

# Student and Family Handbook

## 2018-2019

**La misión de Arco Iris School** es ofrecer instrucción de inmersión en el español y un programa de matemáticas riguroso con el fin de preparar a los alumnos para que sean ciudadanos responsables y continúen su aprendizaje con valores firmes a lo largo de su vida.

**The mission of Arco Iris School** is to offer a solid education that includes Spanish immersion and a rigorous mathematical curriculum that will prepare students to be responsible citizens and lifelong learners with strong values.

Arco Iris School prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, 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.

A School's may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the School's office for additional information and/or compliance issues:

School Administrator

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## **PREFACE**

The material covered within this Student and Family Handbook is intended as a method of communicating to students and parents regarding general School's information, rules and procedures and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may therefore be superseded by such Board policy, or administrative regulation. Board policies are available upon request.

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

## **ACADEMIC INTEGRITY**

Students are expected to put forth their best effort on maintaining honesty and integrity in their efforts and work.

A school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in the English language, athletic ability, or academic records, but may limit admission within a given age group or grade level.

**Plagiarism:** The use of another person's words, ideas, or facts as if they were your own, without giving credit to the original source.

### **Examples:**

- You are plagiarizing when you use information from another source without including proper documentation (e.g. citations and a list of works cited or a bibliography).
- You are plagiarizing when you use more than three words in a sequence from someone else without giving credit to that source.
- You are plagiarizing when you turn in another student's work as your own or allow someone else to copy your work; this work might include homework, tests, papers, or other assignments.
- You are plagiarizing when you copy materials from sources such as the Internet, books, or periodicals without introducing the material or using citations to show the beginning and end of the "borrowed" material

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

## **ADMISSION**

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

Oregon public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process. An equitable lottery may incorporate a weighted lottery for historically underserved students. More detailed information on our admissions information can be found on our website at [www.arcoirisschool.org](http://www.arcoirisschool.org)

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The school will provide alternative materials and methods of learning the course

curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

### **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 administrator, that are part of an approved school curriculum or co-curricular activity are allowed in school facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

### **ASBESTOS**

The school has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the School's office.

The Head Administrator serves as the School's asbestos program manager and may be reached for additional information.

### **ASSEMBLIES**

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

### **ASSESSMENT PROGRAM**

The School's assessment program shall be designed for the purpose of determining the school's 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 school shall provide the required notice and necessary forms to the student. The school shall provide supervised study time for students who are excused from participating in the assessment.

### **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the School's administrator or a counselor prior to June 1st of the school year in question. Requests to change a student's assigned class at other times must be directed to the School's administrator. Final decisions are the responsibility of the School's administrator or designee.

### **ATTENDANCE**

The expectation of Arco Iris School is that all students are in their classrooms, ready to learn at 8:30 am for K-5 and 8:10 am for Middle School. If a student arrives at the school building after that time, they are considered tardy. Your student will be provided with a late pass. As a consequence of excessive tardies, the student will be referred to attendance team and parents will be notified for a meeting with the attendance team for further guidance (Attendance team is comprised of the school counselor and attendance secretary).

**Notification** –When notifying the school regarding a student absence, a parent or legal guardian must call the School Office or provide an email upon the student's return. Messages or emails must detail the nature of the absence or run the risk of the absence being designated as unexcused. Parents or legal guardians have no more than one school day (carry over the weekend/non-student days when applicable) to excuse an absence. All absences will be designated as unexcused, regardless of reason after one school day. Only individuals on the guardian contact list are authorized to excuse a student. Students will not be excused if they call in for themselves.

**Daily Attendance Policy-** Please know that when your child is absent for 10 consecutive days, Arco Iris must withdraw your child from the school on the 11th day per Beaverton School District Attendance Policy. Upon your child's return, the child must be re-enrolled, provided that the slot has not been filled by another child. A student arriving 90 minutes late will be considered a half day absent and a student attending less than 90 minutes in the classroom will be considered a whole day absent.

**Tardies** – Regular and punctual attendance is a critical factor in school success, and this habit is established at an early age. We believe it is the responsibility and duty of both the school staff and the Parent/Guardian to cooperate and encourage students to establish good attendance practices. Excessive absences and tardies from school can lead to students falling behind in the critical skills of reading, writing, and math, as well as create issues relating to positive social connections.

**Excused Absences**– Emergencies will be classified as infrequent situations of major importance that affect family and home. Absences may also be considered excused for medical and dental appointments, legal/court obligations, bereavement, religious observations, and school-sponsored activities. Absences which do not meet these criteria will NOT be excused, even if the absence is reported by a parent or guardian.

**Unexcused Absences**– Unexcused absences are those that do not meet the criteria for excused absences or if timely documentation/notice is not provided to the school by a parent/guardian. The consequences for an unexcused absence in a timely manner may include Administrative interjection. If a student continues to accumulate unexcused absences, mandatory communication with the student parents will be required (conference, phone, email, letter format). The full range of consequences as cited in Consistent Discipline and Oregon Law will be considered, including a suspension and/or citation to Washington County Truancy Court.

**Student Check-in/out**– Arco Iris is a closed campus: once a student is in the building, the student must remain in the building. If it is necessary for the student to leave school for any reason after their initial arrival, a parent/guardian must sign them out of the building in the school office. Subsequently, parent or guardian must document the time of their return to school at the office as well. Failure to do so will result in an unexcused absence for time missed.

**Pre-arranged Absences**– If absences are known in advance, they may be pre-arranged as excused if they meet the following criteria: Prolonged student medical issue, serious illness of a member of the student's family, family emergency or bereavement, legal/court obligations, religious observation, school sponsored, curricular or academic-related activity.

**Make-up Work** - Make-up work for excused absences should be completed during the time frame agreed upon by the teacher and student. To request missed work for long periods, please email or contact teachers. Missed work for long periods of time will be managed on a case by case basis. Please also visit the teachers' website for updates at this link, <http://www.arcoirisschool.org/apps/staff/>

### **Absences and Excuses**

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

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

The school office shall notify a parent or guardian by the end of the school day if his/her child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the

parent or guardian. If the parent or 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 pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

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

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

### **BIRTHDAY CELEBRATIONS**

Parents and students may not distribute invitations to birthday or other private parties (even to the whole class) at school. Please make an effort to deliver these important messages in another manner. We also ask that birthday treats not be brought to school. We enjoy birthdays, but interruptions and excess sugar can disrupt the school day. The Beaverton School District and Charter school wellness policy require schools to be healthy in nature. It is the intent that Arco Iris Spanish Immersion, take a proactive approach to provide students with nutritious food choices. If parents would like to honor their child(ren)'s birthday, a request to the parent for a book donation to the classroom, or school library is welcomed. Thank you for your cooperation, it is greatly appreciated.

### **CLOSED CAMPUS**

Due to the school being a closed campus, students and parents will need to check in and out with the Administrative office when entering or leaving campus.

### **CLUBS**

Student clubs may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

### **COMMUNICABLE DISEASES**

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

### **COMPUTER USE**

Students may be permitted to use the School's electronic communications system only to conduct business related to the management or instructional needs of the School's or to conduct research related to education consistent with the School's mission or goals. Personal use of School's computers, including e-mail access, is strictly prohibited

for school use only, in addition to official school business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

The school's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) 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 in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and the 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 is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The school retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received or contained in the School's information system are the School's property and are to be used for authorized purposes only. Use of School's equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the School's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on School's servers are not private and may be subject to monitoring. By using the School's system, individuals consent to have that use monitored by authorized School's personnel. The School's reserves the right to access and disclose, as appropriate, all information and data contained on School's computers and School's owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of School's system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

### **STUDENT CODE OF CONDUCT**

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

The school 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 School's-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at school-sponsored events, and while off campus whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others and during field trips.

### **CODE OF CONDUCT: DISCIPLINARY INTERVENTIONS & RESPONSES TO STUDENT CONDUCT**

Arco Iris School expects, encourages, and trusts our students to be safe and make healthy decisions regarding their behavior. When students make poor decisions, there may be interventions and responses to those actions that are age appropriate, consider the student's mental capacity, and to the extent practicable, use approaches that are evident through research to be effective. The Code of Conduct outlined in this handbook applies to students at all

times while they are on school property, at any school sponsored activity, including field trips, and while traveling to and from school or any school sponsored event. The school recognizes that some incidents that occur off school grounds may seriously affect school safety and school climate. In those cases, the school may implement intervention and disciplinary responses based on their impact on school safety and school climate. The Administrator at the school shall enforce consistently, fairly, and without bias all student conduct policies, administrative regulations, and school rules.

