be subject to remedial action up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal or superintendent who have overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal or superintendent who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations and district complaint procedures.

The district shall incorporate into existing training programs for students' information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, menacing, bullying or cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation or bullying, teen dating violence, domestic violence and acts of cyberbullying.

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

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

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<sup>2</sup>Required by state law House Bill 2599 (HB 2599). All other bracketed language exceeds the requirements of HB 2599 and is under Board authority ORS 332.107.

**Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/  
Teen Dating Violence/Domestic Violence - Student Complaint Form**

This report must be submitted in order to file a complaint regarding an incident of alleged hazing, bullying, harassment, menacing, cyberbullying and incidents of teen dating violence. The completed form should be turned into the principal or the district office.

The district will take action if the act(s) of hazing, bullying, harassment, menacing, cyberbullying and incidents of teen dating violence takes place on school grounds or any district-sponsored activity or substantially interferes with a person’s educational benefits, opportunities, or performance.

Complainant’s Name (Last, First)	Relationship to Victim		
Victim’s Name (Last, First)	Gender	Grade	School
Victim’s Name (Last, First)	Gender	Grade	School
Accused’s Name (Last, First)	Gender	Grade	School
Accused’s Name (Last, First)	Gender	Grade	School
Accused’s Name (Last, First)	Gender	Grade	School

Date of Incident(s): \_\_\_\_\_ Date of Complaint/Report: \_\_\_\_\_

Location of Incident(s): \_\_\_\_\_

Describe the Incident(s):

Witnesses to Incident(s) (Names and Grades):

List of evidence of acts (letters, photos, online printouts):

**I agree that all of the information on this report is accurate and true to the best of my knowledge:**

Signature

Date

Received by

Date Received

**This report will be followed-up within two school days. If you fear a student is in IMMEDIATE danger, contact a school official or law enforcement immediately.**

**Processing of Complaint:**

<b>Required Action:</b>	<b>Date:</b>
Notify Parents of Victim and Accused	
Complete investigation of complaint	
Law Enforcement Contacted <input type="checkbox"/> Yes <input type="checkbox"/> No	
Outcome of investigation (Summary):	
Written findings sent to complainant/parents	
Notification letter and documentation sent to the office of the superintendent	

**Appeal Process**

- Step 1            Written appeal to superintendent/designee filed within 10 working days.  
(Written decision provided within 10 working days.)
- Step 2            Written appeal to Board within 10 working days.  
(Written decision provided within 10 working days.)

### EMERGENCY MEDICAL TREATMENT

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

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

### HEALTH SERVICES

To support students' health, safety, and academic success, our district provides school health services in partnership with the Multnomah Education Service District (MESD). To plan and provide for your child's special medical or mental health needs (for example; diabetes, seizures, or school anxiety) it is **important to promptly tell** the school staff and nurse about new and changing health issues that can cause learning or safety problems at school, if your child is undergoing treatments that affect the immune system, or when your child has a health condition need that requires specialized care at school.

### HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the school principal for additional information and procedures.

### SCHOOL NURSES

The school nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse (student must follow school rules about passes to see the nurse). The hours of the school nurse may vary; if the nurse is not available then staff trained in first aid can help students who become sick or injured at school.

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

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

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

### BEFORE/AFTER SCHOOL PROGRAMS

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

### COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrict able diseases is not allowed to come to school while the disease is contagious. This restriction is removed by written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting. Parents with questions should contact the school office.

### **HEAD LICE**

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

### **HEALTH INFORMATION**

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

### **HEALTH SCREENINGS**

Parents are now required to submit a certification of vision and dental screening within 120 days of enrolling when their student is 6 years of age or younger and beginning in a public school. Oregon law states that vision, dental and hearing screenings shall be done to help identify health problems in students. The nurse oversees the following screenings: Dental (by referral to school nurse), Hearing (grades Kinder and 1), Vision (grades Kinder, 1,3,5, and 7). If you do not want your child included in these screenings, you must submit a written request to the school each school year. Screening results for dental, hearing and vision are sent home to parents.