Mitigating circumstances may include:

- a. age
- b. self-defense
- c. lack of knowledge of rules
- d. provocation
- e. inability to reason
- f. disability

Successful disciplinary practices have the following characteristics:

1. They are explicit, reasonable, and timely.
2. They are logical, fair, consistent, and developmentally appropriate.
3. They include a variety of prevention and intervention measures.
4. They provide the opportunity for parent/family and student participation.
5. They respond to individual differences among students with insight and sensitivity.
6. They ensure the opportunity for students to obtain an education.
7. They address the needs of the student who engage in the misconduct, the needs of those who were affected by the misconduct, and the needs of the overall school community.

**LEVELS OF INTERVENTION AND DISCIPLINARY RESPONSE** Each level of intervention and discipline in this section may include the strategies described below but is not in any way limited to those strategies or options that are specifically listed. School administrator or personnel will have the discretion to use interventions and/or discipline that is deemed appropriate to the conduct.

**LEVEL 1 Classroom Interventions and responses.**

Quality classroom instruction and management result in increased student engagement and decreased behavioral issues. These interventions aim to teach correct, alternative behavior so students can learn and demonstrate the safe and respectful behavior. Level 1 interventions normally don't involve parent notification.

Teachers are encouraged to try a variety of teaching and classroom management strategies.

- a. Explicit instruction of behavioral expectations
- b. Community building/Restorative\* circles
- c. Contact parent
- d. Verbal correction
- e. Reminders and redirection
- f. Written reflection and/ or apology
- g. Seat change
- h. Parent or guardian conference
- i. Parent or guardian accompany student to school
- j. Loss of classroom privileges
- k. Teacher or student conference school-based Interventions. These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior
- l. Parent or guardian notification
- m. Mentoring

- n. Referral to IEP or 504 team or student data team
- o. Service to school
- p. Restitution
- q. Conflict resolution
- r. Community mediation
- s. Short-term behavioral progress reports
- t. Referral to community organization

**LEVEL 2 Intensive support and administrative staff interventions and responses.**

These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

- a. Parent or guardian notification
- b. Change in schedule or class
- c. Loss of privileges
- d. Conflict resolution
- e. Reprimand by appropriate administrator
- f. Referral to IEP or 504 team or student data team
- g. Assignment of work projects
- h. Mentoring
- i. Restitution
- j. Peer mediation

**LEVEL 3 Suspension and referral responses.**

These interventions may involve the removal of a student from the school environment for up to seven days because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as possible while still adequately addressing the behavior.

- a. Parent or guardian notification
- b. Short-term suspension and/or in-school suspension
- c. Referral to IEP team for manifestation determination for students with disabilities
- d. Revision to IEP or 504 (students with disabilities) as needed
- e. Provide list to community organization (e.g., mentoring programs)

**LEVEL 4 Extended suspension and referral responses.**

These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior.

- a. Parent or guardian notification
- b. Extended suspension between 8-10 days
- c. Expulsion (serious behavioral infractions; more than 10 days)
- d. Referral to IEP team for manifestation determination for students with disabilities
- e. Revision to IEP or 504 (students with disabilities) as needed
- f. Alternative educational placement

**a. Suspension Process (in or out of school)** temporarily removes from a student the right of attending school or school activities and/or being on school property. After reviewing available information, suspensions may be made and approved by the Head Administrator. The length of the suspension shall be determined by the severity of the act and previous behavior of the student and at the discretion of the Head Administrator or his/her designee. The suspending administrator may also at his/her discretion, postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the

parent/guardian by letter and, when possible, by telephone, and the procedure for reinstatement will be explained. There is no appeal process beyond the school Head Administrator. The period of suspension is not to exceed a maximum of ten (10) school days. In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action. In cases involving use of alcohol/drugs, possession of alcohol/drugs, or being under the influence of alcohol/ drugs, up to a ten (10) school days suspension period will be imposed.

**b. Expulsion Process** Expulsion is the termination of the student's right to attend school, school activities, and/or be on property for a substantial period not to extend beyond one calendar year.

Students may be expelled for any of the following circumstances:

- a) when a student's conduct poses a threat to the health or safety of students or employees;
- b) when other strategies to change the student's behavior have been ineffective; or
- c) when required by law.

Expulsions shall be recommended only by the school Head Administrator to the appropriate Executive Administrator. School procedures provide for written notification to the student's parents, identification of alternative education options (in appropriate circumstances), and information concerning the right to an expulsion hearing. In case the parent or student have difficulty understanding the English language or have other serious communication difficulties, the school will provide an interpreter. The student will be suspended by the Head Administrator pending an expulsion hearing. If the student and/or parent believe there has been a violation of due process, they may appeal the decision to the Arco Iris School Board. In cases where the student brings a firearm or dangerous weapon to school or is in possession of a firearm or dangerous weapon at school, the expulsion period will be no less than one calendar year in length unless a modification is warranted. In cases where students are being recommended for expulsion for violations of the following codes, a Safety Plan must be submitted to the Head Administrator as part of the Expulsion Packet.

### **CODES (Refer to Table)**

Code 2 – Assault

Code 4 – Bullying / Harassment

Code 12 – Fighting

Code 13 – Fire Setting / Attempted Fire Setting / Fire Play

Code 14 – Fire Tools / Ignition Sources

Code 22 – Secret Societies / Gangs

Code 23 – Sexual Harassment

Code 27 – Threats / Menacing / Hate Lists

Code 32 – Weapons: Dangerous or Deadly, other than Firearms, Knives, and Explosive Devices

Code 33 – Weapons: Explosive Device

Code 34 – Weapons: Firearms

Code 35 – Weapons: Knives and Look-Alike Knives

Code 36 – Weapons: Look-Alike Explosive Devices, Firearms, or Other Dangerous or Deadly Weapons

Code 37 – Weapons: Others

In addition, as part of the Expulsion Packet, the Head Administrator should address the following questions:

1. What interventions have been helpful in the past for this student?
2. What are some key components of an effective alternative setting for this student?
3. Could an administrative transfer to another Beaverton School School's School or School's be an option for this student, in lieu of expulsion? Please explain.

4. Does the student have certain protective factors present in your building (extracurricular activities, positive adult relationships, a positive peer group, etc.) that could be further explored and included in a comprehensive safety plan in lieu of expulsion?
5. What are school's rights and processes during search inspections
  - a. Search and Inspection: If school officials have reasonable suspicion to believe that a student either personally possesses or is in possession of some item that poses an immediate threat to the safety of the student, the official, or others at school, they are authorized to search the student and his/her personal property, or any School School's property used by the student, and seize any items deemed injurious or detrimental to the safety, health, and welfare of the students and staff. Likewise, school officials may seize any item the school official believes demonstrates a violation of a law or school rule. Students are prohibited from using or possessing dangerous weapons, firearms, ammunition, hit or threat lists, dangerous instruments, and/or hazardous or explosive materials or devices. On a random basis, drug sniffing dogs may be used to search lockers and vehicles, to detect contraband and violations of school rules and criminal laws. To further protect students and provide a safer school environment, random inspections of lockers and other student storage areas may also occur at any time. These areas remain in the possession and control of the school when they are assigned for student use. Students may use student storage areas for the limited purpose of temporarily keeping items needed for classes and other school activities. Students shall expect that lockers and other student storage areas will be inspected by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Students have no reasonable expectation of privacy in lockers and student storage areas. Prohibited items will be removed and held by the school. Any items removed during an inspection will be returned to the student, the student's parents or held for the police as necessary. Students will be disciplined if any prohibited items are found. Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violate the Arco Iris School's Student & Family Handbook, school policy, state laws, and/or federal laws shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials. Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school.

**Disciplinary Procedures for students with Disabilities:** Special Education & Section 504 Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability. (See "Special Education and Section 504") If an expulsion hearing is requested, the student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school's attorney may be present. The student will be afforded the right to present his/ her version of the charges and to introduce evidence by testimony, writings or other exhibits at the expulsion hearing. Finally, the student will be permitted to be present and to hear the evidence presented by the School. For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

#### **A Student's Right to Hear His or Her Accuser**

1. Complaints and Accusations made by Staff Members:
  - a. A student may hear directly from the teacher or other staff member the specific complaints or descriptions of unacceptable behavior.
2. Complaints and Accusations Made by Other Students:
  - a. In recognition of the special jeopardy in which student witnesses may be placed, and considering the possible traumatic effects on a student witness of adversary proceedings, the complaining student may not be required to face the accused nor to have his/her identity revealed. When it is determined that a complaining student ought not face the accused, a school official may then become the official complainant. However, extreme care must be exercised by school Administrator to ensure that a student is not unjustly disciplined based on false or on hearsay evidence. Student witness anonymity may not be protected in expulsion hearings or legal proceedings involving

attorneys, police officers, and/or court officials Denial of Admission to Regular School Program. The school may deny admission to its regular school program to a student who is expelled from another school or charter school, and who has moved into the Arco Iris School Spanish Immersion School or Beaverton District for the length of the expulsion. The school or schools will provide an alternative learning environment for the student. Denial of admission to regular school program and alternative education program for weapons violations If a resident student or a student transferring into the School's or Charter school is expelled for a weapons violation, pursuant to Section (6) of ORS 339.250, the school or charter school will deny that student admission to the school's regular program for at least one calendar year from the date of the expulsion.

**Special Education Services** must be provided during the expulsion period. Required Reports to Law Enforcement Violations of the School's rules related to guns and dangerous weapons, vandalism, the intentional or reckless destruction of material amounts of school property and causing severe bodily injury must be reported to the police. A school administrator shall inform the appropriate law enforcement agencies when a student is suspected of committing other illegal acts on the school campus or at a school-sponsored activity.

**Fire Marshall:** When a student violates Code 13, the Fire Marshall at Beaverton Fire and Rescue and the Public Safety Office will be contacted. The fire marshal will assess the behavior of the person in question and may provide fire safety education and/or a referral for treatment. Evaluation and education is usually provided by the local fire service while treatment is provided by members of the Washington County Juvenile Firesetters Intervention Network. Required Reports to School Administrators will notify the Public Safety Office of all incidents of guns / deadly weapons on campus, as well as serious and credible threats and "hate list" incidents. Administrator must also contact the Public Safety Office to obtain a Level 1 STAT case number. Public Safety office is located at: 16550 SW Merlo Road Beaverton, Oregon 97003 for the Beaverton School School's. (Phone: 503.356.4444)

**Student Conduct Offense Master Table & Levels:**

LEVEL 1 Classroom Support and School-Based Interventions - aim is to teach correct alternative behavior

Level 2 Intensive support and administrative staff interventions aim is to correct the behavior by stressing the seriousness of the behavior while keeping the student in school. Appropriate when supports have been put in place but the behavior has continued to negatively affect the learning environment.

LEVEL 3 Suspension and Referral Responses appropriate when interventions and supports have been put in place but the behavior is escalating (repeatedly) or because of the severity of the behavior.

LEVEL 4 Extended Suspension and Expulsion - appropriate when the student's behavior seriously affects the safety of themselves or others in the school environment.

<b>MASTER TABLE</b>	<b>DISCIPLINARY RESPONSE MIN&lt;--&gt;MAX</b>				<b>*Law Enforcement and Public Safety Office should be contacted</b>
	L e v e l 1	L e v e l 2	L e v e l 3	L e v e l 4	

<b>ALCOHOL - CODE 1 -</b>					
Use, Possession and/or Intent to Possess			X	X	X
Distributing or Sharing			X	X	X
Selling				X	X
<b>ASSAULT - CODE 2</b>					
Intentionally, knowingly or recklessly causing physical injury to another			X	X	X
<b>AUTOMOBILE MISUSE - CODE 3</b>					
Not following rules and regulations concerning vehicles on school premises		X	X	X	
<b>BULLYING/HARASSMENT - CODE 4</b>					
Harassing, intimidating, bullying or cyberbullying		X	X	X	X
<b>BUS MISCONDUCT - CODE 5</b>					
Minor Disruptions (eating, noise, etc.)	X	X			
Serious Disruptions (attacking students)		X	X	X	
<b>CLOSED CAMPUS - CODE 6</b>					
Leaving school property without pre-arranged permission on file		X	X		
<b>DANGEROUS DRUGS - CODE 7 -</b>					
Under the influence			X	X	X
Using or possessing			X	X	X
Selling or distributing				X	X
<b>DEFIANCE OF AUTHORITY - CODE 8 -</b>					
Refusal to follow the reasonable requests of School's personnel and/or designated authority	X	X	X		
<b>DISORDERLY OR DISRUPTIVE CONDUCT - CODE 9 -</b>					
Language or behavior which disrupts and/or interferes with the educational process	X	X	X		
<b>DISRUPTIVE APPEARANCE/STUDENT DRESS - CODE 10 -</b>					
Failure to meet dress and/or grooming standards	X	X	X		

<b>EXTORTION - CODE 11</b>					
Demanding money or something of value in return for protection from violence or threat of violence	X	X	X	X	X
<b>FIGHTING - CODE 12</b>					
A hostile physical encounter between individuals		X	X	X	
<b>FIRE SETTING/ATTEMPTED FIRE SETTING/FIRE PLAY - CODE 13</b>					
Using fire to destroy or attempt to destroy property			X	X	X
<b>FIRE TOOLS/IGNITION SOURCES - CODE 14</b>					
Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources		X	X		
<b>FORGERY, LYING OR ACADEMIC INTEGRITY - CODE 15</b>					
Forging signatures, cheating, plagiarizing, and/or any other misrepresentation of the truth	X	X	X		
<b>GAMBLING - CODE 16</b>					
Participating in games of chance for the purpose of exchanging money and other things of value		X	X		
<b>LEWD CONDUCT/PROFANITY - CODE 17</b>					
Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured	X	X	X		
<b>LOITERING (AFTER SCHOOL SUPERVISION) - CODE 18</b>					
Unsupervised students loitering in school buildings before or after school hours		X	X		
<b>MEDICATION - CODE 19</b>					
Distribution, sharing, and/or selling of prescription or over the counter medications or supplements		X	X	X	X
<b>PHYSICAL ALTERCATION MINOR - CODE 20</b>					
Confrontation, tussle, or physical aggression that does not result in injury	X	X	X		
<b>RECKLESSLY ENDANGERING - CODE 21</b>					
Reckless, unintentional conduct which creates substantial risk of physical injury to another person or self		X	X		
<b>SECRET SOCIETIES/GANGS - CODE 22</b>					

Participating in a secret society or gang-related activities		X	X	X	X
<b>SEXUAL HARASSMENT - CODE 23</b>					
Sexual harassment that is verbal, visual, written, electronic, or physical and nature	X	X	X	X	X
<b>TARDINESS - CODE 24</b>					
Arriving late to school and/or class	X	X			
<b>TECHNOLOGY MISUSE - CODE 25</b>					
Failure to comply with the School's's "Electronic Communication Agreement"	X	X	X		X
<b>THEFT - CODE 26</b>					
Taking, giving, selling or receiving property not belonging to you	X	X	X	X	X
<b>THREATS/MENACING/HATE LISTS - CODE 27 **ORS 339.327</b>					
An intentional, serious threat by word or act which places another person in fear of imminent serious physical injury		X	X	X	X
<b>TOBACCO - CODE 28</b>					
Tobacco use, possession, sharing, and/or distribution		X	X		
<b>TRESPASSING - CODE 29</b>					
Entering or remaining unlawfully in School School's buildings		X	X	X	X
<b>UNEXCUSED ABSENCE - CODE 30</b>					
Any absence which has not been excused by parent or legal guardian and/or appropriate school staff	X	X	X		
<b>VANDALISM - CODE 31</b>					
Intentionally damaging, defacing or destroying property	X	X	X	X	X
<b>WEAPONS: DANGEROUS OR DEADLY, OTHER THAN FIREARMS, KNIVES AND EXPLOSIVE DEVICES - CODE 32</b>					
The use, possession or sale of a dangerous or deadly weapon			X	X	X
<b>WEAPONS: EXPLOSIVE DEVICES - CODE 33</b>					
The use, possession, or sale of an explosive device or material				X	X
<b>WEAPONS: FIREARMS - CODE 34 **ORS 339.315</b>					

The use, possession, or sale of a firearm				X	X
<b>WEAPONS: KNIVES AND LOOK-ALIKE KNIVES - CODE 35</b>					
The use, threat of use, possession, or sale of knives and/or look- alike knives of any form and/or length		X	X	X	X
<b>WEAPONS: LOOK-ALIKE EXPLOSIVE DEVICES, FIREARMS, OR OTHER DANGEROUS OR DEADLY WEAPONS - CODE 36</b>					
The possession, use, or threat of use of a look-alike explosive device, firearm,, or other dangerous or deadly weapons		X	X	X	X
<b>WEAPONS: OTHERS - CODE 37 (Follow PROTOCOL on page 47)</b>					
The use or threat of use of a weapon, device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury			X	X	X

<b>ALCOHOL - CODE 1</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Use, Possession and/or Intent to Possess			X	X
Distributing or Sharing			X	X
Selling				X

Using, possessing, taking affirmative action to possess, sell, distribute, share, or willingly remain in a place where you knowingly permit others to sell, keep or use alcohol; or being under the influence of alcohol; or the use, possession, selling, distribution of any substance promoted as alcohol.