### **IMMUNIZATIONS AND OREGON LAW**

To protect all children, every student must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, 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. The student’s parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **MEDICATION ADMINISTRATION AT SCHOOL**

The school’s nurse provides consultation about medication administration that must occur at school. Only medication that is necessary to be given during the school day will be kept at school. Remember to ask your medical provider if your child’s medication can be given outside of school hours, this is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must provide written permission. Any changes to medication will require the parent to update the medication form at the time of the change and provide a current medical prescription from the health care provider. Medication must be in its original container and marked with the student’s name. All medication must be delivered to the school by a parent or responsible adult designated by the parent. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day’s supply of medication. All medication not picked up by the end of the school year will be destroyed. A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

### ENVIRONMENTAL SAFETY IN SCHOOL

The district recognizes the importance of providing schools and facilities that are safe, healthy, clean and comfortable. Awareness of the potentially hazardous conditions and substances has increased significantly. The district has plans in place to identify and eliminate or manage known hazards such as lead, radon, polychlorinated biphenyls and asbestos. The district also has plans in place to provide good indoor air quality. The use of chemicals and pesticides is kept to the absolute minimum and adequate notification is provided. Questions about any of these or any other facilities related issue can be emailed to [facilities@csd28j.org](mailto:facilities@csd28j.org) or you can call the district maintenance supervisor at 503-762-3671 or the district administration office at 503-760-7990.

Lead based paint may have been used in schools prior to 1978. All of that paint has been painted over and safely encapsulated. When re-painting is done, appropriate steps are taken to ensure compliance with all safety standards in place at the time. If you observe peeling, cracking or chipping paint please report it to the building principal or the contacts listed above.

The district has tested drinking water in the schools for lead contamination. A few locations that were tested required remediation and have been fixed. Testing is ongoing and current results are available on the district website or through the contacts listed above.

Asbestos was used in schools prior to 1989. The primary uses were in floor tile, adhesives and insulation. We are in full compliance with the Asbestos Hazard Response Act (ASHERA) by having buildings inspected by accredited inspectors and employing a management plan for control. The management plan is available for public inspection at the district office and in each school office.

Radon is a naturally occurring substance that comes up from the soil in certain geographic areas. The district has done sampling for radon and plans are in place for regular monitoring. Results will be posted on the district website or available from the contacts listed above.

Polychlorinated biphenyls (PCB's) used in light fixtures until 1979 have been eliminated from all schools as of August, 2013.

Indoor air quality should meet standards established by American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE). This is accomplished by providing fresh air ventilation. Anyone who has a concern about indoor air quality should first report it to the building principal or any of the contacts listed above. Buildings can provide a form to register a written concern about indoor air quality.

Chemicals and pesticides are used to the very minimum extent necessary for school operation. We ask employees, students and patrons not to bring any cleaning supplies, pesticides, weed killers, but sprays or other substances into the school/work environment. If you need any of those supplies, contact the maintenance department for assistance.

Working together and communicating openly on these topics is the best way to keep our students, staff and the public safe in Centennial Schools. Feel free to contact us if you have any questions or concerns.

### DISTRICT WELLNESS POLICY

The District Wellness Policy has been updated to address the changing health needs and concerns of our students, and to add choices by making sure that healthier options are available for everyone who wants them. With a focus on more nutritious food and increased opportunities for physical activity, new additions to the policy include:

- **Fundraisers** – schools can earn money without compromising the health of students, staff, and families, with projects that sell popular foods like fresh fruits, with traditional fundraisers that are activity based such as “Run For the Arts”, or by selling useful items like wrapping paper or magazines.
- **Meal times** – schools will work to make the healthier option the easier option for students by offering and promoting more choices in the cafeteria, and reducing competition from less nutritious foods like chips and sports drinks.
- **In the classroom** – choices will be available when the school provides food at a celebration, for example if there are cupcakes for a party, a healthy option like fresh cut fruit will be offered as well. Also, food will not be used as a reward or motivation (such as a bribe for good behavior).
- **Physical activity** – research shows that students who move, stretch, or engage in learning activities in the classroom also have better academic and behavioral outcomes. Physical activity will be promoted throughout the school day to encourage students to enjoy movement and exercise.
- **Drinking water** – because water is an essential nutrient and one of the healthiest beverage options, the new policy states that students and staff will have access to fresh drinking water throughout the school day, including in the cafeteria.

The Wellness Policy is reviewed every year by the Superintendent and the district Wellness Committee, and will be communicated for the benefit of students and staff.

### SCHOOL BASED HEALTH CENTER PROGRAM

The Multnomah County Health Department’s School-Based Health Center Program was created to assist families in getting the healthcare they need. The clinic is a medical office that specializes in caring for school-aged children. School-Based Health Centers are funded through third-party insurance, Medicaid, grants and public funds. Families with no health insurance are referred for screening to see if they may qualify for the Healthy Kids/Oregon Health Plan or other insurance programs. Families are not responsible for any out-of-pocket expenses.

The School-Based Health Centers provide the following services:

- Routine physical exams, including sports physicals
- Early detection, diagnosis, and treatment of illness and injury
- Vision, dental, and blood pressure screenings
- Immunizations
- Age-appropriate reproductive health
- Routine lab tests
- Prescription medications
- Health education, counseling, and wellness promotion
- Fitness and nutrition education and counseling
- Referrals for healthcare services not provided at the clinic

For more information, call one of the health centers listed below or go to [www.mchealth.org/sbhc](http://www.mchealth.org/sbhc)

#### Centennial High School

3505 SE 182<sup>nd</sup> Ave  
Gresham, OR 97030  
503-988-5488

<b>Cleveland High School</b> 3400 SE 26 <sup>th</sup> Ave Portland, OR 97202 503-988-3350	<b>Cesar Chavez (K-8)</b> 5103 N Willis Blvd Portland, OR 97203 503-988-3815
<b>David Douglas High School</b> 1034 SE 130 <sup>th</sup> Ave Portland, OR 97233 503-988-3554	<b>Harrison Park (K-8)</b> 2225 SE 87 <sup>th</sup> Ave Portland, OR 97216 503-988-4577
<b>Franklin High School</b> 5405 SE Woodward St Portland, OR 97206 503-988-3370	<b>George (K-8)</b> 10000 N Burr Ave Portland, OR 97203 503-988-3829
<b>Grant High School</b> 2245 NE 36 <sup>th</sup> Ave Portland, OR 97212 503-988-3372	<b>Lane (K-8)</b> 7200 SE 60 <sup>th</sup> Ave Portland, OR 97206 503-988-5640
<b>Jefferson High School</b> 5210 N Kerby St Portland, OR 97217 503-988-3360	<b>Madison High School</b> 2735 NE 82 <sup>nd</sup> Ave Portland, OR 97220 503-988-3382
<b>Roosevelt High School</b> 6941 N Central St Portland, OR 97203 503-988-3909	<b>Parkrose High School</b> 12003 NE Shaver St Portland, OR 97220 503-988-3392



### FEES, FINES AND CHARGES

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 (e.g., pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including:

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

Some required fees or deposits may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. In accordance with the law and board policy, restrictions and/or penalties may be imposed until fees, fines or charges are paid. Documents shall be released upon payment of monies owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

### LUNCH/BREAKFAST PROGRAM

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

Lunch money for students is tracked in a computerized program called MealTime. Parents can use MealTime to deposit money, review and monitor online their children's account by going to [www.mymealtime.com](http://www.mymealtime.com) and creating a parent account.

All student lunch/breakfast information is confidential and the MealTime system uses a picture of each student for verification. For additional information please call Dining Services at 503-762-3670.

### COMMON CORE STATE STANDARDS

The district has adopted the Common Core State Standards (CCSS). These are standards in English Language Arts and Math for every grade K-12. More information on the Common Core is available on the ODE website at <http://www.ode.state.or.us/search/page/?id=2860>. The standards for each grade level and ideas on what parents can do at home to assist their child are located in the National PTA CCSS Parent Guides at [www.ode.state.or.us/search/page/?id=3398](http://www.ode.state.or.us/search/page/?id=3398)

### GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate or have satisfactorily completed a prescribed education program approved by the principal and recorded on his/her transcript may participate in the graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s), or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

### GRADUATION DIPLOMA REQUIREMENTS

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and, if required, if the student's parent or guardian consents.

Students will have access to the appropriate resources to achieve a diploma, modified diploma, extended diploma, or alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11 grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA);
5. Demonstrates an adequate level of proficiency in literacy in the requested language.

The district will allow English Language Learners (ELL) students to demonstrate proficiency in the Essential Skill of Applied Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11<sup>th</sup> grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills of English.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternative assessment.

A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student with an individualized education program (IEP) completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed. Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

### **MODIFIED DIPLOMA**

The school district shall grant eligibility for a modified diploma to a student who has: 1) a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or 2) a documented history of a medical condition that creates a barrier to achievement.