**Use, Possession and/or Intent to Possess**

Students who possess, or take affirmative action to possess drug paraphernalia and/or use, possess or take affirmative action to possess or are under the influence of dangerous drugs and/or alcohol at school, while traveling to and from school, at school sponsored events, on campus, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school, are subject to immediate suspension and/or expulsion. The student may also be subject to additional educational programs and obligations established by the School's.

For drug and alcohol offenses committed by students with disabilities on an IEP, special education discipline due process protections must be followed. (See Special Education and Section 504, pg. 28). Note that for a student with a disability under Section 504 who is currently engaged in the illegal use of drugs or alcohol, a school may take any disciplinary measures pertaining to the use of possession of illegal drugs or use of alcohol as is taken for students without disabilities.

No manifestation determination or due process procedures are required. However, a student with a disability under Section 504 who is not currently engaged in the illegal use of drugs or alcohol who commits a drug/alcohol offense, such as the possession, sale or distribution of drugs or alcohol, is afforded Section 504 protections, including a manifestation determination and due process procedures.

### **First Offense**

The Head Administrator shall:

1. Notify and request a conference with the parents/guardians of the student.
2. Suspend the student for the violation of the rules for up to ten (10) school days, with the expulsion recommendation pending.
3. Turn over all drug-related evidence to the appropriate law enforcement agency.
4. Require that for a student to be readmitted into the School's educational programs, a chemical abuse evaluation be performed by an approved third party, off campus, at the parent's expense. The results of the evaluation and/ or chemical dependency Level 1, 2, 3 or 4 treatment, if required, must be submitted to the Head Administrator or designee. The student and parents/guardians must agree to fulfill the recommendation of the evaluator and submit necessary progress reports to the Head Administrator or designee

If the student or parent/ guardian refuses to permit the evaluation and any recommended Level 1, 2, 3 or 4 chemical dependency treatment, a recommendation for expulsion will be made to the Head Administrator up to the full extent of the law.

### **Second Offense and/or Subsequent Offenses**

The Head Administrator shall:

1. Notify and request a conference with parents/guardians of the student.
2. Suspend the student for the violation of the School's rules for ten (10) school days pending a recommendation to expel up to the full extent of the law.
3. Notify appropriate law enforcement.
4. Turn over all drug related evidence to the appropriate law enforcement agency.

Any second offense that occurs after 36 months of a first offense shall not be recognized by the School's as a second or subsequent offense.

### **Selling**

Students who sell or trade alcohol and/or other dangerous drugs to another student or person at school, while traveling to and from school, at school sponsored events, and while off campus, whenever such conduct has a direct effect on the discipline or general welfare of the school, shall be expelled from Arco Iris School up to the full extent of school rules and the law.

### **Alternative Placement/Special Education**

All students expelled for any drug or alcohol violation will be given the opportunity to choose two alternative placements to continue their education. The appropriate placement for students eligible for special education services under the Individuals with Disabilities Education Act (IDEA) will be determined at an IEP meeting by the student's IEP team. Students who are eligible for services under Section 504 will be reevaluated and have their 504 plan reviewed prior to a change in placement.

Special Education: [Oregon Charter Schools](#)

<b>ASSAULT - CODE 2</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Intentionally, knowingly or recklessly causing physical injury to another			X	X

Intentionally, knowingly or recklessly causing physical injury to another. *(See Codes 12 & 20: Fighting and Physical Altercation of a Minor)*

<b>BULLYING/HARASSMENT - CODE 4</b>				
<b>*Law Enforcement and Head Administrator should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Harassing, intimidating, bullying or cyberbullying		X	X	X

*(See Code 23 & 27: Sexual Harassment and Threats/Menacing/Hate Lists)*

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance that may be based on, but not limited to, the protected class status of a person. Bullying and harassment is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. It includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. It has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear or physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students will refrain from using personal communication devices or school property to harass or stalk another. Reports of bullying, as defined in the handbook, may be reported to the Administrator of Arco Iris School.

This code applies to harassing, intimidating or bullying conduct directed at School staff or volunteers during Field related trips.

BUS MISCONDUCT - CODE 5				
	L v 1	L v 2	L v 3	L v 4
Minor Disruptions (eating, noise, etc.)	X	X		
Serious Disruptions (attacking students)		X	X	X

Not following the posted instructions governing riding school buses may forfeit the student's privilege to school provided bus transportation and may result in the stated consequential actions.

### Bus Misconduct on Field Trips

The bus driver is responsible for the safety of the students, and staff members are responsible for maintaining order during field trips and establishing departure times unless hazardous conditions exist. Video cameras may be used on transportation vehicles transporting students to and from school and/or extracurricular activities.

The following is a list of rules and regulations posted in each school bus. The student who refuses to obey promptly the directions of the driver, or refuses to obey regulations, may receive a bus citation, forfeit his/her privilege to ride on the bus, and/or may receive consequential actions from the Range of Consequences, as described in the *Student & Family Handbook*.

1. The student is prohibited from fighting, wrestling, or what is defined as other boisterous activities
2. The student shall use the emergency door only in case of emergency.
3. The student shall be on time for the bus in the event of a field trip.
4. The student shall not bring animals (except approved guide animals), glass, firearms, weapons, or other potential hazardous material on the bus.
5. The student shall remain seated while the bus is in motion.
6. The student may be assigned a seat by the bus driver.
7. When necessary to cross the road, the student shall cross in front of the bus or as instructed by the bus driver.
8. The student shall not extend his/her hands, arms, or head through bus windows.
9. The student shall have written permission to leave the bus at a point other than at home or school.
10. The student shall converse in what is defined as normal tones; loud or vulgar language is prohibited.
11. The student shall not open or close windows without permission of the driver.
12. The student shall not throw items out of open bus windows.
13. The student shall keep the bus clean and must refrain from damaging the bus.
14. The student shall be courteous to the driver, to other students, and to passersby.
15. The student shall refrain from eating or drinking on the bus unless specific permission is granted by the driver.
16. Inflated balloons/latex products within the bus and/or out of open bus windows are banned on all School

buses that Arco Iris School partners with, for safety and health reasons. This includes inflated balloons that are not latex (such as mylar balloons). The safety and health reasons for the ban are:

- a. Safety—possible restricted vision by bus drivers by allowing inflated balloons on school buses.
- b. Health—possible allergic reaction to latex products by students/other passengers.

**Disciplinary Procedures for Violations of Transportation Rules**

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

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the appointed transportation supervisor has been held with the student, the parent, the bus driver, the appointed transportation supervisor and the Head Administrator.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the appointed transportation supervisor, has been held with the student, the parent, the bus driver, the appointed transportation supervisor and the Head Administrator. At this time a behavior contract may be implemented with the student, and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There may be a hearing at this time, arranged by the Head Administrator, involving the student, the bus driver, the field trip lead teacher, the parent and the Head Administrator.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s individualized education program (IEP) for students considered disabled under Individuals with Disabilities Education Act (IDEA) or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

<b>CLOSED CAMPUS - CODE 6</b>				
	L v 1	L v 2	L v 3	L v 4
Leaving school property without prearranged permission on file		X	X	

Leaving school property without approved prearranged permission on file in the school office. (The closed school campus policy is in effect at every Beaverton School's school including Arco Iris School.)