A student and the parent or guardian shall be informed about diploma options when the student is in the fifth grade, but the decision to work toward a modified diploma cannot be made earlier than the end of the 6<sup>th</sup> grade and no later than 2 years before the student's anticipated exit from high school. The decision is made by the school team, which should include the student and MUST include a parent or guardian. When a student working toward a modified diploma completes the 8<sup>th</sup> grade, the school team must review the modified diploma information annually.

To receive a modified diploma a student must earn 24 units of credit, between grade 9 and the end of their high school career with at least 12 of those credits to include:

- a. English Language Arts (3)
- b. Mathematics (2)
- c. Science (2)
- d. Social Sciences (2)
- e. Health Education (1)
- f. Physical Education (1) and
- g. Career Technical Education, the Arts or Second Languages (units may be earned in any one or a combination (1).

The remaining 12 units of credit must be awarded to meet the needs of the individual student as specified in the education plan of the student with the expectations and standards aligned to the appropriate grade level academic content standard.

### **CREDIT FOR PROFICIENCY**

In addition to credit by completing classroom or equivalent work as in a course of at least 130 clock hours, a diploma or modified diploma may be based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through sufficient and appropriate evidence including one or more of the following:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence and/or;
5. Providing documentation of prior learning experiences.

\* High school students who are interested in earning Credit for Proficiency must have a written approved plan signed by the principal.

### **GRADE REDUCTION/CREDIT DENIAL**

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

### **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

### **ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

### **SURVEYS/ INSTRUCTIONAL MATERIALS**

Parents may inspect any survey created by a third party before the survey is administered or distributed by the school to students. The district will notify parents if the district is going to administer a survey that is considered to be politically or personally sensitive to gather information for program development, or to comply with federal and/or state requirements and/or requests. Parent shall have the right to inspect such surveys.

Parents should be aware that Centennial School District participates in the Healthy Teen survey process to identify drug, alcohol and sexual activities of students in Centennial Middle and High schools as well as Centennial Park School. The information is gathered in a manner that a student's identity is not revealed to any state agency or the district. Such information is used for statistical analysis by the state of Oregon and for the development of programs that promote healthy, legal and responsible behavior of students by Centennial School District. Parents who do not want their student to participate in this survey should notify the building principal in writing as soon as possible.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion or disability. 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.

### **ASSESSMENT PROGRAM**

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

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

### 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 or parenting plan, 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.

### RELEASE OF INFORMATION TO THE MILITARY

The district is required by law to release secondary (grades 9-12) students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

If parents object to the release of any or all of this information, they must notify the school in writing that they do not authorize their student's name, address and telephone number to be released to military and/or to institutions of higher education.

### PERSONALLY IDENTIFIABLE INFORMATION

Parents must give their signed and dated written permission for the district to release personally identifiable information. Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Personally identifiable information may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and parent/guardian's prior written, dated and signed consent unless otherwise permitted by law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon state assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

### DIRECTORY INFORMATION

Directory information means those items of personally identifiable information contained in a student education record, which is not generally considered detrimental, or an invasion of privacy if released. Directory information includes but is not limited to: the student's name, telephone listing, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Parents objecting to the release of directory information about their student must submit a written request to their child's school within 15 days. Directory information in the form of lists of students, and phone numbers, will not be released to vendors or others desiring to solicit students for contributions or sales. Directory information is released only with administrative approval and provided only to district approved organizations for the purpose of educational program evaluation and improvement.

### **MEDICAID**

The district participates in the Oregon Medicaid School Health Services Program. Student directory information may be submitted to this program for purposes of verifying student eligibility for Medicaid. If you do not wish your student's directory information to be released to OMAP, please notify the district in writing within 15 days of receipt of the student handbook.

### **PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS**

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

### **REQUESTS FOR EDUCATION RECORDS**

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

### **SOCIAL SECURITY NUMBER**

Providing a student's social security number (SSN) is voluntary. If provided, the district will use this SSN for record-keeping, research and reporting purposes only. The district will not use an SSN to make any decision directly affecting anyone. An SSN will not be given to the general public. If a student chooses not to provide an SSN, he/she will not be denied any rights as a student. By providing an SSN, a student consents to the use of his/her SSN in the manner described.

OAR 581-21-225 authorizes school districts to ask students to provide their SSN. This SSN will also be provided to the Oregon Department of Education (ODE). The ODE gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develops educational programs. This information supports the evaluation of education programs and student success in the workplace.

The district and ODE may also match a student's SSN with records from other agencies as follows:

- The ODE uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with education and their level of success.
- Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

A student's SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

### **STUDENT EDUCATION RECORDS**

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

"Education records" are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. The district shall give full rights of education records to either parent, unless the district has been provided legal evidence that specifically revokes this right. However, once the student reaches age 18 those rights transfer. The district shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. The parent or eligible student has the right to inspect and review the student's educational records or request the amendment of the student's education record to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights. In addition to the protection and procedures afforded elsewhere in policy, students with disabilities and their parents have special rights under federal and state law with regard to student records.

Personally identifiable information shall not be disclosed without parent or eligible students prior written notice unless the request complies with exceptions outlined in school board policy JO/IGBAB.

### **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.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

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

### **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provision

### **VISITORS**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work 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. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

### **AUTOMATED CALLING SYSTEM FOR ATTENDANCE, EMERGENCIES AND PARENT NOTICES**

The district uses an automated calling system to communicate with parents or guardians who provide their contact information. The automated system makes calls about the following topics: student absences which are not pre-arranged, emergency school closures, disciplinary issues, parent involvement, education testing, and school community events.

Parents may choose to opt out of receiving calls or texts from the automated calling system. However, you must provide the district with a reasonable method by which it can notify you of a student's unexpected absence.

### COMPLAINTS REGARDING A CLASSROOM/TEACHER

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 5 working 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 within 10 working days. Following the conference with the superintendent or designee, the complainant may appear before the Board, in accordance with Board policy.

### COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with the 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 Director of Student Services.

### STUDENTS WITH SEXUAL HARASSMENT COMPLAINTS

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district approved or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district or where the employee is engaged in district business.

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

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

Building principals, the compliance officer (Director of Human Resources) and the Superintendent have the 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 1:** Any sexual harassment information (complaints, rumors, etc) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.



**Step 2:** The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant (in writing) when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 3:** If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step 4:** If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such an appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

**Step 5:** Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U. S. Department of Education, Office of Civil Rights, Region X, 915 2<sup>nd</sup> Ave, Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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.

### **EQUAL EDUCATION OPPORTUNITY**

The Centennial School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act Amendments Act of 2008.

The district will treat its students without discrimination on the basis of gender as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Any student, who feels that she/he has been a victim of such discrimination as enumerated in Centennial School District policy, is encouraged to contact their school principal to express concerns and participate in investigation regarding such concerns.

Questions regarding compliance should be directed to the Director of Human Resources, 18135 SE Brooklyn St, Portland, OR 97236, and phone 503-760-7990.

## Student/Parent Complaints

Code: AC

Adopted: 10/81

Revised/Readopted: 10/10/90; 8/22/01; 3/08/06;  
12/12/07; 5/13/09; 9/28/11;  
12/14/11; 9/25/13; 10/14/15;  
11/08/17

Orig. Code(s): 1310

### **Nondiscrimination**

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation<sup>1</sup>, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans', or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other person with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues<sup>2</sup>. The Board will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

<sup>1</sup>Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individuals' gender identity, appearance, expression or behavior differs from that traditionally associated with the individuals' gender at birth.

<sup>2</sup>Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

Code: **AC-AR**

Revised/Reviewed: 6/27/01; 1/05/06; 11/14/13;  
10/14/15; 12/13/17

Orig. Code(s): AC-AR

### **Discrimination Complaint Procedure**

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

**Step 1** Complaints may be oral or in writing and must be filed with the principal. The principal shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the principal.

**Step 2** If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint. The superintendent or designee may review the principal's decision and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision and respond, in writing, to the complaint within 10 school days.

**Step 3** If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant, in writing or electronic form, within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at Step 2 and file a complaint with the superintendent or designee. If the superintendent is the subject of the complaint, the complaint may start at Step 3 and be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be made directly to district counsel.

Timelines may be extended based upon mutual consent of both parties.