<b>DANGEROUS DRUGS - CODE 7</b>				
<b>*Law Enforcement and Head Administrator should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Under the influence			X	X
Using or possessing			X	X
Selling or distributing				X

Using, possessing, taking affirmative action to possess, selling, distributing, sharing, remaining in a place where you knowingly permit others to sell, keep or use drugs; or being under the influence of drugs or other intoxicants; or the use, possession, selling, distribution of any substance promoted as a dangerous drug. Possessing any drug paraphernalia. Drug paraphernalia includes, but is not limited to, electronic cigarettes, electronic hookahs, and other vapor emitting devices. A dangerous drug is defined as: any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user. This includes, but is not limited to, marijuana, cocaine, heroin, stimulants, depressants, hallucinogens, "Spice," "Molly," bath salts, and other substances which, under the circumstance in which it is used, or is attempted to be used, can harm the health of that student or others. *(See Code 19: Medication)*

<b>DEFIANCE OF AUTHORITY - CODE 8</b>				
	L v 1	L v 2	L v 3	L v 4
Refusal to follow the reasonable requests of School personnel and/or designated authority	X	X	X	

Refusal to follow the reasonable requests of Arco Iris School personnel and/or designated authority.

<b>DISORDERLY OR DISRUPTIVE CONDUCT - CODE 9</b>				
	L v 1	L v 2	L v 3	L v 4
Language or behavior which disrupts and/or interferes with the educational process	X	X	X	

Language or behavior which disrupts and/or interferes with the educational process. (See Code 21: Recklessly Endangering)

DISRUPTIVE APPEARANCE/STUDENT DRESS - CODE 10				
	L	L	L	L
	v	v	v	v
	1	2	3	4
Failure to meet dress and/or grooming standards	X	X	X	

Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health or safety of the student or others. Clothing, jewelry, or wording/graphics on clothing or on the person (e.g., tattoos) that is sexually suggestive, drug or alcohol-related, vulgar, which depicts violence, insulting, gang membership related, or ridicules a particular person or group may be prohibited.

**Dress and Grooming- see additional policies in handbook:**

Dress and grooming shall be in keeping with health, sanitary and safety practices.

- a. When a student is participating in school activities, his/her dress and grooming shall not disrupt the performance or constitute a health threat to the individual or other students.
- b. Dress and grooming standards may be established by school authorities as a requirement for participation in the school activity program.
- c. Dress and grooming that disrupts the learning process shall not be permitted. Immodest attire may be disruptive. When immodest attire is considered disruptive, the student will be expected to alter the mode of dress.
- d. Students shall not wear clothing, jewelry, emblems, badges, signs, tattoos or other symbols that are evidence of membership or affiliation in any gang.

EXTORTION - CODE 11				
	L	L	L	L
	v	v	v	v
	1	2	3	4
Demanding money or something of value in return for protection from violence or threat of violence	X	X	X	X

Demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence. (See Code 26: Theft)

<b>FIGHTING - CODE 12</b>				
	L	L	L	L
	v	v	v	v
	1	2	3	4
A hostile physical encounter between individuals		X	X	X

A hostile and or physical encounter between two or more individuals. (See Codes 2 & 20: Assault and Physical Altercation of a Minor)

<b>FIRE SETTING/ATTEMPTED FIRE SETTING/FIRE PLAY - CODE 13</b>				
	L	L	L	L
	v	v	v	v
	1	2	3	4
*Law Enforcement and Head Administrator should be contacted				
Using fire to destroy or attempt to destroy property			X	X

Using fire to destroy or attempt to destroy property. (See Code 14: Fire Tools/Ignition Sources) (See Fire Marshal, pg. 25).  
Fire Setting: Include Law Enforcement with Fire Inspector/Marshall.

<b>FIRE TOOLS/IGNITION SOURCES - CODE 14</b>				
	L	L	L	L
	v	v	v	v
	1	2	3	4
Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources		X	X	

Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Fire Tools are defined as: any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ). Ignition Sources other than fire tools are defined as any form of heat, which instigate or may be used to propagate fire and includes, but is not limited to, candles, road flares, fuses and fireworks.

<b>FORGERY, LYING OR ACADEMIC INTEGRITY - CODE 15</b>				
	L	L	L	L
	v	v	v	v
	1	2	3	4
Forging signatures, cheating, plagiarizing, and/or any other misrepresentation of the truth	X	X	X	

Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter, electronic communication, or other school document; cheating, plagiarizing turning in another person's papers, projects, computer programs, etc., as the student's own; and/or any other misrepresentation of the truth.

<b>GAMBLING - CODE 16</b>				
	L v 1	L v 2	L v 3	L v 4
Participating in games of chance for the purpose of exchanging money and other things of value		X	X	

Participating in games of chance for the purpose of exchanging money and other things of value.

<b>LEWD CONDUCT/PROFANITY - CODE 17</b>				
	L v 1	L v 2	L v 3	L v 4
Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured	X	X	X	

Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured. This includes possession, selling, sharing, and distribution of lewd materials. If appropriate, law enforcement may also be notified. (See Code 23: Sexual Harassment)

<b>LOITERING (AFTER SCHOOL SUPERVISION) - CODE 18</b>				
	L v 1	L v 2	L v 3	L v 4
Unsupervised students loitering in school buildings before or after school hours		X	X	

Students are not to be in the building before or after school hours unless they are supervised by an adult. This policy is being implemented to decrease theft, vandalism, and to create a safe school environment. Students who are staying after school should be in their supervised area 3 minutes after school ends. Students who are loitering will be escorted out of the building.

<b>MEDICATION - CODE 19</b>				
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	L v 1	L v 2	L v 3	L v 4
Distribution, sharing, and/or selling of prescription or over the counter medications or supplements		X	X	X

Distribution, sharing, and/or selling of controlled substance (prescription medication), or the distribution, sharing of non-medical use of prescription or over the counter medications or supplements, is prohibited. The use or possession, or taking affirmative action to possess any drug prescribed to anyone other than the prescribed user is prohibited. Possession and use of medication is allowed if the parent/guardian and student follow Arco Iris School policy procedures on administering medicines to students. *(See Code 7: Dangerous Drugs)*

<b>PHYSICAL ALTERCATION MINOR - CODE 20</b>				
	L v 1	L v 2	L v 3	L v 4
Confrontation, tussle, or physical aggression that does not result in injury	X	X	X	

Confrontation, tussle, or physical aggression that does not result in injury.

<b>RECKLESSLY ENDANGERING - CODE 21</b>				
	L v 1	L v 2	L v 3	L v 4
Reckless, unintentional conduct which creates substantial risk of physical injury to another person or self		X	X	

Reckless, unintentional conduct which creates substantial risk of physical injury to another person and/or self. *(See Code 9: Disorderly or Disruptive Conduct)*

<b>SECRET SOCIETIES/GANGS - CODE 22</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Participating in a secret society or gang-related activities		X	X	X

Oregon law prohibits the existence of any secret society in public school including sororities and fraternities **(ORS 339.885)**. A secret society is an organization composed of students which has an element of purpose which is concealed

from the public and shared only confidentially among members of the organization. The Arco Iris School & Beaverton School District, considers street gangs and similar organizations, including, but not limited to, such groups as “Bloods,” “Crips,” “Skinheads,” etc., to be secret societies. Students who participate in gang-related activities at school or school functions - such as possession or display of gang-related clothing, symbols, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs or signals, harassment or intimidation of others; or recruitment for gang membership - will be subject to strict disciplinary measures.

Students who participate in gang-related activities at school or school functions - such as possession or display of gang-related clothing, symbols, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs or signals, harassment or intimidation of others; or recruitment for gang membership – will be subject to a range of intervention and/or disciplinary action. Gang related items may be confiscated by school staff.

The School’s goal is to prevent student involvement in gang activity as outlined in the following process:

### **First Offense or Incident of Concern**

The Head Administrator shall:

1. Meet with the student involved to clearly explain the behaviors of concern and determine the level of concern
2. Inform the parent/guardian via phone or conference and share the assigned consequences if applicable.
3. Document interaction with student in the School’s student reporting system.

### **Second Offense (OR confirmed gang involvement)**

The Head Administrator shall:

1. Meet with the student involved to clearly explain the behaviors of concern, determine the level of concern, and review previous offense.
2. Determine appropriate consequences depending on the nature of the offense.
3. Schedule a conference with the parent/guardian and share the offense and assigned consequences.
4. Review the Gang Action warning letter with the student and sign the letter with the student (copies to student, parent/guardian, Head Administrator, counselor, case manager, appropriate teachers).
5. If applicable notify appropriate law enforcement.