If the complainant, is a person who resides in the district or is a parent or guardian of a student who attends school in the district or is a student, and is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

# RIGHTS AND RESPONSIBILITIES

## Student/Parent Complaints

### DISCRIMINATION COMPLAINT FORM

\_\_\_\_\_  
Name of Person Filing Complaint      Date      School or Activity

Student/Parent     Employee     Nonemployee (Job applicant)     Other \_\_\_\_\_

Type of discrimination:    Race                      Color                      Religion  
(Circle what is applicable)    Sex                      National Origin            Disability  
   Marital Status            Age                      Sexual Orientation  
   Other: \_\_\_\_\_

Specific complaint (please provide detailed information including names, dates, places, activities and results of informal discussion):

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

### ENGLISH LANGUAGE LEARNING STUDENTS

The school provides special programs for bilingual English language learning students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's English language development instructional program for limited English proficient instructional program students, parents of identified students will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in an English language development program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement on the language assessment test;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition out of the language program, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
  - a. Detailing the right to have their student immediately removed from such program upon their request;
  - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
  - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

### STUDENTS WITH DISABILITIES

The district provides special programs and services for students with disabilities. A student or parent with questions should contact the Student Services Director at 503-760-7990.

**CHILD FIND:** If you know someone in Centennial School District whose child has disabilities and may need special education and related services, please have the parent call 503-760-7990. School districts must locate and identify individuals' age birth through 21 who have disabilities.

### TALENTED AND GIFTED (TAG)

The district serves academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as ethnic minorities, the economically disadvantaged, and the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, student who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
4. A nationally standardized academic achievement test for assistance in identifying academically talented students or the state level academic assessment approved by the Oregon Department of Education.

Identified students shall score at or above 97<sup>th</sup> percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria may be identified.

The district's talented and gifted program and service options will be developed and based on the individual needs of the student. Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available in 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.

### **TITLE IA SERVICES**

The district provides Title IA services for disadvantaged learners at eligible schools. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title IA program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator.

### **TITLE IA PARENT INVOLVEMENT**

The district will conduct programs, activities and procedures for the involvement of parents and guardians in all of its Title IA funded schools. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial, cultural or ethnic minority background.

The district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of the Parental Involvement section of the Every Student Succeeds Act (ESSA), and that each school has developed a school-parent compact consistent with the ESSA requirements. The school district will incorporate this district wide parental involvement policy into its Continuous Improvement Plan that is submitted to the Oregon Dept of Education.

### **DRIVER EDUCATION**

The Driver Education Program at Centennial is designed to meet the state requirement of 30 classroom and 6 behind-the-wheel hours. Students must have a current driving permit. The training is offered year-round. A fee is charged for the service. Fees are lower for those who have not yet attained a driver's license.

Driver Education is provided to all eligible resident students (and nonresident students upon application to the district) as resources permit. Instruction is divided into two components: in-class and behind-the-wheel instruction consists of six hours. The schedule of training is available in the Athletic Director's office at Centennial High School.

### **REPORTING OF SEXUAL CONDUCT WITH STUDENTS**

ORS 339.370 requires school districts to adopt a policy on reporting sexual conduct by a district employee that is directed towards a student. Sexual conduct is defined as any verbal or physical conduct by a school employee that is sexual in nature, is directed toward a student, has the effect of unreasonably interfering with a student's educational performance, and creates an intimidating hostile or offensive educational environment. Examples of sexual conduct may include inappropriate sexual or suggestive conversations, suggestive or obscene language, sharing of obscene photos, and it may include sexual harassment. Sexual conduct with students by district employees as defined by Oregon law will not be tolerated. Parents are encouraged to discuss with their children how to handle unwelcomed behaviors by adults. District procedures are in place to respond to sexual conduct reports and annual training is required regarding the prevention and identification of sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the school board or any district employee. The Centennial School District is committed to providing a learning environment free of all forms of abuse. A brochure entitled "Reporting Requirements Regarding Sexual Conduct with Students" is available for all staff, students and parents at all district schools.

### **REPORTING OF SUSPECTED ABUSE OF A CHILD**

Any district employee who has reasonable cause to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Department of Human Services (DHS) or the local law enforcement agency (LEA). The district employee shall also immediately inform his/her supervisor, building principal or superintendent. District staff will receive training each school year in the prevention and identification of child abuse and on the obligation of district employees under ORS 419B.005 and as directed by board policy to report suspected child abuse. In addition, training for parents and legal guardians of students attending district schools shall be made available on the prevention, identification of abuse of a child separate from district staff training.

Child abuse by district employees will not be tolerated. If a district employee is a suspected abuser, reporting requirements remain the same. Upon request, the district shall provide records of investigations of suspected child abuse by a district employee or former district employee to law enforcement, Department of Human Services and Teachers Standards and Practices Commission.