### **Third Offense (OR gang behavior that poses a safety concern or disrupts the learning environment)**

The Head Administrator shall:

1. Meet with the student involved to clearly explain the behaviors of concern and determine the level of concern.
2. Schedule a conference with the parent/guardian and share the offense and assigned consequences.
3. Suspend the student for the violation of the school’s rules for up to 10 school days, with the expulsion recommendation pending.
4. If student is eligible, he/she may be placed on a Safety Contract and must comply with the requirements in lieu of expulsion (copies to student, parent/guardian, Head Administrator, counselor, case manager, appropriate teachers).
5. If applicable notify appropriate law enforcement.

Recommendation for expulsion will be made if a student fails to complete the approved gang awareness program. If the student or parent/guardian refuses to sign and agree to the requirements outlined in the Safety Contract, a recommendation for expulsion for a minimum of four (4) weeks up to the maximum allowed by law will be made.

<b>SEXUAL HARASSMENT - CODE 23</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Sexual harassment that is verbal, visual, written, electronic, or physical and nature	X	X	X	X

Sexual harassment is prohibited conduct. It may be verbal, visual, written, electronic, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited. *(See Codes 4, 27 & 17: Bullying/Harassment, Threats/Menacing/Hate Lists and Lewd Conduct/Profanity.)*

Examples of sexual harassment may include, but not be limited to:

1. Physical touching or graffiti of a sexual nature
2. Displaying or distributing of sexually explicit drawings, pictures, photos and written materials
3. Sexual gestures, obscene jokes, or sexual teasing
4. Touching oneself sexually in front of others
5. Spreading rumors about or rating other students
6. Making accusations regarding sexual orientation as to appearance, sexual activity or performance
7. Deliberate touching, leaning over, cornering, pinching, or attempting to remove the clothing of another student
8. Pressuring another student for dates or sexual favors

<b>TARDINESS - CODE 24</b>				
	L v 1	L v 2	L v 3	L v 4
Arriving late to school and/or class	X	X		

Arriving late to school and/or class.

<b>TECHNOLOGY MISUSE - CODE 25</b>
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	L v 1	L v 2	L v 3	L v 4
Failure to comply with the School's "Electronic Communication Agreement"	X	X	X	

Failure to comply with the Arco Iris School's "Electronic/Technology Communication Agreement."

**Technology Misuse**

Electronic Communication Services as defined in Administrative Regulation IIBGA-AR entitled: "Electronic Communications System" include but are not limited to:

Telephones, Fax, Cameras, E-mail, Voicemail, Text Messaging, Online File storage, Web pages, Wired & Wireless Networks, Social Media.

The use of School hardware, software, and communication systems is to support learning and research. This includes internal/external access to information services, databases, and other communication tools.

Personal computer and communication devices may be connected to the School network only; network access and use is limited to Arco Iris School hardware. Personal computers and communication devices may be used with the understanding that all expectations and criteria listed below apply.

It is expected that Arco Iris School's electronic tools and communication services will be used in a responsible, efficient, ethical and legal manner.

Use and possession of personal communication devices (i.e. cell phones, pagers, personal digital assistants (PDA), portable music players) are allowed on Arco Iris School property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school-sponsored activities or violate School Board policies, administrative regulations, school or classroom rules, state and federal law.

**Students must adhere to the following criteria in using electronic communication tools and resources:**

- It is expected that all users will understand and comply with all School regulations and with all legal requirements related to the use of electronic communications.
- The School's electronic tools and resources shall be used for educational purposes consistent with the School's priorities and beliefs. Educational purposes do not include commercial use, use for personal financial gain or political advocacy. Students have no reasonable expectation of privacy with respect to use of the School's computer or communication systems.
- Users shall employ electronic communications in a thoughtful manner that is respectful of the language and content sensitivities of individuals and that is appropriate within an educational environment.
- All communications shall be conducted so that both sender and recipient are fully and accurately identifiable.
- All communications shall be positive and constructive in tone.

- Users shall work to protect the integrity and reliability of the electronic tools and communications systems.
- Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the electronic communication services.

**The following practices are considered a violation of ethical standards and are subject to disciplinary action:**

- Violation of the privacy of students and employees of the School.
- Using profanity, obscenity or other language which may be harassing to another user.
- Attempts to obtain access to restricted sites, servers, files, databases, and unauthorized access to systems.
- Re posting personal communications without the author’s prior consent.
- Using, copying and/or posting commercial software in violation of copyright law, board policies, or administrative regulations
- Using School technology for personal financial gain, for any commercial or illegal actions, or for promoting the use of tobacco, alcohol or other drugs.
- Spreading computer viruses, trojan horses, or any other malware in an attempt to degrade, disrupt or monitor the content of transmissions.
- Downloading, storing or printing files or messages that are profane, obscene or that use language that defames another.
- Using hardware, software or network services in violation of copyright or vendor agreements. This includes copying or transmitting software programs for installation on non-school equipment.
- Other uses that have no reasonable basis for improving the teaching or learning of the School's curriculum.
- Using the phone system or fire alarm system to disrupt the operations of the school or the education environment.

<b>THEFT - CODE 26</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
Taking, giving, selling or receiving property not belonging to you	X	X	X	X

Taking, giving, selling or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing. *(See Code 11: Extortion)*

<b>THREATS/MENACING/HATE LISTS - CODE 27</b>
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	L v 1	L v 2	L v 3	L v 4
An intentional, serious threat by word or act which places another person in fear of imminent serious physical injury		X	X	X

An intentional, serious threat by word (electronic, telephone, written or spoken) or act (including physical, verbal and/or bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[3]). This includes, but is not limited to, words, target lists, surveys or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation or disability. Violation could result in a referral to an appropriate law enforcement agency. (See Codes 4 & 23: *Bullying/Harassment and Sexual Harassment*)

An intentional serious threat by word (electronic, telephone, written or spoken) or act (including physical, The possession of a list that threatens harm to others requires the parent/guardian of any student listed and any staff member listed to be notified within 12 hours of discovering the list. Written notification must follow within 24 hours.

<b>TOBACCO - CODE 28</b>				
	L v 1	L v 2	L v 3	L v 4
Tobacco use, possession, sharing, and/or distribution		X	X	

The use, possession, sharing, and/or distribution of:

1. Tobacco, including any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, chewing tobacco, and any other smoking product or other items containing or reasonably resembling tobacco or tobacco products
2. Spit or smokeless tobacco, dip, chew, snuff in any form
3. Nicotine or nicotine delivering devices
4. Electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content.

<b>TRESPASSING - CODE 29</b>				
	L v 1	L v 2	L v 3	L v 4

Entering or remaining unlawfully in School School's buildings		X	X	X
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Being present in unauthorized places or refusing to leave when asked to do so by Arco Iris School public charter public school personnel and/or designated authority. Entering or remaining unlawfully in School buildings or on any part of school property or adjacent areas. *(See Visitors and Volunteers, pg. 11)*

<b>UNEXCUSED ABSENCE - CODE 30</b>				
	L v 1	L v 2	L v 3	L v 4
Any absence which has not been excused by parent or legal guardian and/or appropriate school staff	X	X	X	

Any absence which has not been excused by parent or legal guardian and/or appropriate school official. Under **ORS 339.055** the School has an obligation to investigate unexcused student absences. If a student is not otherwise exempt from compulsory school attendance, the School may notify law enforcement. Notice will be given to the student's parent or legal guardian requiring the child to appear at the school on the next school day following the notice. *(See Attendance policy)*

<b>VANDALISM - CODE 31</b>				
	L v 1	L v 2	L v 3	L v 4
*Law Enforcement and Public Safety Office should be contacted				
Intentionally damaging, defacing or destroying property	X	X	X	X

Intentionally damaging, defacing (including tagging/graffiti), or destroying School property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (**ORS 339.270**). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child. (**ORS 30.765**) *(See Code 9: Disorderly or Disruptive Conduct)*

<b>WEAPONS: OTHER THAN FIREARMS, KNIVES AND EXPLOSIVE DEVICES - CODE 32</b>				
	L v 1	L v 2	L v 3	L v 4
*Law Enforcement and Public Safety Office should be contacted				

The use, possession or sale of a dangerous or deadly weapon			X	X
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The use, possession or sale of a dangerous or deadly weapon. 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, threatened to be used, possessed or sold, is readily capable of causing death or serious physical injury. A deadly weapon is defined by Oregon law as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Dangerous or deadly weapons include but are not limited to ammunition, BB guns, air guns, paintball guns, stun guns, nunchuck sticks, throwing stars, metal knuckles, and pepper spray. Violation shall result in a referral to an appropriate law enforcement agency. The Head Administrator may modify the expulsion on a case-by-case basis. (See Codes 34 & 35: Weapons: Firearms; Knives and Look-Alike Knives)

(See Special Education and Section 504, pg. 24)

### Dangerous and/or Deadly Weapons

Students bringing weapons to school may be expelled for a period of not less than one year. If a resident student or a student transferring into Arco Iris School, is expelled for a weapons violation, pursuant to Section (6) of ORS 339.250, the School will deny that student admission to the School’s regular program for the duration of the expulsion. In addition, the School will not offer an alternative education program pursuant to Section (10) OF **ORS 339.250** FOR AT LEAST ONE CALENDAR YEAR FROM THE DATE OF THE EXPULSION. The Head Administrator may, on a case-by-case basis, modify this expulsion requirement. Weapons under the control of law enforcement personnel are permitted. The Head Administrator may authorize other persons to possess weapons for courses, programs and activities approved by the School, and conducted on School property (including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports). Also see **ORS 339.315**.

Arco Iris School employees who have reasonable cause to believe that a person while in school has, or within the previous 120 days, unlawfully possessed a firearm or destructive device, must report that conduct immediately to the Head Administrator, or law enforcement agency within the county.

<b>WEAPONS: EXPLOSIVE DEVICES - CODE 33</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
The use, possession, or sale of an explosive device or material				X

The use, possession, or sale of an explosive device or material. Violation shall result in a referral to an appropriate law enforcement agency. The Head Administrator or designee may modify the expulsion on a case-by-case basis.

<b>WEAPONS: FIREARMS - CODE 34</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4

The use, possession, or sale of a firearm				X
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The use, possession, or sale of a firearm. A 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, and a firearm muffler or firearm silencer. Violations shall result in a referral to an appropriate law enforcement agency. The Head Administrator may modify the expulsion on a case-by-case basis. (See *Special Education and Section 504, pg. 24*)

<b>WEAPONS: KNIVES AND LOOK-ALIKE KNIVES - CODE 35</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
The use, threat of use, possession, or sale of knives and/or look-alike knives of any form and/or length		X	X	X

The use, threat of use, possession, or sale of knives and/or look-alike knives of any form and/or length (see also pg. 46 regarding treatment of Special Education students in possession of knives). If the knife is a dangerous weapon (readily capable of causing death or serious physical injury under the circumstances in which it is used, attempted to be used, threatened to be used, possessed, or sold) or a deadly weapon (Specifically designed for and presently capable of causing death or serious physical injury) then expulsion is required. The Head Administrator may modify the expulsion on a case-by-case basis. Violation may result in a referral to an appropriate law enforcement agency. (See *Special Education and Section 504, pg. 24*)

<b>WEAPONS: LOOK-ALIKE EXPLOSIVE DEVICES, FIREARMS, OR OTHER DANGEROUS OR DEADLY WEAPONS - CODE 36</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4
The possession, use, or threat of use of a look-alike explosive device, firearm,, or other dangerous or deadly weapons		X	X	X

The possession, use, or threat of use of a look-alike explosive device, firearm, or other dangerous or deadly weapons. The Head Administrator may modify the expulsion on a case-by-case basis.

<b>WEAPONS: OTHERS - CODE 37</b>				
<b>*Law Enforcement and Public Safety Office should be contacted</b>	L v 1	L v 2	L v 3	L v 4

The use or threat of use of a weapon, device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury			X	X
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The use or threat of use of a weapon, device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury. The Head Administrator may modify the expulsion on a case-by-case basis.

**CONFERENCES**

Regular conferences are scheduled annually in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The School encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent who wishes to confer with a teacher may contact the teacher directly and set up an appointment.

**DAMAGE TO SCHOOL PROPERTY**

A student who is found to have damaged school property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the school will notify the student and parent. The school will notify students and parents of all such charges. If the amount due is not paid within ten (10) calendar days of receipt of the school notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fee, Fines, and Charges.

**DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the School is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the School's weapons policy, as required by law, shall be reported to law enforcement.

**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 student without disabilities, 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 School may not suspend for more than ten (10) days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

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 forty-five (45) calendar days in a school year for a drug or weapon violation as provided in School procedures. Additionally, the Public Charter School may request an expedited due process hearing to obtain a hearing officer order to remove a student to an interim alternative educational setting for not more than forty-five (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.

#### **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and administrator. Students may be required to submit such publications to the administration for approval.

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

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

The school may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Disapprovals may be appealed by submitting the disapproved materials to the Head Administrator; material not approved by the Head Administrator within five days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

#### **DRESS AND GROOMING**

The School's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

#### **Student Dress Code**

During the Arco Iris School start up process, the Board voted in favor of a mandatory school dress code. The founders wanted the best for their children; high academic standards, global citizenship and a safe, learning environment for every student. Research has shown that schools requiring school uniforms increase safety by identifying trespassers, reduce social, and economic status by promoting equality, and improve academic performance by increasing students' attention toward their studies. Arco Iris School respects and honors all religious beliefs. If your religion dictates a certain type of dress please contact our school administration. We will gladly accommodate your student. Students attending Arco Iris School are required to wear the appropriate dress code except when notified of school sponsored non-uniform days.

## **ALL STUDENTS**

### **Tops**

- Solid red, white, or navy polo-type shirts or mid-thigh length polo dresses.
- Solid red, white, or gray undershirts are allowed – short or long sleeved or turtlenecks.
- No logos, images, or visible brands except for the Arco Iris School logo.

### **Bottoms**

- Solid navy blue or khaki colored pants/trousers, mid-thigh length shorts, and mid-thigh length skirts, skorts, jumpers, and kilts.
- Solid red, white, navy, or gray leggings may be worn under uniform.
- No sweatpants or denim unless otherwise indicated on a non-uniform.

### **Shoes and Socks**

- Students should wear shoes that are appropriate and comfortable for daily play. We recommend closed toed shoes with socks.
- No crocs, flip flops, or open toed shoes at any time.

### **Headwear**

- No hats or head scarves to be worn in class unless otherwise noted or approved by the office.

### **Sweatshirts, Fleece, or Sweaters**

- Students may wear solid red, navy, white, or gray layers over their uniforms during class and outside with no logos, images, or visible brands except for the Arco Iris School logo.

### **Outerwear**

- There are no restrictions on outerwear at this time. An extra set of hats and gloves may be left in your student's cubby.
- Please label your student's extra clothing.

### **Spirit Wear Days**

On Spirit Wear days, students can wear Arco Iris School spirit gear with their uniform bottoms or denim pants. Parents please guide students when selecting jeans.

We ask our wonderful families to donate clean, unstained, and outgrown dress code clothing to the Uniform Exchange at the school. Please feel free to look here for uniform clothing for your student. We also use this exchange for changes of clothes for the kids who need one during the school day. <https://www.primary.com/>

## **EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS**

Instruction on fire, earthquake dangers and safety threats, and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-8. At least one fire drill will be conducted within the first ten (10) days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-8. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted by all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

### **EMERGENCY MEDICAL TREATMENT**

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

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

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the administrator may alter the school and transportation schedules, as are appropriate to the particular condition. Such alterations include the closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

### **EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student organizations, and other activities has to offer.

Interested students should contact the office for additional information. School's students may participate in activities of the School in which the School is located if they meet the School's criteria.

### **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 of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. After school program 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, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental;
8. Fees for damaged library books and school-owned equipment;
9. Field trips considered optional to the School's regular school program;
10. Admission fees for certain extracurricular activities;

11. Participation fees or “pay to play” for involvement in activities.
12. Current Program Enrichment Fees

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the administrator.

The school may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the school may be waived at the discretion of the administrator or designee if:

1. The school 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 administrator or designee that preclude the collection of the debt.

A written notice will be provided to the student and their parent(s) of the school’s intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the School's, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The school may pursue possible restrictions and/or penalties through a private collection agency or other methods available to the school.

Debts not paid within ten (10) calendar days of the School'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 School's. A request to waive the student’s debt must be submitted in writing to the administrator or designee. Such requests must be received no later than 10 calendar days following the School's notice.

#### **FIELD TRIPS**

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

#### **FUNDRAISING**

Student organizations, clubs or classes, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the administrator overseeing fundraising efforts, at least ten (10) days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable school policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The finance administrator is responsible for administering student activity funds.

#### **HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

#### **IMMUNIZATION, PHYSICAL EXAMINATION, VISION SCREENING/EYE EXAMINATION AND DENTAL SCREENING**

Immunization:

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

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

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

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the school requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases. It will be important to immediately notify School nurse, Head Administrator, or school administrator should a student or employee come into contact.

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

A student infected with HIV<sup>1</sup>, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The school recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the school.

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

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

Individuals with questions regarding these requirements of law or the school's procedures should contact the school nurse and/or Head Administrator.

#### **Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction:**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of the School's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 8. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administrator for additional information and procedures.

### **LOCAL WELLNESS**

The Wellness policy was developed in response to federal legislation which mandated that each school participating in the USDA funded school meals program establish a local school wellness policy. Please refer to Arco Iris School Website under Lunch Program.

### **MEAL PROGRAM**

The School's participates in the National School Lunch Program and offers free meals based on qualifications for the Free and Reduced lunch program.

Additional information can be obtained in the office.

### **MEDICINE AT SCHOOL (PRESCRIPTION/NON-PRESCRIPTION)**

Students may be permitted to take prescription or nonprescription medication and in transit to or from school or school-sponsored activities, under the supervision of school personnel

### **School's-Administered Medication**

Requests for the School to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: the name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included. The medication must come in the original bottle or package that it was intended for.

Written instructions with the permission of the parent, which include the information above, are required for all requests to administer non-prescription medication.

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

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secure location in the student's classroom.

### **Self-Medication**

Arco Iris School strictly prohibits any self-medication for students (K-8)

### **LOST AND FOUND**

Any articles found in the school or on school grounds should be turned in to the school office and will be placed in the lost and found. Unclaimed articles will be disposed of at the end of every month.

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

### **PARENTAL INVOLVEMENT**

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

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

### **PARENTAL RIGHTS**

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

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

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

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.

#### **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 requires parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

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

#### **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Students may possess personal electronic devices in the School's facilities during the school day, only as authorized by the administration, and authorized by parent(s).

A "personal electronic device" is a device capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

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

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on School property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the School's Head Administrator.

The School will not be liable for personal electronic devices brought to School's property and School sponsored activities. The School will not be liable for information or comments posted by students on social media websites when the student is not engaged in public school activities and not using school equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, 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 and lifetime inclusion on sexual offender registries.

### **PROGRAM EXEMPTIONS**

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

An alternative program or learning activity for credit may be provided.

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

### **RELEASE OF STUDENTS FROM SCHOOL**

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

### **STUDENT SEARCHES**

School officials may search the student, his/her personal property and property assigned by the school for the student's use at any time on School property or when the student is under the jurisdiction of the School. Such searches will be conducted only 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.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the school.

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

School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

School-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure the maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the school. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning of Students**

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

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude school personnel from the investigation and may prohibit personnel from contacting parents.

### **SPECIAL PROGRAMS**

#### **Bilingual Students (English Language Learners)**

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

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
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 from such program into classrooms that are not tailored for limited English proficient students, 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 School's.

### **Students with Disabilities**

The school provides programs and services for students with disabilities. A student or parent with questions should contact the administrator.

### **STUDENT/PARENT COMPLAINTS**

#### **Discrimination Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the school Head Administrator. If the Head Administrator is the the subject of possible discrimination, the parent with a complaint may contact the Governance Committee of the Arco Iris School Board of Directors.

### **Education Standards Complaints**

Any parent of a student attending Arco Iris School may make an appeal or complaint alleging a violation of the school's compliance with an educational standard as provided by the State Board of Education. The complainant is required to first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable Arco Iris School complaint procedures.

After exhausting Arco Iris School procedures and the complaint has not been resolved within 90 days of the initial filing of a written complaint with Arco Iris School (whichever occurs first), any complainant may make a direct appeal to the Governance Committee of the Arco Iris School Board of Directors.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should follow policy and administrative regulation. Public complaints should be directed to the Head Administrator.

The complainant may appeal the Head Administrator's decision to the Board, whose decision will be final.

### **Public Complaints**

Code: **KL-AR** Revised/Reviewed: 07.2018

### **Step One: Initiating a Complaint**

Any member of the public who wishes to express a complaint should first discuss the matter with the school employee involved.

### **Step Two: The Head Administrator**

If the complainant is unable to resolve a problem or concern at step one, within five working days of the meeting with the employee, the complainant may file a written, signed complaint with the Administrator. The Head Administrator shall evaluate the complaint and render a decision within five (5) working days after receiving the complaint.

### **Step Three: The Governance Committee**

If Step 2 does not resolve the complaint, within 10 working days of the meeting with the Head Administrator, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the Governance Committee clearly stating the nature of the complaint and a suggested remedy. (A form is available at the end of this handbook)

The Governance Committee shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 14 working days after receiving the written complaint.

### **Step Four: The Board Chair**

If the complainant is dissatisfied with the Governance Committee's findings and conclusion, the complainant may appeal the decision to the Board Chair within five working days of receiving the Governance Committee's decision.

The Board may hold a hearing to review the findings and conclusion of the Governance Committee, to hear the complainant and to hear and evaluate any other evidence as it deems appropriate. Generally, all parties involved, including the School Administration, will be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final. (The timelines may be extended upon written agreement between both parties.)

Complaints against the administrator should be referred to the Board Chair on behalf of the Board. The Board Chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Governance Committee should be referred to the Board Chair on behalf of the Board. The Board Chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board Chair on behalf of the Board. The Board Chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board Chair may be made directly to the Board Vice Chair on behalf of the Board. The Board Vice Chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the school will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022- 1940.

### **Staff Sexual Conduct with Students**

Sexual conduct by school employees as defined by Oregon law will not be tolerated. All school employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and School’s Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

The School will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Head administrator will follow upon receipt of a report. In the

event the designated person such as the Head Administrator, is the suspected perpetrator, the School Board shall receive the report. When the administrator takes action on the report, the person who initiated the report must be notified.

The school will provide annual training to school employees, regarding the prevention and identification of sexual conduct.

### **Students with Disabilities Complaints**

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

### **Students with Sexual Harassment Complaint**

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

The School administrators 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 Head Administrator. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step 2** The school official receiving the information or complaint shall promptly initiate an investigation. The school official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five (5) 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 school 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, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.

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

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the School's administrator or compliance officer.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the administrator.

### **STUDENT EDUCATION RECORDS**

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

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

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

Permanent records are maintained in a fire-safe place in the School's office by the office staff. 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.

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

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

#### Provision for Hearing to Challenge Content of Education Records

Parents of a minor, 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 School refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

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

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

A copy of the School's Education Records Policy and administrative regulation may be obtained by contacting the office.

#### **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 years of age unless the school is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, may inspect and review education records during regular School hours.

### **Requests for Education Records**

The school shall, within ten (10 days) of a student seeking initial enrollment in or services from the School, notify the public or private school, education service school, 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**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The School will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

### **Student Restraint and Seclusion**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the school designated physical restraint and seclusion training program may implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee (or volunteer), as necessary, when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Parents will be notified if their student has been restrained or secluded as described above.

### **Transfer of Education Records**

The School 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 School. The transfer shall be made no later than ten (10) days after receipt of the request.

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

See Fees, Fines and Charges. Records requested by another School or District to determine the student's placement may not be withheld.

### **SUPERVISION OF STUDENTS**

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

### **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The School prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use electronic equipment belonging to the student or the school to threaten,

harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the school threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

**VISITORS**

Parents and other visitors are encouraged to visit Arco Iris School. 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 School's facility. The administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the administrator.

**ATTACHMENTS & FORMS**

**Arco Iris School Public Charter Spanish Immersion School**

**COMPLAINT FORM**

TO: Governance Committee of Arco Iris School

Person Making Complaint (Please print full name legibly)

\_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint

--

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

Suggested solution/resolution/outcome:

Office Use: Disposition of Complaint:

  
  
  
  
  
  
  
  
  
  

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR1/14/16\*PH

**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT AND FAMILY HANDBOOK**

I have read and discussed the student and family handbook and its' policies with my child.

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

**INSTRUCTIONS TO PARENTS/GUARDIANS:** Please sign, detach, and return this page to the office after reading this Student and Family Handbook, discussing it with your child, and obtaining your child's signature.